



# 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, March 20, 2024 - 12:00 PM**

*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/88386294719>  
**Meeting ID:** 883 8629 4719 **Passcode:** 325468

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

Committee Members	Agenda Items
Jamie Fleckenstein, Chair	1. <b>Call to Order and Roll Call</b>
Brian Wicks, Vice Chair	2. <b>Minutes:</b> None.
Carlton Davidson	3. <b>Citizen Comments</b>
John Hall	4. <b>Action Items:</b>
Eva Reutinger	A. <b>L 8-24:</b> Street Tree Removal, 573 NW Mt Mazama St., R4524-AD-00800 <b>(Exhibit 1)</b>
	5. <b>Committee Member Comments</b>
	6. <b>Staff Comments</b>
	7. <b>Adjournment</b>

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.



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## EXHIBIT 1 - STAFF REPORT

**DATE:** March 20, 2024  
**TO:** Landscape Review Committee Members  
**FROM:** Taylor Graybehl, Senior Planner  
**SUBJECT:** Tree Removal Application (L 8-24)

### 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 8-24 (Street Tree Removal)

**REQUEST:** Approval of a tree removal application for the removal of two (2) Trees.

**LOCATION:** 573 NW Mount Mazama St., Tax Lot R4524-AD-00800

**ZONING/Overlay:** R-1

**APPLICANT:** Gregory and Victoria Cooper

**STAFF:** Taylor Graybehl, Senior Planner

**DATE DEEMED COMPLETE:** February 29, 2024

**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.

**MEETING DATE & LOCATION:** March 20, 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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*Attachments:*

*Attachments:*

Attachment 1 – Application

Attachment 2 – Supplemental Application Materials

Attachment 3 – Street Tree Planting Detail



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

### ***Application Summary***

This proceeding concerns the review by the Landscape Review Committee of a street tree removal application for two (2) street trees at 573 NW Mount Mazama Street. The application was received on February 29, 2024 (**Attachment 1**), and additional materials were provided on March 1, 2024 (**Attachment 2**). The Applicant has indicated they do not plan to plant trees following the removal of the two (2) street trees.

The application received on February 29, 2024, identified one (1) tree for removal, measured at 33" at four feet above ground level, with accompanying photos and a Tree Hazard Report. The application did not provide all the information requested on the application form, including tree species or a site plan. The application identified the removal of the trees as necessary as the sidewalk has buckled, caused damage to their driveway and sprinkler system, and roots extend into their neighbors' front yard.

Included in the application was a Tree Hazard Report that recommends the removal of the two (2) trees and replanting outside of the planter strip:

*"Street Trees (2) wrong species to plant in confined area with rocky/clay base soil  
Remove/do not replace in right of way area  
Replant in lawn/landscape area"*

It is difficult to tell from the Tree Hazard Report how each tree was analyzed for removal. Only one form was completed, which identified both trees with the same tree characteristics, tree health, site conditions, target, tree defects, hazard rating, and hazard abatement. The Report identified DBH as 6" (in conflict with the application with DBH as 33"), number of trunks as 1, height as 20', and spread as 20'. The hazard rating was identified as eight (8), and the hazard abatement was defined as removal without replacement or movement. The hazard abatement and comments section provides different recommendations, with the "comments section" (provided above) recommending replanting in the lawn/landscape area.

On March 1<sup>st</sup>, additional application materials were received, revising the application to include the removal of a second tree and further clarifying the conflict between the second tree, sidewalk, and the property owner's irrigation system. **See Figure 1 for a Vicinity Map. See Figure 2 for Application Photos—Tree #1. See Figure 3 for Application Photos—Tree #2.**

Tree #1 (northern tree). This tree was identified as the tree to be removed as part of the original application, but the tree species was not identified as part of the application. The applicant's imagery shows sidewalk panels removed with roots exposed (see **Figure 2**). It appears the roots have grown to the surface beneath the sidewalk and are now creating a trip hazard that needs to be addressed.

Tree #2 (southern tree). This tree was identified for removal as part of the supplemental application, but the tree species was not identified as part of the application. The applicant has indicated that the tree has impacted their irrigation system and raised the sidewalk (see **Figure 3**). After conducting a site visit, it was found that a trip hazard, which appears to be from the tree's roots, existed within the sidewalk.

