



City of McMinnville
Planning Department
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MINUTES

December 18, 2019
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Josh Kearns, Tim McDaniel, and Rob Stephenson
Members Absent: Rose Marie Caughran and Sharon Gunter
Staff Present: Jamie Fleckenstein - Associate Planner
Guests Present: Scott Hill – Mayor, Kellie Menke – City Councilor, Howard Aster and Paul Selke

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. July 17, 2019

Committee Member Kearns moved to approve the July 17, 2019 minutes. The motion was seconded by Committee Member McDaniel and passed 3-0.

4. Action/Docket Item (repeat if necessary)

A. L 21-19 – Street Tree Plan - Brookshire Estates Phase I

Associate Planner Fleckenstein said this was a continued application. The Committee had requested more regular spacing of the street trees where possible and some locations were identified where street trees were likely possible. A revised street tree plan had been submitted and the net result of the revisions was five additional street trees. The subdivision utilities and infrastructure was now constructed and there was no flexibility in moving them around. He thought street trees had been put everywhere possible.

Howard Aster and Paul Selke, applicants, discussed the constraints on the property due to where the driveways and utilities were located. They also explained the constraints on the corner lots as the City Engineer wanted them to be clear for site distance.

Associate Planner Fleckenstein said a condition was the street trees would be spaced at no more than 20 feet on center unless there was a driveway or utility there. That allowed for flexibility if the driveway was moved and there was room, a street tree could be planted.

There was discussion regarding whether or not street trees were site distance obstructions, especially in lightly traveled areas, and better coordination with the Engineering Department.

Chair Stephenson clarified there were 46 lots and 87 street trees going in, about two per lot. Associate Planner Fleckenstein said if the driveways shifted, there could be more added.

Committee Member Kearns moved to approve L 21-19. The motion was seconded by Committee Member McDaniel and passed 3-0.

B. L 28-19 – Street Tree Removal - 935 NE Hembree Street

Associate Planner Fleckenstein explained the street tree removal request on NE Hembree Street. It was a tree that had died and needed to be removed. In its place, the applicant proposed to plant either an Acer Griseum, Paperbark Maple, Cornus Kousa, or Prunus Serrulata. It was a location under some power lines and all of those trees were appropriately sized for that placement. The condition was that the replacement be one of those proposed trees or a tree from the small street tree list.

Committee Member Kearns moved to approve L 28-19. The motion was seconded by Committee Member McDaniel and passed 3-0.

C. L 30-19 – Tree Removal - 583 SW Westview Drive

Associate Planner Fleckenstein described the tree removal request for SW Westview Drive. This evergreen tree was on private property, but had roots that were lifting the adjacent sidewalk in the right-of-way. Staff was not recommending replacement of the tree. There was no curbside planter strip to replace the tree in the right-of-way. The sidewalk would need to be repaired or replaced.

Committee Member Kearns moved to approve L 30-19. The motion was seconded by Committee Member McDaniel and passed 3-0.

D. 2020 Work Plan Adoption

Associate Planner Fleckenstein had revised the Work Plan per the Committee's feedback over the last month. One of the top priorities in the Work Plan was a street tree inventory,

There was discussion regarding an inventory already done for 3rd Street, who would be doing the inventory, and how to update the list once it was generated.

Associate Planner Fleckenstein said there were a number of ways to do the inventory. The purpose of this data was to have a baseline for tree and canopy coverage in the City that they could use to project forward and look at how the urban forest was responding to environmental conditions due to climate change and growth in the City. Some cities set targets for a certain percentage of canopy coverage in public spaces. Without a baseline they would not know what to work towards. Another thing to consider was the diversity of the urban forest. This was a carry-over from last year's Work Plan and the Planning Department had an initial budget of \$5,000 to \$10,000 to do the project.

Associate Planner Fleckenstein said other items on the Work Plan were continuing to work with McMinnville Water & Light on the power line and tree pruning program, creating a right tree for the right place informational pamphlet, reviewing and updating the street tree code to resolve conflicts between street trees and utilities and stormwater treatment, and planning the annual Arbor Day event in April.

Chair Stephenson asked if the tree issue was resolved for the Taylor Dale project. Associate Planner Fleckenstein said the final resolution was they were pouring the sidewalk and doing some extra reinforcement around the planting pits for all of the replacement trees as well as putting in the trees and the remainder of their fine was going into the Street Tree Fund for pilot projects on 3rd Street. They would not be putting in tree grates as they were not standard design details for downtown trees. The total penalty was \$46,500 and they had to put in the entire sidewalk including what the City would have been responsible for as well as replacing all of the trees at a larger caliper than the City would have replaced them, at a 4 inch caliper, and doing an additional reinforcement of the sidewalk. The remaining \$11,000 to \$12,000 would go to the fund. The cost of four 4x6 tree grates would have used up the remaining funds.

There was discussion regarding how a 2 inch caliper would have been better to plant than a 4 inch caliper.

Committee Member Kearns thought they needed to put some flexibility of the caliper size in the standards.

Committee Member Kearns moved to adopt the 2020 Work Plan. The motion was seconded by Committee Member McDaniel and passed 3-0.

5. Discussion Items

None

6. Old/New Business

None

7. Committee Comments

Chair Stephenson asked about the Mahon Farm subdivision that had all the Birch trees removed and replaced with Maple trees. He asked if they had gotten permission to do so.

Associate Planner Fleckenstein said there was a landscape plan for the common area and replacements were required. If it was a one for one replacement, it did not need to come back to the Committee for approval.

8. Staff Comments

Associate Planner Fleckenstein said Chair Stephenson had been reappointed to the Committee and Committee Member Caughran would not be returning. John Hall had been appointed to the Committee. Planning Director Richards had sent an email to all City Committees regarding a survey about inclusivity from the University of Oregon.

9. Adjournment

Chair Stephenson adjourned the meeting at 12:50 p.m.