



# City of McMinnville

## PLANNING

**City of McMinnville**  
**Community Development Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

### **Landscape Review Committee** **Hybrid In-Person & ZOOM Online Meeting** **Wednesday, November 1, 2023 - 11:00 AM**

*Please note that this meeting will be conducted in-person at the Community Development Center Large Conference Room, 231 NE Fifth Street, and via ZOOM.*

**Join ZOOM Meeting online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/87427126603?pwd=HY9IRz90B7u2UsC0T2FXB7HToWHn9o.1>

Meeting ID: 874 2712 6603

Passcode: 235468

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

Committee Members	Agenda Items
Jamie Fleckenstein, Chair  Patty Sorensen, Vice-Chair  Carlton Davidson  John Hall  Brian Wicks	<ol style="list-style-type: none"><li><b>1. Call to Order and Roll Call</b></li><li><b>2. Minutes:</b> <i>None</i></li><li><b>3. Citizen Comments</b></li><li><b>4. Action Items:</b><ol style="list-style-type: none"><li><b>A. L 45-23: Tree removal application from Zach Goodman, 2449 NW Alice Kelley Ct. Tax Lot R4417-BA-04000, <i>Exhibit 1</i></b></li><li><b>B. L 46-23: Tree removal application from Bob Scyoc, 1898 NE Lucy Belle St., Tax Lot R4409-DB-08200, <i>Exhibit 2</i></b></li></ol></li><li><b>5. Committee Member Comments</b></li><li><b>6. Staff Comments</b></li><li><b>7. Adjournment</b></li></ol>

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](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.

## EXHIBIT 1 - STAFF REPORT

**DATE:** November 1, 2023  
**TO:** Landscape Review Committee Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Tree Removal Application (L 45-23)

### 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

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**DOCKET:** L 45-23 (Street Tree Removal)  
**REQUEST:** Approval of a tree removal application for the removal of 1 maple tree.  
**LOCATION:** 2449 NW Alice Kelley Ct., Tax Lot R4417-BA-04000  
**ZONING/Overlay:** R-3  
**APPLICANT:** Zach Goodman  
**STAFF:** Adam Tate, Associate Planner  
**DATE DEEMED COMPLETE:** October 16, 2023  
**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.  
**MEETING DATE & LOCATION:** November 1, 2023, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting  
**PROCEDURE:** Street tree removal applications are required to be reviewed by the Landscape Review Committee as described in Section 17.58.040 of the McMinnville Zoning Ordinance.  
**CRITERIA:** The applicable criteria are specified in Section 17.58.050 Tree Removal/Replacement Review Criteria.  
**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.58.040 of the McMinnville Zoning Ordinance.

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## **I. BACKGROUND AND SUMMARY:**

### ***Application Summary***

This proceeding is a review by the Landscape Review Committee of a street tree removal application (**Attachment 1**) for one (1) deciduous street tree, a 12 inch DBH maple tree, on the west side of NW Alice Kelley Court. The tree is actively uplifting the sidewalk near the community mailbox location. **See Figure 1 for Vicinity Map. See Figure 2 for Site Photos.**

### ***Agency Comments***

Agency comments are provided below, and the Public Works Inspection Report is attached as **Attachment 2**.

### ***Public Comments***

The procedure for street tree removal permit applications doesn't require notification to surrounding property owners. No public comments were received.

### ***Criteria and Issues***

The tree proposed for removal has been determined to be a tree specified in Section 17.58.020, subject to the street tree removal requirements of Chapter 17.58 of the Zoning Ordinance.

The applicable criteria for a street tree removal are provided in Section 17.58.050 of the Zoning Ordinance. Section 17.58.050 requires a Tree Removal permit to be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.
- B. The tree is in conflict with public improvements.
- 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.
- D. Verification of tree health or a tree's impacts on infrastructure shall be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.

Criterion "B" is met as the tree is actively uplifting the sidewalk and poses a future risk to the mailboxes and a sewer line.

When a street tree removal permit is approved, there are provisions in Chapter 17.58 of the Zoning Ordinance with which the applicant must comply, including those in Sections 17.58.040 and 17.58.090. Staff recommends conditions of approval to address the applicable requirements of the Zoning Ordinance. Typically, approval of a tree removal request is conditioned on the provisions of 17.58.040 for replacement with another street tree approved by the City. The conditions of approval address the provisions of Chapter 17.58 to ensure proper removal or major pruning of a street tree, to specify the applicant's responsibilities for performance of work and associated costs, and to ensure replacement trees are consistent with the approved street tree list, planting requirements, and specifications addressed in Chapter 17.58.

### ***Summary of Staff Recommendation***

Staff has reviewed the application, the applicable criteria and standards, and comments received. Staff recommends approval of the application, subject to the conditions specified in this document.

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#### ***Attachments:***

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

**Figure 1 Vicinity Map.**



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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



**Figure 2. Site Photos.**



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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



## **II. COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Public Works Department, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided below.

No public notice of the application was required by the Zoning Ordinance. No additional comments were received by the Planning Department.

### **McMinnville Water & Light:**

- Water: Water services exist in work area. Call for locates and protect existing services.
- Power: Underground power in the area. Please call for locates. Contact McMinnville Water and Light if contact is made with power conduits.