### ***Agency Comments***

Agency comments are provided below.

### ***Public Comments***

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

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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 two (2) trees proposed for removal have 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 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.

The Applicant has identified Criterion "B" as the criteria by which both trees are to be removed.

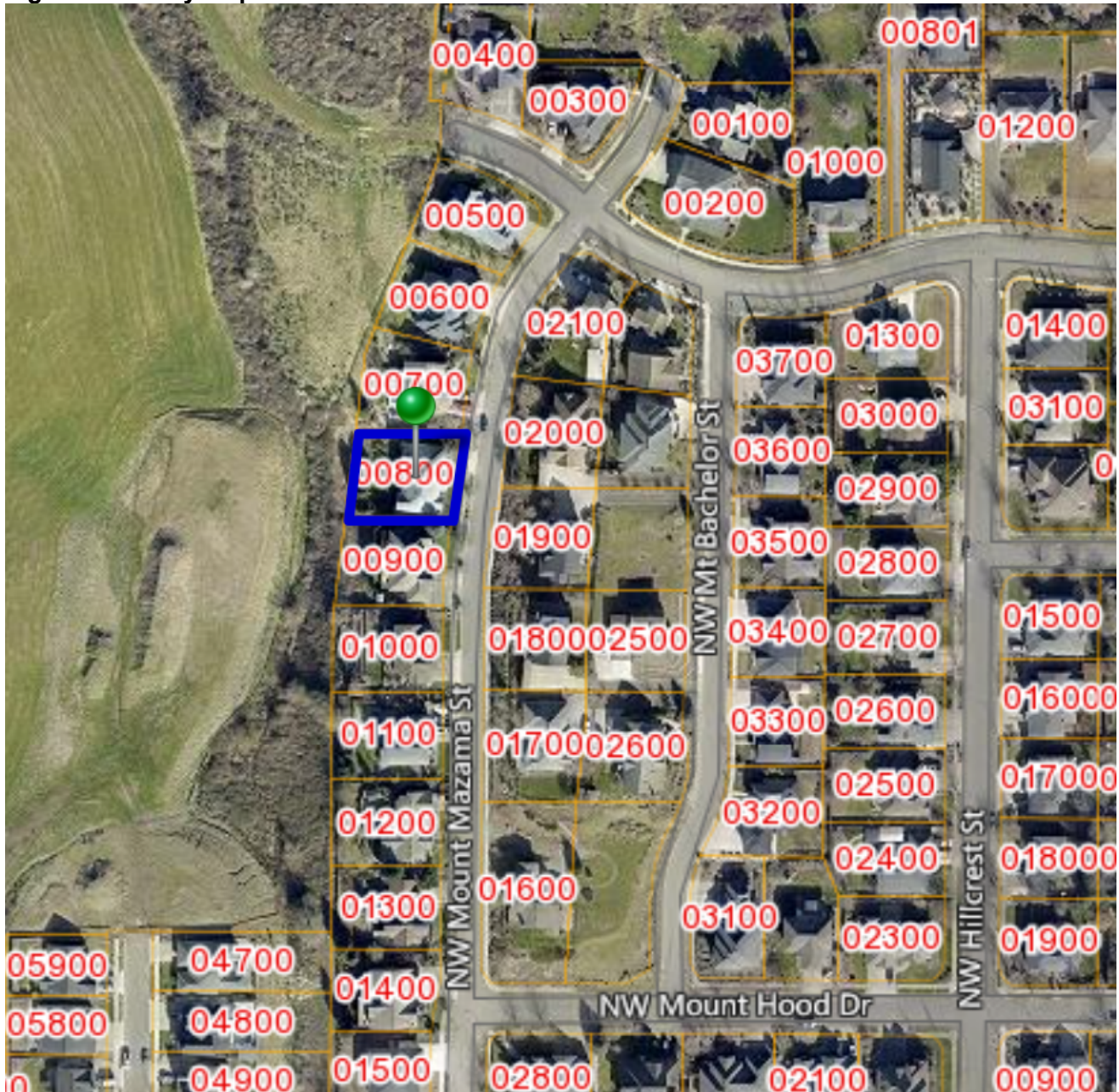
When a street tree removal permit is approved, there are provisions in Chapter 17.58 of the Zoning Ordinance with which the applicant must comply, including those in Sections 17.58.040 and 17.58.090. Staff recommends conditions of approval to address the applicable requirements of the Zoning Ordinance. 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.

