



# MINUTES

**December 18, 2024  
Landscape Review Committee  
Regular Meeting**

**12:00 pm  
Hybrid Meeting  
McMinnville, Oregon**

**Members Present:** Jamie Fleckenstein, Brain Wicks, Eva Reutinger, and Jessica Payne – Council Liaison

**Members Absent:** Carlton Davidson and John Hall

**Staff Present:** Taylor Graybehl – Senior Planner

**Guests Present:** Lee McCollins

## 1. Call to Order

Chair Fleckenstein called the meeting to order at 12:03 p.m.

## 2. Approval of Minutes

- March 6, 2024

Committee Member Reutinger moved to approve the March 6, 2024 meeting minutes. The motion was seconded by Committee Member Wicks and passed 3-0.

- March 20, 2024

Committee Member Reutinger moved to approve the March 20, 2024 meeting minutes. The motion was seconded by Committee Member Wicks and passed 3-0.

## 3. Citizen Comments

None

## 4. Action Items

None

## 5. Discussion Items

A. Landscape Review Committee 2025 Work Plan

Senior Planner Graybehl explained the purpose of the work plan and how it was organized into goals, strategies, and actions. He reviewed the items for the 2025 Work Plan, which were the same goals as 2024 with new actions. Those actions were updating the McMinnville Street Tree List, updating Section 17.58.090(E) Street Tree and Utilities Separation Standards, and updating the street tree planting design drawings and specifications. The Mac-Town 2032 Strategic Plan included a goal for public education, and the LRC should consider how to use social media to inform and engage the public to educate and build support for innovative and creative solutions related to landscaping and trees. There was a grant they could apply for next year for a street tree inventory.

There was discussion regarding the purpose of the inventory and how the work would be done as well as the timeframes for the actions. There was further discussion regarding what changes might be needed to the street tree planting design drawings. A subcommittee would work on these changes and bring back a recommendation to the Committee. The Committee added an item, to explore and recommend a program to assist with street tree replacement and sidewalk repair to be done in the fall.

Senior Planner Graybehl spoke about the actions to increase awareness and appreciation for the urban forest and landscape including developing and implementing an Outreach Plan. A subcommittee would work on the Outreach Plan. For preserving the urban forest and landscape, he recommended creating a Natural Features Management Program. The Committee added an item, to identify significant and historic trees.

Senior Planner Graybehl discussed the fiscal impact of the work plan and how staff would research grant opportunities to obtain funds to help complete the projects and activities and provide in-kind staff time as workloads allowed. He recommended approval of the 2025 Work Plan as amended.

Committee Member Reutinger moved to adopt the 2025 Work Plan with the changes suggested. The motion was seconded by Committee Member Fleckenstein and passed 3-0.

## **6. Committee Member Comments**

None

## **7. Staff Comments**

Senior Planner Graybehl said Committee Member Hall's term was expiring and a new member would be sworn in at the January meeting. There was discussion regarding planting a tree at Linfield College in Committee Member Hall's honor.

Senior Planner Graybehl said the landscape plan code amendments would go to Council in January. If approved, they would be effective in February. There was a landscape plan to be reviewed in January.

## **8. Adjournment**

Chair Fleckenstein adjourned the meeting at 1:23 p.m.