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### **Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



City of McMinnville Public Works Department:

- The Public Work Inspection Report is attached as **Attachment 2**.

City of McMinnville Engineering Department:

- No comments have been received.

**III. ATTACHMENTS:**

1. Application
2. Public Works Inspection Report

**IV. STAFF RECOMMENDATION:**

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the tree removal application (L 45-23) **SUBJECT TO THE CONDITIONS OF APPROVAL IN SECTION V:**

**V. CONDITIONS OF APPROVAL:**

1. All costs and liability associated with tree removal and stump grinding shall be borne by the applicant.
2. The applicant shall call for locates (dial 811) for all underground utilities prior to removing the trunk and roots. This is a free service and the law. Upon request, utility locates can be flagged without marking up hard surfaces.
3. For Mac Water and Light:  
Water: Water services exist in work area. Call for locates and protect existing services.  
  
Power: Underground power in the area. Please call for locates. Contact McMinnville Water and Light if contact is made with power conduits.
4. The stump and remaining surface roots of the tree shall be removed at least six (6) inches below grade to allow for a suitable replanting site. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and replanting and shall be raked smooth. The applicant shall restore any damaged areas that may result from vehicular or mechanical operations.
5. The applicant shall replace the tree with one (1) new tree planted in the planter strip slightly farther away from the mailboxes. The new tree shall be selected from the recommended street tree list.
6. The replacement tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

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Attachments:

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

7. The replacement tree shall be planted per the approved City detail, including root barrier, deep watering tubes, and staking (see enclosure). The applicant shall provide 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 trees shall be provided with two (2) deep watering tubes to promote deep root growth.
8. 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.
9. The planter areas shall be restored to original grade immediately following the planting of the replacement tree.
10. The applicant shall contact Public Works Operations (503.434.7316) for planting inspection prior to backfilling the planted tree.
11. The applicant shall be required to repair/replace sidewalk panels as necessary at the applicant's expense. Sidewalk permits can be obtained from Engineering at 503-434-7312.

#### **VI. LANDSCAPE COMMITTEE OPTIONS:**

1. **APPROVE** the application, subject to the recommended conditions of approval.
2. **APPROVE** the application with additional/revised conditions of approval if necessary to satisfy the applicable criteria.
3. **CONTINUE** the application, requesting that applicant submit more information for review if necessary to make findings that the applicable criteria are satisfied.
4. **DENY** the application, providing findings of fact for the denial in the motion to deny if it is found the application doesn't meet the applicable criteria.

#### **VII. SUGGESTED MOTION:**

**BASED ON FINDINGS THAT THE APPLICABLE CRITERIA ARE SATISFIED SUBJECT TO CONDITIONS OF APPROVAL, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE STREET TREE REMOVAL APPLICATION L 45-23 SUBJECT TO THE CONDITIONS OF APPROVAL RECOMMENDED BY STAFF IN THE STAFF REPORT.**

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#### **Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



### Planning Department

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

### Office Use Only:

File No. L 45-23

Date Received 10/12/23

Fee \$160.00

Receipt No. 208936

Received by AW

569-23-000564-PLNG

## Street Tree Removal

### Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☒ Other Contractor

Applicant Name Alpha Environmental Services, Inc. Phone 503-292-5346

Contact Name Zachary Goodman Phone 503-319-2675  
(If different than above)

Address 11080 SW Allen Blvd, Ste. 100

City, State, Zip Beaverton, OR 97005

Contact Email zachary@alphaenvironmental.net

### Property Owner Information

Property Owner Name Melissa Cook Phone 971-237-3833  
(If different than above)

Contact Name Melissa Cook Phone \_\_\_\_\_

Address 2449 NW Alice Kelley Ct

City, State, Zip McMinnville, OR 97128

Contact Email melhnp@gmail.com

### Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 2449 NW Alice Kelley Ct

(Property nearest to tree(s) for removal)

Assessor Map No. R4417BA04000 - Total Site Area 0.2167

Subdivision Mahon Farm Block \_\_\_\_\_ Lot 6 & Pt Lot 5

Comprehensive Plan Designation Residential Zoning Designation R-3



## **Additional Information**

1. How many trees are requested for removal? 1
2. What type (species) of tree(s) are they? maple
3. What is the diameter of the tree(s), measured four feet above ground level? 12 inches
4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application. tree roots have damaged and raised adjacent sidewalk panels and also are presenting possible risk to nearby mailbox and sewer line

In addition to this completed application, the applicant must provide the following:

- ☒ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.
- ☒ Arborist report, photographs, and/or other information which would help substantiate or clarify your request.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

Zachary Goodman  
Applicant's Signature

9/15/2023

Date

Melissa Cook  
Melissa Cook (Sep 15, 2023 10:43 PDT)  
Property Owner's Signature

Sep 15, 2023

Date


# street\_tree\_removal

Final Audit Report

2023-09-15


Created:	2023-09-15
By:	Zachary Goodman (zachary@alphaenvironmental.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFQtVjs4yPqX24dzmcoOpMt3Svdc9sRn