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**Attachments:**

- Attachment 1 – Application
- Attachment 2 – Supplemental Application Materials
- Attachment 3 – Street Tree Planting Detail

**Figure 1 Vicinity Map.**

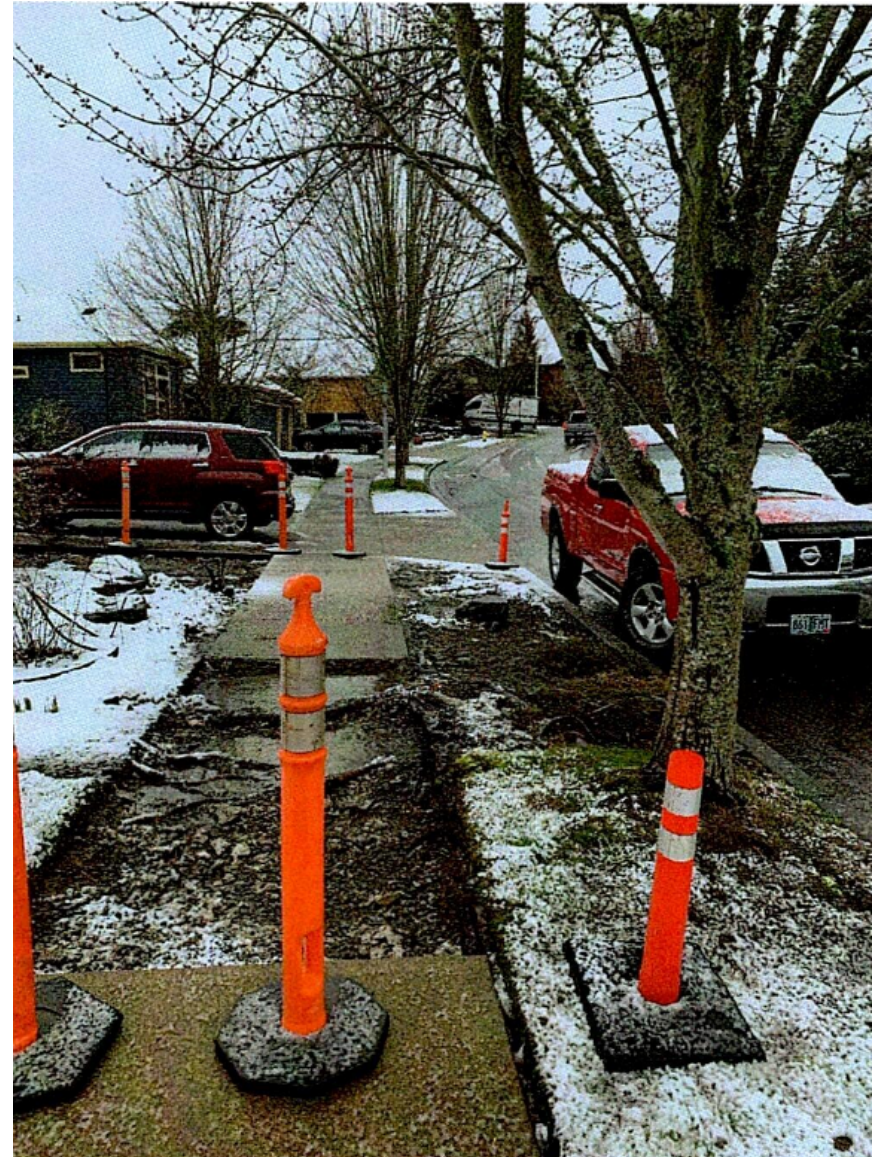


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**Figure 2. Application Photos Tree #1.**



Attachments:

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Attachment 1 – Application

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**Figure 2. Application Photos Tree #1.**



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**Figure 3. Application Photos Tree #2.**



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**Figure 3. Application Photos Tree #2.**



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## **II. COMMENTS:**

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

### McMinnville Public Works

No comments received.

### McMinnville Engineering

Both tree roots are causing trip hazards that need to be addressed and Engineering would be supportive of the tree(s) removal and replacement.

