



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# MINUTES

---

**May 15, 2019**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Tim McDaniel, Rose Marie Caughran, Sharon Gunter, and Rob Stephenson

**Members Absent:** Josh Kearns

**Staff Present:** Jamie Fleckenstein - Associate Planner

**Guests Present:** Zach Geary and Kellie Menke – City Councilors

---

## 1. Call to Order

Chair Stephenson called the meeting to order at 12:00 p.m.

## 2. Citizen Comments

None

## 3. Approval of Minutes

A. March 20, 2019

Committee Member Gunter moved to approve the March 20, 2019 minutes. The motion was seconded by Committee Member McDaniel and passed 4-0.

## 4. Action/Docket Item (repeat if necessary)

A. L 45-18 – Street Tree Removal - 1964 NW Cottonwood Drive

Chair Stephenson noted that with all of the new smaller lots coming online, if the regulations for where street trees could be planted was followed, there would be no place to plant street trees. He thought it should be a future agenda item.

Associate Planner Fleckenstein reviewed the request to remove two street trees on NW Cottonwood Drive due to being in conflict with the sidewalk and water meter. The easternmost tree was planted within a few feet of the driveway and was lifting the sidewalk outside the applicant's home. The applicant had tripped and fallen over the raised sidewalk. The westernmost tree was planted within

three feet of the water meter and could impact the neighbor's water meter as well. It would be appropriate to replace the trees with one tree and plant it in the middle of where the two trees had been planted. He thought the tree could either be a Acer Truncatum or Sunset Maple. Staff recommended approval.

Committee Member McDaniel thought the sidewalk could be sanded down.

Associate Planner Fleckenstein said the applicant probably would sand down the sidewalk instead of replacing the panel. However, the roots would continue to lift the sidewalk. The trees were not located to City standard for spacing and should be removed.

Committee Member Caughran moved to approve L 45-18. The motion was seconded by Committee Member Gunter and passed 3-1 with Committee Member McDaniel opposed.

Chair Stephenson said since the motion passed, did that mean the applicant had to do it or could she back out. Associate Planner Fleckenstein said part of the condition was that it was required to remove and replace the street trees and repair the sidewalk within six months of the approval. Staff was checking to see if the work was done. If it was not done in that time frame, it was taken to code compliance.

#### B. L 7-19 – Landscape Plan - 170 NE 12<sup>th</sup> Street

Associate Planner Fleckenstein reviewed the landscape plan for a tenant improvement for the Oregon State Credit Union branch on NE 12<sup>th</sup> Street. There was an original landscape plan that was approved for the Wells Fargo bank that had been a previous use. The existing landscape on the site reflected that approved plan. The tenant improvement was not substantial enough to require additional landscape area, but it did trigger some updates to the trash enclosure along Baker Street. The existing landscape around the trash enclosure did not meet code for screening. The applicant would also remove and replace any dead or diseased plants with new plant material that was on the original plan. The changes to the original plan were the addition of evergreen laurel in front of the trash enclosure and removal of three Bloodgood Maple trees on the north side of the building. The tree removal was for the security and safety of the site.

The Committee did not think the trees needed to be removed, but was in favor of proper pruning.

Chair Stephenson thought the proposed plan could be improved and asked to see the original plan.

Associate Planner Fleckenstein distributed the most recent approved landscape plan for the site in 2010. He would have to search for the original plan. Part of the conditions for this plan would be to add street trees and denser Blue Fescue.

There was discussion regarding the applicant using something other than Blue Fescue.

Chair Stephenson thought they should go back to the original plan.

Chair Stephenson moved to continue L 7-19 and to retain the three Bloodgood Maple trees. The motion was seconded by Committee Member McDaniel and passed 4-0.

#### C. L 8-18 – Street Tree Removal - 2407 SW Howard Drive

Associate Planner Fleckenstein reviewed the request to remove a street tree on SW Howard Drive. The street tree did not meet the spacing standards from the fire hydrant, water meter, and driveway. It was causing damage to the water meter that the applicant had to repair.

There was discussion regarding a location for a replacement tree. Associate Planner Fleckenstein said there was a planter strip adjacent to the property on the opposite side of the driveway that already had a street tree and could not accommodate another. A replacement tree was not recommended.

Committee Member Gunter moved to approve L 8-18. The motion was seconded by Committee Member Caughran and passed 4-0.

#### D. L 9-18 – Street Tree Removal - 598 NE Jade Street

Associate Planner Fleckenstein said the applicant for this street tree removal requested postponing this agenda item in order to revise the application.

### 5. Discussion Items

There was discussion regarding the situations where staff could approve street tree removals instead of going to the Committee.

There was further discussion regarding removal of Birch trees in the common areas of a subdivision on Baker Creek Road. Associate Planner Fleckenstein said he had been in contact with the landscaper who was working with the Homeowners Association for a replacement tree plan, but he had not seen that plan yet.

Chair Stephenson said without someone nudging the Homeowners Association, that would not happen. Associate Planner Fleckenstein would make that nudge.

Associate Planner Fleckenstein discussed the trend for smaller lot subdivisions and the conflicts between street trees and utilities and driveways. The Planning Department had started coordination meetings with McMinnville Water and Light and this was one issue that would be addressed. The issue was the utilities were deferred for developments until later and the street trees were put in before the utilities. They would be working on a solution to the problem. There was more movement toward requiring alley loaded small lot subdivisions and placing the street trees in the front of the lots.

### 6. Old/New Business

Associate Planner Fleckenstein gave an update on the street tree discussion for the hardware building on 3rd and Ford. The City had met with them regarding the proposed remedy to the street tree that had been removed without approval. The City proposed the property owner replace all four of the street trees with four inch caliper replacement trees, that the owner would bear the full cost of replacing the removed and repaired sidewalks, the owner would install tree grates, and the owner would enter into a development agreement of \$46,500 with the City to install street tree pilot projects on 3rd Street. This amount was half of the assessment value of the tree that was removed. The pilot projects could help with improving the underground infrastructure to support the health of street trees or using alternative sidewalk materials.

There was discussion regarding educating the public on their responsibilities for street trees, the conditions that resulted in the permission of removing the three trees, and the proposed remedy.

Councilor Menke thought there should be a discussion regarding putting in large planting strips so there could be common root structures for street trees. Associate Planner Fleckenstein said right now street trees were limited because of the structure of the hole and what was below the sidewalk that limited where the roots could grow. He thought the pilot projects could address that with the subsurface infrastructure.

## **7. Committee/Commissioner Comments**

Committee Member Caughran discussed the grates that were being raised by tree roots at the senior apartments. She would like to get them fixed as soon as possible. Associate Planner Fleckenstein would look into who would be responsible for the work.

Committee Member Caughran asked when the street trees downtown that had been removed for street improvement projects would be replaced. Associate Planner Fleckenstein would look into it. He agreed there needed to be better communication with all the parties involved.

## **8. Staff Comments**

None

## **9. Adjournment**

Chair Stephenson adjourned the meeting at 1:12 p.m.