



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

www.mcminnvilleoregon.gov

Landscape Review Committee
Community Development Center, 231 NE 5th Street
December 21, 2016
12:00 PM

Committee Members	Agenda Items
Rob Stephenson Chair Sharon Gunter Vice-Chair Josh Kearns RoseMarie Caughran Tim McDaniel	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes <ol style="list-style-type: none"> A. November 16, 2016 Regular Meeting (Exhibit 1) 4. Action Items <ol style="list-style-type: none"> A. L 33-16 – Street Tree Removal (Exhibit 2) 738 NW Thomas Court B. L 34-16 – Landscape Plan Review (Exhibit 3) 300 NW Hillside Parkway C. L 35-16 – Landscape Plan Review (Exhibit 4) 2050 NE Lafayette Avenue D. L 36-16 – Street Tree Improvement Plan (Exhibit 5) Barclay Heights Subdivision 5. Discussion Items 6. Old/New Business 7. Committee Member Comments 8. Staff Comments 9. 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.

EXHIBIT 1

City of McMinnville
Landscape Review Committee
Regular Meeting

November 16, 2016, 12:00 p.m.
Community Development Center
McMinnville, Oregon

MINUTES

Members Present: Chair Rob Stephenson, Committee Members RoseMarie Caughran, and Tim McDaniel

Members Absent: Committee Members Sharon Gunter and Josh Kearns

Staff Present: Chuck Darnell (Associate Planner) and Heather Richards (Planning Director)

Others Present: None

1. Call to Order

Associate Planner Darnell called the meeting to order at 12:05 PM.

2. Approval of Minutes:

Chair Stephenson asked the committee whether there were any suggested revisions to the October meeting minutes. Hearing none, Committee Member McDaniel moved that the minutes from the October 19, 2016 regular meeting be approved. Chair Stephenson seconded. With no further discussion, the Landscape Review Committee members voted to approve the revised minutes unanimously.

3. Action Items

There were no action items on the agenda.

4. Discussion Items:

Potential Zoning Ordinance Updates

Associate Planner Darnell introduced the topic, and stated that Planning Department staff has reviewed the existing Landscaping and Tree chapters of the McMinnville Zoning Ordinance, and following Landscape Review Committee discussion at the last regular meeting on October 19, 2016, has developed suggestions for specific sections of the chapters that could be amended.

Planning Department

PHONE (503) 434-7311 FAX (503) 474-4955

Associate Planner Darnell suggested that the landscaping review timeline be adjusted from 10 days to 30 days to better reflect existing practices and allow for thorough staff review of applications.

Chair Stephenson stated that in the past, the Landscape Review Committee was called in to review plans if necessary. Committee member Caughran suggested that the language allow for discretion and for the Landscape Review Committee to have the ability to meet to review a plan early if needed.

Planning Director Richards suggested that the language state that plans will be reviewed within 30 days, which would allow discretion.

Committee member McDaniel stated that he wanted to ensure that the landscape review did not hold up building permit processing. Committee member Caughran stated that she agreed, but that the purpose of having the landscape review was to create a logical process that developers follow to consider landscaping up front in the building process.

Associate Planner Darnell suggested that the code be updated to state that landscape projects would be inspected by the Planning Director or their designee, to more accurately reflect existing practice. The Committee agreed that this change would be appropriate.

Associate Planner Darnell suggested that the irrigation requirements of the landscaping ordinance remain in place, as this had come up in discussion during the October meeting. Chair Stephenson stated that we shouldn't require a landscaping plan, but just require a note in the landscape plan that irrigation will be provided. The reason for this is that irrigation systems are usually designed at the time of installation to provide the best coverage for the landscaping that is installed. The Committee agreed that keeping this requirement will ensure that landscaping will be continually maintained.

Associate Planner Darnell suggested that the a statement be added to the requirement to maintain landscaping to allow for minor changes in the landscape plan, as long as they do not alter the character and aesthetics of the original plan. Planning Director Richards stated that the statement could allow "like-for-like" replacement. Committee member McDaniel stated that as long as the change wasn't egregious, as determined by staff, changes could be allowed. The Committee agreed that this change would be appropriate.

Associate Planner Darnell suggested that the Landscape Review Committee structure be updated to allow for 5 regular voting members, and that a simple majority of the 5 regular members would constitute a quorum. The Committee agreed that this change would be appropriate. Planning Director Richards stated that the City may be implementing more standard language for all of the city committees, so those changes may be incorporated into the Landscape Review Committee ordinance.

Associate Planner Darnell moved on to the Trees ordinance, and suggested that the first amendment be to add a statement in regards to the design drawings and specifications for the planting of trees in areas outside of the downtown tree zone, as that detail does exist and is used when residents request tree removals and replacement.

Chair Stephenson asked whether the committee could start to require tree grates in the downtown area. He sees the existing tree wells as a safety concern. Planning Director Richards stated that they city did not have any public space design standards, and that the City Community Development Department may be discussing this in the near future. She suggested that tree grates in the downtown could be a topic of discussion in the development of design standards.

Planning Director Richards stated that a joint meeting of the Landscape Review Committee with the McMinnville Urban Renewal Advisory Committee to discuss the 3rd Street design. The Committee stated that they would be interested in being involved in that discussion.

Associate Planner Darnell suggested that an exemption for trees that are impacting public infrastructure that the adjacent property owner is not responsible for (curb cuts, electric vaults, storm sewer, etc.) could be added to the list of exemptions.

Committee member Caughran stated that this would be acceptable, but asked that if a tree was removed and wasn't able to be replaced in the exact same location, that an additional tree be planted in the annual park tree planting program. Staff stated that language could be added to require the tree to be replanted in the same general area, but if that it was not possible that a tree be planted in another location in the City, such as a park.

Associate Planner Darnell suggested that a statement be added to allow the Landscape Review Committee to periodically review and update the approved street tree list to reflect current landscaping and arborist practices and standards.

Chair Stephenson agreed, and stated that there are so many changes in the tree industry and the climate that updates to this list are necessary. Committee member McDaniel stated that certain species will become more suitable as conditions change. Staff suggested that a statement be added to the ordinance to allow for the committee to approve trees that are not specifically listed on the list.

The Committee also discussed that as part of that update, they could recommend certain types of trees for different classifications of roadway or type of land use. This could be incorporated into an updated version of the approved street tree list. The Committee also discussed allowing other options for planting strips, such as wider planting strips along larger roadways or the use of pavers around a tree that can be removed as the tree grows. The purpose of this would be to prevent trees from impacting sidewalks or drive areas adjacent to the tree. Staff stated that they would investigate whether any updates would be needed to the current planting size minimums, based on other community practices and the conversations that come out of the development of the City's public design standards.

Associate Planner Darnell suggested that a statement be added to the street tree maintenance requirement to require that street trees be maintained in perpetuity once a street tree plan is approved. Chair Stephenson stated that when replacement is required in subdivisions, that property owners should be required to plant species that were approved as part of the street tree plan. The Committee agreed that this change would be appropriate.

5. Citizen Comments

There were no citizen comments.

6. Committee Member Comments

There were no committee member comments.

7. Staff Comments

There were no staff comments.

8. Adjournment

The meeting was adjourned at 12:50 PM.



EXHIBIT 2 - STAFF REPORT

DATE: December 21, 2016
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4A: L 33-16

Report in Brief:

An application for a street tree removal (L 33-16) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Bill Follett, submitted a street tree removal application to remove two (2) street trees from the property located at 738 NW Thomas Court. The subject property is more specifically described as Tax Lot 8700, Section 19AA, T. 4 S., R. 4 W., W.M.

Discussion:

The applicant is requesting the removal of two street trees due to the tree roots impacting the adjacent sidewalks and the driveway approach. The City did notify the applicant of the hazard that the sidewalks were creating and required that the applicant repair the sidewalks. This led to the applicant removing the existing sidewalk and discovering that the damage had been caused by tree roots.

Section 17.58.050 of the McMinnville Zoning Ordinance states that street tree removals may be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist. Verification of tree health may be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.
- 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. A street tree within the downtown tree zone may also be removed if the Planning Director determines that the tree is causing repeated and excessive damage to sidewalks or other public or private improvements or structures.

Attachments:

Application
Photos of Trees and Tree Roots
Public Works Comments

The applicant has submitted a report from a Certified Arborist. The arborist's report states that buttress roots on the trees were the cause of sidewalk and driveway damage. The sidewalks have been removed, and the arborist has stated that the root crowns on both trees are too large to allow for successful root pruning. The arborist recommends that the trees be removed and replaced, because if the sidewalks are replaced without removing the trees the same damage will occur again in the future.

The Public Works Superintendent, upon inspection of the site in question, also determined that large buttress roots had impacted the adjacent sidewalks and driveway. The Public Works Superintendent noted that the trees are very shallow rooted and that the northerly tree exhibited a co-dominant leader, which could cause a potential failure in the future. It was also observed that underground utilities exist in the planting strip on the south side of the driveway. Therefore, the Public Works Superintendent has recommended that both trees be removed, but that only one tree be replaced in the northerly planting strip due to the existence of utilities in the southerly planting strip.

Based on the arborist report, the recommendations from the Public Works Superintendent, and the fact that the trees have caused obvious damage to the adjacent sidewalks and driveway, staff is recommending that the trees be removed based on the tree removal criteria in Section 17.58.050(A) of the McMinnville Zoning Ordinance.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

Based on the findings described above, staff is recommending that the street tree removals be approved with the following conditions:

1. That the applicant 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.
2. That the trees' stumps and remaining surface roots shall be removed at least six (6) inches below grade.
3. That the applicant shall make any necessary sidewalk repairs and obtain necessary permits from the City prior to initiating such work. It is recommended that the sidewalk repairs be completed prior to replanting the tree. Please call the Engineering Department at (503) 434-7312 for sidewalk standards and specifications prior to construction.
4. That the applicant shall plant one (1) street tree within the planting strip north of the driveway, located at least five (5) feet from the edge of the driveway. The tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade, and of a species from the approved Barclay Heights Street Tree Improvement Plan or the approved McMinnville Street Tree list if the subdivision plan is not approved.
5. That the 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 deep watering tubes to promote deep root growth (see enclosed detail).
6. That the applicant shall contact the McMinnville Public Works Superintendent, David Renshaw, at (503) 434-7316 to discuss specific staking, watering tube requirements, and to schedule a planting inspection prior to backfilling.

Attachments:

Application

Photos of Trees and Tree Roots

Public Works Comments

7. That the planter areas shall be restored to original grade immediately following the planting of the replacement tree.
8. That all costs and liability associated with the trees' removal shall be borne by the applicant.
9. That the applicant shall complete the removal within six (6) months of this approval notification, or June 21, 2017.

Suggested Motion: Staff recommends that a motion be made to approve the street tree removal request, subject to the conditions as noted in the staff report.

Attachments:
Application
Photos of Trees and Tree Roots
Public Works Comments



Planning Department
 231 NE Fifth Street • McMinnville, OR 97128
 (503) 434-7311 Office • (503) 474-4955 Fax
www.ci.mcminnville.or.us

Office Use Only:	
File No.	<u>L33-16</u>
Date Received	<u>12/8/16</u>
Fee	<u>0</u>
Receipt No.	
Received by	<u>CD</u>

Street Tree Removal

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name Bill Follett Phone 503-329-9446

Contact Name Licet Acevedo Phone 503-474-4520
(if different than above)

Address 738 NW Thomas Court

City, State, Zip McMinnville, OR 97129

Contact Email bill.follett@gmail.com & Licet@will-HAVEN.com

Property Owner Information

Property Owner Name Bill Follett Phone Above
(if different than above)

Contact Name Same as above for all Phone _____

Address 13419 Squire Drive

City, State, Zip Oregon city, OR 97045

Contact Email Above emails

Site Location and Description

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

Property Address 738 NW Thomas Court
(Property nearest to tree(s) for removal)

Assessor Map No. R4 419-AA-8700 Total Site Area 8.634A

Subdivision Barclay Heights Block _____ Lot 14

Comprehensive Plan Designation R01 Zoning Designation R-2PO

↳ Look for trees adjacent to address where sidewalk is already removed.

Additional Information

1. How many trees are requested for removal? 2
2. What type (species) of tree(s) are they? Broadleaf
3. What is the diameter of the tree(s), measured four feet above ground level? ~ Roughly 20 - 25 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.
I have been required by the city to replace sidewalk that has lifted in numerous places due to tree roots. I have tried on one occasion to remove just the roots but it did not work. The tree to the north also has a split in it and is dying. I am fine with leaving trees if the city will take future responsibility for sidewalk repairs.

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.

