



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

www.mcminnvilleoregon.gov

Landscape Review Committee
ZOOM Online Meeting
Wednesday, December 15, 2021: 12:00 – 1:00 PM

Please note that this meeting will be conducted via ZOOM meeting software due to the COVID-19 event.

Join ZOOM Meeting online via the following link:

<https://mcminnvilleoregon.zoom.us/j/89246381299?pwd=NkVJZUFXWUJ6TjVkYi9TZVdreIFQdz09>

Meeting ID: 892 4638 1299
Passcode: 402154

Or join ZOOM Meeting by phone via the following number: 1-253-215-8782

Committee Members	Agenda Items (Amended 12/14/21)
John Hall, Chair	1. Call to Order
Rob Stephenson, Vice-Chair	2. Citizen Comments
Josh Kearns	3. Action Items <ul style="list-style-type: none">L 28-21 – Street Tree Improvement District – The Bungalows at Chegwyn Village Phase 1 & 2 (<i>Exhibit 1</i>)
Patty Sorensen	4. Discussion Items <ul style="list-style-type: none">Development Code Revisions (<i>Exhibit 2</i>)Landscape Review Committee 2022 Work Plan (<i>Exhibit 3</i>)
Carlton Davidson	5. Committee Member Comments
	6. Staff Comments
	7. Adjournment

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Planning Department.



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EXHIBIT 1 - STAFF REPORT

DATE: December 15, 2021
TO: Landscape Review Committee Members
FROM: Amy Dixon, Contract Planner
SUBJECT: The Bungalows at Chegwyn Village Street Tree Improvement Plan (L 28-21)

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

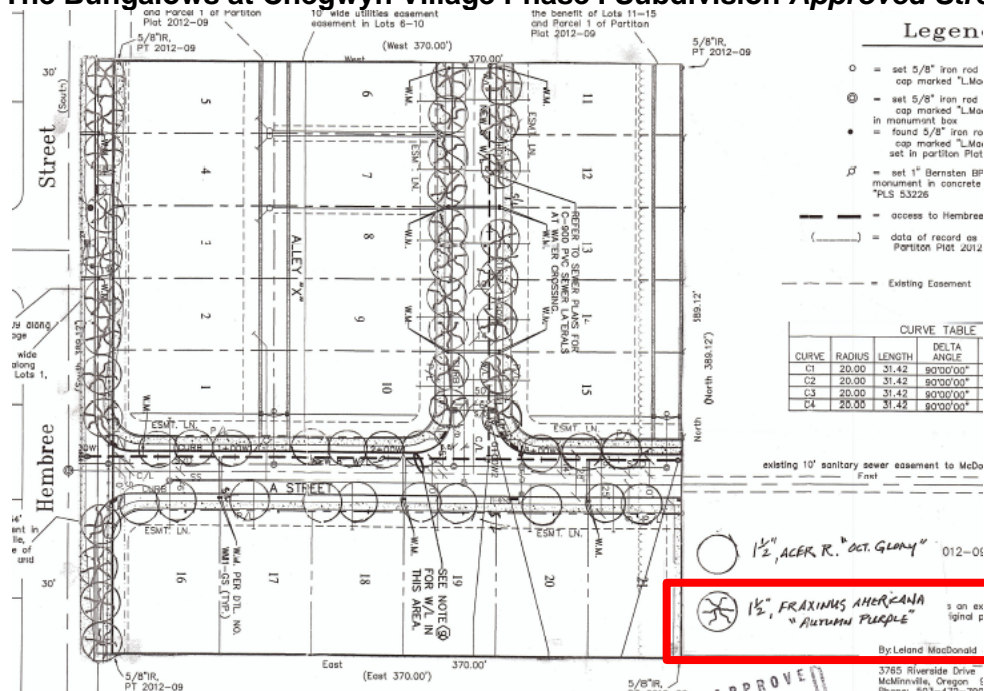
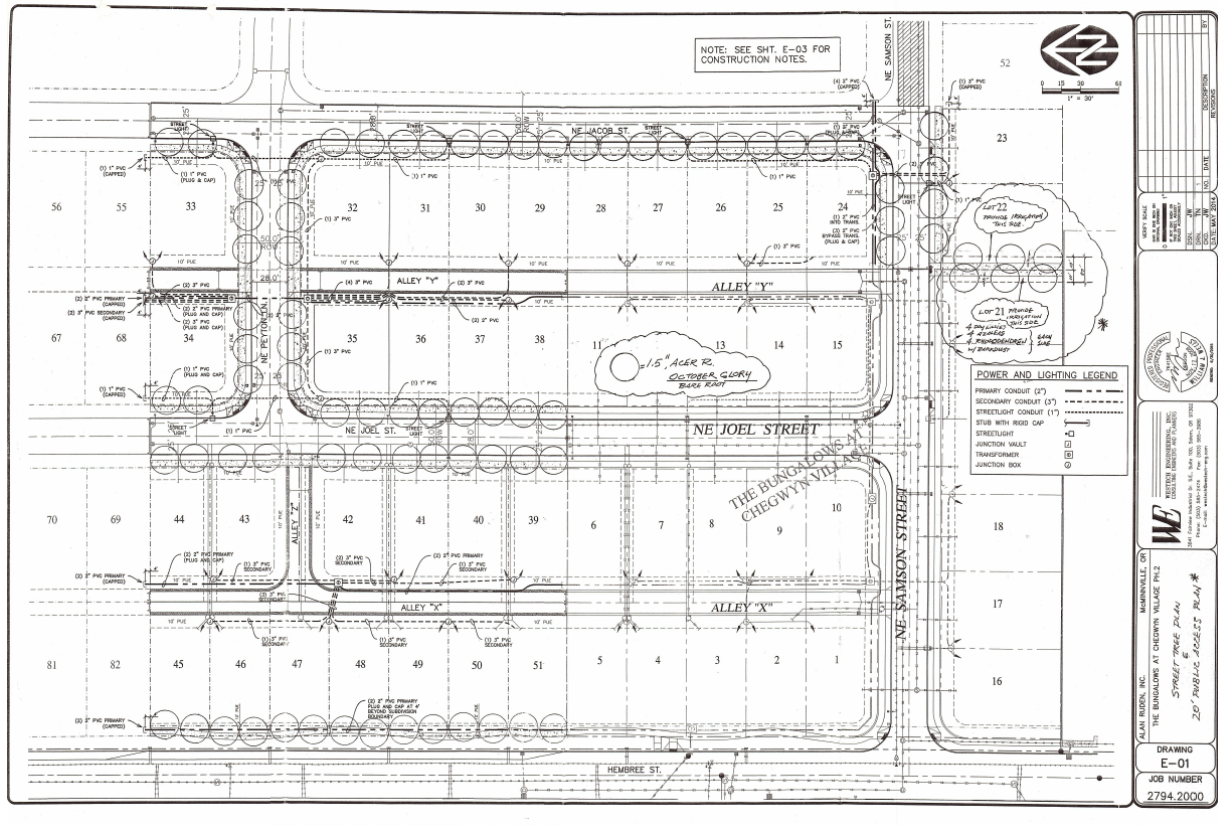
REPORT IN BRIEF:

This is the consideration of a proposed Street Tree Improvement Plan (L 28-21) for The Bungalows at Chegwyn Village subdivision Phase I and Phase II, revising the approved Street Tree Plans, and allowing for administrative street tree removal and replacement to be decided administratively per the attached proposed plan.

Staff has reviewed the Street Tree Improvement Plans for consistency with the applicable criteria and recommends approval.

BACKGROUND:

A property owner in The Bungalows at Chegwyn Village I subdivision contacted the Planning Department for information about the removal of trees that are damaging the sidewalks abutting his property and requirements for a replacement street tree. The approved Street Tree Plan (L 15-12) for the subdivision identifies *Fraxinus* (Ash) as the required street tree for Hembree Street & Joel Street (**see Figure 1A & 1B –Approved Street Tree Plans**). *Fraxinus* (Ash) trees are listed on the Prohibited Tree Species in McMinnville's Street Tree List, adopted by Resolution 2019-26 (**see Figure 2 - McMinnville's Street Tree List Prohibited Tree Species**). At time of subdivision landscape plans (L 15-12 & L 12-14), street tree installation requirements were not imposed and so no root barrier was installed in the right-of-way to protect the sidewalks and utility lines within the right-of-way.

Figure 1A – The Bungalows at Chegwyn Village Phase I Subdivision Approved Street Tree Plan**Figure 1B – The Bungalows at Chegwyn Village Phase II Subdivision Approved Street Tree Plan****Attachments:**

Proposed Street Tree Improvement Plan for the Bungalows at Chegwyn Village Subdivision, Phases I and II

Figure 2 - McMinnville's Street Tree List Prohibited Tree Species**McMinnville Street Tree List****Prohibited Tree Species**

The following trees exhibit one or more of the following characteristics and are therefore not permitted as street trees:

- Low or weeping branches which cause visibility problems;
- Invasive root system which may damage underground utilities;
- Subject to disease or insects;
- Poisonous;
- Fruit drop which causes messy sidewalks and pavement.

Scientific Name Common Name	Comments
<i>Ailanthus sp.</i> Tree-of-Heaven	<i>Ailanthus</i> species exhibit invasive root systems.
<i>Betula sp.</i> Birch	<i>Betula</i> species are threatened by the Bronze Birch Borer.
<i>Catalpa sp.</i> Catalpa	<i>Catalpa</i> species exhibit excessive fruit drop.
<i>Crataegus sp.</i> Hawthorn	<i>Crataegus</i> species exhibit excessive fruit drop.
<i>Fraxinus sp.</i> Ash	<i>Fraxinus</i> species native to North America are threatened by the Emerald Ash Borer.



DISCUSSION:

There are two issues that need to be addressed, reviewed and approved by the Landscape Review Committee. They are:

1. Currently, *Fraxinus* (Ash) tree is listed as a prohibited street tree in the Street Tree List, adopted by Resolution 2019-26. Because street trees within these subdivisions would be required to be the approved street tree identified on the street tree plans, staff initiated a Street Tree Improvement Plan for the subdivisions to introduce a new, appropriate approved street tree to replace *Fraxinus* (Ash) trees. As existing trees are removed, the replacement tree would be selected from the Street Tree Improvement Plan.

