



City of McMinnville
Planning Department
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MINUTES

March 19, 2025
Landscape Review Committee
Regular Meeting

12:00 pm
Hybrid Meeting
McMinnville, Oregon

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

Members Absent: Carlton Davidson

Staff Present: Taylor Graybehl – Senior Planner

Guests Present: Adam Peterson, Steve Scott, Charles Brucker

1. Call to Order

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

2. Approval of Minutes

- March 6, 2024
- March 20, 2024
- April 3, 2024
- June 26, 2024
- July 24, 2024

Committee Member Reutinger moved to approve the March 6, 2024; March 20, 2024; April 3, 2024; June 26, 2024; and July 24, 2024, minutes as presented. Vice-Chair Wicks seconded the motion, which passed 4 to 0. (Ayes: Fleckenstein, Wicks, McCollins, Reutinger. Nays: None.)

3. Citizen Comments

None

4. Action Item

A. L 48-24: Landscape Plan Review for McMinnville Properties, LLC, at 500 NE Captain Michael King Smith Way, Tax Lot R4423 00601, 00602, 01301

Senior Planner Graybehl presented the Staff report on Application L 48-24. Staff recommended approval subject to the proposed conditions in the Decision Document. The project would undergo additional review, and Staff will ensure the Landscape Plan and future plans align.

Charles Brucker, Landscape Architect, Place, stated the Applicant had no issue with Condition 8, which requires screening plants around the waste and recycling enclosure.

Committee members praised the plant palette, particularly the inclusion of wildflowers, and noted the plan was well put together.

Vice-Chair Wicks moved that the Landscape Review Committee approve Application L 48-24 with the conditions as written in the Decision Document. Committee Member McCollins seconded the motion, which passed 4 to 0. (Ayes: Fleckenstein, Wicks, McCollins, Reutinger. Nays: None.)

Staff stated the notice of approval, including the appeal deadline, would be issued by March 26th.

5. Discussion Items

A. Arbor Day Event

Senior Planner Graybehl provided an update since the distribution of Exhibit 7. Staff had continued planning the event, which will take place at the Library and City Park on April 25th and include two plantings near the children's statue area. The engagement working group had also met to discuss outreach strategy.

Questions from the Committee were addressed.

The Committee discussed the engagement working group's early plans for the event, including speakers, a tree dedication ceremony, educational activities, and participation from like-minded nonprofits. The event was tentatively scheduled from 4:30 pm to 5:30 pm, with marketing support from the City, and could proceed within a modest budget. Ideas around securing donated trees and leveraging member connections were raised. Preparations for the planting site were also discussed, including the possibility of planting ahead of the event. The working group agreed to meet on March 26th to continue planning and would invite David Hayes from Trees for McMinnville.

Committee members and Staff also discussed cross-promotion of and tabling at the Yamhill County Soil and Water Conservation District's Earth Day event on April 19th.

B. Planting Standards

Senior Planner Graybehl presented the Staff report on proposed amendments identified by the planting standards working group and outlined key questions for further research. He noted that the Committee may be in a position able to finalize its recommendation at the next meeting.

The Committee discussed the necessity of watering tube requirements and the feasibility of their inspection, the focus on soil preparation, the challenges of soil preparation between sidewalks, the purpose and cost-effectiveness of root barriers, the importance of selecting species appropriate to site conditions, whether to add language about requiring removal of existing gravel to be replaced with fresh soil, and allowing reduced distancing with a required root barrier. The added cost of unnecessary root barriers is, particularly during tree removal, was a primary drawback.

Staff confirmed the working group's intention to conduct site visits of recent plantings and complete a cost-benefit analysis of root barriers. Once the Committee reaches consensus on amendments to the planting standards, a recommendation would be forwarded to Public Works. The Committee would then begin reviewing the Street Tree List to align species selection with planting standards to limit impacts.

6. Committee Member Comments

None

7. Staff Comments

None

8. Adjournment

The meeting adjourned at 12:55pm.