



**City of McMinnville**  
**Planning Department**  
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# EXHIBIT 1 - MINUTES

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**March 15, 2017**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Rose Marie Caughran, Sharon Gunter, Josh Kearns, Tim McDaniel, and Rob Stephenson

**Members Absent:** None

**Staff Present:** Chuck Darnell – Associate Planner

**Guests Present:** Wendy Stassens – City Councilor

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## 1. Call to Order

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

## 2. Citizen Comments – None.

## 3. Approval of Minutes – None.

## 4. Action/Docket Item (repeat if necessary)

A. L 5-17 – Landscape Plan (2200 NE Orchard Avenue)

Associate Planner Darnell said this was a landscape plan for the Recology Transfer Station on NE Orchard Avenue and NE Alpha Drive. The facility was being expanded. One condition of approval from the Conditional Use Permit was to add screening to the site on the north and east side, which was to be a continuous row of evergreen or hedge planted three feet apart on center. The applicant had proposed a row of shrubs and suggested a few different types such as cypress, laurel, viburnum, and arborvitae. Staff suggested arborvitae or laurel shrubs be used due to the existing trees surrounding the area.

There was discussion regarding using laurel only as the best option for the hedge and they would be planted three feet apart on center.

Associate Planner Darnell said some deciduous trees would be planted as well, such as Flame Maple, Scarlet Hawthorne, and Snow Goose Cherry. These would be shorter trees and

would not interfere with the overhead power lines. McMinnville Water and Light was concerned about the taller coniferous trees proposed, and a condition was included that stated where the coniferous trees were shown that shrub and deciduous trees would be planted instead. Twenty new trees would be put in to replace the trees being removed on the west side of the site.

Chair Stephenson thought they should put in trees and hedge four to five foot in height.

Associate Planner Darnell said they did have an irrigation plan that was an underground system with pop up spray heads. The conditions would include the size and species adjustment, the coniferous trees would be replaced with deciduous trees, and there would be standard setbacks from utilities. Staff recommended approval.

Committee Member Gunter moved to approve L 5-17 with the modified conditions of approval. The motion was seconded by Committee Member McDaniel and passed 5-0.

#### B. L 6-17 – Street Tree Removal (927 SE Davis Street)

Associate Planner Darnell said this was a street tree removal request. The tree was halfway on private property and halfway on public property. If a tree was partially in the right-of-way, it was considered a street tree. Previous pruning led to cuts and damage in the trunk of the tree in several places and there was root rot and fungal growth at the base of the tree. Trimming of the canopy led to an unbalanced side of the tree over the public right-of-way and there was concern that the tree could fall down into the street. The applicant also stated it was damaging the foundation of his house and it was lifting and cracking the sidewalk. Staff thought the tree met the criteria for removal. There was a condition that if the tree was removed that a replacement tree be planted in the planter strip on Davis Street. There were overhead power lines, so staff recommended the tree be from the small tree list.

Chair Stephenson said if there was room for two trees in the planter strip, two should be planted. The Committee agreed.

Associate Planner Darnell said the condition would be changed to say replace with two replacement trees provided there was enough space to meet all required setbacks.

Chair Stephenson moved to approve L 6-17 with the amended conditions of approval. The motion was seconded by Committee Member McDaniel and passed 5-0.

#### C. L 8-17 – Landscape Plan (2270 SW 2<sup>nd</sup> Street)

Associate Planner Darnell discussed the landscape plan for the commercial property on Hill and SW 2<sup>nd</sup> Street across from the Companion Pet Clinic where a new office would be constructed. About 55% of the site would be landscaped with a variety of trees and shrubs around the perimeter of the building. The private drive would also mimic the tree lined public street. There was one lot left in this area to be developed, on the corner of 2<sup>nd</sup> and Hill. The screening requirement was being met by the combination of the trees and the shrubs. The proposed shrubs would break up the parking area from the entry road. The landscaping would be irrigated with a fixed spray irrigation system. Staff recommended approval. The conditions included meeting the clearances required for the trees for McMinnville Water and Light and that the landscaping would be maintained as necessary.