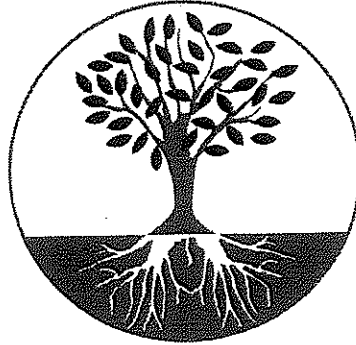
I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Beth Zollett
Applicant's Signature

12/4/16
Date

Beth Zollett
Property Owner's Signature

12/4/16
Date



TREE-IFIC ARBOR CARE INC.
118 SW MALLARD STREET
MCMINNVILLE OR 97128
503-508-4085

December 5, 2016

RE: Trees at 738 NW Thomas CT, McMinnville Oregon

We performed an assessment trees at above address. The buttress roots have severely compromised adjacent sidewalk as well as driveway entrance from street. The root crown is too large on both trees to allow for root pruning. If the sidewalk is replaced without removal of the trees the cycle will repeat itself, we therefore recommend removal of the trees and replacement.

Warm Regards,

Tree-ific Arbor Care, Inc.

\\LF

Andrew Feasel, Certified Arborist

Estimate

TREE-IFIC ARBOR CARE, INC.
 118 SW MALLARD STREET
 MCMINNVILLE OR 97128



CCB # 138906

Date

12/5/2016

Name / Address

Wildhaven Property Maintenance
 Attention: Licet
 P O Box 1246
 McMinnville OR 97128

PHONE 503-474-9566

FAX 503-472-0648

ANDREW'S CELL
PHONE
503-508-4085

E-mail:
 Treeific@Frontier.com

ESTIMATE GOOD FOR 60 DAYS.

Tax ID

Description	Total
Job Location: 738 NW Thomas CT, McMinnville OR Removal of 2 Maple trees front of house adjacent to street, removal of brush/debris and wood, grinding of stumps and visible surface roots 8-10" below grade and back fill holes with grindings, remove excess grindings to grade level, clean up work area.	1,500.00

We Propose hereby to furnish material and labor completed in accordance with the above specifications.

TOTAL

\$1,500.00

ESTIMATOR'S SIGNATURE

/s/ ANDREW FLASEL

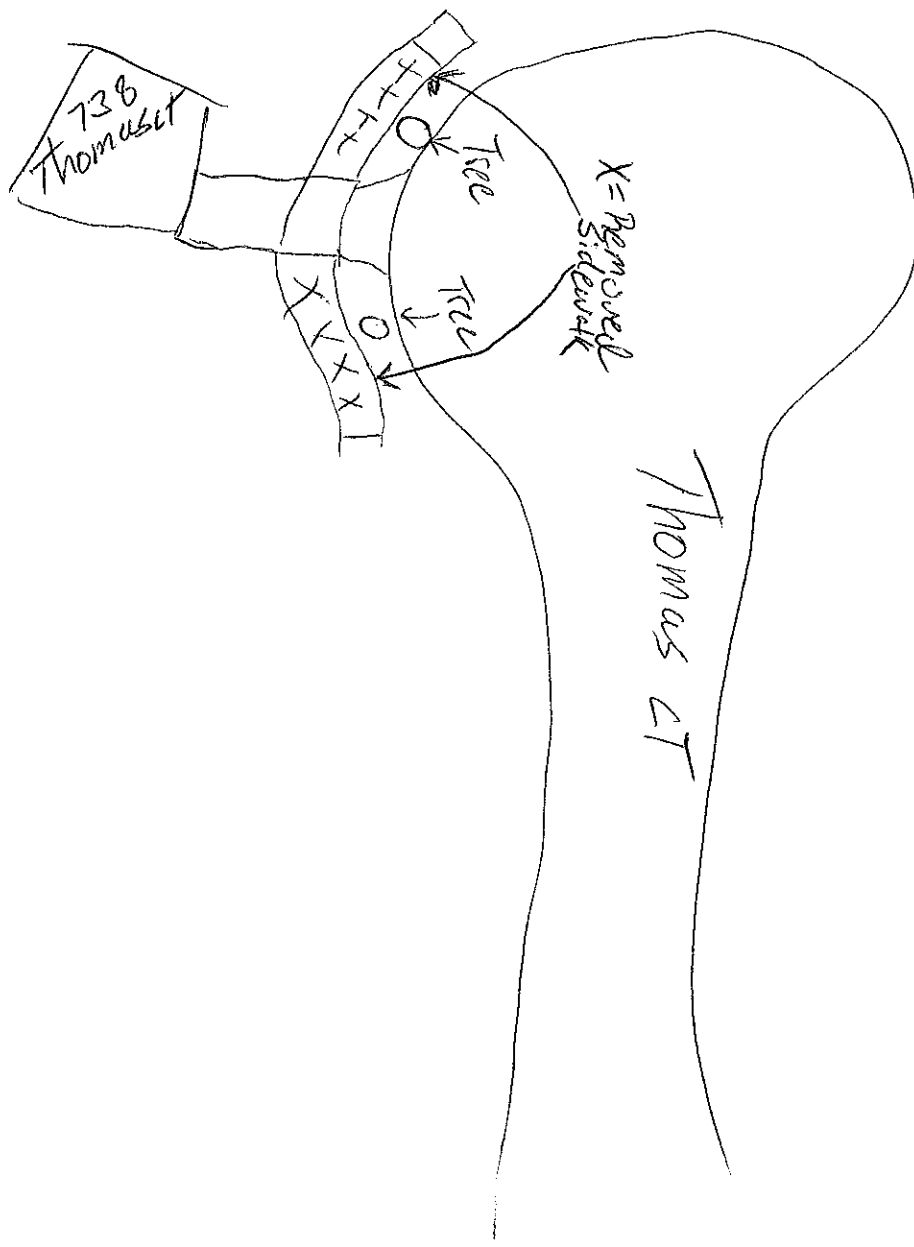
CUSTOMER SIGNATURE



















From: [David Renshaw](#)
To: [Sarah Sullivan](#)
Cc: [Chuck Darnell](#)
Subject: 738 NW Thomas Court tree removal
Date: Monday, December 12, 2016 11:12:16 AM
Attachments: [IMG_1030.jpg](#)
[IMG_1031.jpg](#)
[IMG_1032.jpg](#)
[IMG_1033.jpg](#)
[IMG_1034.jpg](#)

Hi Sarah, and thanks for the opportunity to comment. Our comments would be as follows:

General observations

1. The trees are planted in 5 park strip between the back of the curb and the sidewalk.
2. The northerly tree is about 18" DBH, and about 25' in height. The southerly tree is about 24" DBH, and about 40' in height.

Site Observations

1. There is underground power in the park strip on the south side of the driveway, as well as an underground irrigation sleeve.
2. There are no overhead facilities conflicting with the tree.
3. The tree has disrupted the curb/gutter on the south side of the driveway.

Tree Observations

1. There are no obvious health issues demonstrated that would require removal.
2. The northerly tree exhibits included bark with co-dominant leader, which is a potential failure point. The southerly tree does not exhibit any obvious structural issues that would require removal.
3. Both trees have damaged and lifted the adjacent sidewalk. At the time of inspection, the walk was removed, and large buttress roots are visible on both trees.
4. Both trees are very shallow rooted, and the buttress roots have lifted the grade in the park strip significantly.

Recommendations:

1. Given the damage to sidewalks and the adjacent driveway, and the structural issues with the northerly tree, the shallow rooting and the presence of multiple other locations along this street, staff would recommend approving this request.
2. Given the limited planting dimension (13') in the southerly park strip, and the presence of underground power, staff recommends not requiring a re-planted tree in this location.
3. Staff recommends requiring that 1 tree be replanted in the north park strip, located at least 5' away from the existing driveway.
4. Applicant to bear all costs associated with removal and replanting.
5. Applicant to grind stumps a minimum of 6" below grade.
6. Applicant to call for utility locate prior to removal.
7. Applicant to replant 1 tree, 2" caliper minimum, as per the approved City detail.

Note: Given the numerous other instances of lifted walks in this neighborhood, staff will be putting together a street tree replacement plan for the Planning Director's consideration. That will come via separate email.

Thanks.

From: Sarah Sullivan
Sent: Friday, December 09, 2016 4:19 PM
To: David Renshaw
Cc: Chuck Darnell
Subject: Street Tree Removal

Good afternoon David,
Can you please review the attached street tree removal request and return any comments to me by Wed. Dec. 14th.

Thanks,

Sarah Sullivan
Permit Technician
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
503-434-7311



EXHIBIT 3 - STAFF REPORT

DATE: December 21, 2016
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4B: L 34-16

Report in Brief:

An application for a revision to a previously approved landscape plan to be reviewed by the Landscape Review Committee.

Background:

The applicant, Jon Berkey on behalf of Brookdale Senior Living, submitted a revised landscape plan review application to install landscaping around a new maintenance building that is being constructed on the property located at 300 NW Hillside Parkway. The subject property is more specifically described as Tax Lot 100, Section 19CA, T. 4 S., R. 4 W., W.M.

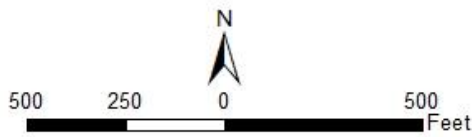
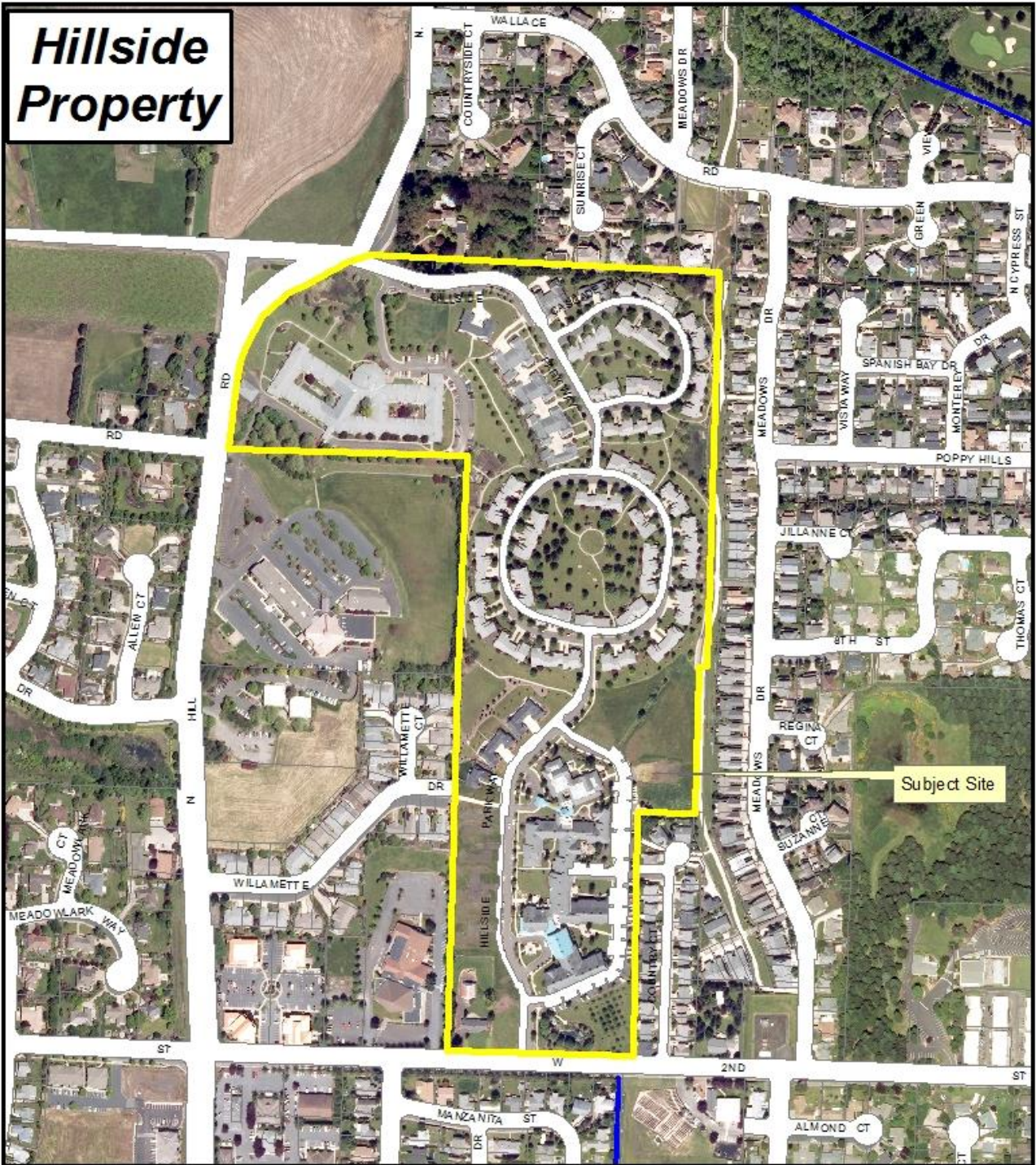
Discussion:

The owner of the subject property, which is the site of the Hillside senior living facility, would like to amend the existing planned development land use decision on this property to constructing a pole building to serve as a maintenance shop for the facility and grounds, and to revise the previously approved landscape plan for the surrounding property.