Staff suggests approval of a single street tree with similar positive characteristics as the ash to maintain the uniform character of the original street tree plans and be consistent with the other phases of the subdivisions, The Bungalows at Chegwyn Village Phase III, Cottages at Chegwyn Village Phase I and Cottages at Chegwyn Village Phase II. Staff's recommendation is *Acer rubrum* 'October Glory' maple tree. The October Glory maple tree is the selected tree in all the subdivision phases except The Bungalows at Chegwyn Village Phase I. The October Glory Maple is a recommended Medium Tree Species on the McMinnville Street Tree List.

McMinnville Street Tree List**Recommended Medium Tree Species**

Scientific Name Common Name	Minimum Planter Width (ft.)	Under Wires?	Mature Height (ft.)	Canopy Width (ft.)	Tree Form	Flowers	Fall Color	Native	Comments
<i>Acer rubrum</i> 'October Glory' October Glory Red Maple	5	No	40	35		n/a			One of the last trees to color in fall

Attachments:

Proposed Street Tree Improvement Plan for the Bungalows at Chegwyn Village Subdivision, Phases I and II

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2. At time of approval of subdivision landscaping plans, tree installation standards were not developed or required. Tree replacement standards would apply to future applications under the Street Tree Improvement Plan, such as tree replacement, installation of root barriers, watering tubes, and stakes, and the replacement trees would be required to be inspected by the Public Works Superintendent prior to completing installation. This would ensure that as street trees are removed and replaced in this subdivision they are planted correctly and replaced with a suitable street tree species. These tree removal and replacement standards are typical conditions of approval for tree removal requests and are listed under section E of the attached Street Tree Improvement Plan.

LANDSCAPE REVIEW COMMITTEE OPTIONS:

- 1) **APPROVE** the Street Tree Improvement Plan.
- 2) **APPROVE** the Street Tree Improvement Plan with additional conditions of approval.
- 3) **CONTINUE** the application, requesting more information or details for review.
- 4) **DENY** the Street Tree Improvement Plan.

STAFF RECOMMENDATION:

Staff has reviewed the Street Tree Improvement Plan for consistency with the applicable criteria and **RECOMMENDS APPROVAL.**

SUGGESTED MOTION:

I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE STREET TREE IMPROVEMENT PLAN L 28-21.

AD



Street Tree Improvement Plan The Bungalows at Chegwyn Village Phase I & II

The City intends to implement a street tree improvement plan for this area in order to create an expedited administrative process for property owners seeking to remove and replace street trees. As per ordinance, all costs for street tree maintenance, removals and replacements, as well as sidewalk repairs, will be the responsibility of the adjacent property owner. Permit applications in replacement tree plan areas will be processed administratively by the Planning Department. Sidewalk removal/replacement permit requirements shall remain in effect for all street tree replacement plans.

All street tree replacement plans shall:

1. Be specific to a defined area, and related to specific, observed street tree problems (health, structural problems, conflicts with public improvements, etc.) within the given area.
2. Provide a rationale for removing existing trees and implementing a replacement program.
3. Include a list of approved street tree choices appropriate to the planting situation.
4. Provide a specific construction detail that clearly describes required planting practices.
5. Allow for administrative approval by the Planning Director of removal/replacement applications.
A permit for tree removal shall be granted if:
 - a. The tree is unsafe, dead or diseased, as determined by the Planning Director or designee, or a certified arborist.
 - b. The tree is in conflict with public improvements.
 - c. The proposed removal is part of an approved development project, a public improvement project where no alternative is available, or is part of a street tree improvement program.
 - d. The tree poses likely future conflicts with public improvements, as determined by the Planning Director or designee.
 - e. The tree poses an imminent danger to the public or any private property owner or occupant.
6. Require all plantings be inspected and approved by City staff.
7. All Street Tree Improvement Plans shall be reviewed by the Planning Director and approved by the Landscape Review Committee.

The Bungalows at Chegwyn Village Phase I & II Street Tree Improvement Plan

A. Defined area (see attached map): Includes the following public rights-of-way within The Bungalows at Chegwyn Village Phase I & II subdivisions:

- a. NE Hembree Street, within The Bungalows at Chegwyn Village Phase I & II
- b. NE Samson Street, within The Bungalows at Chegwyn Village Phase I & II
- c. NE Joel Street, within The Bungalows at Chegwyn Village Phase I & II
- d. NE Jacob Street, within The Bungalows at Chegwyn Village Phase II
- e. NE Payton Street, within The Bungalows at Chegwyn Village Phase II
- f. Pedestrian pathways, within The Bungalows at Chegwyn Village Phase II

B. Rationale:

- a. The approved Street Tree Plans for The Bungalows at Chegwyn Village Phase I subdivision (L 15-12) indicates one of the approved street trees for the subdivision is *Fraxinus* (Ash) tree.
- b. *Fraxinus* (Ash) trees characteristically have a shallow, aggressive root system able to lift and/or damage concrete and susceptible to the Green Ash Borer.
- c. *Fraxinus* (Ash) is listed as a Prohibited Street Tree in the current McMinnville Street Tree List approved by the Landscape Review Committee and adopted by Resolution 2019-26.
- d. Root barrier was not required at time of original approval of the subdivision landscaping plans.

