



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

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

**Landscape Review Committee**  
**Community Development Center, 231 NE 5<sup>th</sup> Street**  
**February 15, 2017**  
**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"> <li><b>1. Call to Order</b> <ol style="list-style-type: none"> <li>A. Election of Chair &amp; Vice-Chair (Exhibit 1)</li> </ol> </li> <li><b>2. Citizen Comments</b></li> <li><b>3. Approval of Minutes</b> <ol style="list-style-type: none"> <li>A. January 18, 2017 Regular Meeting (Exhibit 2)</li> </ol> </li> <li><b>4. Action Items</b> <ol style="list-style-type: none"> <li>A. L 1-17 – Landscape Plan (Exhibit 3) 3950 SE Three Mile Lane</li> <li>B. L 2-17 – Landscape Plan (Exhibit 4) 1270 NE Alpha Drive</li> </ol> </li> <li><b>5. Discussion Items</b> <ol style="list-style-type: none"> <li>A. Tree City USA 20<sup>th</sup> Year Celebration (Exhibit 5)</li> </ol> </li> <li><b>6. Old/New Business</b></li> <li><b>7. Committee Member Comments</b></li> <li><b>8. Staff Comments</b></li> <li><b>9. Adjournment</b></li> </ol>

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

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.



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## **EXHIBIT 1: MEMORANDUM**

**DATE:** February 15, 2017  
**TO:** Landscape Review Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** **ELECTION OF CHAIR & VICE-CHAIR**

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The annual election of officers has been placed on your February 15, 2017, meeting agenda. As part of this process, the Landscape Review Committee shall elect a Chair and Vice-Chair at the first meeting of each year. The Chair presides over the meeting and public hearings. The Vice-Chair will preside over the meetings and public hearings in the Chair's absence.

The following outline is provided to help guide you through this election process.

1. The current Chair will ask for nominations for the position of Chair. Committee members wishing to nominate a fellow committee member for this position would do so at that time (more than one person can be placed for nomination).
  - Motion: *"I would like to nominate [ \_\_\_\_\_ ] for the position of Chair."*
2. Once it is evident that there are no further nominations, the following motion would be made:
  - Motion: *"I move to close the floor to further nominations."*
3. A member of the Committee may then move to elect one of the nominated members to the position of Chair. If seconded, the Committee would then vote on the motion.
  - Motion: *"I move to elect [ \_\_\_\_\_ ] to the position of Chair."*
4. This same process is then repeated for the Vice-Chair position.

# EXHIBIT 2

City of McMinnville  
Landscape Review Committee  
Regular Meeting

January 18, 2017, 12:00 p.m.  
Community Development Center  
McMinnville, Oregon

## MINUTES

Members Present: Committee Members Sharon Gunter, RoseMarie Caughran, Tim McDaniel, and Josh Kearns

Members Absent: Chair Rob Stephenson

Staff Present: Chuck Darnell (Associate Planner)

Others Present: None

### **1. Call to Order**

Chair Stephenson called the meeting to order at 12:05 PM.

### **2. Approval of Minutes:**

Committee Member Gunter asked the committee whether there were any suggested revisions to the December meeting minutes. Committee Member Caughran asked about the approval of the wireless tower and the condition of approval related to requiring ivy, and asked whether it was allowed to be planted in Oregon. Committee Member Gunter stated that the condition of approval allowed Boston Ivy, and Committee Member Kearns stated that Boston Ivy was not on the State of Oregon's noxious weeds list. Hearing no comments, Committee Member McDaniel moved that the minutes from the December 21, 2016 regular meeting be approved. Committee Member Gunter seconded. Committee Members Caughran and Kearns abstained. With no further discussion, the Landscape Review Committee members voted to approve the revised minutes unanimously.

### **3. Action Items**

#### **L 36-16**

Associate Planner Darnell introduced the application, which is a landscape plan review for the McMinnville High School expansion at 615 NE 15<sup>th</sup> Street. Staff walked through the proposed changes to the site, as well as the landscaping proposed around the site. Staff

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explained that the project was going through the conditional use permit review process, and that landscaping was proposed to provide for screening and buffering of the conditional use from abutting properties. Staff stated that the landscape plans submitted were generally consistent with the plans reviewed through the conditional use process.

Associate Planner Darnell highlighted the street trees, landscaped hedges and screening walls, and other planting areas being proposed. Committee Member Caughran asked about the trees being proposed between the new parking lot and the residential uses, and whether the trees are a good fit for that area. Committee Member Kearns stated that those trees should grow well in the proposed location. Committee Member Caughran stated that the proposed screening in that area would provide for great buffering between the school and the residences to the north. Committee Member Gunter stated that the proposed trees around the parking lot would provide good screening and shade as well.

Associate Planner Darnell explained the conditions of approval being proposed by staff. One condition was to have the trees on the north side of the site be changed out to something from the Small Tree list that would be suitable to plant under overhead power lines.

Committee Member Kearns stated that root barrier protection wasn't shown in the detail for the trees on the site. Associate Planner Darnell stated that a condition of approval had been added to require root barrier protection on the trees that will be immediately adjacent to the right-of-way, but the zoning ordinance did not allow the City to require it on private property. Staff suggested that a condition of approval be added to encourage root barrier protection on the interior of the site. Committee Member Kearns and Caughran stated that they would support that condition of approval.

Committee Member Gunter stated that the irrigation plan submitted was suitable and met the City's requirements.

Associate Planner Darnell explained the condition of approval related to the addition of three trees on the south side of the Technology Center. Committee Member Caughran asked where those trees would be located. Staff stated that they would be required to be installed in the locations as shown in the conditional use plans.

Associate Planner Darnell explained the landscaping proposed at the new Field House, which fronts onto McDonald Lane. Committee Member Caughran asked what would be installed along McDonald Lane. Staff explained that they are not proposing to add any landscaping on the east side, but they will maintain the existing hedge along the north and west sides, and add an arborvitae screening wall along the south side which is immediately adjacent to a residential use. Committee Member Kearns stated that he was comfortable with not adding landscaping on the east side of the site, to be more consistent with the remainder of the high school athletic fields. Committee Member Gunter stated that it would be difficult to fit landscaping in that area. Committee Member Kearns stated that the surrounding uses are more setback from the proposed use and there are more mature trees and berms providing screening on adjacent properties.

Committee Member Gunter moved that the landscape plan be approved with the conditions as proposed by staff with the additional condition that root barrier protection be encouraged.

Committee Member Kearns seconded. With no further discussion, the Landscape Review Committee members voted to approve the landscape plan, with the conditions as suggested by staff and the additional condition related to root barrier protection.

### **Baker Creek Substation**

John Dietz, Engineering and Operations Manager at McMinnville Water and Light, introduced himself and explained that McMinnville Water and Light was considering removing arborvitae from the exterior of the utility substation located north of Baker Creek Road and east of Hill Road. McMinnville Water and Light staff have found that safety violations exist with the current state of the arborvitae, and are suggesting to remove the arborvitae rather than prune.

Committee Member Caughran asked if McMinnville Water and Light would be planting any other type of screening in place of the arborvitae. Mr. Dietz explained that McMinnville Water and Light was actually in the process of investigating expansion of the substation to accommodate future residential growth in McMinnville. In order to expand, the arborvitae would have been removed anyways.

Associate Planner Darnell asked if the arborvitae were required when the substation was constructed. Mr. Dietz did not know if they were required. Committee Member Caughran asked if landscaping would be installed after the expansion is complete. Mr. Dietz stated that they would install landscaping after the expansion, but would likely want to install a different type of landscaping as they have safety and security concerns with arborvitae.