## "street\_tree\_removal" History


 Document created by Zachary Goodman (zachary@alphaenvironmental.net)  
2023-09-15 - 4:39:04 PM GMT- IP address: 209.172.9.178

 Document emailed to melhnp@gmail.com for signature  
2023-09-15 - 4:48:08 PM GMT

 Email viewed by melhnp@gmail.com  
2023-09-15 - 5:42:45 PM GMT- IP address: 174.204.69.57

 Signer melhnp@gmail.com entered name at signing as Melissa Cook  
2023-09-15 - 5:43:27 PM GMT- IP address: 174.204.69.57

 Document e-signed by Melissa Cook (melhnp@gmail.com)  
Signature Date: 2023-09-15 - 5:43:29 PM GMT - Time Source: server- IP address: 174.204.69.57

 Agreement completed.  
2023-09-15 - 5:43:29 PM GMT

DATE:	10/09/23
TO:	Zach Goodman
FROM:	Taylor Alvarez, Associated Arborists, ISA#PN 8332AU
SUBJECT:	2449 Northwest Alice Kelley Court McMinnville OR 97128

**Quantity:** 1

**Species:** Norway Maple

**Average DBH:** 10"

**Average Height:** 20"

## **Arborist Report: #1007231**

**Subject:** Arborist report supplemental to removal permit application.

### **Arborist's Findings:**

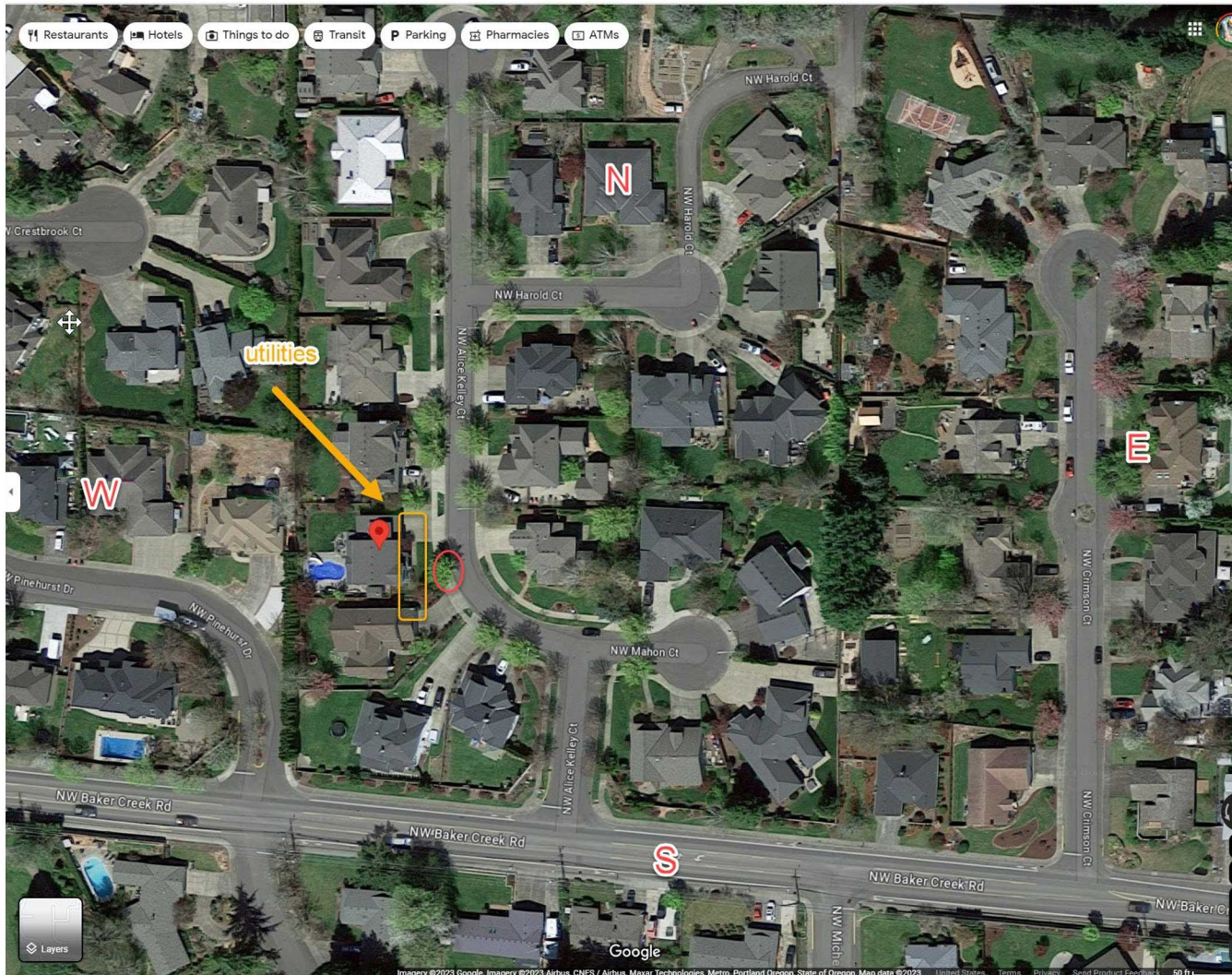
This maple tree is planted within 3 ft from concrete base supporting community mailboxes and has significantly lifted the concrete on both the South and West side of the Tree. Removal is recommended and replacement with smaller city approved tree is recommended.