C. Approved Street Tree List for area (from City's approved list):

- a. **Site characteristics lend themselves to medium sized trees**
 - Planting strip width: five feet
 - Existing tree spacing: 35 feet on center (approximate)
- b. No overhead utilities are present along NE Hembree Street, NE Samson Street, NE Joel Street, NE Jacob Street, NE Payton Street, or along Pedestrian pathways within The Bungalows at Chegwyn Village Phase II
- c. **Approved Street Tree:**
 - *Acer Rubrum* 'October Glory' (October Glory Red Maple)

D. Construction Detail (see attached): all new plantings shall require linear root barrier protection, deep watering tubes, mulch and staking as per the attached detail.

E. Conditions for Tree Removals/Replacements Approved Under Street Tree Improvement Plan:

1. That all costs and liability associated with a tree's removal shall be borne by the applicant.
2. That the applicant shall contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to digging to ensure that underground utilities are not damaged during this process.
3. That any stumps and remaining surface roots shall be removed at least six (6) inches below grade.

4. That the applicant shall make any necessary sidewalk repairs as a result of tree root damage and obtain necessary permits from the City prior to initiating such work. Please call the Engineering Department at (503) 434-7312 to determine if sidewalk repair/replacement is required. It is recommended that the sidewalk repairs be completed prior to replanting the tree.
5. That the applicant shall plant one (1) replacement tree for each tree approved to be removed. The replacement tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade. Replacement trees shall be healthy grown nursery stock with a single, straight trunk and well-developed leader and trees shall exhibit tops and roots characteristic of the species or variety. The replacement tree species shall be selected from the approved Harmony Fields Addition Street Tree Improvement Plan tree list.
6. That the applicant is reminded that trees are not to be planted within:
 - a. Five (5) feet of a private driveway or alley;
 - b. Ten (10) feet of a fire hydrant, transformer, power or water vault, water meter box, utility pole, sanitary sewer, storm or water line; or
 - c. Twenty (20) feet of street light standards or street intersections.
7. That replacement trees shall be provided with root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, the tree shall be provided with two (2) deep watering tubes to promote deep root growth (see enclosed detail).
8. That the applicant shall contact the McMinnville Public Works Superintendent at (503) 434-7316 to discuss specific staking, watering tube requirements, and to schedule a planting inspection prior to backfilling.
9. That all planter areas shall be restored to original grade immediately following the planting of any replacement tree.
10. That the applicant shall complete the removal and replacement within six (6) months of receiving approval.