Committee Member Gunter stated that safety and security is of utmost importance, so she would be comfortable with the removal. Committee Member Kearns moved that the removal be approved, and Committee Member McDaniel seconded. The Landscape Review Committee voted to approve the removal unanimously. Associate Planner Darnell asked that a landscape plan be submitted for the new landscaping once the expansion is complete.

### **Draft Landscape and Tree Ordinance Amendments**

Associate Planner Darnell introduced the topic and explained that staff had prepared draft zoning text amendments to be considered by the Landscape Review Committee, based on the discussions and recommendations staff had received from the committee in previous meetings. Associate Planner Darnell described each proposed change, as they were described in the staff report.

Committee Member Kearns asked about the requirement to provide irrigation information, and whether the City should require full irrigation plans be required. Associate Planner Darnell stated that past discussions with the committee had resulted in the City allowing for notes on landscape plans stating that irrigation systems will be provided and not a full plan. The committee discussed the irrigation requirement and decided to continue to allow just a note that irrigation systems be provided.

Committee Member Kearns asked whether the length of time that a resident has to replace a tree could be added to the Trees chapter. Committee Member Caughran and Gunter agreed that this language should be added. Associate Planner Darnell stated that the length of time had often been included as a condition of approval, but that the specific timeframe could be added to the tree removal/replacement section of the zoning ordinance.

Committee Member Kearns asked about the type of information required to be submitted with street tree removal requests, and whether the City could require a quote to include costs associated with the removal and replacement up front. Committee Member Gunter stated that this had been discussed at a previous meeting and was a good idea to provide the resident with more information upfront. Committee Member Kearns stated that this would help with residents understanding the full scope of what would be required of them to remove and replace a tree. Committee Member Gunter stated that it could be added to the information required to be submitted with a tree removal application. Associate Planner Darnell stated that this information could be required. Committee Member Kearns stated that this would potentially reduce the number of applications that go through review and then are never removed.

Associate Planner Darnell stated that, if the committee was comfortable with the proposed changes, they could recommend that the Planning Commission formally review and consider the proposed zoning text amendments to the Trees and Landscaping chapters of the McMinnville Zoning Ordinance. Committee Member Gunter moved that the committee recommend the amendments to be considered by the Planning Commission. Committee Member Kearns seconded. With no further discussion, the Landscape Review Committee members voted to approve the recommendation unanimously.

#### **4. Discussion Items:**

There were no discussion items on the agenda.

#### **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 1:18 PM.



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## **EXHIBIT 3 - STAFF REPORT**

**DATE:** February 15, 2017  
**TO:** Landscape Review Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Agenda Item 4A: L 1-17

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### **Report in Brief:**

An application for a landscape plan for a wireless facility installation (L 1-17) 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 proposed to be constructed on the property located at 3950 SE Three Mile Lane. The subject property is adjacent to the McMinnville Municipal Airport, and is more specifically described as Tax Lot 101, Section 26, T. 4 S., R. 4 W., W.M.

### **Discussion:**

The subject property is zoned M-2 (General Industrial). The applicant is proposing to construct a wireless communications tower within an area of the subject property that is already developed and is an existing paved area. The tower and associated infrastructure will be installed in an area on the southern portion of the property, behind an existing building which fronts Three Mile Lane. The tower and associated infrastructure will be located near the east property line, and the property to the east is owned by the City of McMinnville and serves as property associated with the McMinnville Municipal Airport. The area where the tower will be constructed can be seen below as a red outlined area (wireless tower area not shown to scale):

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*Attachments:*  
*Application*  
*Decision Document*



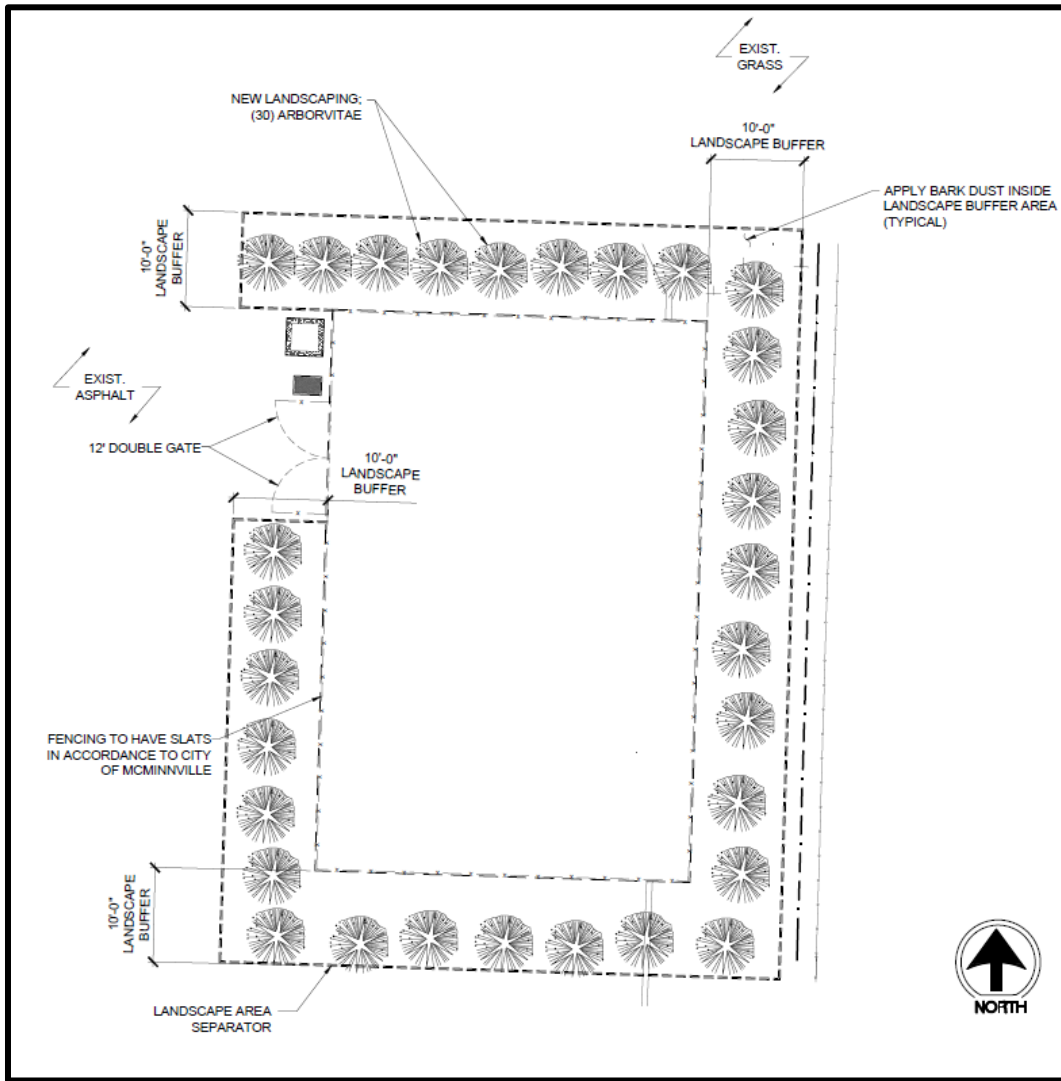
There are two tests in the McMinnville Zoning Ordinance for landscaping around a wireless facility installation: 1) the Landscaping Chapter; and 2) the Wireless Communication Facilities Chapter.

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 in accordance with Section 17.57.050(A) (Area Determination – Planning Factors). 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) (Design Standards) 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 (6) foot sight-obscuring fence that is required by Section 17.55.050(B) (Design Standards) around the site. The applicant is also proposing to install arborvitae around the entire perimeter, except in the area that is required for access and utilities. The proposed landscaping meets the landscaping requirements of the Wireless Communications Facilities chapter.