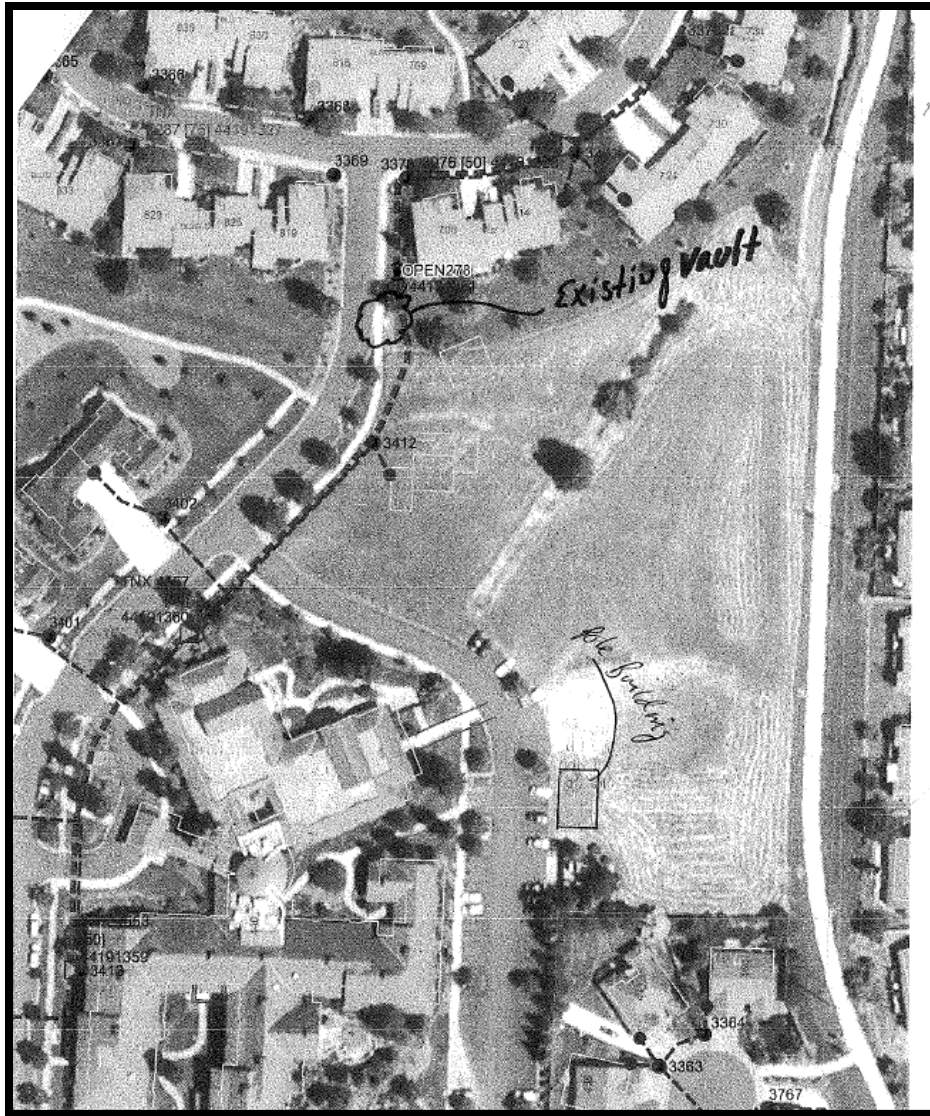
The building will be located near the larger Hillside facility that is located just north of SW 2nd Street, near the north side of the parking facilities that are located behind the Hillside facility. More specifically, the pole building will be located in an existing open field area between the north side of the parking area and the Westside Bicycle/Pedestrian Greenway.

The location of the subject property and the location of the proposed building on the subject property can be seen below:

Hillside Property



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



The subject property is zoned R-4 PD Multiple Family Residential Planned Development. The planned development that is in place on the property was approved in July 1999, and a landscape plan for the property was subsequently approved by the Landscape Review Committee in December 1999. The overall site includes a substantial amount of landscaping, primarily concentrated near property lines and around buildings within the site. Most notably, a cluster of trees was planted in the front yard of the property (fronting SW 2nd Street) to resemble an orchard.

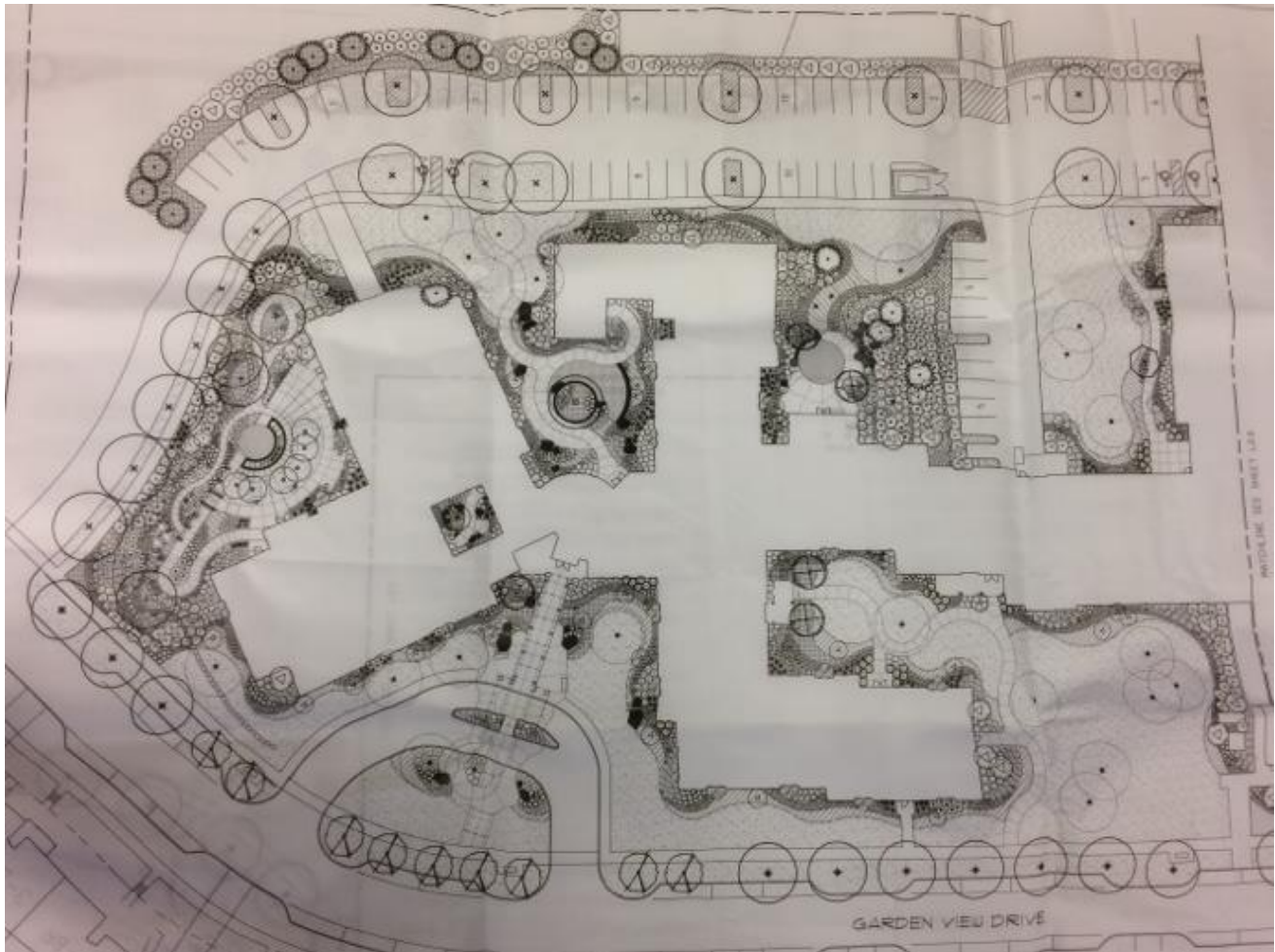
The original master plan for the area had shown a new community barn building in the open field area, with other features such as community garden areas that would be available for residents to use. The owners are now proposing to construct a pole building to function as the property's maintenance facility, instead of the community barn facility that was shown on the previously approved master plan. The area that the new building is being constructed in was basically left vacant during the build-out of the other uses on the site. It is the City's normal practice to not require landscaping to be installed in areas of master planned sites that are not yet developed. Now that the property owner is proposing to construct the maintenance building that was shown in the master plan, although it is in a different location and a slightly different use, the City will require that this portion of the site be landscaped.

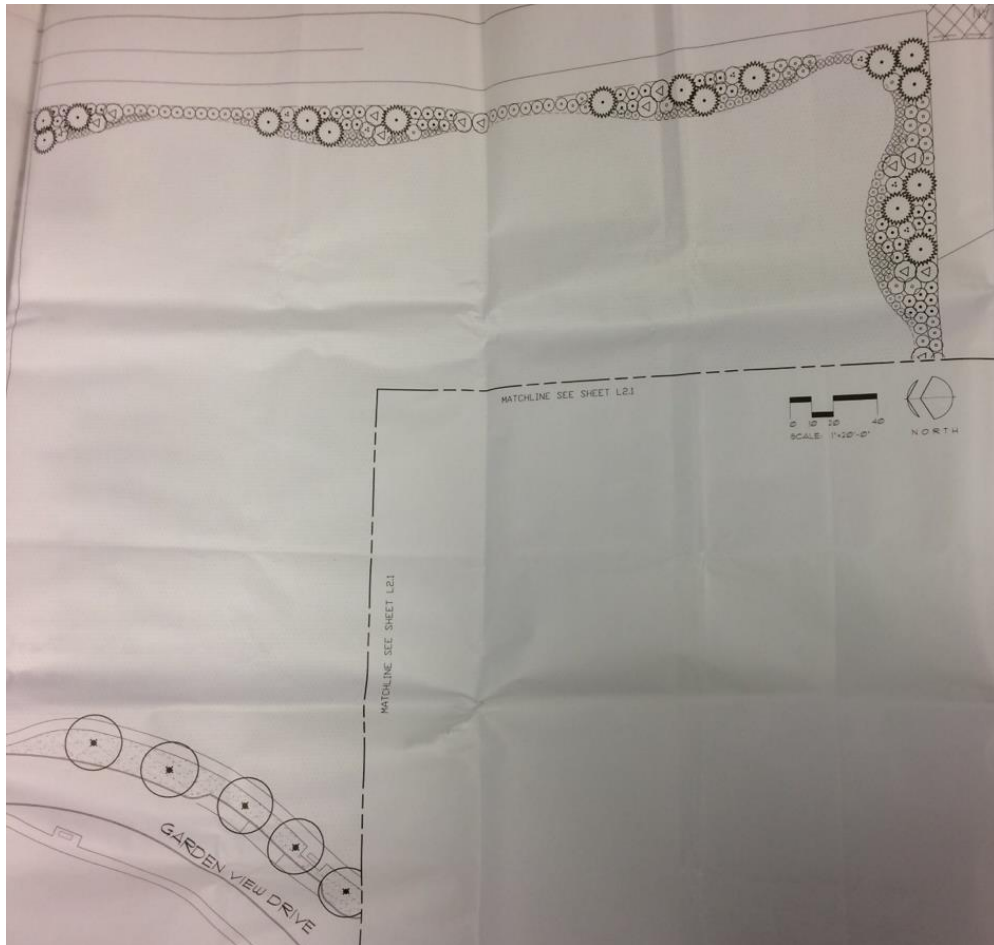
The applicant has proposed to install perimeter plantings around the new building. However, the landscape plan for the overall Hillside site had included much more substantial plantings in the open field

Attachments:
Application

area where the new building is being constructed. Therefore, the Landscape Review Committee has two options. The Committee could approve the landscape plan as submitted to allow the perimeter plantings around the new building, or the Committee could require that the landscaping be installed as it was shown on the landscape plan that was approved in 1999. It is not clear if the original decision was specific to maintaining perimeter landscaping for an overall aesthetic or for screening of the community barn. However, the revised landscape plan meets the code by providing for screening of the proposed use in the form of perimeter plantings around the building. If the applicant is allowed to only install the perimeter landscaping around the new building, staff would suggest that a condition of approval be added that requires the property owner to install further landscaping if and when further development is proposed in the open field area.

The landscaping that was approved in 1999 can be seen below:





In reviewing a landscape plan, Section 17.57.050 (B) of the McMinnville Zoning Ordinance requires the Landscape Review Committee to consider the following factors:

1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

The overall site on which the new pole building will be constructed, as explained above, is extensively landscaped around the property lines and the existing building perimeters. The landscaping that is being proposed will provide for perimeter landscaping around the new building and use, which is consistent with how other buildings on the property are treated. The property line immediately adjacent to the new maintenance building has already been landscaped, and a row of trees and other plantings exist providing screening between the proposed building and the properties to the south. The only issue may be that the east property line would not be fully landscaped as shown in the landscape plan that was approved in 2009. The building itself would still be provided with screening, but the properties to the east, across the Westside Bicycle/Pedestrian Greenway, would not benefit from the extensive landscaping that was shown in the 2009 landscape plan.

2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.

The landscaping proposed to be planted around the perimeter of the new maintenance building will be large ornamental grasses that will provide for screening of the proposed use. The landscaping is being spaced evenly around the building to provide for adequate screening when the plants grow to maturity.

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.