Street Tree Improvement Plan Map The Bungalows at Chegwyn Village Phase I & II

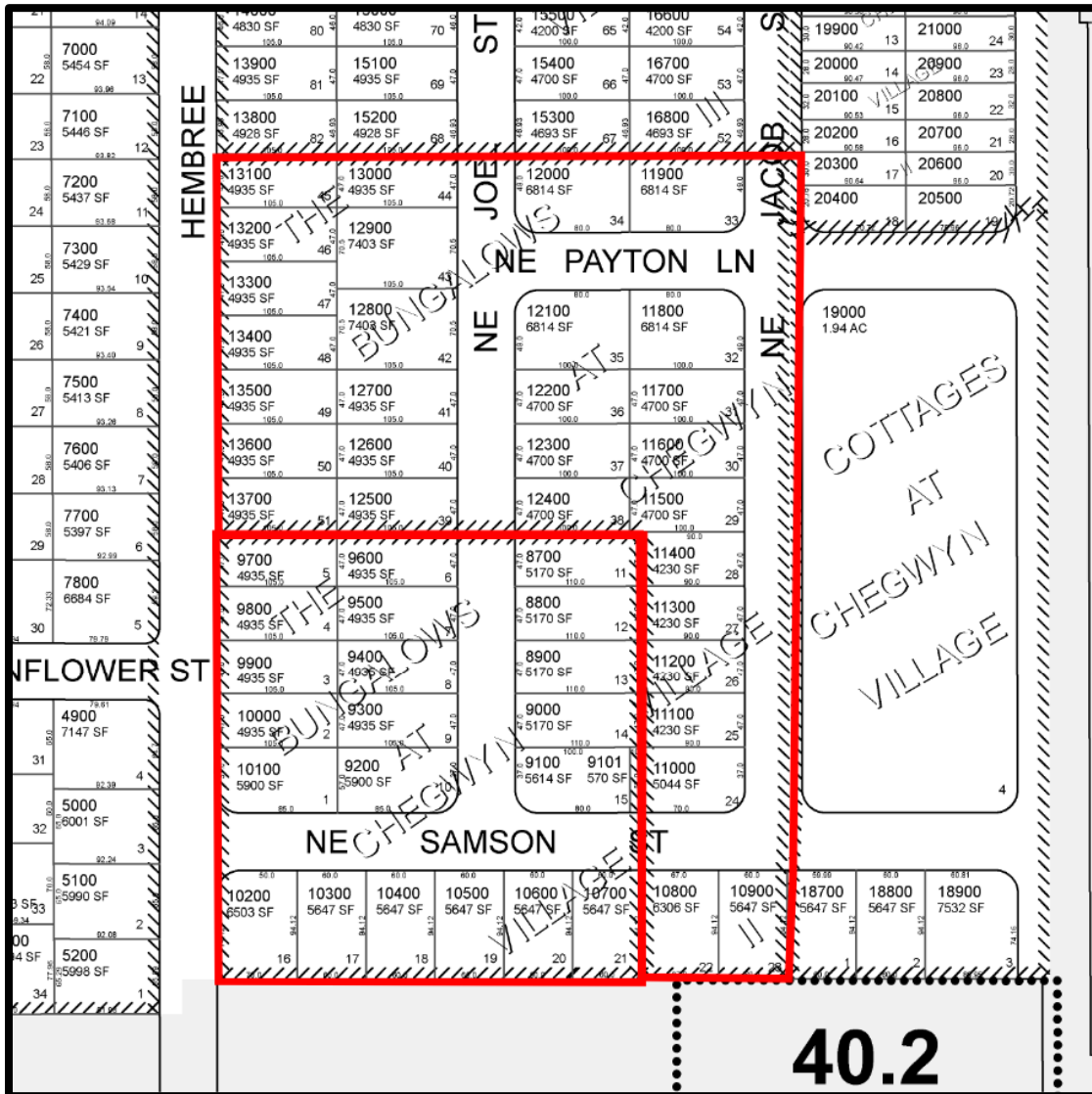


EXHIBIT 2

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
Chapter 17, Landscaping	17.57.010, Purpose and intent.		The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect and promote the economic, ecological and aesthetic environment of McMinnville.	The stated purpose and intent seems to need changed to be more inline with the requirements in the chapter.	Would need to create a new purpose and intent
			The City recognizes the value of landscaping in achieving the following objectives:	the wording on value of landscaping seems to be awkward and unclear.	Would need to possibly expound what this really means.
		A.	<p>Provide guidelines and standards that will:</p> <ol style="list-style-type: none"> 1.Reduce soil erosion and the volume and rate of discharge of storm water runoff. 2.Aid in energy conservation by shading structures from energy losses caused by weather and wind. 3.Mitigate the loss of natural resources. 4.Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use. 5.Create safe, attractively landscaped areas adjacent to public streets. 6.Require the planting of street trees along the City's rights-of-way. 7.Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods. 8.Provide shade, and seasonal color. 9.Reduce glare, noise and heat. 	The purpose and intent statement does not address impacts of climate change. Climate change is becoming a immense public concern. Vegetation provides means to counter act climate change.	Would need to possibly added a section identify climate change in the purpose/intent section

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
	17.57.040, Specific Uses Requiring Landscaping	A.	Churches, subject to the landscaping requirements of a multiple-family development when in a residential zone and subject to the landscaping requirements of a commercial development when in a zone other than residential;	The Sign Code requires Landscape Plans to be submitted when Signs are installed for churches within residential zone. This is unique to Churches in residential zones. There is very little landscaping that would be required but with a high cost of review and approval. It would service the public better if there were some established standards where staff would be able to approve administratively and therefore reduce cost and times to both staff and the public.	Would need to develop a set of very specific standards where staff review and approve. If deviating from the standards, LCR would review and approve.
	17.57.050 Plans - Submittal and review - Approval - Time limit for completion.	E.	All completed landscape projects shall be inspected by the Planning Director or their designee. Said projects shall be found to be in compliance with the approved plans prior to the issuance of an occupancy certificate for the structure, or prior to any security or portion thereof being refunded to the applicant. Minor changes in the landscape plan shall be allowed, as determined by the Planning Director or their designee, as long as they do not alter the character and aesthetics of the original plan	Staff relies on this language quite a bit during inspections. Staff has found with most landscape design projects, there can often be changes in site conditions during construction that require adjustment of the planting. Currently, availability of some plant materials has become an issue. Staff has become fairly flexible in approving field adjustments for these reasons as long as it does not alter the character or aesthetics of the original plan.	No changes are recommended
	17.57.060 Plans	B.	The location in which new plantings will be made and the	Without both common and	Would need to add language to

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
			variety (common or botanical name), and size of all new trees, shrubs, groundcover and lawns;	botanical names listed, it is sometimes unclear on the specific plant. Therefore difficult to determine size, height, or issues with environment, such as noxious or harmful to other animals.	require both common and botanical names.
				It is unclear what size the plant is at installation and maturity. This is information needed for review of the plans for spacing and location.	Would need to add language to require size of plants at installation and at maturity
		E.	All existing and proposed site features including walkways, graveled areas, patios, courts, fences, decks, foundations, potted trees, raised planters, or other open spaces so that the review committee may be fully knowledgeable of the project when discussing the application;	When fencing is used for screening, there is no requirement to submit information on type or height. This is needed to determine if the fence provide the necessary screening.	Would need to require information on fencing type, height and location on plans
		G.	All of the information on the plot plan for the building permit.	It is unclear as to what is required on a building permit. Therefore, plans may not included this information that LRC or staff needs to review the plans. Building permits are required to indicate scale, actual setback of building, all structures on site, location and use, topographical elevations, easements, complete address or street names, north direction arrow, and lot dimensions.	Would need to list the required information and add additional language to have all plants and parking spaces drawn to scale.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
	17.57.070 Area Determination - Planning factors.	A. Landscaping shall be accomplished within the following ranges:	1. Industrial, at least seven percent of the gross area . This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)	It is unclear of the gross area refers to the gross area of the site or the development. If multiple phases, all the landscaping would be required to be install and most likely in area that will not be developed at time of phase approval or design. Without this being clarified, there is confusion on the public, staff and LRC.	Clarity is needed on gross area meaning. It would be appropriate that it would be based on what is being developed.
			2. Commercial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)		
			3. Multiple-family, twenty-five percent of the gross area. This may be reduced to not less than fifteen percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)		