Chair Stephenson thought the new trees should match the existing trees. He would be abstaining from this vote and the next two as he had worked on these plans.

Committee Member Gunter moved to approve L 8-17 as presented. The motion was seconded by Committee Member McDaniel and passed 4-0-1 with Chair Stephenson abstaining.

D. L 9-17 – Street Tree Plan (Bungalows at Chegwyn Village Phase 3)

Associate Planner Darnell said this was a street tree plan for the third phase of the bungalows at Chegwyn Village. It would be north of the existing development along Hembree and two new streets, Jacob and Joel. The species proposed was October Glory Red Maple, which was an approved street tree. The applicant would plant two inch caliper trees which met the requirements.

Committee Member Caughran said the trees on the previous development should be replanted. Associate Planner Darnell would check to see if a bond had been released on those yet.

Chair Stephenson said they could go down to an inch and a half bare root which had been done in the past.

Associate Planner Darnell said it did not look like they met the 30 foot spacing. Chair Stephenson said that was due to the utilities and the width of the lot.

Associate Planner Darnell said staff recommended the condition say that the trees would be planted no more than 30 feet on center unless the space did not exist due to the location of utilities. All the planting strip standards had been met. They would have to provide all the necessary setbacks from utilities. Staff recommended approval with conditions.

Committee Member McDaniel moved to approve L 9-17. The motion was seconded by Committee Member Gunter, and passed 4-0-1 with Chair Stephenson abstaining.

E. L 10-17 – Landscape Plan (Cottages at Chegwyn Village)

Associate Planner Darnell discussed the landscape plan for the cottages at Chegwyn Village. This was the multi-family portion of the development. They were required to have 25% landscaping on the site and street trees needed to be planted in front of any new multi-family development where a curb side planter strip was constructed. The applicant was providing 28% landscaping. The plan was to have a Vine Maple in front of each unit along with other shrubs, a planting bed, and open lawn space. In the back there would be patios for each unit along with Honey Locusts. There would be trees on the alley as well. The north and south sides had different plant materials and the street trees continued throughout. They were less than 30 feet apart and would provide a good canopy. There was lawn space as well. Where the houses fronted the alley, plants were provided as a screening from the alley and there were plants to screen the trash enclosures. Irrigation was required. The conditions included that the trees be October Glory Red Maple, that they be healthy grown nursery stock, there should be a root barrier, inspection scheduling, setbacks from utilities, and the landscaping would be installed as shown and maintained.

Committee Member Gunter moved to approve L 10-17 as presented. The motion was seconded by Committee Member McDaniel and passed 4-0-1 with Chair Stephenson abstaining.

## **5. Discussion Items**

There was discussion regarding holding a planting event to celebrate McMinnville being a certified Tree City USA for 20 years. Staff was working on a possible location, such as a City park.

Committee Member Caughran asked about enforcing the sign ordinance for the signs on the highway.

Associate Planner Darnell explained the amortization process of a City-wide inspection of properties and identifying those not in compliance. The deadline for signs to come into compliance with the ordinance was by the end of 2017.

Councilor Stassens said the permanent monument signs had been grandfathered in. The problem was addressed in the ordinance, but staffing to implement the ordinance was the problem.

## **6. Old/New Business – None.**

## **7. Committee/Commissioner Comments – None.**

## **8. Staff Comments**

Associate Planner Darnell said tomorrow night there would be a Planning Commission public hearing for the landscaping and tree code amendments that the LRC had recommended. He explained the staff proposed a change as well, allowing additional time for a tree to be replaced.

Chair Stephenson thought the LRC should be notified when there was replanting downtown.

There was discussion regarding severe pruning of street trees.

## **9. Adjournment**

Chair Stephenson adjourned the meeting at 1:01 pm.