There are no existing trees in the area that the new maintenance building is being proposed. All trees adjacent to the building site will be maintained and there are no plans to remove any trees with this project.

4. The development and use of islands and plantings therein to break up parking areas.

There are no new parking areas associated with the new maintenance building.

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.

There are no new street trees associated with the new maintenance building, as it is being built within the larger Hillside property and far from any existing right-of-way.

6. Suitable watering facilities or irrigation systems must be included in or near all planted areas.

The landscaping plan includes the installation of a new drip irrigation zone, which will tie into the existing irrigation system on the property and will include a battery operated controller. The installation of this drip line irrigation is noted on the landscape plan.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

As stated above, the Landscape Review Committee may approve the landscape plan as submitted to allow the perimeter plantings around the new building, or the Committee could require that the landscaping be installed as it was shown on the landscape plan that was approved in 2009. Findings could be provided for either option, if the Committee believes that the combination of the existing landscaping and the new perimeter plantings provide for adequate screening of the proposed use.

If the Landscape Review Committee approves the landscape plan as submitted, staff is recommending that the submitted landscape plan be approved with the following conditions:

1. That the applicant install perimeter landscaping around the new maintenance building as shown on the submitted landscape plan.
2. That in the event that further development is proposed in the open field area north of the new maintenance building, the applicant shall install the landscaping as shown on the landscape plan that was approved in 2009. If the future development is a major change from the previously approved master plan, a new landscape plan for the area north of the new maintenance building shall be submitted to the Landscape Review Committee for approval.
3. That all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be maintained, including necessary watering, weeding, pruning, mowing, and replacement.

*Attachments:
Application*

Suggested Motion: Staff recommends that a motion be made to approve the landscape plan, subject to the conditions as noted in the staff report.

OR

Staff recommends that a motion be made to deny the landscape plan as submitted and require the property owner to install the landscaping as shown in the landscape plan that was previously approved in 2009.



Planning Department
 231 NE Fifth Street • McMinnville, OR 97128
 (503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:	
File No.	<u>L34-16</u>
Date Received	<u>12/9/16</u>
Fee	<u>\$140.00</u>
Receipt No.	<u>16R0901</u>
Received by	<u>SA</u>

Landscape Plan Review Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other contractor

Applicant Name Berkey Pole Buildings LLC Phone 971-261-9667

Contact Name Jon Berkey Phone 971-261-9667
(If different than above)

Address 103 S. Trade St.

City, State, Zip Amity, OR 97101

Contact Email bpb202546@gmail.com

Property Owner Information

Property Owner Name Brookdale Senior Living Phone 503-472-9534
(If different than above)

Contact Name Dale Pader Phone 971-312-2476

Address 300 NW Hillside Park Way

City, State, Zip McMinnville, OR 97128

Contact Email dale.pader@brookdale.com

Site Location and Description

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

Property Address 300 NW Hillside Park Way

Assessor Map No. R4 419 - CA - 00100 Total Site Area 1440 sq ft.

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Res1 Zoning Designation R-4PD

Landscaping Information

1. Total Landscaped Area: 408 sq ft

2. Percent Landscaped: _____

3. Building Floor Area:

New Structure: 1440 sq ft Existing Structure: _____ Addition: _____

4. Architect Name Land Care Phone 503 572 5451
(Landscape Architect, Engineer, or Other Designer)

Contact Name Lee Chidester Phone 503 572 5451

Address 7920 SW Hunziker St.

City, State, Zip Tigard, OR 97223

Contact Email lee.chidester@landcare.com

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

Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.

Payment of the applicable review fee, which can be found on the Planning Department web page.

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.


Applicant's Signature

11-2-14
Date


Property Owner's Signature

11-2-16
Date

Fwd: RE:

3 messages

Dale Pader <Dale.Pader@brookdale.com>
To: Jon Berkey <bbp202546@gmail.com>

Mon, Nov 21, 2016 at 7:45 AM

Here you go Jon

Sent from my iPhone

Begin forwarded message:

From: "Chidester, Lee E" <lee.chidester@landcare.com>
Date: November 21, 2016 at 7:25:27 AM PST
To: Dale Pader <Dale.Pader@brookdale.com>
Subject: RE:

Good Morning Dale,

Our irrigation tech needs to go out there to be able to determine what is needed to tie into the existing system to provide irrigation to the new plants around the shop area. In the meantime though here is the general overview of what will be done:

Create a 3' bed around the new shop
Add blended soil as needed for the new plants. (This is needed since planting in a field basically, so plants need good soil to get established)
Install 22 1 Gallon Ornamental Grasses. These are tough plants that require very little maintenance.
Install zone of drip irrigation using battery operated controller
Cover newly planted area with Medium Fir bark

This is the plan for the area and should help you with providing what the city requires. I will be out of the office this week but Amos will be down there this week to winterize the system and will look at the irrigation portion of this job so that I can complete the proposal for you when I return.

Thank you and have a good Thanksgiving,

LandCare
Lee Chidester, Branch Manager
Portland South
7920 SW Hunziker Street, Tigard, OR 97223
Cell: 503.572.5451
lee.chidester@landcare.com
LandCare.com

-----Original Message-----

From: Dale Pader [mailto:Dale.Pader@brookdale.com]
Sent: Saturday, November 19, 2016 4:33 PM
To: Chidester, Lee E <lee.chidester@landcare.com>
Subject:

Have you got the landscaping proposal with the name of the plants for my pole barn landscaping

Sent from my iPhone

----- This email may contain confidential protected health information and/or attorney privileged information. If received in error, see our Privacy Statement at <https://www.brookdale.com/privacy-policy/>

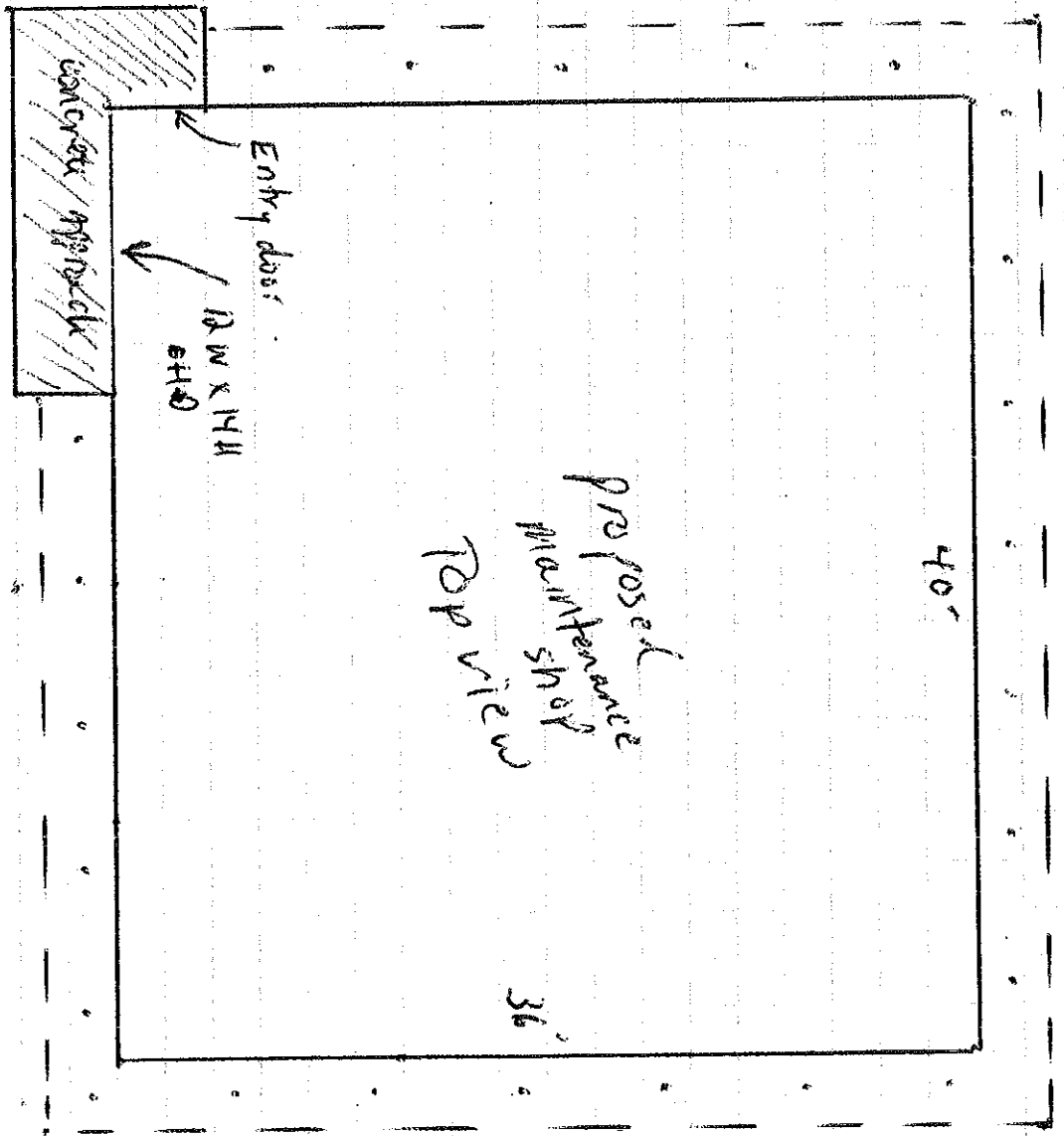
----- This email may contain confidential protected health information and/or attorney privileged information. If received in error, see our Privacy Statement at <https://www.brookdale.com/privacy-policy/>

Landscape sketch

Brookside Senior Living
300 NW Hillside Parkway
McMinnville, OR

NO plants
on proposed
building site

←
North



3' perimeter
w/ blended soil

24 | gallon

of Annual grasses
every 6'

Newly planted
area to be
covered w/
Medium Fir bark

136 Lf of
landscaped area
3' wide
Appx. 408 sq ft

Drip irrigation
using battery
operated control



EXHIBIT 4 - STAFF REPORT

DATE: December 21, 2016
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 3C: L 35-16

Report in Brief:

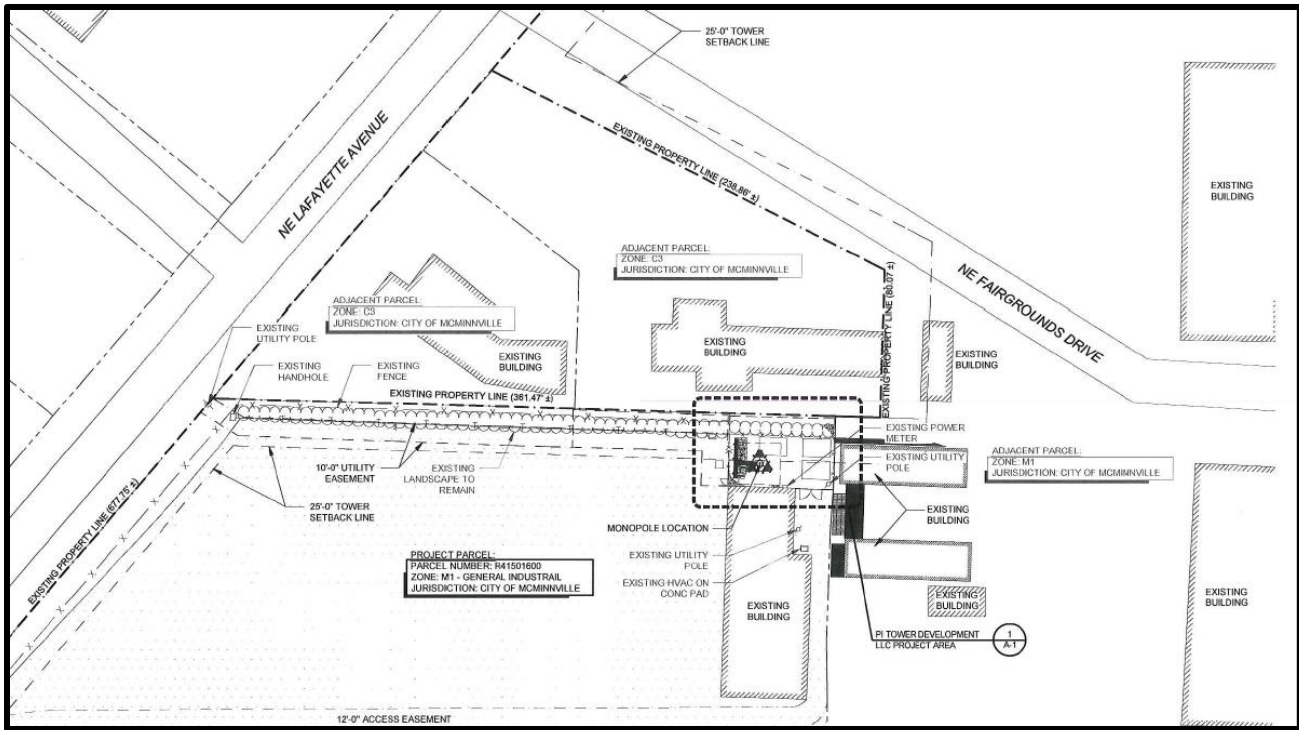
An application for a landscape plan for a wireless facility installation (L 35-16) to be reviewed by the Landscape Review Committee.