ATTACHMENT B

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
Chapter 17, Landscaping	17.57.070 Area Determination - Planning factors.	B.	The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:	There are no clear and objective factors listed here. If these standard were more specific, staff might be able to review and approve small projects administratively to reduce time and cost to all. If deviating from the standards, it would be presented to LCR for review and approve. This could include reduction to minimum gross area of landscaping allowed in 17.57.070A 1-3	Would need to develop clear and objective standards in order to approve or deny due to failure to comply.
			1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.		
			2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.		
			3. The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.	In additions to the comments above for this subsection, there are no standards for parking lot designs. This makes it hard to be consistent	In addition to comments above for this subsection, it would require development of parking lot and island requirements; such as having a maximum area of parking lot until it is physically and visually separated with landscaped planter islands and with a minimum width to provide the necessary plants.
			4. The development and use of islands and plantings therein to break up parking areas.		
			5. The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.	See above comments for this subsection	See above comments for this subsection

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
			6. Suitable watering facilities or irrigation systems must be included in or near all planted areas;	In addition to comments above for this subsection, It is unclear on what suitable watering facilities or irrigations system is. Some have proposed hand water. Maybe change to requiring permanent underground or drip irrigation system with an exemption for existing mature vegetation, drouth resistant plans with a water schedule. This would allow for water conservation opprotunities.	In addition to comments above for this subsection, the meaning of suitable watering facility needs to be established.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
Chapter 17.58 Trees	17.58.020 Applicability	A.	Individual significant or historic trees as defined in this ordinance.	There are no definitions of what qualifies as “significant” or “historic” and there are no inventories of these types of trees.	Would need to define significant and historic trees. And maybe develop a process to have trees deemed historic.
		C.	All trees with trunks located completely within any private property which directly affect public infrastructure including but not limited to sewers, water mains, sidewalks, streets, public property, or clear vision distances at street intersections;	LRC have concerns that this infringes on private property rights.	This section would need to be removed.
		D.	All trees on developable land and subject to or undergoing development review such as site plan review, tentative subdivision review, or partition review;	A property could be cleared of all trees before development, where as there is no ability to save significant trees on the property.	Create tree removal limits on vacant land
				LRC has expressed concerns on the private property rights and regulating trees.	Need further discussion for possible direction.
	17.58.050 Review Criteria	A.	The tree is unsafe, dead, or diseased as determined by a Certified Arborist.	If the tree is clearly dead, there is no means to waive the requirement for an Arborist	Would need to either develop a means for the Planning Director to approval or waive the requirement for
		C.	The proposed removal or pruning is part of an approved development project , a public improvement project where no alternative is available, or is part of a street tree improvement program.	The definition of Development Project needs to clarify the meaning	Would need to develop a more accurate definition.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
				There have been a couple instances where, for, example, Public Works Engineering will approve a new curb cut/driveway access to a property as allowed by code where the new access requires removal of an otherwise healthy tree. But the tree has not been approved by LRC to be removed. May need to discuss with PW Engineering to require LRC approval prior to issuing a curb cut/driveway permit.	Need further discussion with Public Works for possible direction.
	17.58.075 Protection of Trees	A.	It shall be unlawful for any person to remove, destroy, break, or injure any street tree or public tree. Individuals convicted of removing or destroying a tree without City approval shall be subject to paying to the City an amount sufficient to fund the planting and establishment of a tree, or trees, of similar value.	This requirement has not been historically applied causing inequality with the public.	Need further discussion on enforcement direction
	17.58.080 Street Tree Planting - When Required		All new multi-family development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090.	There are no requirements for single-family residences, except if subject to an approved street tree plan. Many older neighborhoods fall into this situation. By adding single-family residences, it would provide an opportunity to acquire street trees in these older neighborhoods.	Would need to add single-family residences, not subject to an approved street tree plan
	17.58.090 Street Tree Standards	A.	The species of the street trees to be planted shall be chosen from the McMinnville Street Tree List, as approved by Resolution 2016-22 , unless approval of another species is given by the McMinnville Landscape Review Committee.	A new resolution was approved in 2019. By listing the Resolution number, it will be out dated every time a new resolution is approved. It would be better to not list the date of the resolution.	Would need to removed the resolution number.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
		C.	Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart.	Not all trees are the same grown width and height to be able to apply Spacing standards based on height and width of a tree.. Armstrong Maple can grow to 45 ft in height but only 15 feet wide. It would be classified as a small and large tree.	Would need to change this section to space based on either width or height
			Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. Within commercial and industrial development staggered, or irregular spacing is permitted, as may be approved by the McMinnville Landscape Review Committee.	It tends to be the residential properties that have problems with evenly spacing due to the limited frontage of the property, where as, commercial and industrial zoned properties have the ability to adjust the trees and utilities to be more evenly installed.	Would need to change the residential property to be able to stagger the trees.
		D.	When located adjacent to a local residential street or minor collector street, street trees shall be planted within a curbside landscape strip measuring a minimum of three (3) feet in width.	There are more likely be issues in the future with installing a tree within a 3-foot wide planter strip. A 3-foot planter strip is very small to provide adequate room for growth. The smallest recommended planter strip width listed on the street tree list is 4 feet.	Would need to change the minimum to 4 feet to accommodate trees.
		E.	A. Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines , or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.	Some of these setbacks seem to be a little extreme. Many municipalities have setbacks from water meters that are less than 10 ft. The code allows variations granted by Public Works.	Would need to discuss with Public Works to see if these setbacks may be reduced as a standard.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
		F.	Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value	Usually the street trees removed are well established. This is a good basis for requiring larger-than-standard street trees for development-driven requests for removal.	Would need additional language to require larger street at installation.

