



City of McMinnville
Planning Department
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MINUTES

June 16, 2021
Landscape Review Committee
Regular Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

Members Present: Carlton Davidson, John Hall, Patty Sorenson, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Heather Richards – Planning Director and Jamie Fleckenstein - Associate Planner

Guests Present: Scott Hill – Mayor, Kellie Menke – City Councilor, Pamela Rude

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

- A. September 16, 2020
- B. November 18, 2020

Chair Hall moved to approve the September 16 and November 18, 2020 minutes. The motion was seconded by Committee Member Stephenson and passed 4-0.

4. Action/Docket Item (repeat if necessary)

- A. L 4-21 – Street Tree Removal - 722 SW Fellows Street

Associate Planner Fleckenstein said this was a street tree removal request for two oak trees on SW Fellows Street. The trees had sustained damage from the ice storm in February and the one tree closest to the driveway was in conflict with the sewer line serving the property. Staff thought the tree closest to the driveway should be removed. A replacement was not recommended due to the proximity to the utilities and overhead wires. Staff thought the other tree should be retained due to the arborist report which indicated hazard pruning in the canopy would mitigate the concern. There was no sidewalk repair needed.

Chair Hall thought both trees were in bad condition and the one remaining would come down in another ice storm.

Committee Member Stephenson thought to maintain the integrity of the neighborhood, they should keep the one tree. He thought pruning would help it survive.

Committee Member Sorenson did not think it would impact the root system to only remove one of the trees.

Chair Hall moved to approve L 4-21, removing the one tree closest to the driveway and leaving the other tree in place. The motion was seconded by Committee Member Sorenson and passed 4-0.

5. Discussion Items

A. Submittal Requirements/Irrigation BMP

Associate Planner Fleckenstein said there had been discussions about improving the submittal requirements for landscape plans and developing minimum best practices for irrigation. He discussed what was currently in the Landscape Chapter of the Zoning Ordinance and the recommended changes that had been forwarded to him. He asked if the chapter should be amended to include these items.

Committee Member Sorenson thought the new landscape plan requirements would bring the plans up to a better standard and make them easier to understand the intent. Irrigation was important and there was lack of knowledge about the importance of watering.

There was discussion regarding street tree maintenance, trees that had been removed without going through the process, trees that needed limbs removed, code enforcement, and requiring developers to put sleeves under the sidewalk for irrigation.

Committee Member Stephenson suggested requiring any sidewalk or concrete work that left a landscape island to have Schedule 40 sleeving.

Associate Planner Fleckenstein thought that could be a requirement for public property, but not private.

Associate Planner Fleckenstein discussed the best management practices for irrigation that were suggested by Chair Hall.

Committee Member Stephenson added if it was a commercial, industrial, or multi-family development, the irrigation should be installed by a fully licensed landscape contractor.

Chair Hall thought the best practices should be required.

Chair Hall and Committee Member Stephenson would work on wording for both the sleeving and best practices and bring it back to the Committee.

6. Old/New Business

None

7. Committee/Commissioner Comments

Committee Member Sorenson discussed the dead grass on the railroad track grates that needed to be removed. Associate Planner Fleckenstein said he had forwarded the request to the Public Works Department

8. Staff Comments

A. Subdivision Tree Removal Condition

Associate Planner Fleckenstein discussed a condition for the Whispering Meadows Subdivision and how trees slated for protection were not to be removed without prior review and written approval of the Planning Director. The homes had been built and sold, and the Planning Department wanted to know if the condition should remain in effect for the private property owners or was only in effect for the developer.

Planning Director Richards said this was old language that had been in the conditions for a while. She recommended making it apply just when development occurred.

Committee Member Stephenson agreed, because once it was sold it became private property.

Chair Hall agreed, as long as the trees were not street trees.

There was consensus that the condition of approval no longer applied once the subdivision lots were sold.

Associate Planner Fleckenstein said this was his last LRC meeting as he was leaving the City for a different job.

Planning Director Richards discussed the recruitment process and how she was trying to find a temporary planner to fill in. She thought a new person would start work in September. The improvements to the code the LRC had been discussing would be postponed, but not forgotten.

Committee Member Stephenson would like to start meeting in person. Planning Director Richards thought they were moving in that direction.

9. Adjournment

Chair Hall adjourned the meeting at 1:17 p.m.