Background:

The applicant, P.I. Tower LLC, submitted a landscape plan review application to install landscaping around a new wireless communication tower that is being constructed on the property located at 2050 NE Lafayette Avenue. The subject property is the location of the Yamhill County Fairgrounds, and is more specifically described as Tax Lot 1600, Section 15, T. 4 S., R. 4 W., W.M.

Discussion:

The subject property, which is the location of the Yamhill County Fairgrounds, is zoned M-1 Light Industrial. The applicant is proposing to construct a wireless communications tower within an area of the subject property that is already developed. The tower and associated infrastructure will be installed in an area that is bounded on two sides by existing buildings, but is also located immediately adjacent to the north property line and adjacent properties are under different ownership. The area that the tower will be constructed in can be seen below:

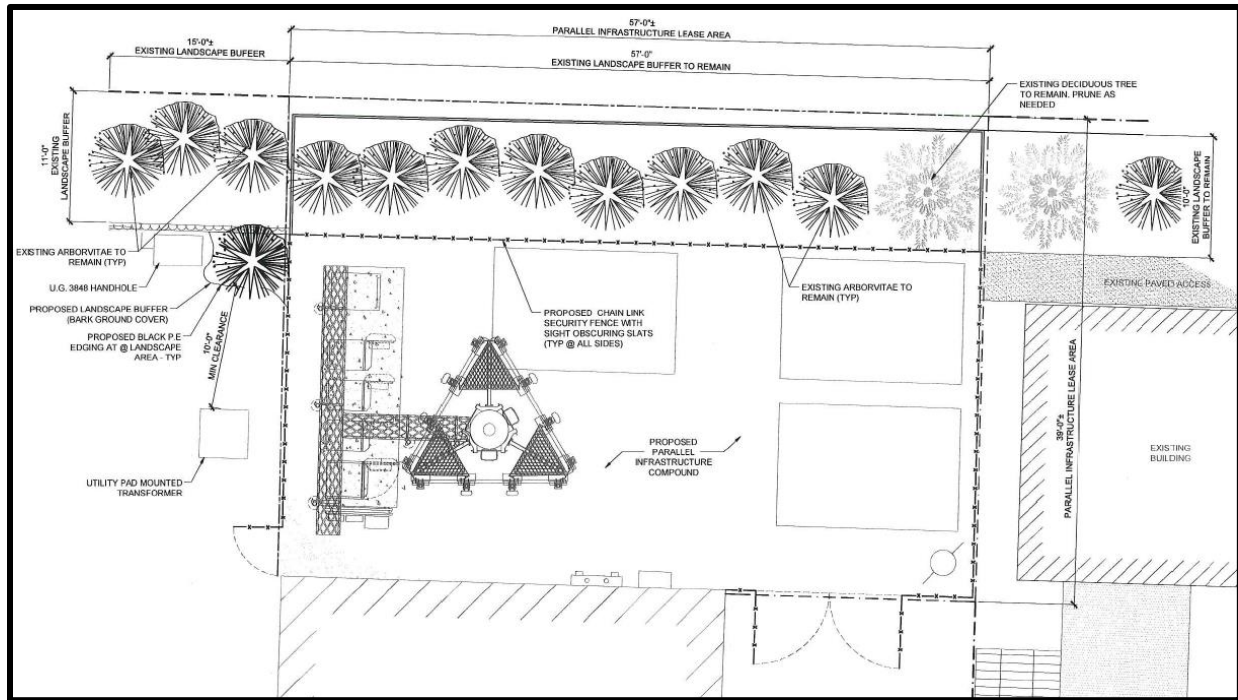


There are two tests in the McMinnville Zoning Ordinance for landscaping around a wireless facility installation: 1) the Landscaping Chapter; and 2) the Wireless Communication Facilities Chapter.

The Landscaping chapter of the McMinnville Zoning Ordinance requires that at least seven (7) percent of the gross area of a site being developed be landscaped (Section 17.57.050 (A)). The landscape plan as proposed shows well over seven (7) percent of the portion of the site being developed as landscaped area. However, wireless communication facilities have additional landscaping requirements that the applicant must also comply with. Specifically, Section 17.55.050 (B) of the McMinnville Zoning Ordinance states:

The area around the base of antenna support structures (including any equipment enclosure) is to be fenced, with a sight-obscuring fence a minimum of six feet in height. The fenced area is to be surrounded by evergreen shrubs (or a similar type of evergreen landscaping), placed within a landscaped strip a minimum of ten feet in width. In the event that placement of a proposed antenna support structure and/or equipment enclosure is located in a unique area within a subject site that would not benefit from the addition of landscaped screening, the Planning Director may require that the applicant submit a landscape plan illustrating the addition of a proportional landscape area that will enhance the subject site either at a building perimeter, parking lot, or street frontage, adjacent to or within the subject site.

The landscaping being proposed can be seen below:



The applicant is proposing to install the six foot sight-obscuring fence that is required by Section 17.55.050 (B) around the site. On the north side of the site, there are existing arborvitae and deciduous trees that are mature and about 25 feet in height currently provide screening. The applicant is proposing to retain those plantings, which meets the requirements of providing a 10 foot landscaped area and evergreen or similar type landscaping on the north side.

The applicant is not providing landscaping on the south side of the site, as most of the south side is immediately adjacent to a building and the remaining portion of the south side must remain clear to allow for access into the site for maintenance. The applicant is arguing that the required 10 foot landscape buffer is not possible on the west and east sides of the site, due to the Wisner Horticulture Pavilion being located on the east side and a transformer being installed on the west side. The applicant believed that McMinnville Water and Light would require 10 feet of clearance around the transformer. Therefore, the applicant has shown no landscaping on the east side and only one additional arborvitae on the west side.

In routing the plans for comments from the various City and agency departments, staff determined that McMinnville Water and Light will only require a 10 foot clearance on the front of the transformer. The other sides only require a 3 foot clearance. The transformer can be placed in such a way that the front of the transformer faces west. Therefore, landscaping could be installed on both the north and south sides of the transformer, up to 3 feet from the side of the transformer. Staff is suggesting that a condition of approval be added to require this additional landscaping.

The east side of the site, while constrained, could accommodate a small amount of landscaping to provide screening of the fence and wireless communications infrastructure. Staff has discussed this with the applicant, and they have suggested that an ivy wall could be added to the east side of the site. This ivy wall would be constructed to be as tall as the fence, and would create the screening effect that the Zoning Ordinance intends for while taking up less physical space. Staff is suggesting that a condition of approval be added to require the ivy wall on the east side of the site.

In total, even with the additional landscaped areas as described above, the applicant is not providing the amount of landscaping that would normally be required if the 10 foot landscaped buffer was installed as required by Section 17.55.050 (B) of the McMinnville Zoning Ordinance. Section 17.55.050 (B) allows for the Planning Director to require "the addition of a proportional landscape area that will enhance the

Attachments:
Application

subject site either at a building perimeter, parking lot, or street frontage, adjacent to or within the subject site” when the applicant cannot provide the required 10 foot landscaped buffer.

If a 10 foot landscaped buffer was installed around the entire wireless communications tower site (which is 57 feet wide and 35 feet long) a total of 2,240 square feet of landscaped area would have been provided. As shown in the applicant’s proposed plan, and including the additional landscaped area that will be required as conditions of approval, the applicant is providing 995 square feet of landscaped area. Therefore, Section 17.55.050 (B) allows for the Planning Director to require 1,245 square feet, the difference in what is normally required and what is being provided, of additional portions of the site to be landscaped to provide the “proportional landscape area”. Staff is suggesting that a condition of approval be added to require the additional 1,245 square feet of landscaped area to be provided elsewhere on the overall property.

In reviewing a landscape plan, Section 17.57.050 (B) of the McMinnville Zoning Ordinance requires the Landscape Review Committee to consider the following factors:

1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

The overall site on which the wireless communications tower is being constructed is not heavily landscaped, but there is landscaping installed around the perimeters of many of the Yamhill County Fairgrounds buildings. The specific site on which the tower is being located is immediately adjacent to the north property line and adjacent properties are under different ownership. The adjacent properties are zoned C-3 General Commercial, and the property immediately to the north is actually an existing residential use. Therefore, the retention of the existing arborvitae on the north side of the tower site is extremely important to provide adequate screening from that residential use.

The property is zoned M-1 Light Industrial, but the site is the location of the Yamhill County Fairgrounds. The use of the property as the County Fairgrounds results in the public being in close proximity to the site of the wireless communication tower. For this reason, the additional landscaping being required as conditions of approval, as explained above, will provide for additional landscaping and screening of the proposed use from the adjacent uses.

2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.

The proposed use will be screened quite well on the north side of the site, as the existing arborvitae and deciduous trees will be retained. The existing arborvitae are mature and about 25 feet in height. The additional landscaping that will be required as conditions of approval on the west and east sides of the site will provide better screening of the proposed use. In addition the “proportional landscape area” that will be added to the site should be placed in such a way as to enhance the site and provide screening of the proposed use.

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.

All of the existing trees and arborvitae surrounding the wireless communications tower site are being retained.

4. The development and use of islands and plantings therein to break up parking areas.

There are no new parking areas associated with the proposed use, so there are no plantings to install within parking areas or islands.

Attachments:
Application

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.

There are no new trees associated with the proposed use. The landscaping that is being proposed will be arborvitae and an ivy wall, which serve the purpose of providing screening of the proposed use from adjacent properties and uses.

6. Suitable watering facilities or irrigation systems must be included in or near all planted areas.

Irrigation will be provided for the planted areas shown on the landscape plan.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

The landscape plan as submitted does not meet the requirements of Section 17.55.050 (B) of the McMinnville Zoning Ordinance. For that reason, the Landscape Review Committee could deny the application outright and require the applicant to submit an updated landscaping plan that would meet the requirements.

Staff does acknowledge that there are constraints on this site in providing the required 10 foot landscaped buffer around the entire wireless communications tower and associated infrastructure. The Zoning Ordinance does allow for some flexibility when a tower is located in a “unique area”. Staff has developed conditions of approval that would provide for additional landscaping around the site and a “proportional landscape area” elsewhere on the site, which would result in the site better meeting the intent of the Zoning Ordinance. Based on that, and on the rationale and findings described in the staff report above, staff is recommending that the landscape plan be approved with the following conditions:

1. That the applicant install a vine or ivy wall along the east side of the fence that is being installed around the site of the wireless communications tower. The ivy wall shall be constructed to be at least seven (7) feet tall and shall be installed to provide screening of the wireless communications tower from adjacent uses.
2. That the applicant shall work with McMinnville Water and Light to have the transformer being installed on the west side of the site installed so as to have the front of the transformer face west, which will allow for additional landscaping to be installed on the west side of the site.
3. That the applicant install two (2) additional arborvitae, specifically Thuja occidentalis ‘Nigra’, on the west side of the fence that is being installed around the site of the wireless communications tower. One (1) of the arborvitae shall be placed on the north side of the transformer being installed on the west side of the site, and one (1) of the arborvitae shall be installed on the south side of the same transformer. The additional arborvitae shall be placed at least three (3) feet from the north and south sides of the transformer.
4. That the applicant install a 1,245 square foot proportional landscaped area in another location on the Yamhill County Fairgrounds site that will enhance the subject site either at a building perimeter, parking lot, or street frontage. The applicant shall submit a landscape plan for this proportional landscaped area, which will be approved by the Planning Director.
5. That all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be maintained, including necessary watering, weeding, pruning, mowing, and replacement.

Attachments:
Application

Suggested Motion: Staff recommends that a motion be made to approve the landscape plan, subject to the conditions as noted in the staff report.

Attachments:
Application



Planning Department
 231 NE Fifth Street ◦ McMinnville, OR 97128
 (503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:	
File No.	<u>L-35-16</u>
Date Received	<u>12-12-16</u>
Fee	<u>140.00</u>
Receipt No.	<u>16MD205</u>
Received by	<u>CD</u>

Landscape Plan Review Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name P.I. Tower LLC, c/o KDC Architects Phone 503-327-6448

Contact Name Jim Barta Phone 503-327-6448
(If different than above)

Address 1100 NE 28th Ave., #104

City, State, Zip Portland, OR 97232

Contact Email jim.barta@kdcarchitects.com

Property Owner Information

Property Owner Name Yamhill County Phone 503-434-7501
(If different than above)

Contact Name John Phelan Phone 503-434-7515

Address 2060 NE Lafayette Ave.

City, State, Zip McMinnville, OR 97128

Contact Email phelanj@co.yamhill.or.us

Site Location and Description

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

Property Address 2050 NE Lafayette Ave

Assessor Map No. R4411501600 - Total Site Area 2,223 sq. ft.

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Industrial Zoning Designation M-1, Light Industrial


Landscaping Information

1. Total Landscaped Area: Approximately 600 sq. ft of the site area
2. Percent Landscaped: approximately 25%
3. Building Floor Area:
New Structure: N/A - new tower Existing Structure: N/A Addition: N/A
4. Architect Name ACOM - Rick Matteson Phone 425-209-6723
(Landscape Architect, Engineer, or Other Designer)
Contact Name Rick Matteson Phone 425-209-6723
Address 5200 SW Meadows Rd, #150
City, State, Zip Lake Oswego, OR 97035
Contact Email rick.matteson@acomconsultingc.com

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

- Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

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.