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
	17.58.120 Street Tree Maintenance		Street trees shall be continually maintained, including necessary watering, weeding, pruning and replacement, by the developer or property owner for one full growing season following planting, or as may be required by the City.	There is a disconnect when it comes to the public's knowledge of their responsibilities of street trees. Some type of educational effort to alert the public to their responsibilities vs. the City's would be beneficial for both trees and for staff. Maybe develop	Would need to discuss with Public Works to develop a program or webpage to assist owners.
		B.	Street tree plans, or landscape plans including street trees, shall be maintained in perpetuity. In the event that a street tree must be replaced, the adjacent property owner or developer shall plant a replacement tree of a species from the approved street tree or landscape plan.		
		C.	Maintenance of street trees, other than those located in the Downtown Tree Zone shall be the continuing obligation of the abutting property owner. The City shall undertake regular maintenance of street trees within the Downtown Tree Zone in accordance with appropriate horticultural practices including pruning and fertilizing to properly maintain the health of such trees.		
		D.	Street trees, as they grow, shall be pruned to provide at least eight (8) feet of clearance above sidewalks and thirteen (13) feet above local streets, fifteen (15) feet above collector streets, and eighteen (18) feet above arterial streets. This provision may be waived in the case of newly planted trees so long as they do not interfere with public travel, sight distances, or endanger public safety as determined by the City. Major pruning, as defined in Section 17.58.020, of a street tree must be approved by the City in accordance with Section 17.58.040.		

Chapter	Code Section	Sub Section	Current Language	Issue	Solution
Misc.	Misc.		Urban Forestry Master Plan	Staff would recommend that McMinnville develop an Urban Forestry Master Plan to help guide and shape policies for urban forest management and growth, health, maintenance, replacement strategy, etc. This can really help with some of the issues ; such as ensuring tree canopy equity, development and maintenance of a street tree/public tree inventory, diversity and health of the urban forest,	Urban Forestry Master Plan would need to be developed.
			Public Parks Maintenance	It is not clear on requirements or jurisdiction for public parks. Without clarification, requirements are imposed on the private property owners that are not on public property. This cause inequality between public and private	Work with Public Works to develop a Parks Maintenance & Tree Removal process similar to private parks and development sites.
			Street Tree Assistance Program	There is not a program to assist owners with installing or replacement of Street Tree. Low income citizens may not be able to purchase or pay the fee for a tree replacement.	Develop a Street Tree Assistance Program
			Tree conservation	There is nothing in the code that would prevent owner from clear cutting a property prior to development.	Develop a tree conservation program to protect existing onsite trees.
			Street Tree Plan	To provide consistency of types of Street Trees along a street, develop a requirement to install a tree that is prodominate along the street.	Devleop code language to require a tree to be the type that is prodominate along the street.



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EXHIBIT 3 - STAFF REPORT

DATE: December 15, 2021
TO: Landscape Review Committee Members
FROM: Heather Richards, Planning Director
SUBJECT: Agenda Item – Discussion of 2022 LRC Work Plan

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

The purpose of this item is to discuss a Work Plan for the 2022 calendar year to guide the Landscape Review Committee activities during that time.

Background:

The Landscape Review Committee has a defined purpose in the McMinnville Municipal City Code: *To ensure that the appearance of the City of McMinnville is enhanced by encouraging quality landscaping that will benefit and protect the health, safety, and welfare of the general public.* In recent years, the Landscape Review Committee has adopted an annual work plan to help guide committee work and projects throughout the following year.

The 2022 Draft Work Plan that is being considered is based on the 2021 Work Plan that was adopted by the Landscape Review Committee. Staff has updated the 2022 Draft Plan to reflect work that has been completed or initiated by the Landscape Review Committee over the past year.