### McMinnville Water and Light

No comments received.

## **III. ATTACHMENTS:**

1. Application
2. Supplemental Application Materials
3. Street Tree Planting Detail

## **IV. STAFF RECOMMENDATION:**

Staff recommends the Landscape Review Committee review the application and Staff Report and prepare for a discussion to determine the appropriate next steps for the proposed tree removals.

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# Attachment 1 - Application



## 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 8-24

Date Received 2/29/24

Fee \$160.00

Receipt No. 209458

Received by AW

569-24-000054-PLNG

## Street Tree Removal

### Applicant Information

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

Applicant Name GREGORY & VICTORIA COOPER Phone 503-434-5814

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

Address 573 NW MT MAZAMA ST.

City, State, Zip MC MINNVILLE, OR 97128

Contact Email Vintage73@comcast.net

### Property Owner Information

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
(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 573 NW MT MAZAMA ST  
(Property nearest to tree(s) for removal)

Assessor Map No. R4 524 - AD - 00800 Total Site Area 0.2508

Subdivision HILLCREST PHASE 4 Block \_\_\_\_\_ Lot 67

Comprehensive Plan Designation RESIDENTIAL Zoning Designation R1



### Additional Information

1. How many trees are requested for removal? ONE
2. What type (species) of tree(s) are they? \_\_\_\_\_
3. What is the diameter of the tree(s), measured four feet above ground level? 33"
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. \_\_\_\_\_

Side walk buckled from roots of street tree. Roots also caused damage to our driveway & sprinkler system. Roots extend into our neighbors front yard.

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.

Gregory W. Cooper  
Applicant's Signature

02/29/24  
Date

Gregory W. Cooper  
Property Owner's Signature

02/29/24  
Date



**TREE HAZARD EVALUATION FORM** 2nd Edition

Site/Address: 573 New Manzana St McMurrell  
 Map/Location: Yankin County  
 Owner: public ☒ private ☒ unknown ☐ other ☐  
 Date: \_\_\_\_\_ Inspector: Shawn Stark PAW15850  
 Date of last inspection: Unknown

## HAZARD RATING:

$\frac{2}{\text{Failure Potential}} + \frac{2}{\text{Size of part}} + \frac{4}{\text{Target Rating}} = \frac{8}{\text{Hazard Rating}}$

\_\_\_\_\_ Immediate action needed

\_\_\_\_\_ Needs further inspection

☒ Good tree Remove

**TREE CHARACTERISTICS**

Tree #: 001002 Species: \_\_\_\_\_  
 DBH: 6" # of trunks: 1 Height: 20' Spread: 20'  
 Form: ☒ generally symmetric ☐ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed  
 Crown class: ☒ dominant ☐ co-dominant ☐ intermediate ☐ suppressed  
 Live crown ratio: 95 % Age class: ☒ young ☐ semi-mature ☐ mature ☐ over-mature/senescent  
 Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced  
☒ none ☐ multiple pruning events Approx. dates: \_\_\_\_\_  
 Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☒ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

**TREE HEALTH**

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic Epicormics? Y N  
 Foliage density: ☒ normal ☐ sparse Leaf size: ☐ normal ☐ small  
 Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y N  
 Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none  
 Vigor class: ☐ excellent ☒ average ☐ fair ☐ poor  
 Major pests/diseases: None Detected

## Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables  
☐ curb/pavement ☐ guards  
☐ other \_\_\_\_\_

**SITE CONDITIONS**

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest  
 Landscape type: ☒ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break  
 Irrigation: ☐ none ☒ adequate ☐ inadequate ☐ excessive ☐ trunk wetted  
 Recent site disturbance? Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing  
 % dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? ☒ Y ☐ N  
 % dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%  
 % dripline grade lowered: ☒ 0% 10-25% 25-50% 50-75% 75-100%  
 Soil problems: ☐ drainage ☒ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail  
☒ clay ☐ expansive ☐ slope \_\_\_\_\_ aspect: \_\_\_\_\_  
 Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☒ traffic ☐ adjacent veg. ☐ \_\_\_\_\_  
 Exposure to wind: ☒ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☒ area prone to windthrow  
 Prevailing wind direction: S/W Occurrence of snow/ice storms: ☐ never ☒ seldom ☐ regularly