Applicant's Signature

12-12-16
Date


Property Owner's Signature

11-16-16
Date

WORTMAN WIRELESS TELECOMMUNICATIONS FACILITY

LANDSCAPE PLAN REVIEW NARRATIVE

1. GENERAL INFORMATION

Applicant: P.I. Tower Development, LLC
7411 Fullerton St., Suite 101
Jacksonville, FL 32256

Representative: KDC Architects
Attn: Jim Barta, Site Acquisition Consultant
1100 NE 28th Ave., #104
Portland, OR 97232
(503) 327-6448
jim.barta@kdcarchitects.com

Property Owner: Yamhill County
414 NE Evans St.
McMinnville, OR 97128

Project Address: 2050 NE Lafayette Ave.
McMinnville, OR 97128

Zoning Classification: M-1, Light Industrial

KDC Architects is submitting this Landscape Plan Review application on behalf of P.I. Tower Development (P.I.)

PROPOSAL

Project Overview

P.I. is developing the proposed Wireless Communications Facility for use by Verizon Wireless. P.I. proposes the installation of a 130-foot monopole and associated auxiliary RF equipment within a 39 ft. X 59 ft. lease area that abuts a county maintenance building to the south and a Horticulture Pavilion structure to the east.

REQUIREMENTS: McMinnville Zoning Ordinance

P.I.'s proposal complies with all requirements of the Zoning Ordinance, the applicable provisions of which are addressed in the order listed below.

17.55.050 Design standards.

B. The area around the base of antenna support structures (including any equipment enclosure) is to be fenced, with a sight-obscuring fence a minimum of six feet in height. The fenced area is to be surrounded by evergreen shrubs (or a similar type of evergreen landscaping), placed within a landscaped strip a minimum of ten feet in width. In the event that placement of a proposed antenna support structure and/or equipment enclosure is located in a unique area within a subject site that would not benefit from the addition of landscaped screening, the Planning Director may require that the applicant submit a landscape plan illustrating the addition of a proportional landscape area that will enhance the subject site either at a building perimeter, parking lot, or street frontage, adjacent to or within the subject site.

Response: The proposed wireless facility will be screened with a six-foot-tall site obscuring fence. The unique area site conditions at the proposed location on the property do not allow for a 10-foot wide landscape buffer on all sides of the equipment enclosure area.

The subject site will not benefit from additional landscaping on the south and east side of the lease space due to the existing buildings that abut the south and east side of the lease space. The county public works building abuts the site on the south side. The Wiser Horticulture Pavilion structure abuts the site on the east side.

The attached letter from the property owner, Yamhill County, states the Wiser Horticulture Pavilion is a permanent structure.

The existing 10 ft. landscape buffer containing mature arborvitae and a mature deciduous tree will remain on the north side of the proposed site to serve as a buffer to the residential use on the commercial zoned property to the north of the site. As shown on drawing sheet A-0 included with this application, the existing mature landscape buffer abutting the entire length of the commercial zoned property will remain to provide facility screening.

An arborvitae is proposed on the west side of the proposed site. Additional landscape is not viable on the west side of the site due to the location of the transformer and access gate on the east side of the site. McMinnville Water & Light requires unrestricted access to the transformer.

The attached photos show views of the subject site from all directions.

Attachments:

Exhibit 1, Yamhill County Letter

Exhibit 2, Photos to site

Wortman Telecommunications Facility; Landscape Plan Review

Exhibit 1



Yamhill County
Public Works Department
2060 Lafayette Avenue, McMinnville, OR 97128
Ph. 503.434.7515 Fax 503.472.4068 E-mail pubwork@co.yamhill.or.us
TTY 1-800-235-2900

John F. Phelan
Director

Roy Panschow
Road Supervisor

Russ Heath
Shop Supervisor

Catherine Lindberg
Office Administrator

December 6th, 2016

City of McMinnville
Community Development Center
231 NE 5th Street
McMinnville, OR 97128

Re: Existing Wisner Horticulture Pavilion on County Fairground Property, R41501600

Sir/Madam:

This letter is in response to a request from PI Tower on the status of the existing Wisner Horticulture Pavilion structure that abuts the east side of the proposed PI Tower lease space on the subject property. The Wisner Horticulture Pavilion located on County Fairgrounds property is considered a permanent structure. There are no plans to remove the Pavilion at this time.

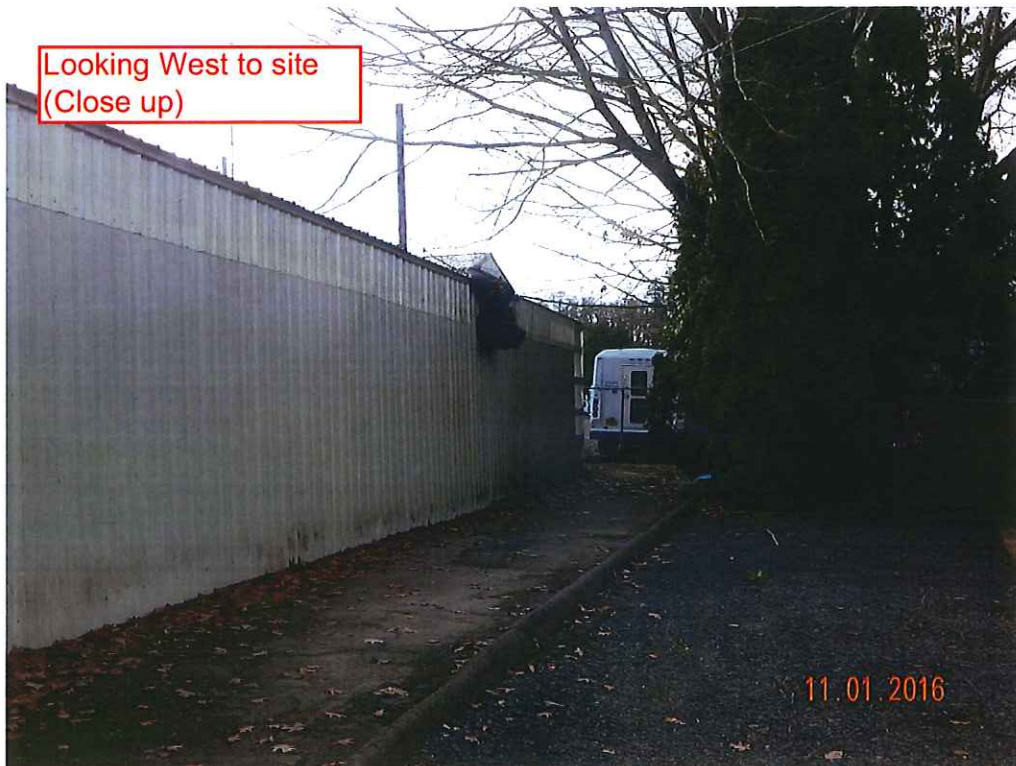
Sincerely,

John F. Phelan,
Director Yamhill County Public Works

Wortman Telecommunications Facility; Landscape Plan Review

Exhibit 2





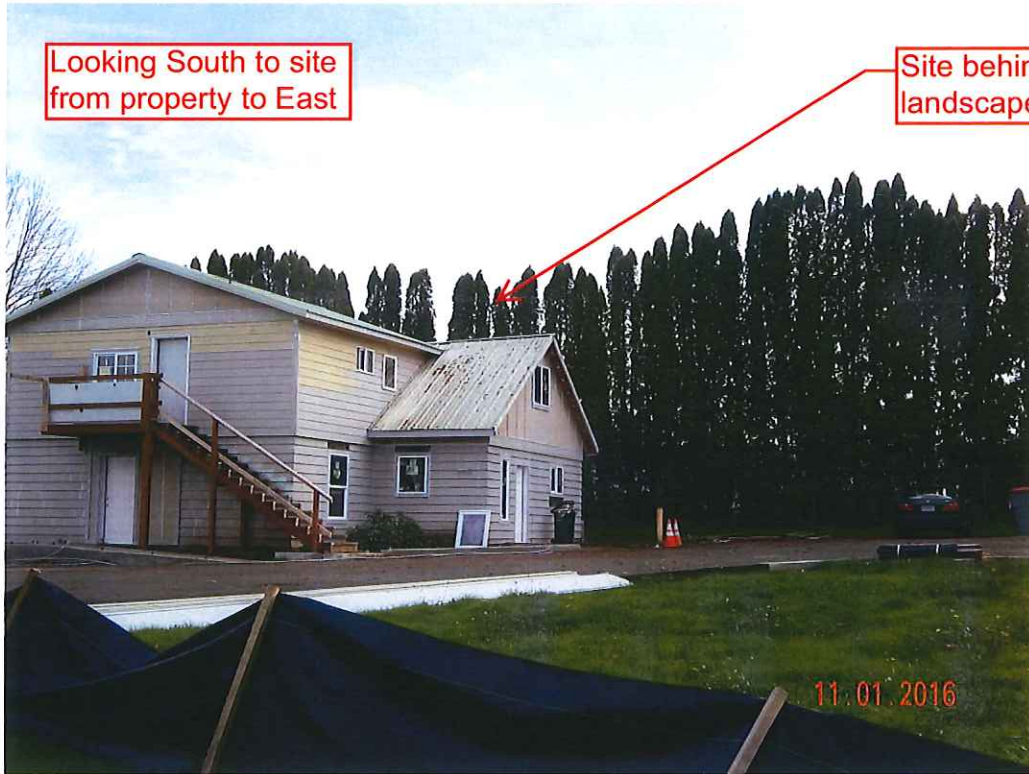
Looking West to site #2



Looking West to site #3



Site behind existing structure



Looking South to site
from property to East

Site behind mature
landscape

11.01.2016

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ADVISE CONSULTANTS OF ANY ERRORS OR OMISSIONS. NO VARIATIONS OR MODIFICATIONS TO WORK SHOWN SHALL BE IMPLEMENTED WITHOUT PRIOR WRITTEN APPROVAL. ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF ACOM CORPORATION.



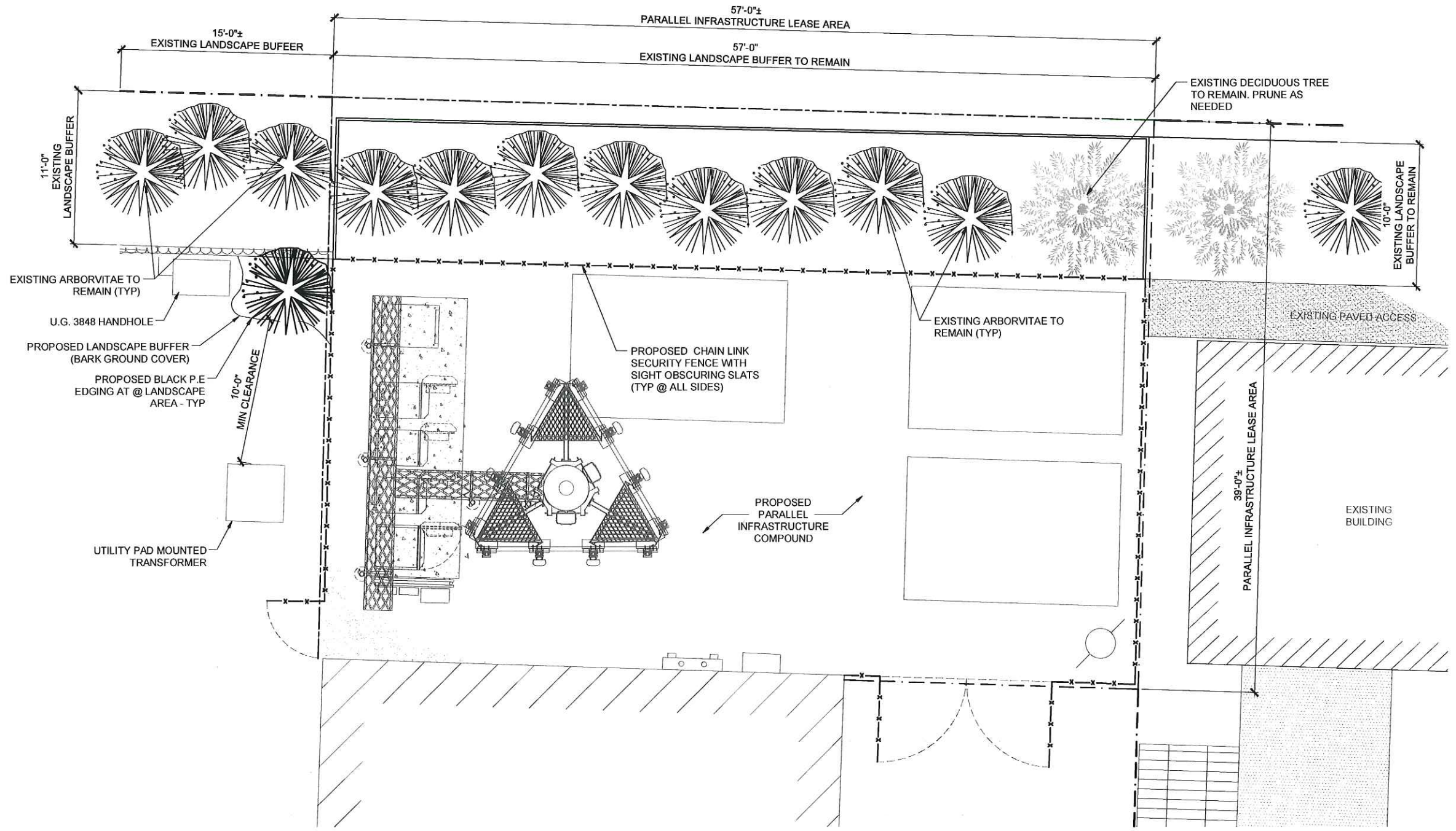
No.	Date	Revision
A	12/02/16	90% CD REVIEW SET
B	12/05/16	100% CD REVIEW SET
0	12/08/16	100% FINAL CD SET
1	-	-
2	-	-
3	-	-
4	-	-