In reviewing a landscape plan, Section 17.57.050(B) (Area Determination – Planning Factors) of the McMinnville Zoning Ordinance requires the Landscape Review Committee to also 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 building fronting Three Mile Lane and around the parking areas on the site. The specific site

on which the tower is being located is immediately adjacent to the McMinnville Municipal Airport and the adjacent property is under different ownership. Therefore, the inclusion of arborvitae on all sides of the wireless communications facility is extremely important to provide adequate screening from 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 on all sides through the use of a sight-obscuring fence and the proposed arborvitae plantings. As shown on the landscape plan, the arborvitae are spaced between four (4) and six (6) feet on center. The species of arborvitae being proposed, *Thuja occidentalis* 'Nigra', has a canopy width of three (3) to four (4) feet. Therefore, staff is suggesting that a condition of approval be included that requires the arborvitae to be spaced three (3) feet on center around the entire perimeter of the wireless communications facility to ensure a full screening effect at plant 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.

None of the existing trees and landscaping on the site in question will be impacted.

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.

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, 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:**

Staff has developed conditions of approval that would better meet 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 arborvitae, specifically *Thuja occidentalis* 'Nigra', in the locations shown on the landscape plan dated January 12, 2017. The arborvitae shall be planted three (3) feet on center around the entire perimeter of the wireless communications facility to ensure a full screening effect at plant maturity.
2. 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.

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



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<b>Office Use Only:</b>	
File No.	<u>L 1-17</u>
Date Received	<u>1-5-16</u>
Fee	<u>140.<sup>00</sup></u>
Receipt No.	<u>17m004</u>
Received by	<u>SP</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 Kit & Caralee Johnston Phone 503-474-7771  
*(If different than above)*

Contact Name Kit Johnston Phone 503-474-7771

Address 11320 SE Lafayette Hwy

City, State, Zip Dayton, OR 97114

Contact Email kitpjohnston@msn.com

### Site Location and Description

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

Property Address 3950 SE Three Mile Lane

Assessor Map No. R442600101 - Total Site Area 2,400 sq. ft.

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

Comprehensive Plan Designation Industrial Zoning Designation M-2, General Industrial

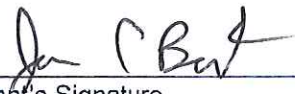
**Landscaping Information**

1. Total Landscaped Area: 2,215 sq. feet in site area
2. Percent Landscaped: Approximately 92%
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

1-5-17  
Date

  
Property Owner's Signature

10 25 16  
Date

RECEIVED

JAN 05 2017

COMMUNITY DEVELOPMENT  
CENTER

**WORTMAN WIRELESS TELECOMMUNICATIONS FACILITY  
LANDSCAPE PLAN REVIEW NARRATIVE**

**1. GENERAL INFORMATION**

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**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 28<sup>th</sup> Ave., #104  
Portland, OR 97232  
(503) 327-6448  
jim.barta@kdcarchitects.com

**Property Owner:** Kit & Caralee Johnston  
11320 SE Lafayette Hwy  
Dayton, OR 97114

**Project Address:** 3950 SE Three Mile Lane  
McMinnville, OR 97128

**Zoning Classification:** M-2, General Industrial

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

## **PROPOSAL**

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### **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 40 ft. X 60 ft. lease area on the subject property.

### **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 the west side of the equipment enclosure area due to the location of a hangar door on the south elevation of the building located to the north of the equipment enclosure. A 10-foot buffer on the west side will impede access to the hangar door. P.I. proposes a 5-foot wide landscape buffer on the west side of the equipment area.*

*Due to existing building locations and the location of the proposed equipment area, the reduced landscape buffer on the west side of the equipment area will have minimal impact.*

*In order to meet the intent of the code, P.I. proposes an additional 5-foot of proportional landscape buffer on the north and south sides of the equipment area, for a total landscape buffer of 15-feet on the north and south sides of the equipment area.*

*The proposed landscape buffer dimensions for the facility are:*

- 10-foot buffer east
- 15-foot. buffer north and south
- 5-foot. buffer west.

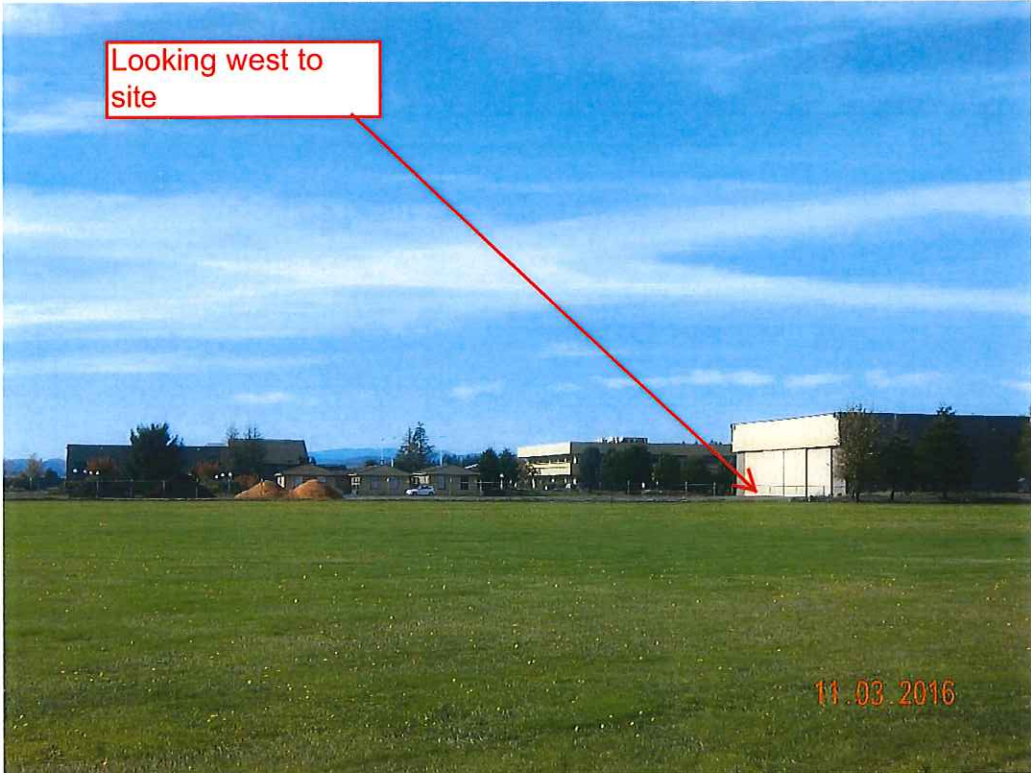
*The attached photos show views of the subject site from all directions.*

Attachments:

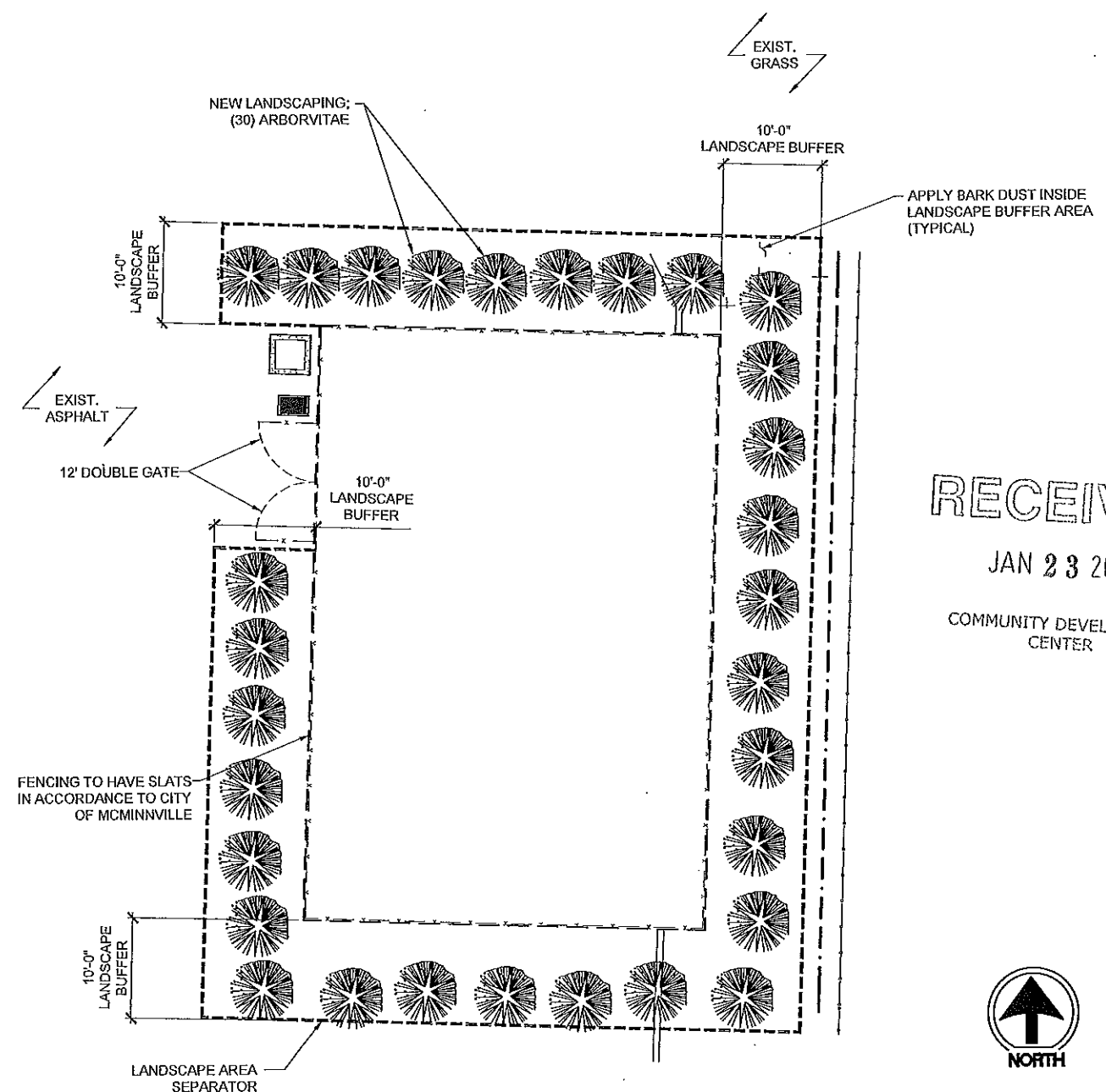
Exhibit 1 - Photos to site



# Exhibit 1







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 JAN 23 2017  
 COMMUNITY DEVELOPMENT  
 CENTER



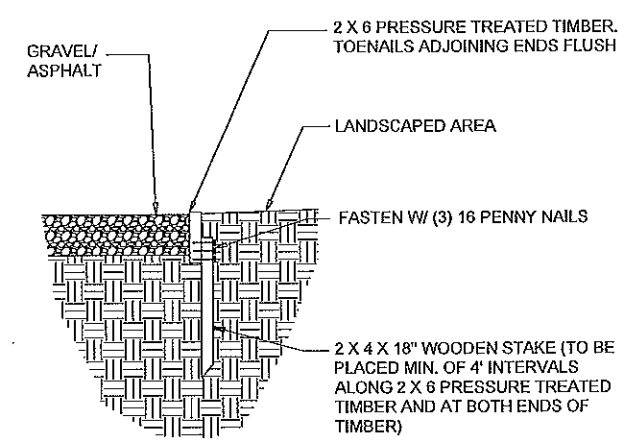
LANDSCAPE SCHEDULE							
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY	DROUGHT	ULT. SIZE	COMMENTS
	ARBORVITAE THUJA NIGRA	DARK AMERICAN	1 GAL	30	●●●	5' - 6' HIGH 3' - 4' WIDE	DARK GREEN EVERGREEN - INTENDED FOR SCREENING PURPOSES GROWTH TO 3'-4' WIDE

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

LANDSCAPE PLAN 3

LANDSCAPE NOTES

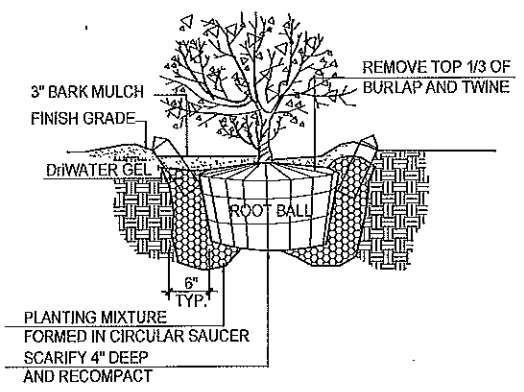
- ALL NEW LANDSCAPING IS NATIVE AND DROUGHT TOLERANT MATERIAL AND WILL BE MAINTAINED DURING THE PLANT ESTABLISHMENT PERIOD UNDER A THREE YEAR MAINTENANCE AGREEMENT WITH LANDSCAPE CONTRACTOR.
- CONTRACTOR SHALL THOROUGHLY WATER PLANTING HOLE AND PLANT AT INSTALLATION.
- FURNISH CONTAINERIZED WATER IN THE FOLLOWING AMOUNTS:  
 4" POT: 1 QUART / PLANT  
 5 GALLON: 5 QUARTS / PLANT  
 2" CALIP. TREE &  
 5-6' ARBORVITAE: 10-12 QUARTS / PLANT
- CONTRACTOR SHALL INSPECT TUBES 30 DAYS AFTER INSTALLATION AND EVERY 15 DAYS UNTIL FINAL ACCEPTANCE OF WORK. REPLACE WATER GEL PACKS AS NEEDED DURING INSPECTIONS.
- CONTRACTOR SHOULD INSPECT TUBES EVERY 30 DAYS AND REPLACE GEL PACKS AS NEEDED DURING DRY WEATHER FOR AT LEAST ONE COMPLETE YEAR INCLUDING THE FIRST COMPLETE SEASON AFTER INSTALLATION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR WARRANTY AND MAINTENANCE FOR THE LANDSCAPING FOR THREE YEARS, INCLUDING PLANT ESTABLISHMENT PERIOD. CONTRACTOR SHALL PROVIDE PERIODIC DRY PERIOD WATERING AS NEEDED.
- CONTRACTOR SHALL PLACE MEDIUM GRIND BARK MULCH AROUND ALL PLANTS IN THE LANDSCAPE BUFFER AND SHALL REPLACE IT DURING MAINTENANCE VISITS.



NOTE:  
 AGGREGATE GRADE AND LANDSCAPE GRADE TO BE ESTABLISHED SIMULTANEOUSLY. CONTRACTOR WILL INSTALL TREATED TIMBER SEPARATOR BETWEEN ALL LANDSCAPE AND GRAVEL SURFACE AREAS.

22'x34" SCALE: NOT TO SCALE  
 11'x17" SCALE: NOT TO SCALE

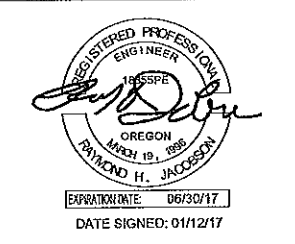
AREA SEPARATION 2



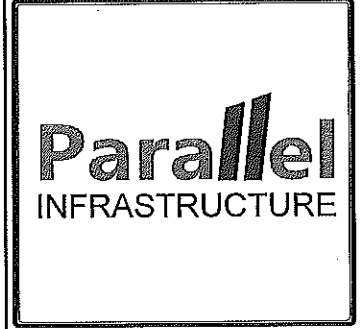
NOTE:  
 SET ROOTBALL 1" ABOVE FINISH GRADE. REMOVE BURLAP FROM TOP 1/3 OF ROOTBALL. CUT ALL STRINGS.