**TARGET**

Use Under Tree: ☐ building ☒ parking ☒ traffic ☒ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☒ small features ☐ utility lines  
 Can target be moved? Y ☒ N ☐ Can use be restricted? Y ☒ N ☐  
 Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

# TREE DEFECTS

## ROOT DEFECTS:

Suspect root rot: ☒ N Mushroom/conk/bracket present: ☒ N ID: n/a

Exposed roots: ☒ severe ☐ moderate ☐ low Undermined: ☐ severe ☐ moderate ☒ low

Root pruned: 1/2 distance from trunk Root area affected: n/a % Buttress wounded: ☒ N When: \_\_\_\_\_

Restricted root area: ☒ severe ☐ moderate ☐ low Potential for root failure: ☒ severe ☒ moderate ☐ low

LEAN: 0 deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: ☒ N

Decay in plane of lean: ☒ N Roots broken: ☒ N Soil cracking: ☒ N

Compounding factors: Street Tree / Poor Rocky Soil Lean severity: ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/scar				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

## HAZARD RATING

Tree part most likely to fail: Root system

Inspection period: \_\_\_\_\_ annual \_\_\_\_\_ biannual \_\_\_\_\_ other n/a

Failure Potential + Size of Part + Target Rating = Hazard Rating

2 + 2 + 4 = 8

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);  
3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 - intermittent use;  
3 - frequent use; 4 - constant use

## HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/brace: n/a Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ more

Remove tree: ☒ N Replace? ☒ N Move target: ☒ N Other: \_\_\_\_\_

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☒ manager ☐ governing agency Date: 2/10/24

## COMMENTS

Street Trees (2) wrong species to plant in Calmed Area  
with Rocky/clay Base soil  
Remove! / Do not Replace in Right at any Area  
Replant in Lawn / Landscape Area.  
Shawn Shank  
PAW1585A



573 NW Mount  
Mazama St

NW Mount Mazama St

NW Mount Mazama St

SW Mt Mazama St

NW Horizon Dr

NW Mount Bachelor St

NW Mount Bachelor St

or St



Street Tree  
To Remove



## Amanda Winter

---

**To:** Vicki  
**Subject:** RE: Street Tree Removal Application

---

**From:** Vicki <vintage73@comcast.net>  
**Sent:** Friday, March 1, 2024 12:06 PM  
**To:** Amanda Winter <Amanda.Winter@mcminnvilleoregon.gov>  
**Subject:** Re: Street Tree Removal Application

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

---







Sent from my iPhone



Hello Amanda, per our conversation this morning would you please revise our application to show the two trees needing removal. Attached, please find pictures of the two trees. The first one has the cement removed to expose roots. The second tree has already done damage to our sprinkler system and has buckled the sidewalk. Thank you, Greg and Vicki.

On Feb 29, 2024, at 2:01 PM, Amanda Winter <[Amanda.Winter@mcminnvilleoregon.gov](mailto:Amanda.Winter@mcminnvilleoregon.gov)> wrote:

Good afternoon Vicki,

I will be sending a receipt your way shortly.

Can you send us some pictures of the street tree in question, along with the sidewalk damage?

The google maps image is not close enough for us to review.

Thank you,  
<image001.png>

**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)

---

**From:** Vicki <[vintage73@comcast.net](mailto:vintage73@comcast.net)>

**Sent:** Thursday, February 29, 2024 10:48 AM

**To:** Amanda Winter <[Amanda.Winter@mcminnvilleoregon.gov](mailto:Amanda.Winter@mcminnvilleoregon.gov)>

**Subject:** Re: Street Tree Removal Application

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

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Go

<image002.png>

<image003.png>

<image004.jpg>

<image005.jpg>

<image006.jpg>

<image007.jpg>

od morning Amanda,



















**From:** Vicki <vintage73@comcast.net>  
**Sent:** Friday, March 1, 2024 12:06 PM  
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**Subject:** Re: Street Tree Removal Application

