

City of McMinnville
Landscape Review Committee
Regular Meeting

October 19, 2016, 12:00 p.m.
Community Development Center
McMinnville, Oregon

MINUTES

Members Present: Chair Rob Stephenson, Committee Members RoseMarie Caughran, Tim McDaniel, Sharon Gunter, and Josh Kearns

Members Absent: None

Staff Present: Chuck Darnell (Associate Planner), and Ron Pomeroy (Principal Planner)

Others Present: None

1. Call to Order

Associate Planner Darnell called the meeting to order at 12:00 PM.

2. Approval of Minutes:

Chair Stephenson asked the committee whether there were any suggested revisions to the September meeting minutes. Hearing none, Committee Member Gunter moved that the minutes from the September 21, 2016 regular meeting be approved. Committee Member Caughran seconded. With no further discussion, the Landscape Review Committee members voted to approve the revised plan unanimously.

3. Action Items

L 22-16

Associate Planner Darnell introduced the application and plan, which is a tree replacement plan and maintenance plan for the property at 1200 NE Baker Street. The replacement and maintenance plan were conditions placed on the approval to remove seven trees from the property. Staff explained that the applicant was now formally requesting that nine damaged trees be removed, and the replacement plan included nine new trees to be installed in their

Planning Department

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place. Staff also noted that Public Works staff, during their original inspection, had observed nine damaged trees and recommended that they all be removed, if the property owner wished to do so.

Committee Member Caughran asked if they were clearing out the Maple trees closer to the corner. Associate Planner Darnell showed that only the existing Pine trees would be removed, and that the deciduous tree will remain.

Staff explained that the trees being proposed were not on the approved street tree list, but that the Landscape Review Committee can approve another species. Committee Member Kearns noted that the plan was created as more of a landscaped area, as the planting area is much larger than a normal street tree planting strip. Chair Stephenson agreed.

Committee Member Caughran asked whether root barrier would be required. Staff noted that the root barrier requirement is a standard for any street tree replacement. The committee determined that root barrier would not be necessary in this situation, as the Vine Maple would not require root barrier and the planting area is not as confined as a standard tree planting strip.

Committee Member Caughran asked about deep watering tubes. Committee Member Kearns stated that for the Vine Maple species, deep watering tubes would not be necessary. Chair Stephenson stated that he was comfortable with removing the root barrier and deep watering tube condition from the recommended approval.

Committee member Kearns abstained from voting on the plan because he was involved in the creation of the plan, but did describe the landscaping features on the tree replacement plan.

Committee Member Caughran moved that the request to remove of nine trees replacement and maintenance plan be approved. Committee Member McDaniel seconded. With no further discussion, the Landscape Review Committee members voted to approve the removal request, as well as the tree replacement plan and maintenance plan, as suggested by staff but without the root barrier and deep watering tube requirement.

L 32-16

Associate Planner Darnell introduced the application, which was for a tree removal request for the property at 3004 NE Hembree Street. The applicant was requesting the removal of a tree that was impacting sight lines from the intersection of NE Hembree Street and NE Grandhaven Street. Staff explained that, as part of the standard city review of the application, Public Works completed an inspection and agreed with the applicant. Public Works staff noted that the tree is located at the beginning of a horizontal curve in the roadway on the westbound approach to NE Hembree Street. Therefore, the tree blocks visibility of westbound traffic on NE Grandhaven Street for southbound traffic on NE Hembree Street. For that reason, Public Works staff supported the removal and did not recommend that a replacement tree be planted in the existing planting strip.

Staff explained that the request was also forwarded to the City Engineer because the tree impacted street traffic and public safety. Upon review, the City Engineer agreed that this tree should be removed, and because it is impacting broader street traffic and public safety, the Engineering Department has offered to remove the tree for the property owner at the City's expense.

The committee discussed whether the tree could be replaced, and whether a replacement tree would be suitable at this location. The committee decided to follow the recommendation of Public Works staff and the City Engineer, and not require replacement.

Committee Member McDaniel moved that the tree removal request be approved. Committee Member Gunter seconded. With no further discussion, the Landscape Review Committee members voted to approve the tree removal request unanimously.