SHRUB DETAIL 1

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



No.	Date	Revision
A	11/28/16	90% CD REVIEW SET
B	11/30/16	100% CD REVIEW SET
0	01/12/18	100% FINAL CD SET
1	-	-
2	-	-
3	-	-
4	-	-



Project Info:  
 OR1  
 SPRUCE GOOSE  
 3950 SE THREE MILE LANE  
 MCMINNVILLE, OR 97128

Drawing Title:  
 LANDSCAPE PLAN

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

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.



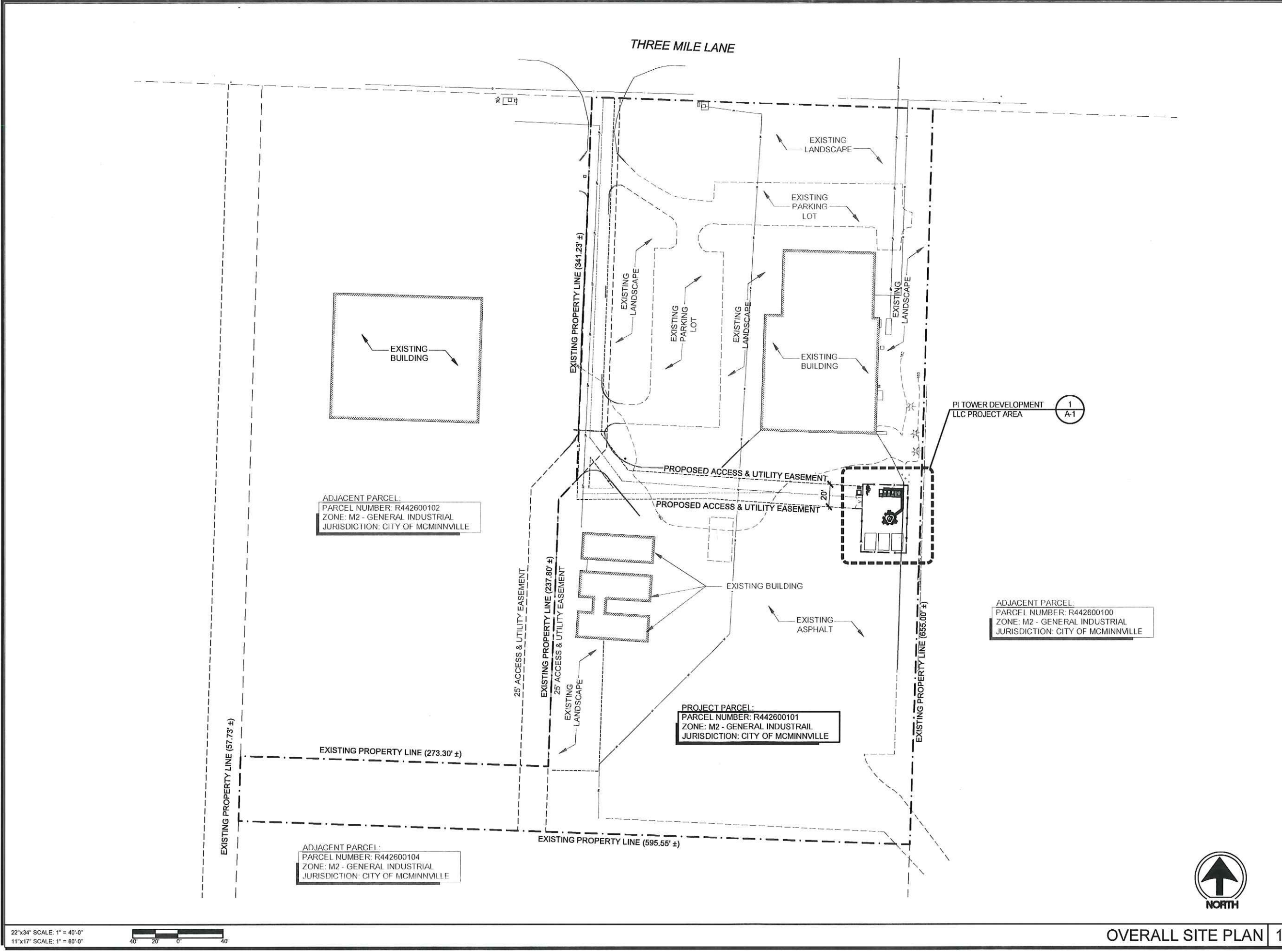
No.	Date	Revision
A	11/28/16	90% CD REVIEW SET
B	11/30/16	100% CD REVIEW SET
0	01/05/16	100% FINAL CD SET
1	-	-
2	-	-
3	-	-
4	-	-



Project Info:  
**OR1**  
**SPRUCE GOOSE**  
 3950 SE THREE MILE LANE  
 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



22"x34" SCALE: 1" = 40'-0"  
 11"x17" SCALE: 1" = 80'-0"  
 40' 20' 0' 40'



OVERALL SITE PLAN 1

DECISION DOCUMENT – 3950 SE THREE MILE LANE

DECISION, CONDITIONS OF APPROVAL AND FINDINGS OF FACT OF THE MCMINNVILLE LANDSCAPE REVIEW COMMITTEE FOR APPROVAL OF LANDSCAPE PLAN FOR A WIRELESS COMMUNICATIONS FACILITY AT 3950 SE THREE MILE LANE

- DOCKET:** L 1-17
- REQUEST:** The applicant requested the approval of a landscape plan for required landscaping around a wireless communications tower and associated infrastructure. Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.030 of the McMinnville Zoning Ordinance.
- LOCATION:** The property in question is located at 3950 SE Three Mile Lane. The subject property is adjacent to the McMinnville Municipal Airport, and is more specifically described as Tax Lot 101, Section 26, T. 4 S., R. 4 W., W.M
- ZONING:** The subject site is designated as Industrial on the McMinnville Comprehensive Plan Map, and is zoned M-2 General Industrial.
- APPLICANT:** Jim Barta, P.I. Tower LLC
- STAFF:** Chuck Darnell, Associate Planner
- DECISION-MAKING BODY:** McMinnville Landscape Review Committee
- DATE & TIME:** February 15, 2017. Meeting was held at the Community Development Center, 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128.
- COMMENTS:** Department comments.

DECISION AND CONDITIONS OF APPROVAL

DECISION

Based on the findings and conclusions, the Landscape Review Committee recommends **APPROVAL** of the landscape plan (L 1-17) **subject to the conditions of approval below.**

//  
**DECISION: APPROVAL WITH CONDITIONS**  
//

Planning Staff: \_\_\_\_\_  
Chuck Darnell, Associate Planner

Date: \_\_\_\_\_

Planning Director: \_\_\_\_\_  
Heather Richards

Date: \_\_\_\_\_

### **CONDITIONS OF APPROVAL**

The following conditions of approval shall be required:

1. That the applicant install arborvitae, specifically Thuja occidentalis 'Nigra', in the locations shown on the landscape plan dated January 12, 2017. The arborvitae shall be planted three (3) feet on center around the entire perimeter of the wireless communications facility to ensure a full screening effect at plant maturity.
2. 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.