## Attachment 2 - Supplemental Application Materials

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Sent from my iPhone

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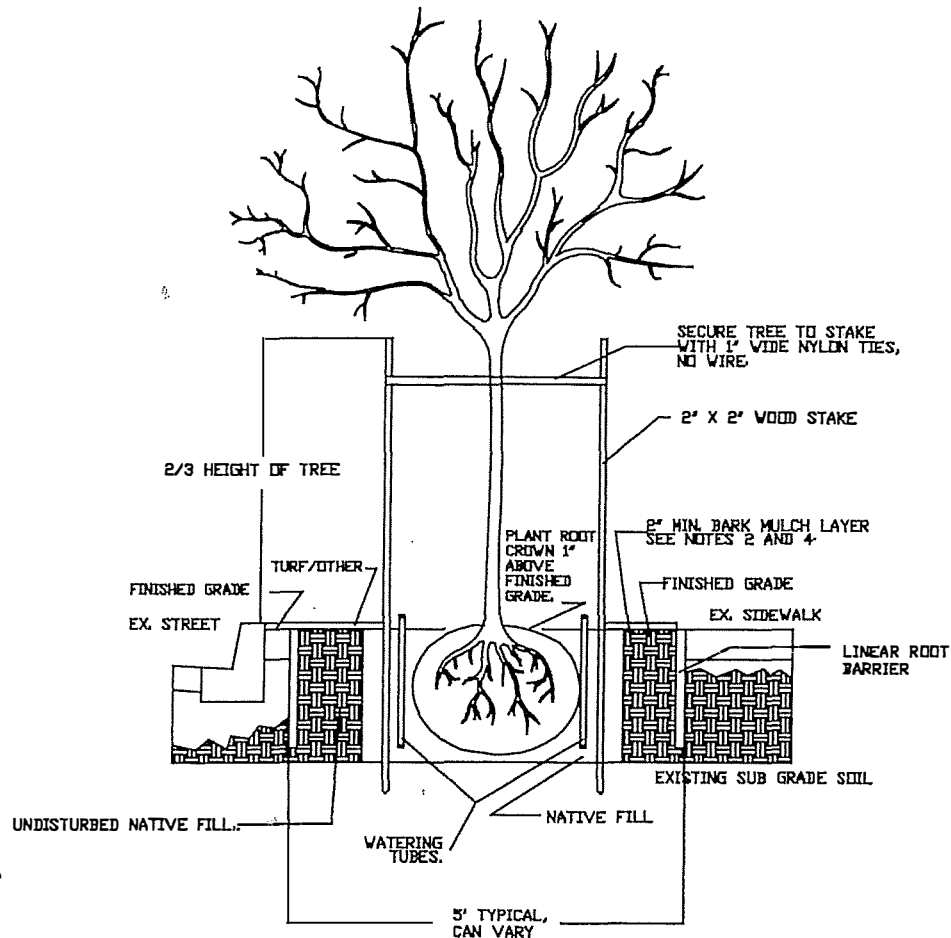




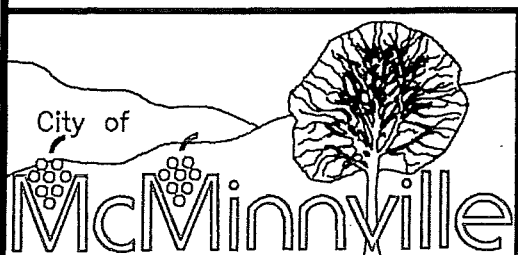
# Attachment 3 - Street Tree Planting Details

## TREE PLANTING IN PARKWAY DETAIL

### SECTION



1. PLANTING PIT 2X ROOTBALL WIDTH.
2. DIG PLANTING PIT NO DEEPER THAN ROOTBALL.
3. BACKFILL WITH NATIVE MATERIAL.
4. TO MINIMIZE SIDEWALK AND TREE ROOT CONFLICTS, INSTALL LINEAR ROOT BARRIER; COMMERCIALLY ENGINEERED, 10 FEET LONG CENTERED ON THE TREE, 18" DEEP, ON THE CURB SIDE AND SIDEWALK SIDE OF THE TREE.
5. ON BALLED AND BURLAP TREES, CUT & PEEL AWAY WIRE FRAME FROM ROOTBALL, LEAVE BURLAP AND FRAME IN PLANTING HOLE.



MCMINNVILLE PUBLIC WORKS DIVISION  
PARKWAY TREE PLANTING DETAIL-

NOT TO SCALE

DATE  
MAY 2014

DRAWING NO.  
34B