# Associated Arborists

Ph (503) 883-3895 • Fax (866) 863-8733 • 1760 NW Emerson Way McMinnville OR 97128 •

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Sick Tree Treatment • Corrective Pruning • Fruit Pruning • Removals • Tree Planting and Delivery ISA  
Certified Consulting • Commercial Tree Inventory Management • Utility Certified • Expert Witness











# Associated Arborists

Ph (503) 883-3895 • Fax (866) 863-8733 • 1760 NW Emerson Way McMinnville OR 97128 •

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Sick Tree Treatment • Corrective Pruning • Fruit Pruning • Removals • Tree Planting and Delivery ISA  
Certified Consulting • Commercial Tree Inventory Management • Utility Certified • Expert Witness

## EXHIBIT 2 - STAFF REPORT

**DATE:** November 1, 2023  
**TO:** Landscape Review Committee Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Tree Removal Application (L 46-23)

### 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

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**DOCKET:** L 46-23 (Street Tree Removal)  
**REQUEST:** Approval of a tree removal application for the removal of 1 maple tree.  
**LOCATION:** 1898 NE Lucy Belle St., Tax Lot R4409-DB-08200  
**ZONING/Overlay:** R-2  
**APPLICANT:** Bob Scyoc  
**STAFF:** Adam Tate, Associate Planner  
**DATE DEEMED COMPLETE:** October 16, 2023  
**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.  
**MEETING DATE & LOCATION:** November 1, 2023, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting  
**PROCEDURE:** Street tree removal applications are required to be reviewed by the Landscape Review Committee as described in Section 17.58.040 of the McMinnville Zoning Ordinance.  
**CRITERIA:** The applicable criteria are specified in Section 17.58.050 Tree Removal/Replacement Review Criteria.  
**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.58.040 of the McMinnville Zoning Ordinance.

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## **I. BACKGROUND AND SUMMARY:**

### ***Application Summary***

This proceeding is a review by the Landscape Review Committee of a street tree removal application (**Attachment 1**) for one (1) deciduous street tree, a 24 inch DBH maple tree, on the south side of NE Lucy Belle Street. The tree's roots are actively interfering with the water lines and irrigation systems for multiple homes to the point where water service has been interrupted to both homes. It is clear that the tree needs to be removed, but the applicant is very wary to remove it as the cost estimate to remove the stump and roots as given to the applicant by the arborist is well beyond what the applicant can afford to pay. This has been iterated to the staff by the applicant multiple times and the applicant even weighed revoking the application over it. In light of this, staff is recommending revised Conditions of Approval in light of this situation which you will see below. **See Figure 1 for Vicinity Map. See Figure 2 for Site Photos.**

### ***Agency Comments***

Agency comments are provided below, and the Public Works Inspection Report is attached as **Attachment 2**.

### ***Public Comments***

The procedure for street tree removal permit applications doesn't require notification to surrounding property owners. No public comments were received.

### ***Criteria and Issues***

The tree proposed for removal has been determined to be a tree specified in Section 17.58.020, subject to the street tree removal requirements of Chapter 17.58 of the Zoning Ordinance.

The applicable criteria for a street tree removal are provided in Section 17.58.050 of the Zoning Ordinance. Section 17.58.050 requires a Tree Removal permit to be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.
- B. The tree is in conflict with public improvements.
- 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.
- D. Verification of tree health or a tree's impacts on infrastructure shall be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.

Criterion "B" is met as the tree's roots are actively interfering with the water lines and irrigation systems for multiple homes.

When a street tree removal permit is approved, there are provisions in Chapter 17.58 of the Zoning Ordinance with which the applicant must comply, including those in Sections 17.58.040 and 17.58.090. Staff recommends conditions of approval to address the applicable requirements of the Zoning Ordinance. Typically, approval of a tree removal request is conditioned on the provisions of 17.58.040 for replacement with another street tree approved by the City. The conditions of approval address the provisions of Chapter 17.58 to ensure proper removal or major pruning of a street tree, to specify the applicant's responsibilities for performance of work and associated costs, and to ensure replacement trees are consistent with the approved street tree list, planting requirements, and specifications addressed in Chapter 17.58.