### **COMMENTS**

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

### **ATTACHMENTS:**

1. Application for Landscape Plan Review
2. Other Department Comments

## **FINDINGS OF FACT**

The following sections of the McMinnville Comprehensive Plan are applicable to this request:

### **INDUSTRIAL DEVELOPMENT**

**GOAL IV 6: TO INSURE INDUSTRIAL DEVELOPMENT THAT MAXIMIZES EFFICIENCY OF LAND USES, THAT IS APPROPRIATELY LOCATED IN RELATION TO SURROUNDING LAND USES, AND THAT MEETS NECESSARY ENVIRONMENTAL STANDARDS.**

Policy 54.00: The City of McMinnville shall establish industrial planned development ordinances which shall be placed over the future industrial areas designated on the McMinnville Comprehensive Plan Map, the industrial reserve area, and certain existing industrially designated areas within the city limits. The overlay shall also be applied to any areas which are in the future designated for future industrial use through an amendment to the comprehensive plan map. The overlays shall provide standards to control the nuisance and negative environmental effects of industries. These controls shall cover, but not be limited to, the following areas:

1. Landscaping and screening
2. Noise suppression
3. Light and heat suppression
4. Pollution control for air, water, and land
5. Energy impacts
6. Traffic impacts

The following sections of the McMinnville Zoning Ordinance are applicable to this request:

### **WIRELESS COMMUNICATIONS FACILITIES**

17.55.010 Purpose. The purpose of this chapter is to establish appropriate locations, site development standards, and permit requirements to allow for the provision of wireless communications services to the residents of the City. Such siting is intended to occur in a manner that will facilitate the location of various types of wireless communication facilities in permitted locations consistent with the residential character of the City, and consistent with land uses in commercial and industrial areas.

The prevention of the undue proliferation and associated adverse visual impacts of wireless communications facilities within the City is one of the primary objectives of this chapter. This chapter, together with the provisions of the Uniform Building Code, is also intended to assist in protecting the health, safety, and welfare of the citizens of McMinnville.

#### 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.



## LANDSCAPING

17.57.010 Purpose and intent. The purpose and intent of this chapter is to enhance the appearance of the city by encouraging quality landscaping which will benefit and protect the health, safety, and welfare of the general public. By relating all the requirements of the zoning ordinance to the project in one review procedure, the review will assist the developer in integrating the uses of the property with the landscaping, will relate the project to surrounding property uses in existence or projected, and will attempt to minimize project costs. The landscaping provisions in Section 17.57.050 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020.

### 17.57.030 Plans—Submittal and review—Approval—Time limit for completion.

- A. At the time the applicant applies for a building permit, he shall submit, for the Landscape Review Committee, five copies of a landscaping and plot plan. If the plot plan and landscaping plan are separate documents, five copies of each shall be submitted. These may be submitted to the Building Department to be forwarded to the Planning Department.
  - 1. The applicant will receive approval solely for the landscaping plan prior to applying for a building permit, if he submits the above documents for review in accordance with these provisions. No building permit shall be issued until the landscaping plan has been approved.
  - 2. The landscaping plan may be used as the plot plan required for a building permit, provided all information required for a building permit is provided;
- B. Landscaping review shall occur within ten working days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although his presence shall not be necessary for action to be taken on the plans. A failure to review within ten working days shall be considered as approval of the plan;
- C. The landscaping plan shall be approved if it is found to be compatible with the purpose, intent, and requirements of this chapter. Approval of the landscaping plan shall be indicated upon the plot plans. Any modifications shall be specified on the plans and agreed to in writing by the applicant prior to the issuance of a building permit. One copy of said approved plan shall be retained by the Planning Department and included within the permanent file;

### 17.57.050 Area Determination—Planning factors.

- A. Landscaping shall be accomplished within the following ranges:
  - 1. Industrial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
- B. The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
  - 1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.
  - 2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.
  - 3. The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.
  - 4. The development and use of islands and plantings therein to break up parking areas.
  - 5. The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.
  - 6. Suitable watering facilities or irrigation systems must be included in or near all planted areas;

C. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

17.57.060 Zones where required. Landscaping shall be required in the following zones except as otherwise noted:

- A. R-4 (Multiple-Family Residential zone, except the construction of a Single-Family or Two-Family Residential unit);
- B. C-1 (Neighborhood Business zone);
- C. C-2 (Travel Commercial zone);
- D. C-3 (General Commercial zone);
- E. O-R (Office/Residential zone);
- F. M-L (Limited Light Industrial zone);
- G. M-1 (Light Industrial zone);
- H. M-2 (General Industrial zone).

## CONCLUSIONARY FINDINGS OF APPROVAL

The Landscape Review Committee's responsibility regarding this type of application is to review the proposed landscape plan and determine whether the plan meets the required review criteria, and to render a decision to approve, approve with conditions, or deny the landscape plan.

### Comprehensive Plan Policies

*Finding:* The Comprehensive Plan states that industrial development shall be located appropriately to be compatible with surrounding uses. Landscaping is a standard that is listed in the Comprehensive Plan as one way to mitigate the effects of industrial developments. Landscaping is proposed to be installed with this industrial development, and is proposed to meet the minimum requirements of the McMinnville Zoning Ordinance, which will be discussed in more detail below.

### Review Criteria

*Criteria:* 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.

*Finding:* The applicant's proposal includes a sight-obscuring fence that will be constructed to be six feet in height. The applicant is also proposing to surround the fenced area with arborvitae within a landscaped strip ten (10) feet in width. These treatments meet the minimum requirements of the Wireless Communications Facilities chapter, but staff is suggesting a condition of approval that condenses the arborvitae plantings to better meet the purpose and intent of the Landscaping chapter. That condition of approval will be discussed in more detail below.

*Criteria:* In industrial zones, at least seven (7) percent of the area being developed must be landscaped.

*Finding:* The overall size of the area being developed is 2,088 square feet. Of that area, 938 square feet will be landscaped area, which amounts to nearly 45 percent of the area being developed being landscaped area.

*Criteria:* The landscape plan is compatible with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

*Finding:* 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 building fronting Three Mile Lane and around the parking areas on the site. The specific site on which the tower is being located is immediately adjacent to the McMinnville Municipal Airport and the adjacent property is under different ownership. Therefore, the inclusion of arborvitae on all sides of the wireless communications facility is extremely important to provide adequate screening from adjacent uses.

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

*Finding:* The proposed use will be screened on all sides through the use of a sight-obscuring fence and the proposed arborvitae plantings. As shown on the landscape plan, the arborvitae are spaced between four (4) and six (6) feet on center. The species of arborvitae being proposed, *Thuja occidentalis* 'Nigra', has a canopy width of three (3) to four (4) feet. Therefore, staff is suggesting that a condition of approval be included that requires the arborvitae to be spaced three (3) feet on center around the entire perimeter of the wireless communications facility to ensure a full screening effect at plant maturity.

*Criteria:* The plan includes 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.

*Finding:* None of the existing trees and landscaping on the site in question will be impacted.

*Criteria:* The plan includes the development and use of islands and plantings therein to break up parking areas.

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

*Criteria:* The plan includes 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.

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

*Criteria:* Suitable watering facilities or irrigation systems must be included in or near all planted areas.

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

**CONCLUSION:** Based upon the submitted plans, materials, and the proposed findings, staff believes that the proposed landscape plan meet the necessary criteria to be approved. The conditions of approval included herein will ensure that the landscaping of the site will better meet the purpose and intent of the McMinnville Zoning Ordinance. Staff supports the landscape plan, with the conditions of approval included herein, as it is consistent with all applicable City policies, rules, and regulations.

CD:sjs



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

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

## **EXHIBIT 4 - STAFF REPORT**

**DATE:** February 15, 2017  
**TO:** Landscape Review Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Agenda Item 4B: L 2-17

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### **Report in Brief:**

An application for a landscape plan for a new industrial building (L 2-17) to be reviewed by the Landscape Review Committee.

### **Background:**

The applicant, Aaron Baker on behalf of WCT Property Management, submitted a landscape plan review application to install landscaping around a new industrial building that is proposed to be constructed on the property located at 1270 NE Alpha Drive. The subject property is more specifically described as Tax Lot 2400, Section 15C, T. 4 S., R. 4 W., W.M.