Project Info:
OR1 WORTMAN
 2050 NE LAFAYETTE AVE
 MCMINNVILLE, OR 97128

Drawing Title:
LANDSCAPE PLAN

Project Number:	Date:
Drafter:	Designer:
Project Manager:	Professional of Record:
Revision No:	Sheet No:
0	L-1

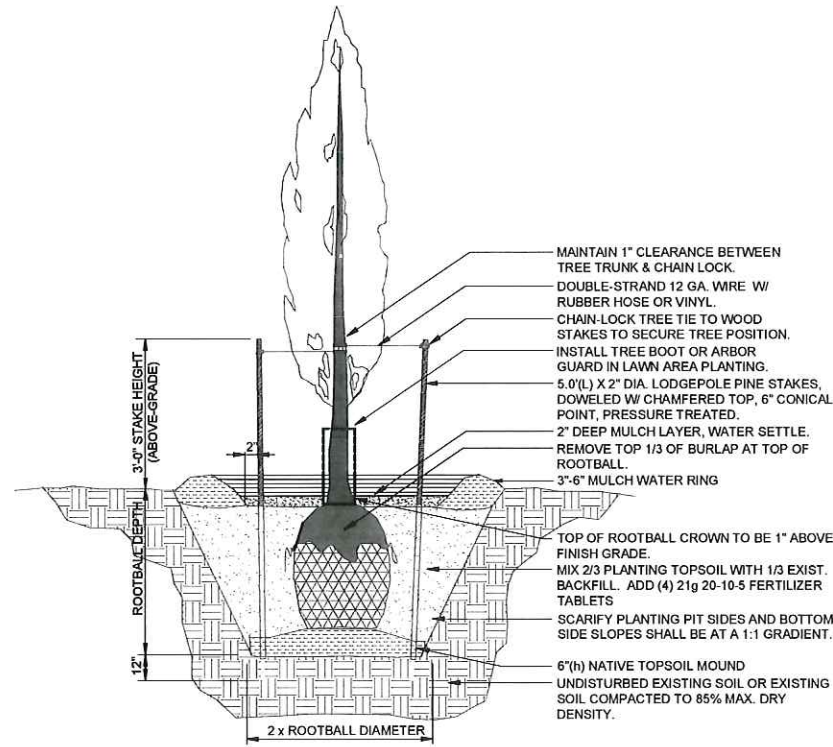


LANDSCAPE SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY	DROUGHT	ULT. SIZE	COMMENTS
	ARBORVITAE THUJA NIGRA	DARK AMERICAN	1 GAL	1	●●●	5' - 6' HIGH 3' - 4' WIDE	DARK GREEN EVERGREEN - INTENDED FOR SCREENING PURPOSES GROWTH TO 3'-4' WIDE

22"x34" SCALE: 3/16" = 1'-0"
 11"x17" SCALE: 3/32" = 1'-0"

PROPOSED LANDSCAPE PLAN 1



ARBORVITAE TREE PLANTING
SCALE: NOT TO SCALE

GENERAL NOTES:

- KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
- IN CLAY SOIL, BLEND IN IMPORTED TOPSOIL AMENDMENTS AND ORGANIC COMPOST PER THE SOIL LABORATORY TEST RESULTS AND RECOMMENDATIONS.
- IN SANDY SOIL, BLEND IN IMPORTED TOPSOIL AMENDMENTS AND ORGANIC COMPOST AND AGED MANURE PER THE SOIL LABORATORY TEST RESULTS AND RECOMMENDATIONS.

LANDSCAPE NOTES:

- SEED, FERTILIZE, AND MULCH ALL DISTURBED AREA.
- ALL PLANTS TO RECEIVE A SHREDDED HARDWOOD BARK MULCH.
- PLANT MIXTURE SHALL BE: 5 POUNDS OF SUPERPHOSPHATE TO EACH CUBIC YARD OF TOPSOIL. TOPSOIL SHALL BE FERTILE, FRIABLE, LOAMY SAND, SILT LOAM, SANDY CLAY LOAM, WITHOUT ADMIXTURE OF SUBSOIL.
- ALL LANDSCAPE MATERIAL SHALL BE MAINTAINED IN A GROWING AND HEALTHY CONDITION WITH A REGULAR SCHEDULE OF MOWING, FEEDING, WATERING, AND PRUNING, AND REPLACEMENT OF ANY DEAD OR DISEASED MATERIAL AT LEAST EVERY SIX MONTHS.
- PLANTING PIT WIDTH TO BE TOTAL MINIMUM OF 24" WIDER THAN THE EARTH BALL.
- ALL NYLON AND ROT-PROOF ROPE AND ROT-PROOF BURLAP MUST BE REMOVED BEFORE PLANTING. ALL WIRE BASKETS MUST BE CUT (NOT LOOSENED OR REMOVED) IN AT LEAST 10 PLACES BEFORE BACKFILLING. FOLD DOWN THE TOP 1/3 OF ALL NON-ROT-PROOF BURLAP.
- MOVE AND HANDLE TREE AND TREE BALL WITH CARE. DO NOT MOVE OR LIFT THE TREE BY THE TRUNK.
- TREES MUST BE PLANTED PLUMB
- WATER THOROUGHLY DURING BACKFILLING, REMOVING AIR POCKETS, THEN WATER AGAIN IMMEDIATELY AFTER PLANTING.
- TREE SAUCER MUST BE LEVEL AND HOLD WATER. SAUCER RIM MUST BE 3" HIGH FROM THE CENTER AT A MINIMUM.
- EVERGREEN VEGETATION TO BE PLANTED A MINIMUM HEIGHT OF 6 FEET AT TIME OF PLANTING.
- ALL PLANTS ARE TO BE SHADE TOLERANT
- WHEN HEAVY, CLAY SOILS (HARDPAN) ARE ENCOUNTERED ON SITE, AUGER A 6" x 8.0' (D) HOLE FOR EA. TREE STAKE & FILL W/ GRAVEL. VERIFY DRAINAGE CHARACTERISTICS PRIOR TO PLANTING.
- WHEN SANDY SOILS ARE ENCOUNTERED, BLEND IN IMPORTED TOPSOIL, COMPOST, AMENDMENTS AND AGED MANURE PER AGRICULTURAL SOIL LAB. TEST REC'S.
- INSTALL ROOT BARRIER PANELS WHEN TREES ARE PLANTED CLOSER THAN 4.0' TO EDGE OF SIDEWALK OR PAVEMENT. PANELS SHALL BE BY "DEEP ROOT, INC." OR EQUAL. INSTALL PER MANUF. REC'S.
- STAIN TREE STAKES DARK BROWN PRIOR TO INSTALLATION. 5. NON-BIODEGRADABLE ROOT BALL WRAPS SHALL BE REMOVED IN THEIR ENTIRETY.

WATERING NOTES:

- LANDSCAPE CONTRACTOR SHALL PROVIDE WATERING OF PLANTS EVERY OTHER DAY AFTER INSTALLATION FOR 2 WEEKS. THEREAFTER, LANDSCAPE CONTRACTOR SHALL WATER ONCE A WEEK FOR ONE YEAR BETWEEN APRIL 15TH - SEPTEMBER 15TH TO COINCIDE WITH THE 1-YEAR WARRANTY PERIOD. NEW PLANTS NEED TO BE FULLY ESTABLISHED. PROVIDE WATER TRUCK TO ALLOW FOR PLANT WATERING

DO NOT SCALE DRAWINGS. CONTRACTOR MUST VERIFY ALL DIMENSIONS AND ADVISE CONSULTANTS OF ANY ERRORS OR OMISSIONS. NO VARIATIONS OR MODIFICATIONS TO WORK SHOWN SHALL BE IMPLEMENTED WITHOUT PRIOR WRITTEN APPROVAL. ALL PREVIOUS ISSUES OF THIS DRAWING ARE SUPERSEDED BY THE LATEST REVISION. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF ACOM CORPORATION.



No.	Date	Revision
A	12/02/16	90% CD REVIEW SET
B	12/05/16	100% CD REVIEW SET
0	12/08/16	100% FINAL CD SET
1	-	-
2	-	-
3	-	-
4	-	-



Project Info:
OR1 WORTMAN
2050 NE LAFAYETTE AVE
MCMINNVILLE, OR 97128

Drawing Title:
LANDSCAPE DETAILS & NOTES

Project Number:	Date:
Drafter:	Designer:
Project Manager:	Professional of Record:
Revision No:	Sheet No:
0	L-2

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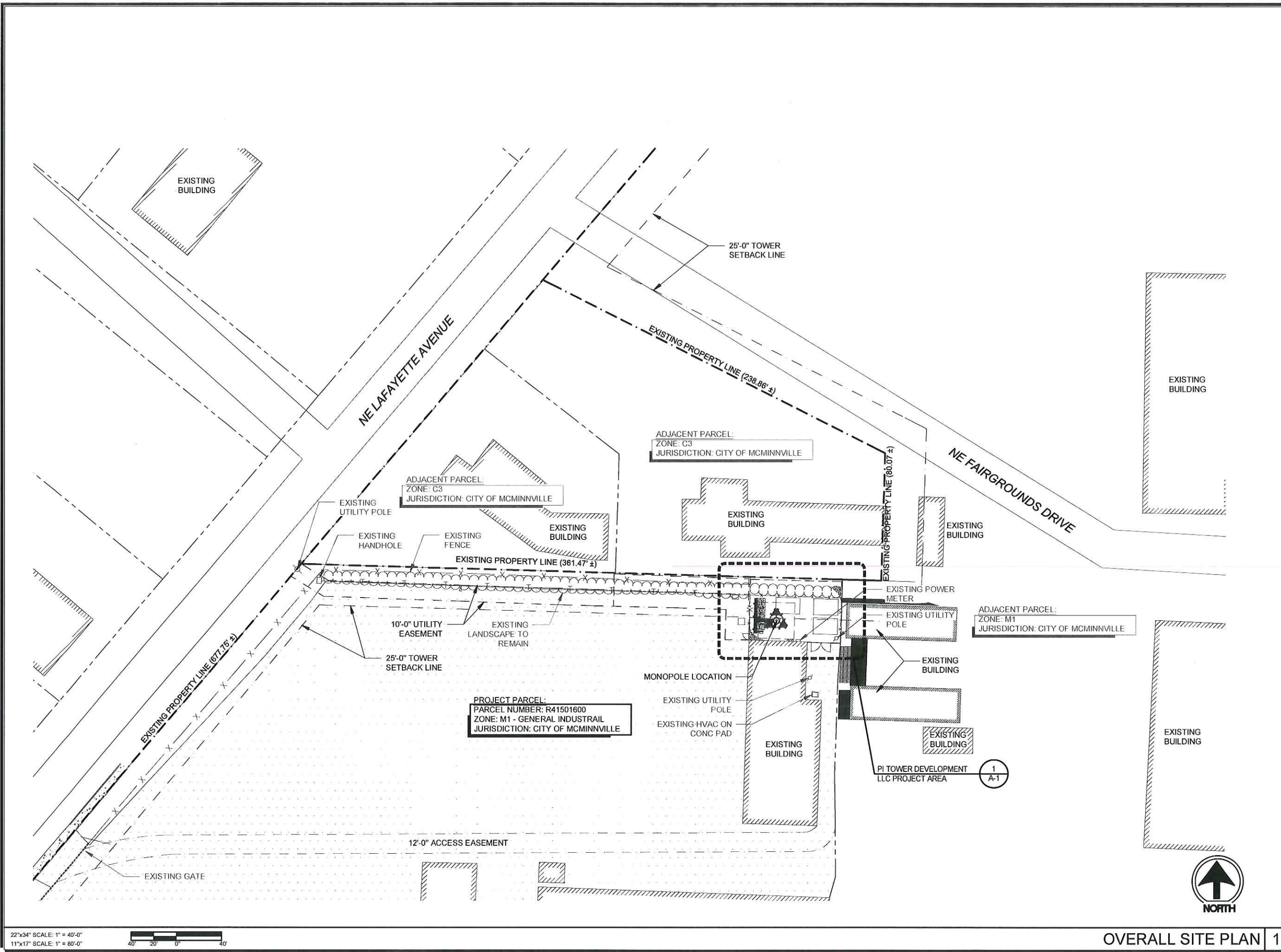
No.	Date	Revision
A	12/02/16	90% CD REVIEW SET
B	12/05/16	100% CD REVIEW SET
0	12/08/16	100% FINAL CD SET
1	-	-
2	-	-
3	-	-
4	-	-



Project Info:
OR1 WORTMAN
 2050 NE LAFAYETTE AVE
 MCMINNVILLE, OR 97128

Drawing Title:
OVERALL SITE PLAN

Project Number:	Date:
Drafter:	Designer:
Project Manager:	Professional of Record:
Revision No:	Sheet No:
0	A-0



OVERALL SITE PLAN 1



EXHIBIT 5 - STAFF REPORT

DATE: December 21, 2016
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 3D: L 36-16

Report in Brief:

A Street Tree Improvement Plan for the Barclay Heights subdivision (L 36-16) to be reviewed by the Landscape Review Committee.

