



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

www.mcminnvilleoregon.gov

MINUTES

November 4, 2021
Landscape Review Committee
Regular Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

Members Present: John Hall, Patty Sorensen, Carlton Davidson, and Rob Stephenson
Members Absent: Josh Kearns
Staff Present: Heather Richards – Planning Director and Amy Dixon – Contract Planner
Guests Present: Zack Geary – City Councilor

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

Committee Member Sorensen noted her name had been misspelled in the minutes.

- February 17, 2021

Chair Hall moved to approve the minutes of February 17, 2021 as amended. The motion was seconded by Committee Member Sorensen and passed 4-0.

4. Action Item

- L 22-21 – Landscape Plan Review - 855 NE Marsh Lane

Contract Planner Dixon said this item had been continued from the last meeting. She reviewed the updated landscape plan. The applicant had added arborvitae against the fence line and made changes to the entry. They proposed using Oregon Grape, Red Robin Photinia, and Chestnut Hill English Laurel.

Committee Member Stephenson thought the plan was much improved.

Committee Member Sorensen agreed it was appropriate for the site.

Chair Hall moved to approve L 22-21 with conditions. The motion was seconded by Committee Member Stephenson and passed 4-0.

5. Discussion Items

- Development Code Revisions

Contract Planner Dixon asked if there were questions about Attachment A.

Committee Member Stephenson thought “The City recognized the value of landscaping” should be changed to “importance of landscaping.” He also suggested in Subsection A, that “provide guidelines and standards that would reduce soil erosion, volume and rate of discharge, and storm runoff” should not be Number 1.

Committee Member Davidson thought they should use an alternative to the words “climate change.” They should look at it from a sustainability standpoint.

Committee Member Sorensen thought they should use another word instead of “mitigate” for “mitigate the loss of natural resources.”

Contract Planner Dixon reviewed Attachment B. The objectives were not clear and she gave suggestions for changes.

There was discussion about adding code language regarding tree conservation on properties that were being developed, heritage trees, excluding non-native trees, and replacing mature trees with two trees.

Contract Planner Dixon explained what other cities did for tree preservation. She then discussed code language for breaking up parking lots with planter islands.

There was discussion regarding having a minimum width for the islands and looking at what other cities required.

Contract Planner Dixon discussed the use of suitable street trees in developments and suitable watering facilities as well as use of rain sensors and drought resistant plants.

Chair Hall thought they should look at best management practices for irrigation. He also suggested working with McMinnville Water & Light on this topic.

Committee Member Davidson was in favor of water conservation measures and reducing environmental impacts.

There was discussion regarding drip irrigation vs. sprinkler heads.

Contract Planner Dixon moved on to review the street tree chapter. She explained the need to add a definition for historic and significant trees and clarified trees on private property should not be included.

Committee Member Stephenson thought they should add language that any property that planned to develop had to apply to cut trees down. He thought developers should design around trees to protect them.

Contract Planner Dixon discussed the next section, review criteria for street tree removal. She thought they could add an administrative review for dead trees so they did not have to get an arborist report and go through the approval process.

There was discussion regarding the time and cost to the home owner, how downtown did not have to go through the process when subdivisions did, emergency removal process, period of time to remove and replace trees, and how to address subdivisions where most of the trees had been removed and not replaced.

Contract Planner Dixon thought they could also add an administrative review for replacing trees that were on the prohibited list and for situations where Public Works approved the driveway and a tree removal was necessary.

Planning Director Richards thought the City should put together a funding program to help home owners with street tree removal and sidewalk repair. Committee Member Stephenson suggested she look into the McMinnville Community Fund for funding.

Contract Planner Dixon thought fines for removing a tree without going through the proper process could be used to help homeowners buy replacement trees or fix sidewalks.

The Committee would continue to work on the code amendments at the next meeting.

6. Committee Comments

None

7. Staff Comments

None

8. Adjournment

Chair Hall adjourned the meeting at 1:32 p.m.