

# MINUTES

**January 15, 2025**  
**Landscape Review Committee**  
**Special Meeting**

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

**Members Present:** Jamie Fleckenstien, Brian Wicks, Carlton Davidson, Lee McCollins, Eva Reutinger, and Jessica Payne – Council Liaison

**Members Absent:**

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

**Guests Present:** Melinda VerMeer

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## 1. Call to Order

Chair Fleckenstein called the meeting to order at 12:00pm.

## 2. Swearing-In of New Committee Member

Senior Planner Graybehl conducted the swearing-in of Lee McCollins.

## 3. Selection of Chair and Vice Chair

Senior Planner Graybehl presented the staff report on reviewed the nomination and election processes for the annual election of officers, as well as the roles of Chair and Vice Chair.

Committee Members Davidson and Reutinger nominated Jamie Fleckenstein for Chair. Chair Fleckenstein accepted the nomination.

Jamie Fleckenstein was elected 2025 Landscape Review Committee Chair by a 4 to 0 vote. (Ayes: McCollins, Reutinger, Wicks, Davidson. Nays: None.) [Fleckenstein and Payne not heard abstaining or voting]

Committee Member Wicks nominated Carlton Davidson as Vice Chair. Committee Member Davidson accepted the nomination.

Carlton Davidson was elected 2025 Landscape Review Committee Vice Chair by a 4 to 0 vote. (Ayes: McCollins, Reutinger, Wicks, Fleckenstein. Nays: None) [Davidson and Payne not heard abstaining or voting]

**4. Approval of Minutes**

None

**5. Citizen Comments**

None

**6. Action Item****A. L 47-24: Landscape Plan Review for HFT Mayfair, LLC at 540 NE Highway 99W, Tax Lot R4416CB 00400**

Senior Planner Graybehl presented the Staff report on the proposed modification of approved Landscape Plan L 38-17 for Mayfair Plaza. Staff recommended approval of the request with the conditions stated in the Decision Document. Questions from Committee members were addressed.

Melinda VerMeer, Applicant, said that after working with the Building Department, the permanent tent would likely be replaced with a temporary seasonal tent, and confirmed that Staff still needed more design details about the lighting.

Committee members briefly discussed the conditions of approval related to trees.

Committee Member Reutinger moved to approve the Landscape Plan Review Application L 47-24 with the conditions as written in the Decision Document. Committee Member McCollins seconded the motion, which passed 5 to 0. (Ayes: Fleckenstein, Wicks, Davidson, McCollins, Reutinger, and Payne. Nays: None.)

**B. 2025 Work Plan Implementation**

Senior Planner Graybehl reviewed the 2025 Work Plan action items for spring, detailing the work that needed to be done for each item, getting commitments from specific Committee members to work on each item, answering questions, and noting next steps.

During and after the review, Committee members and Staff discussed the development of an urban forestry master plan and the maintenance of wetlands in subdivisions.

**7. Committee Member Comments**

None

**8. Staff Comments**

Senior Planner Graybehl reported that the Landscape Plan Code amendments needed more work, and he would let the Committee know when the amendments were scheduled for a public

hearing. He also noted a special LRC meeting had to be scheduled for next week to meet the decision deadline for an application.

## **9. Adjournment**

The meeting adjourned at 1:03pm.