

EXHIBIT 1

City of McMinnville
Landscape Review Committee
Regular Meeting

November 16, 2016, 12:00 p.m.
Community Development Center
McMinnville, Oregon

MINUTES

Members Present: Chair Rob Stephenson, Committee Members RoseMarie Caughran, and Tim McDaniel

Members Absent: Committee Members Sharon Gunter and Josh Kearns

Staff Present: Chuck Darnell (Associate Planner) and Heather Richards (Planning Director)

Others Present: None

1. Call to Order

Associate Planner Darnell called the meeting to order at 12:05 PM.

2. Approval of Minutes:

Chair Stephenson asked the committee whether there were any suggested revisions to the October meeting minutes. Hearing none, Committee Member McDaniel moved that the minutes from the October 19, 2016 regular meeting be approved. Chair Stephenson seconded. With no further discussion, the Landscape Review Committee members voted to approve the revised minutes unanimously.

3. Action Items

There were no action items on the agenda.

4. Discussion Items:

Potential Zoning Ordinance Updates

Associate Planner Darnell introduced the topic, and stated that Planning Department staff has reviewed the existing Landscaping and Tree chapters of the McMinnville Zoning Ordinance, and following Landscape Review Committee discussion at the last regular meeting on October 19, 2016, has developed suggestions for specific sections of the chapters that could be amended.

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Associate Planner Darnell suggested that the landscaping review timeline be adjusted from 10 days to 30 days to better reflect existing practices and allow for thorough staff review of applications.

Chair Stephenson stated that in the past, the Landscape Review Committee was called in to review plans if necessary. Committee member Caughran suggested that the language allow for discretion and for the Landscape Review Committee to have the ability to meet to review a plan early if needed.

Planning Director Richards suggested that the language state that plans will be reviewed within 30 days, which would allow discretion.

Committee member McDaniel stated that he wanted to ensure that the landscape review did not hold up building permit processing. Committee member Caughran stated that she agreed, but that the purpose of having the landscape review was to create a logical process that developers follow to consider landscaping up front in the building process.

Associate Planner Darnell suggested that the code be updated to state that landscape projects would be inspected by the Planning Director or their designee, to more accurately reflect existing practice. The Committee agreed that this change would be appropriate.

Associate Planner Darnell suggested that the irrigation requirements of the landscaping ordinance remain in place, as this had come up in discussion during the October meeting. Chair Stephenson stated that we shouldn't require an irrigation plan, but just require a note in the landscape plan that irrigation will be provided. The reason for this is that irrigation systems are usually designed at the time of installation to provide the best coverage for the landscaping that is installed. The Committee agreed that keeping this requirement will ensure that landscaping will be continually maintained.

Associate Planner Darnell suggested that the a statement be added to the requirement to maintain landscaping to allow for minor changes in the landscape plan, as long as they do not alter the character and aesthetics of the original plan. Planning Director Richards stated that the statement could allow "like-for-like" replacement. Committee member McDaniel stated that as long as the change wasn't egregious, as determined by staff, changes could be allowed. The Committee agreed that this change would be appropriate.

Associate Planner Darnell suggested that the Landscape Review Committee structure be updated to allow for 5 regular voting members, and that a simple majority of the 5 regular members would constitute a quorum. The Committee agreed that this change would be appropriate. Planning Director Richards stated that the City may be implementing more standard language for all of the city committees, so those changes may be incorporated into the Landscape Review Committee ordinance.

Associate Planner Darnell moved on to the Trees ordinance, and suggested that the first amendment be to add a statement in regards to the design drawings and specifications for the planting of trees in areas outside of the downtown tree zone, as that detail does exist and is used when residents request tree removals and replacement.

Chair Stephenson asked whether the committee could start to require tree grates in the downtown area. He sees the existing tree wells as a safety concern. Planning Director Richards stated that they city did not have any public space design standards, and that the City Community Development Department may be discussing this in the near future. She suggested that tree grates in the downtown could be a topic of discussion in the development of design standards.

Planning Director Richards stated that a joint meeting of the Landscape Review Committee with the McMinnville Urban Renewal Advisory Committee to discuss the 3rd Street design. The Committee stated that they would be interested in being involved in that discussion.

Associate Planner Darnell suggested that an exemption for trees that are impacting public infrastructure that the adjacent property owner is not responsible for (curb cuts, electric vaults, storm sewer, etc.) could be added to the list of exemptions.

Committee member Caughran stated that this would be acceptable, but asked that if a tree was removed and wasn't able to be replaced in the exact same location, that an additional tree be planted in the annual park tree planting program. Staff stated that language could be added to require the tree to be replanted in the same general area, but if that it was not possible that a tree be planted in another location in the City, such as a park.

Associate Planner Darnell suggested that a statement be added to allow the Landscape Review Committee to periodically review and update the approved street tree list to reflect current landscaping and arborist practices and standards.

Chair Stephenson agreed, and stated that there are so many changes in the tree industry and the climate that updates to this list are necessary. Committee member McDaniel stated that certain species will become more suitable as conditions change. Staff suggested that a statement be added to the ordinance to allow for the committee to approve trees that are not specifically listed on the list.

The Committee also discussed that as part of that update, they could recommend certain types of trees for different classifications of roadway or type of land use. This could be incorporated into an updated version of the approved street tree list. The Committee also discussed allowing other options for planting strips, such as wider planting strips along larger roadways or the use of pavers around a tree that can be removed as the tree grows. The purpose of this would be to prevent trees from impacting sidewalks or drive areas adjacent to the tree. Staff stated that they would investigate whether any updates would be needed to the current planting size minimums, based on other community practices and the conversations that come out of the development of the City's public design standards.

Associate Planner Darnell suggested that a statement be added to the street tree maintenance requirement to require that street trees be maintained in perpetuity once a street tree plan is approved. Chair Stephenson stated that when replacement is required in subdivisions, that property owners should be required to plant species that were approved as part of the street tree plan. The Committee agreed that this change would be appropriate.

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 12:50 PM.