### **Discussion:**

The subject property is zoned M-2 General Industrial. The applicant is proposing to construct a new industrial building that will be located on the northeast corner of NE Alpha Drive and NE Riverside Drive. The area where the building will be constructed can be seen below as a red outlined area:

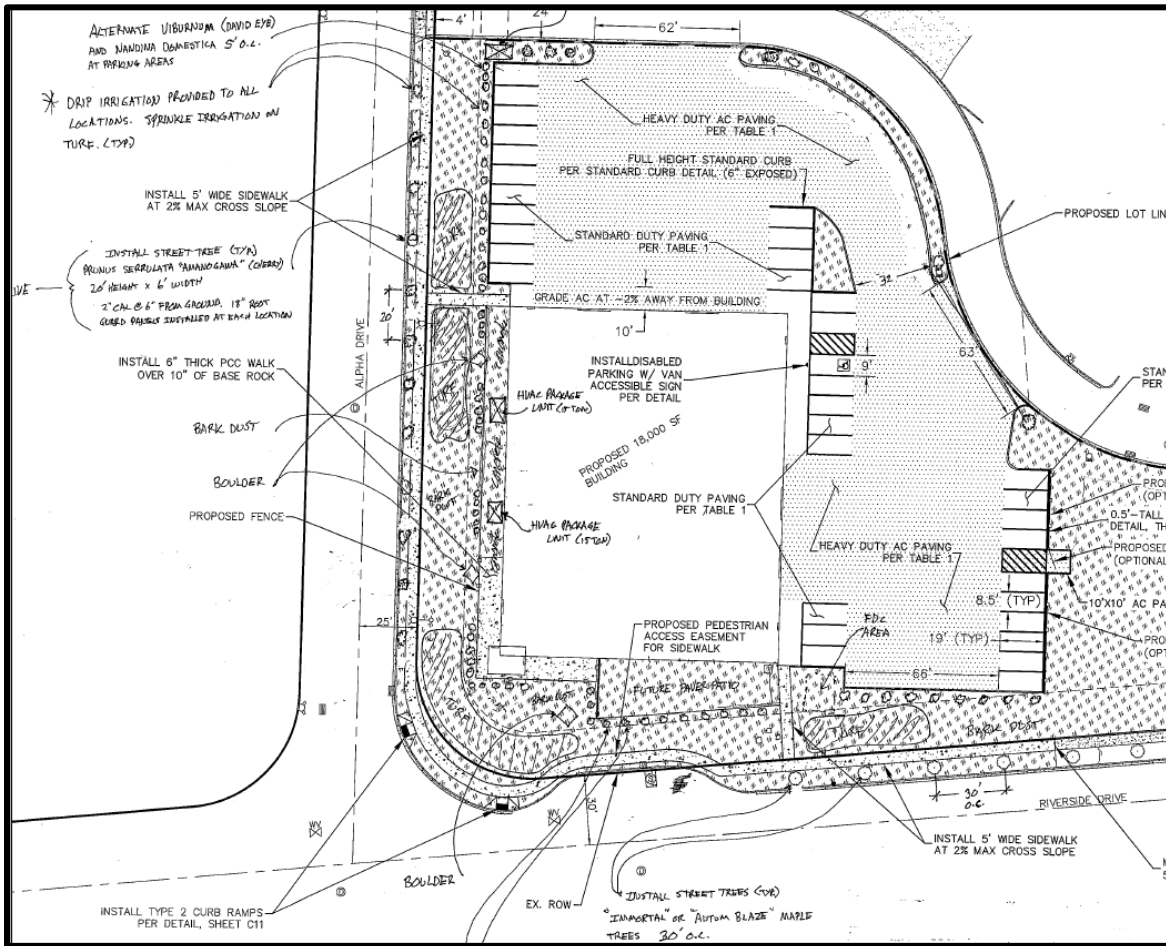
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*Attachments:*  
*Application*  
*Decision Document*



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 slightly over fifteen (15) percent of the portion of the site being developed as landscaped area.

The landscaping being proposed 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 also consider the following factors:

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

The site on which the new industrial building will be constructed is currently vacant, but the proposed building will be located on the same lot as an existing industrial building to the east. That building, as well as others on abutting properties, are well landscaped with trees screening parking areas and perimeter plantings around buildings and property lines. The specific location of the proposed building is on a corner, so all sides of the building and associated parking areas will be visible from public right-of-way.

The applicant is proposing to install street trees along NE Alpha Drive and NE Riverside Drive. There are overhead utility wires on NE Alpha Drive, so the applicant is proposing to install *Prunus serrulata* 'Amanogawa' (Amanogawa Cherry) trees along NE Alpha Drive. The Amanogawa Cherry tree is not specifically listed on the McMinnville Street Tree List, but it is a flowering cherry tree and other varieties of flowering cherry are listed on the McMinnville Street Tree List. The Amanogawa Cherry is a columnar tree that grows to a mature height of 20-25 feet and a canopy width of 5-10 feet. Based on those sizes, the McMinnville Zoning Ordinance defines the Amanogawa Cherry as a small or narrow stature tree, and requires that the trees be spaced no greater than 20 feet apart (Section 17.58.090 (C)). The landscape plan as proposed shows the trees being planted 20 feet apart, which meets the

zoning ordinance requirement. The applicant is proposing to install maple trees, either 'Immortal' or *Acer freemanii* 'Autumn Blaze', along NE Riverside Drive, spaced at 30 feet, to be consistent with existing street tree plantings to the east. Staff is suggesting that the species on NE Riverside Drive be Autumn Blaze maples as that species is listed on the McMinnville Street Tree List.

The remainder of the site is proposed to be landscaped along the building perimeter and along the edges of the parking lots that will be most visible from the public right-of-way. The applicant is proposing to install *Viburnum davidii* (David Viburnum) and *Nandina domestica* (Heavenly Bamboo) in those areas. The applicant is also proposing to install landscape boulders in areas to provide for additional visual interest.

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 on the sides most visible from the public right-of-ways by a combination of fencing and landscaping. Sight-obscuring fencing will be installed around areas on the west and south side of the building to screen required mechanical equipment. David Viburnum and Heavenly Bamboo will be installed along the perimeter of the parking areas that will be adjacent to NE Alpha Drive and NE Riverside Drive, as well as along the perimeter of the building. The David Viburnum will grow to a height of 5 feet and a spread of 6 feet, and the Heavenly Bamboo will grow to a height of 3-8 feet and a spread of 2-4 feet. The proposed alternating planting of these two species, along with the proposed street tree plantings, will provide for a full landscaped screening along the parking lot and building perimeters.

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 on the site to be preserved. The site is basically flat and the existing grade will be maintained.

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

The landscape plan does not include substantial landscape islands in the parking areas, but the parking areas on the site are fairly well spread out throughout the site. There is not a large expanse of parking areas in any single location on the site, which reduces the visual impact of the parking areas without breaking them up with additional landscaping. The applicant is proposing to install sod in planters along the access drive on the north side of the site, as well as one planter off of the northeast corner of the building that will separate the parking areas on the north side of the site from the south side of the site.

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.

The landscape plan includes the installation of street trees along NE Alpha Drive and NE Riverside Drive. The species of trees being proposed are on the McMinnville Street Tree List, and will be planted to meet the minimum spacing requirements based on mature canopy width. Outside of the street trees, there are no new trees associated with the proposed use. The landscaping that is being proposed will be David Viburnum and Heavenly Bamboo, which serve the purpose of providing screening of the proposed use from adjacent properties and public right-of-ways.

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

Drip line irrigation will be provided for the planted areas, as identified on the landscape plan.