4. Discussion Items:

Overview of Landscape and Tree Regulations

Staff provided an overview of the Landscaping chapter (Chapter 17.57) of the McMinnville Zoning Ordinance. This chapter establishes the regulations for landscaping of particular properties within the city, and also establishes the process by which proposed landscaping is reviewed and approved. Chapter 17.57 describes the review process followed by the Landscape Review Committee and the criteria that are used to review landscaping plans. The chapter also establishes which districts and uses are required to have landscaping, and how much of a site must be landscaped.

Associate Planner Darnell provided an overview of the Trees chapter (Chapter 17.58) of the McMinnville Zoning Ordinance. This chapter establishes regulations for tree removal, as well as regulations for the installation of street trees. Separate tree removal and street tree planting review processes, as well as review criteria for each, are described in Chapter 17.58. Regulations related to the protection of trees are also included in this chapter. Chapter 17.58 establishes situations in which street tree planting is required, as well as street tree standards that must be followed when planting and maintaining street trees.

Chair Stephenson asked about tree removals, and whether tree removal was required once the Landscape Review Committee approves it. Associate Planner Darnell stated that it would be. Committee Member Caughran stated that a recently approved tree removal had not been completed, and that the property owner only cut larger limbs off of the tree.

Associate Planner Darnell explained that enforcement of the actual tree removals would be up to the Planning Department, and that staff would have to ensure that property owners are following through with removals once they were approved. Chair Stephenson asked Principal Planner Pomeroy what the past practice had been in the past. Pomeroy stated that the Planning Department would be responsible, but that in the past enforcement had not been prioritized due to staffing and workloads.

Committee Member Kearns stated that the City should be responsible for enforcing to prevent landscape plans and street tree plantings from eventually dying or being removed, and then not replaced. Chair Stephenson agreed.

Committee Member McDaniel asked how the City had authority to require the removal and replacement. Associate Planner Darnell stated that the zoning ordinance allows the Landscape Review Committee to require a tree replacement, and once the application for removal is heard and approved by the committee, the removal is then required.

Principal Planner Pomeroy stated that the approval letter for any removal request approves the removal, and that the property owner isn't necessarily required to remove the tree. Once they do remove the tree, as approved, then the owner will be required to follow all of the other conditions of approval. The committee was comfortable with that approach.

Committee Member Kearns suggested that a tree removal quote be submitted with an application, so that the property owner is aware of the costs up front.

Committee Member Kearns asked about long term enforcement of street tree plantings and subdivision street tree plans. Associate Planner Darnell stated that the code allows the Landscape Review Committee to place a longer replacement timeframe on approved street tree plans. Staff suggested that in the future, street tree plans should be approved and required to be maintained in perpetuity.

Overview of Approved Tree List & Tree Planting Detail

Associate Planner Darnell described the McMinnville Street Tree list. On May 10, 2016, the McMinnville City Council approved the McMinnville Street Tree List (Resolution 2016-22). The approved list describes tree characteristics that are desirable for trees to be planted within the public rights-of-way in the City of McMinnville. The list includes recommended, conditional, and prohibited trees. The list of recommended trees includes trees that adhere to the desirable characteristics for street trees. The list is separated by small, medium, and large trees, all of which have different spacing requirements to ensure a continuous canopy at maturity.

Chair Stephenson stated that new tree varieties should be considered and the street tree list could be updated periodically. Committee Member Kearns agreed.

Committee Member Caughran agreed, and stated that there are new varieties that may be prohibited on this list that now could be allowed. Staff suggested that the street tree list come back before the Landscape Review Committee for future review and updating.

Associate Planner Darnell also described the tree planting detail that has been provided to applicants that are required to plant a replacement street tree, which was developed by the Public Works Department in May 2014. The detail includes specifications for the planting of street trees and the type of materials to be used. There is a separate detail for street trees being planted in the downtown area.

Committee Member Caughran asked whether the tree planting detail was consistent with what was required of property owners when they are required to replace a street tree. Associate Planner Darnell explained that it was consistent.

Chair Stephenson stated that replacement trees should be inspected when they are installed. Associate Planner Darnell stated that it was a standard condition of approval, but there had been issues with property owners not calling for the inspections prior to replanting. Chair Stephenson stated that the downtown tree plantings were not completed to the details. Principal Planner Pomeroy stated that the Planning Department had not been notified of the installations in the past.

5. Citizen Comments

There were no citizen comments.

6. Committee Member Comments

There were no committee member comments.

7. Staff Comments

There were no staff comments.

8. Adjournment

The meeting was adjourned at 12:54 PM.