### ***Summary of Staff Recommendation***

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#### ***Attachments:***

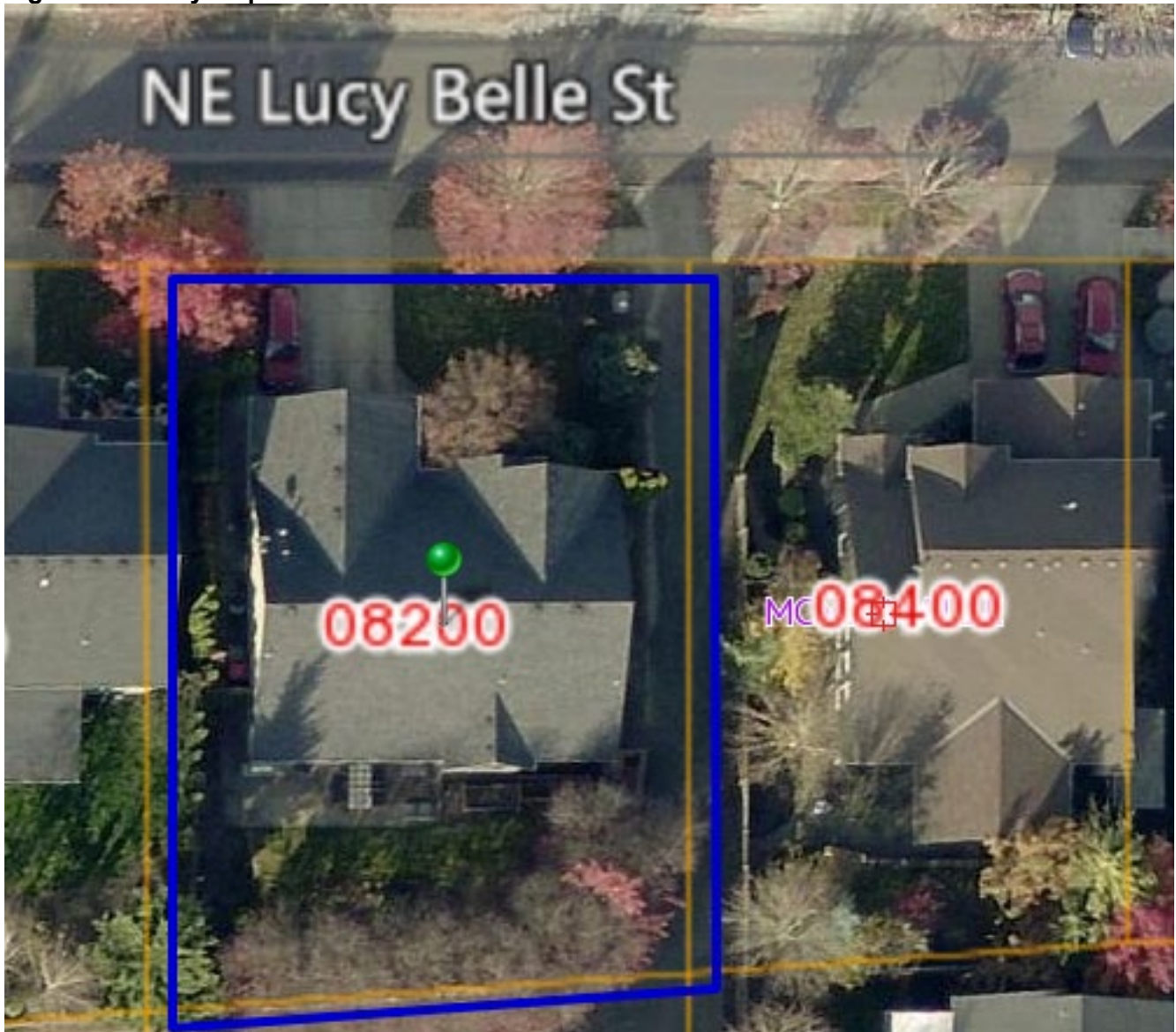
Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



Staff has reviewed the application, the applicable criteria and standards, and comments received. Staff recommends approval of the application, subject to the conditions specified in this document. Staff notes that the applicant is very worried about tree replacement cost due to the quote they received from an arborist on the difficulty of removing the stump of the existing tree. Due to this and the proximity of the water infrastructure, staff is not recommending a replacement tree.

**Figure 1 Vicinity Map.**



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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