Background:

The street trees in the Barclay Heights subdivision exhibit characteristics that are leading to numerous requests for street tree removals. The main issues that are arising with the existing street trees seem to be related to improper planting and locations when the trees were originally installed. The City has determined that this subdivision could be a candidate for a Street Tree Improvement Plan to allow for an expedited administrative process for property owners to follow when requesting street tree removal and replacement. The subdivision is located in the northwest quadrant of the City, and includes NW 8th Street (between NW Cypress Street and NW Meadows Drive) and NW Thomas Court.

Discussion:

The City has implemented Street Tree Improvement Plans in other subdivisions that have experienced similar problems with existing street trees. One example is the Westvale 4th Addition subdivision Street Tree Improvement Plan. The Westvale 4th Addition is located in the southwest quadrant of the City, east of Hill Road, and includes a portion of SW Fellows Street.

A street tree improvement plan basically acknowledges that street trees within a particular area in the City exhibit characteristics that will likely lead to request to remove the trees, based on the standard criteria used to determine whether a street tree may be removed. Section 17.58.040 (A) of the McMinnville Zoning Ordinance provides for some flexibility in the Landscape Review Committee approving tree removals, and in the case of a street tree improvement plan, the Landscape Review Committee allows for the Planning Director to administratively approve removal requests in a particular area as defined by the Landscape Review Committee.

The Barclay Heights subdivision does not appear to have an approved street tree plan. Therefore, there is not any specifically designated street trees for the subdivision. It appears that a majority of the existing trees are maple varieties, including *Acer rubrum* and *Acer platanoides*.

Attachments:
Draft Barclay Heights Street Tree Improvement Plan

The main issues that have been encountered in this subdivision are trees impacting surrounding infrastructure. In many locations within the subdivision, the street trees are very shallow rooted which has caused surface roots and large buttress roots to be located immediately under or adjacent to sidewalks, driveways, and streets. This has led to a number of street tree removal requests, including one reviewed by the Landscape Review Committee this month, as well as the City removing one tree recently due to its impact on ADA compliant sidewalk infrastructure at an intersection. Section 17.58.050 of the McMinnville Zoning Ordinance states that street tree removals may be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist. Verification of tree health may be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.
- 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. A street tree within the downtown tree zone may also be removed if the Planning Director determines that the tree is causing repeated and excessive damage to sidewalks or other public or private improvements or structures.

The street trees in this subdivision meet the criteria above, specifically Section 17.58.050 (B). Also, it appears that a majority of the issues that are arising are due to improper planting of the street trees. Many trees were planted either too low or too high, which has led to the shallow root systems that have impacted surrounding infrastructure. Some trees were planted in locations that normally would not be permitted, such as very close to driveways, not in the center of the planting strip, and very close to utility vaults and underground utilities.

Some examples of some of the improper plantings and tree placements can be seen below:





The Public Works Superintendent and Public Works staff have drafted a Street Tree Improvement Plan for Barclay Heights. Based on the rationale above, staff believes that the Street Tree Improvement Plan is justified, and would allow for an expedited administrative process for property owners to remove and replace street trees. The property owner would still be required to submit an application for review by the Planning Director, and the owner would still need to demonstrate a specific street tree problem such as tree health or impacts to surrounding infrastructure. All of the typical tree replacement regulations would still be required, 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 to avoid the same issues arising in the future.

Attachments:
Draft Barclay Heights Street Tree Improvement Plan

The character of the streets within the Barclay Heights subdivision is greatly influenced by the street trees that exist in the subdivision. It is clear that, while there was not a street tree plan approved by the City, there was an effort to plant an abundance of trees throughout the subdivision. This is evident by the close spacing of trees and the full tree canopy that has developed. For those reasons, staff believes that the replacement of street trees that are removed is very important to maintain the character of the subdivision. Some photo examples of the existing tree canopy can be seen below (note that these images are from Google Street View, taken in August 2012):



Above: 8th Street looking north from western edge of Barclay Heights subdivision.



Above: 8th Street half cul-de-sac looking southeast.



Above: Thomas Court looking south from 8th Street.



Above: 8th Street looking west from eastern edge of Barclay Heights subdivision.

Because there is no approved street tree plan for this subdivision, staff has compiled a list of permitted tree species that could be allowed when trees are replanted in accordance with the Street Tree Improvement Plan. That list is included in the attached draft Barclay Heights Street Tree Improvement Plan. The tree species that were included on that list were chosen based on the characteristics of the subdivision and planting areas, which lend themselves to medium sized trees with mature heights from 25 to 40 feet. The Landscape Review Committee may alter this list if needed.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

Based on the rationale described above, staff is recommending that the Barclay Heights Street Tree Improvement Plan be approved with the following conditions:

Attachments:
Draft Barclay Heights Street Tree Improvement Plan

1. That any property owner requesting to remove a street tree within the Barclay Heights subdivision submit a tree removal application for review by the Planning Department. The Planning Director shall have the ability to administratively approve the removal and replacement of street trees within the Barclay Heights Street Tree Improvement Plan area.
2. That any future applicant 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 tree's stumps and remaining surface roots shall be removed at least six (6) inches below grade.
4. That any future applicant shall make any necessary sidewalk repairs and obtain necessary permits from the City prior to initiating such work. It is recommended that the sidewalk repairs be completed prior to replanting the tree. Please call the Engineering Department at (503) 434-7312 for sidewalk standards and specifications prior to construction.
5. That any future applicant shall plant one (1) replacement tree for each tree approved to be removed. The tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade, and of a species from the approved Barclay Heights Street Tree Improvement Plan tree list.
6. That any 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 deep watering tubes to promote deep root growth (see enclosed detail).
7. That any future applicant shall contact the McMinnville Public Works Superintendent, David Renshaw, at (503) 434-7316 to discuss specific staking, watering tube requirements, and to schedule a planting inspection prior to backfilling.
8. That all planter areas shall be restored to original grade immediately following the planting of any replacement tree.
9. That all costs and liability associated with a tree's removal shall be borne by any future applicant.
10. That any future applicant shall complete the removal and replacement within six (6) months of receiving approval.

Suggested Motion: Staff recommends that a motion be made to approve the Barclay Heights Street Tree Improvement Plan, subject to the conditions as noted in the staff report.



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 an 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.

Barclay Heights Street Tree Improvement Plan

A. **Defined area (see attached map):** Includes all public rights of way within the Barclay Heights subdivision:

- 8th Street, within Barclay Heights
- Thomas Court, from 8th Street to cul-de-sac

B. Rationale:

- a. Planning records do not appear to note the designated street tree for this subdivision. It appears the tree planted is a maple cultivar, most likely an *Acer rubrum* or *acer platanoides* variety.
- b. The planting strip within this subdivision is about 5' in width. There are various utilities boxes, hydrants and street lighting poles located in the park strip as well. There is underground electrical in several locations as well. There are no overhead conflicts.
- c. In multiple locations within the subdivision, the existing trees are shallow rooted, with observed surface rooting in the park street and associated sidewalk and curb/gutter damage. This appears largely to be a planting issue.

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

a. Site characteristics lend themselves to medium sized trees

- i. Mature height 25-40'
- ii. Minimum planting strip width: five feet
- iii. Trees spaced to provide continuous canopy at maturity

b. Trees:

Cherries and Pears:

Flowering pear varieties	<i>Pyrus calleryana</i>
Flowering Cherry varieties	<i>Prunus serrulata</i>
Sargent Cherry	<i>Prunus sargentii</i>

Maples:

Norway maple varieties	<i>Acer platanoides</i>
David's Maple	<i>Acer davidii</i>
Hedge Maple	<i>Acer campestre</i>
Red maple varieties	<i>acer rubrum</i>

Others:

American Hophornbeam

Eastern Redbud

European Hornbeam

Goldenrain tree

Honelocust (thornless)

Japanese snowbell

Tricolor beech

Yellow wood

Ostrya virginiana

Cercis canadensis

Carpinus betulus

Koelreuteria paniculata

Gleditsia triacanthos 'inermis'

Styrax japonicus

Fagus sylvatica 'Tricolor'

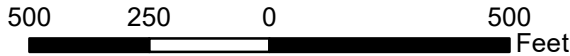
Caldrastis lutea

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.

Area Included in Barclay Heights Street Tree Improvement Plan



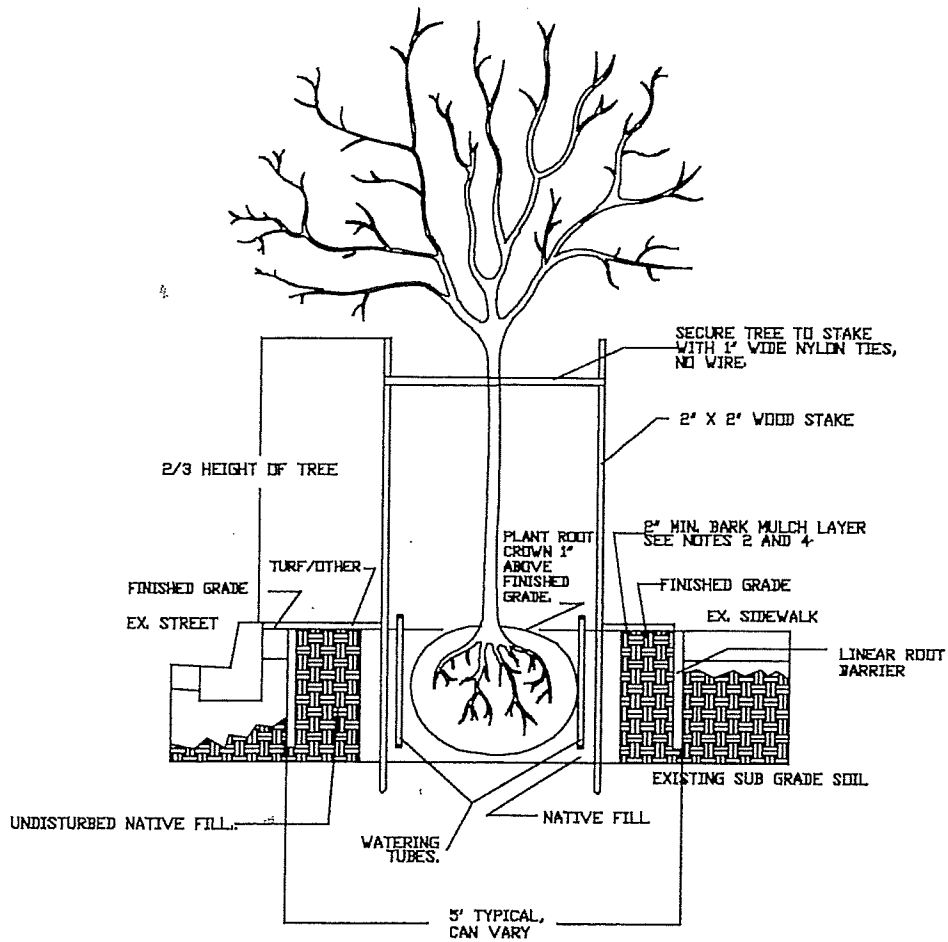
Subject Area



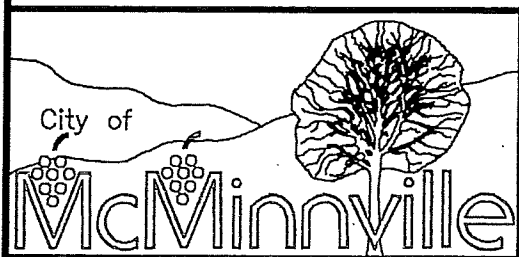
City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

TREE PLANTING IN PARKWAY DETAIL

SECTION



1. PLANTING PIT EX ROOTBALL WIDTH.
2. DIG PLANTING PIT NO DEEPER THAN ROOTBALL.
3. BACKFILL WITH NATIVE MATERIAL.
4. LINEAR ROOT BARRIER; COMMERCIALY ENGINEERED, 24" WIDE X 18" DEEP.
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