Discussion:

Below is a summary and brief discussion of Goals, Strategies, and Actions included by staff on the 2022 Draft Work Plan:

- Goal: Evaluate & Enhance McMinnville's Urban Forest & Landscape
 - Strategy: Conduct a Street Tree Inventory
 - Action: Develop/Recommend Plan for Implementation

- A street tree inventory has been identified by staff as a critical initial step towards evaluating McMinnville's urban forest. Establishing the extent and health of the existing urban forest will allow the City to evaluate policies and programs and work towards policies to expand and improve the urban forest throughout the city. Consultants can be hired to conduct full inventories, but they are very expensive. Partial inventories can be conducted and the results extrapolated to provide a representative inventory of the city's trees. Another option could include a volunteer effort to collect the data necessary to create an inventory. A volunteer effort would be a large undertaking to organize and manage and would be dependent on staff workload.
 - Priority: High
- Strategy: Amend Chapter 17.57 – Landscaping
 - Action: Recommend Proposed Amendments for Chapter 17.57 to Planning Commission for adoption.
 - Finish work and discussions begun in 2021 evaluating and amending the Landscaping Chapter of the Zoning Ordinance and provide recommendations to the Planning Commission for updates/revisions that would improve the Chapter.
 - Priority: Medium
- Strategy: Amend Chapter 17.58 – Trees
 - Action: Recommend Proposed Amendments for Chapter 17.57 to Planning Commission for adoption.
 - Finish work and discussions begun in 2021 evaluating and amending the Tree Chapter of the Zoning Ordinance and provide recommendations to the Planning Commission for updates/revisions that would improve the Chapter.
 - Priority: Medium
- Strategy: Promote Healthy, Safe, and Diverse Urban Forest
 - Action: Work with MW&L to address “problem” trees around power lines
 - Continuing work and discussions begun in 2021, the committee can provide recommendations for a program to address pruning and/or replacement of identified problematic trees identified through the MW&L power line clearance pruning program.
 - Priority: Medium
 - Action: Develop a “Right Tree, Right Place” Informational Brochure
 - An educational/informational pamphlet describing how to select and site trees appropriately within the City that can be made available to the public has been discussed within the committee. Monetary costs would include potentially hiring a graphic designer and/or publishing costs.
 - Priority: Low
- Goal: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape
 - Strategy: Celebrate Arbor Day
 - Action: Promote Arbor Day Events in McMinnville
 - McMinnville has traditionally organized and held an event to celebrate Arbor Day, which is recognized in April. This event has been a requirement of the Tree City USA program, which has recognized McMinnville for 24 consecutive years. Last year, due to the COVID-19 pandemic, a community event was not required to apply for Tree City USA recognition, and McMinnville did not hold an event. Similarly, a community event is not a requirement this year. The committee can discuss if an event can/should be held and promoted.

- Priority: High
 - Action: Coordinate Arbor Day Tree Planting Event
 - If an Arbor Day event is to be held, then the committee can help organize and coordinate location, materials, and volunteers/community participation.
 - Priority: High
- Goal: Preserve McMinnville's Urban Forest & Landscape
 - Strategy: Manage Existing Landscape and Trees
 - Action: Provide Recommendations and Guidance for Natural Features Protections
 - Following up on recent UGB expansion work, staff will be working with a consultant on a Natural Features Management Program that will include recommendations for a management program for tree groves and individual significant/landmark trees. This work may incorporate recommendations from the committee based on discussions begun in 2020 surrounding tree protection measures.
 - Priority: High

A discussion of additional projects that the Landscape Review Committee could undertake may be initiated by the committee, and those may be incorporated into the final adopted work plan.

Attachments:

Landscape Review Committee Draft 2022 Work Plan.

Fiscal Impact:

The City will be researching grant opportunities to obtain funds to help complete projects and activities from the Work Plan.

Other activities may require completion in-kind by city staff as workloads allow.

Recommendation:

Staff recommends that the Landscape Review Committee, after discussing the draft Work Plan and deliberating, adopt a 2022 Work Plan for the Landscape Review Committee.

Suggested Motion: "That the Landscape Review Committee adopt the 2022 Work Plan as provided by staff"

HR

McMinnville Landscape Review Committee - 2022 Work Plan (Draft)

GOAL : Evaluate & Enhance the McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Conduct a Comprehensive Inventory of McMinnville's Street Trees	Develop/Recommend Plan for Implementation	High	Winter 2022	Staff/\$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Amend Landscaping Chapter of McMinnville Zoning Ordinance	Review Chapter 17.57 and Recommend Revisions to Improve City's Landscape	Medium	Spring 2022	Staff	City/LRC
Amend Tree Chapter of McMinnville Zoning Ordinance	Review Tree Chapter and Recommend Revisions to Improve Urban Forest	Medium	Spring 2022	Staff	City/LRC
Promote Healthy, Safe, and Diverse Urban Forest	Work with MW&L on Process to Identify/Remove/Replace Problem Trees Under Power Lines	Medium	Fall 2022	Staff	City/LRC
	Develop "Right Tree for the Right Place" Informational Pamphlet	Low	Fall 2022	Staff/\$	City/LRC

GOAL: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2022	Staff	City/LRC
	Coordinate Arbor Day Tree Planting Event	High	Spring 2022	Staff/\$	City/LRC
Educate Community on Urban Forestry					

GOAL: Preserve McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2022	Staff	City/LRC