**Figure 2. Site Photos.**

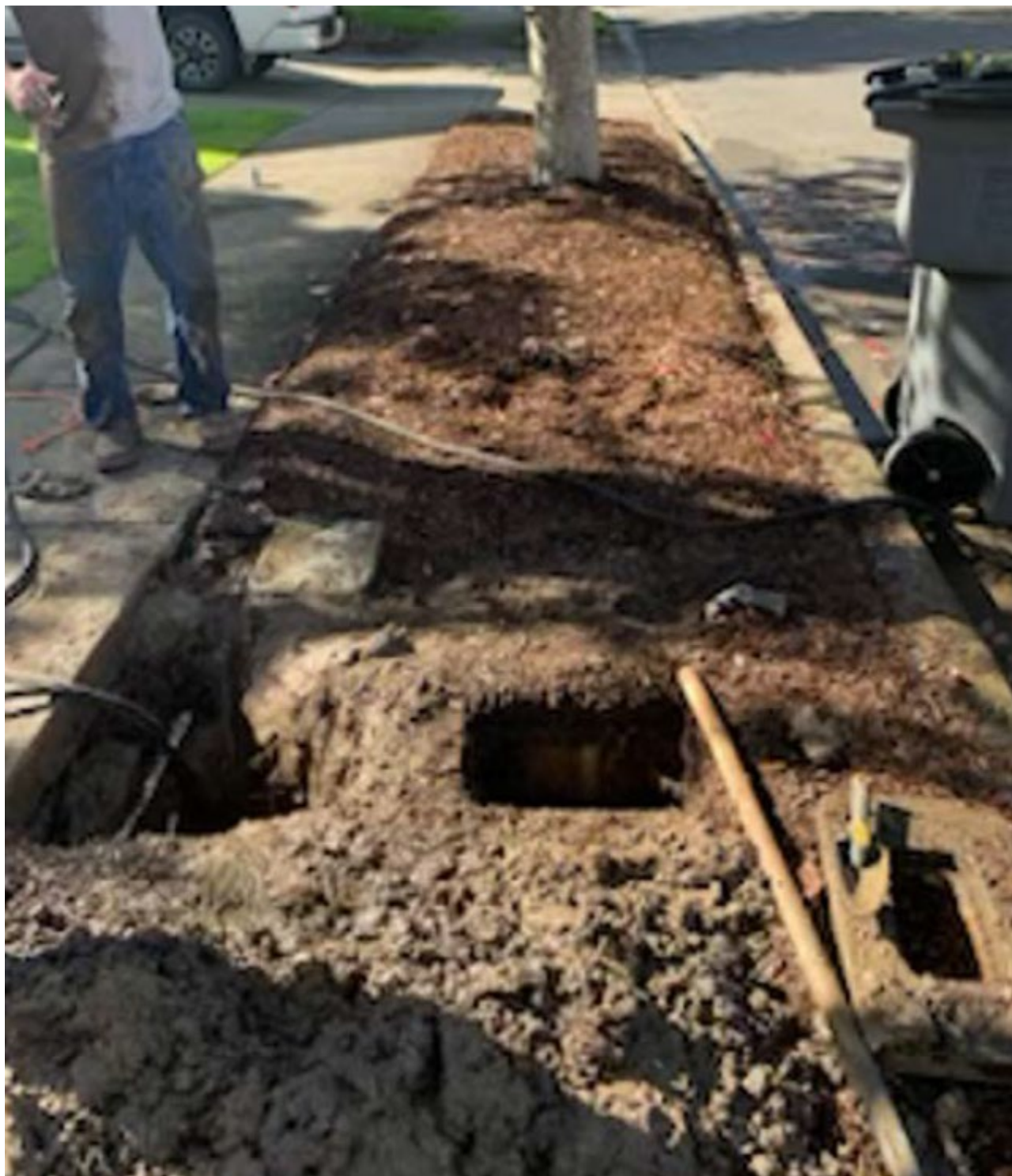


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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



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*Attachments:*

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report





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*Attachments:*

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

## **II. COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Public Works Department, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided below.

No public notice of the application was required by the Zoning Ordinance. No additional comments were received by the Planning Department.

### **McMinnville Water & Light:**

- Water: Water services exist in work area. Call for locates and protect existing services.
- Power: Underground power in the area. Please call for locates. Contact McMinnville Water and Light if contact is made with power conduits.

### **City of McMinnville Public Works Department:**

- The Public Work Inspection Report is attached as **Attachment 2**.

### **City of McMinnville Engineering Department:**

- No comments have been received.

## **III. ATTACHMENTS:**

1. Application
2. Public Works Inspection Report

## **IV. STAFF RECOMMENDATION:**

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the tree removal application (L 46-23) **SUBJECT TO THE CONDITIONS OF APPROVAL IN SECTION V:**

## **V. CONDITIONS OF APPROVAL:**

1. All costs and liability associated with tree removal and stump grinding shall be borne by the applicant.
2. The applicant shall call for locates (dial 811) for all underground utilities prior to removing the trunk and roots. This is a free service and the law. Upon request, utility locates can be flagged without marking up hard surfaces.
3. For Mac Water and Light:  
Water: Water services exist in work area. Call for locates and protect existing services.  
  
Power: Underground power in the area. Please call for locates. Contact McMinnville Water and Light if contact is made with power conduits.
4. The stump and remaining surface roots of the tree shall be removed as best as possible considering the extensive root system, proximity of the nearby water infrastructure and cost to the applicant. The applicant shall restore any damaged areas that may result from vehicular or mechanical operations.

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### **Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

5. The applicant shall be required to repair/replace sidewalk panels as necessary at the applicant's expense. Sidewalk permits can be obtained from Engineering at 503-434-7312.

**VI. LANDSCAPE COMMITTEE OPTIONS:**

1. **APPROVE** the application, subject to the recommended conditions of approval.
2. **APPROVE** the application with additional/revised conditions of approval if necessary to satisfy the applicable criteria.
3. **CONTINUE** the application, requesting that applicant submit more information for review if necessary to make findings that the applicable criteria are satisfied.
4. **DENY** the application, providing findings of fact for the denial in the motion to deny if it is found the application doesn't meet the applicable criteria.

**VII. SUGGESTED MOTION:**

**BASED ON FINDINGS THAT THE APPLICABLE CRITERIA ARE SATISFIED SUBJECT TO CONDITIONS OF APPROVAL, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE STREET TREE REMOVAL APPLICATION L 46-23 SUBJECT TO THE CONDITIONS OF APPROVAL RECOMMENDED BY STAFF IN THE STAFF REPORT.**

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***Attachments:***

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report





**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Office Use Only:**

File No. L46-23

Date Received 10/13/23

Fee \$160.00

Receipt No. 208939

Received by AW

569-23-006566-PLNG

## Street Tree Removal

### Applicant Information

Applicant is: ☒ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other \_\_\_\_\_

Applicant Name Bob Scyoc Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
(If different than above)

Address 1898 N.E. LUCYBELLE ST.

City, State, Zip McMINNVILLE, OR. 97128

Contact Email RETIREDBS@YAHOO.COM

### Property Owner Information

Property Owner Name Bob Scyoc Phone 503-434-3963  
(If different than above)

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 1898 N.E. LUCYBELLE ST.

(Property nearest to tree(s) for removal)

Assessor Map No. R4409DD08200 Total Site Area 0.1987 acres

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation RESIDENTIAL Zoning Designation R-2



### Additional Information

1. How many trees are requested for removal? 1
2. What type (species) of tree(s) are they? MAPLE
3. What is the diameter of the tree(s), measured four feet above ground level? 24 INCHES
4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application.  
1) ROOTS OF TREE HAS DESTROYED IRRIGATION SYSTEM AND MAIN WATER LINE OF 2 DIFFERENT HOMES  
2) C+D LANDSCAPE REPAIRED IRRIGATION SYSTEM FOR \$600.00 AND OUR NEIGHBOR COST TO FIX UNKNOWN AT THIS TIME  
3) THERE ARE 3 HOMES EFFECTED BY THIS TREE  
4) DUE TO THE SIZE OF THE SMALL STRIP, WE DON'T WANT ANOTHER TREE, BECAUSE OF THE IRRIGATION SYSTEM + OUR DRIVEWAY - THERE IS NO ROOM FOR A TREE.

In addition to this completed application, the applicant must provide the following:

- ☐ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.
- ☐ Arborist report, photographs, and/or other information which would help substantiate or clarify your request.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

[Signature]  
Applicant's Signature

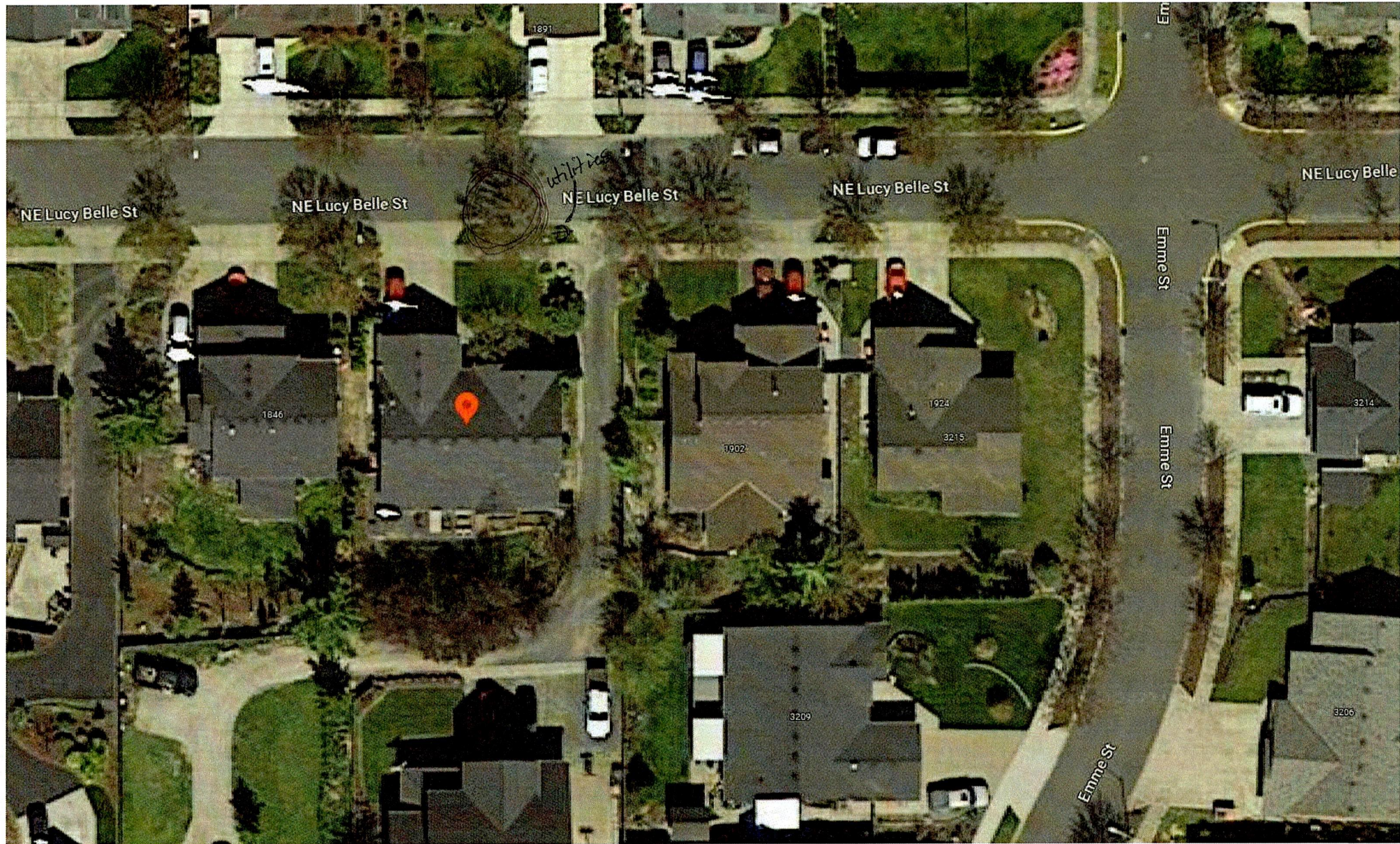
10-13-23  
Date

[Signature]  
Property Owner's Signature

10-13-23  
Date



Bob Scyoc - 1898 NE Lucy Belle St



















## Amanda Winter

---

**From:** Bob Scyoc <retiredbs@yahoo.com>  
**Sent:** Friday, October 13, 2023 1:21 PM  
**To:** Amanda Winter  
**Subject:** Re: Street Tree Removal Application

**This message originated outside of the City of McMinnville.**

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Hi Amanda, I B measured and it was nine feet and three inches.

[Sent from Yahoo Mail for iPhone](#)

On Friday, October 13, 2023, 1:18 PM, Amanda Winter <Amanda.Winter@mcminnvilleoregon.gov> wrote:

Hi Bob,

After looking at the pictures you provided, we should be good to go with the ones Devin got from you.

Can you respond with how many feet away the tree is from the utilities, so I can add that to the application?

After we have that, I will be assigning your application to Associate Planner, Adam Tate ([Adam.Tate@mcminnvilleoregon.gov](mailto:Adam.Tate@mcminnvilleoregon.gov) / 503-434-7330), as docket number: L 46-23

He will be reaching out regarding the timeline and if any further information is needed to move forward.

If you have any questions in the meantime, feel free to reach out to Adam.

Thank you,



**Amanda Winter**

Planning Analyst

Office: (503) 474-5102

Cell: (971) 387-1803

231 NE Fifth Street McMinnville, OR 97128

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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**From:** Bob Scyoc <retiredbs@yahoo.com>  
**Sent:** Friday, October 13, 2023 10:02 AM  
**To:** Amanda Winter <Amanda.Winter@mcminnvilleoregon.gov>  
**Cc:** Heather Richards <Heather.Richards@mcminnvilleoregon.gov>  
**Subject:** Re: Street Tree Removal Application

**This message originated outside of the City of McMinnville.**

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Thank you.

Sent from Yahoo Mail for iPhone

On Friday, October 13, 2023, 10:00 AM, Amanda Winter  
<[Amanda.Winter@mcminnvilleoregon.gov](mailto:Amanda.Winter@mcminnvilleoregon.gov)> wrote:

Good morning Bob,

You are more than welcome to come into the office today and we will have a printed copy of the application ready for you.



## Amanda Winter

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**From:** Heather Richards  
**Sent:** Thursday, October 12, 2023 3:20 PM  
**To:** retiredbs@yahoo.com  
**Cc:** Amanda Winter  
**Subject:** Street Tree Removal Application  
**Attachments:** Street\_Tree\_Removal.pdf

Hi Bob,

Per our phone conversation today, please find attached the street tree removal application. You will not need an arborist report for proving conflict with public improvements if you just provide your pictures of the pipes that have been broken by tree roots. As I said on the phone today, the city needs to issue a decision within thirty days of receiving a complete application.

You can submit your application electronically to Amanda Winter, our Planning Analyst who is cc'd on this email. The application fee is \$160.00.

Below is the list of conditions for removal and replacement of a street tree. #7 provides the separation dimensions from utilities.

1. All costs and liability associated with tree removal and stump grinding shall be borne by the applicant.
2. The applicant shall call for locates (dial 811) for all underground utilities prior to removing the trunk and roots. This is a free service and the law. Upon request, utility locates can be flagged without marking up hard surfaces.
3. The stump and remaining surface roots of the tree shall be removed at least six (6) inches below grade to allow for a suitable replanting site. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and replanting and shall be raked smooth. The applicant shall restore any damaged areas that may result from vehicular or mechanical operations.
4. The applicant shall replace the two (2) removed trees with two (2) new street trees listed in the approved street tree list.
5. The replacement trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

6. The replacement trees shall be planted per the approved City detail, including root barrier, deep watering tubes, and staking (see enclosure). The applicant shall provide 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.
7. 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.
8. The planter areas shall be restored to original grade immediately following the planting of the replacement trees.
9. The applicant shall contact Public Works Operations (503.434.7316) for planting inspection prior to backfilling the planted tree.
10. The applicant shall be required to repair/replace sidewalk panels as necessary at the applicant's expense. Sidewalk permits can be obtained from Engineering at 503-434-7312.
11. The applicant shall complete the tree removal and replacement process within six (6) months of approval. Please plant the new trees in the fall to ensure best chances for their survival.

*Have a great day!*

*Heather*



**Heather Richards**  
**Community Development Director**  
City of McMinnville  
231 NE Fifth Street  
McMinnville, OR 97128

503-474-5107 (phone)  
971-287-8322 (cell)\*

\*Please note new cell phone number

[Heather.Richards@mcminnvilleoregon.gov](mailto:Heather.Richards@mcminnvilleoregon.gov)