The Landscape Review Committee must also ensure that the proposed street trees plantings meet the street tree standards as defined in Section 17.58.080 of the McMinnville Zoning Ordinance. As discussed above, the species being proposed are on the McMinnville Street Tree List, will be spaced appropriately based on their mature canopy width, and will be planted in curbside planting strips as required of new industrial development. In addition, staff has included recommended conditions of approval to ensure that the planting of the street trees will meet the required street tree standards.

**Fiscal Impact:**

None.

**Recommendation:**

Staff has developed conditions of approval that would better meet 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 shall install landscaping as shown on the submitted landscape plan received by the Planning Department on February 8, 2017.
2. The species of street trees approved to be planted is *Prunus Serrulata* 'Amanogawa' (Amanogawa Cherry) along NE Alpha Drive and *Acer freemanii* 'Autumn Blaze' (Autumn Blaze maple) along NE Riverside Drive. The trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade.
3. That the applicant shall install the street trees along NE Alpha Drive 20 feet apart on center, and the street trees along NE Riverside Drive 30 feet apart on center, as shown on the landscape plan received by the Planning Department on February 8, 2017.
4. All trees shall be healthy grown nursery stock with a single straight trunk, a well developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.
5. That the street 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 maintain the clearance around the fire hydrant on the south property line, fronting NE Riverside Drive, as required by McMinnville Water and Light.
7. 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 street tree planting inspection prior to backfilling.



8. 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.

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

CD



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

<b>Office Use Only:</b>	
File No.	<u>L 2-17</u>
Date Received	<u>1-9-17</u>
Fee	<u>140.<sup>00</sup></u>
Receipt No.	<u>17M0006</u>
Received by	<u>[Signature]</u>

## Landscape Plan Review Application

### Applicant Information

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

Applicant Name Aaron Baker Phone 503-550-4692

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

Address 1346 SW Gilman St.

City, State, Zip McMinnville OR 97128

Contact Email abc remodel@gmail.com

### Property Owner Information

Property Owner Name LOCT Property Management Phone 971-237-6233-Rolf  
*(If different than above)*

Contact Name Klaus Hagelganz Phone 503-560-0343-Klaus

Address 1840 NW St. Andrews

City, State, Zip McMinnville OR 97128

Contact Email rolfy.rh@gmail.com

### Site Location and Description

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

Property Address 1300 NE Alpha Dr., McMinnville, OR 97128

Assessor Map No. R4 415 -C -02400 Total Site Area 2.35 ACRES

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot 2400

Comprehensive Plan Designation Unl. Zoning Designation ~~Industrial~~ M-2

Tax Lot 2400, section 15C, T.4S., R. 4W., W.M.

**Landscaping Information**

1. Total Landscaped Area: 15,355 SF of 102,366 SF.
2. Percent Landscaped: ~~15%~~ zone requires only 7%
3. Building Floor Area:  
New Structure: 18,000 Existing Structure: NA Addition: NA
4. Architect Name Aaron Baker Phone 503-550-4692  
(Landscape Architect; Engineer; or Other Designer)  
Contact Name Aaron Baker Phone " " "  
Address 1396 SW G. Larr St  
City, State, Zip McMinnville OR 97128  
Contact Email abc remodel@gmail.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

11-11-16  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

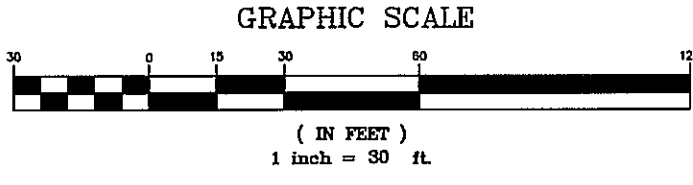
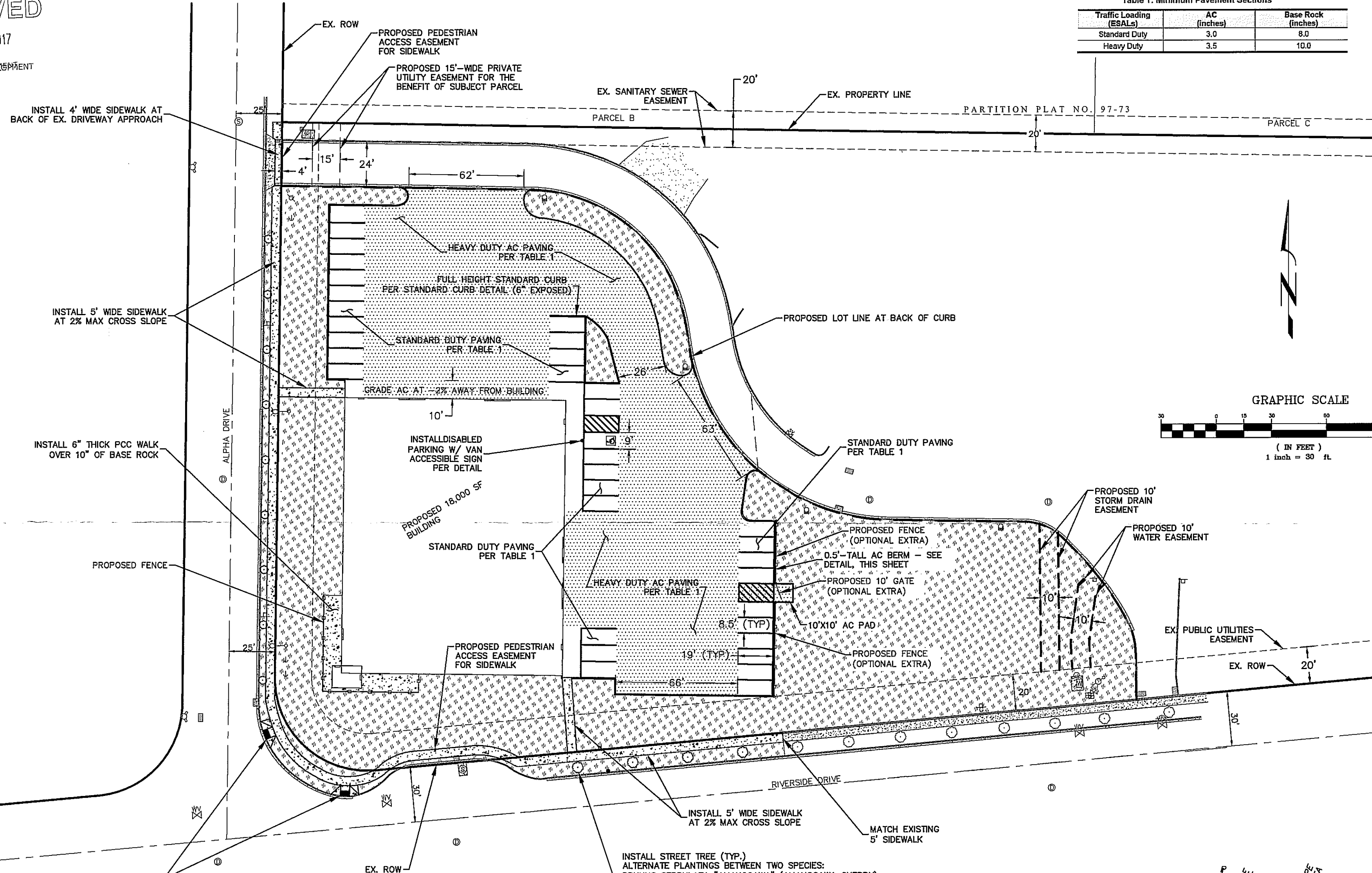
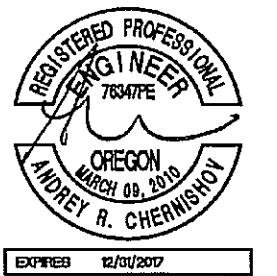
RECEIVED

JAN-09 2017

COMMUNITY DEVELOPMENT CENTER

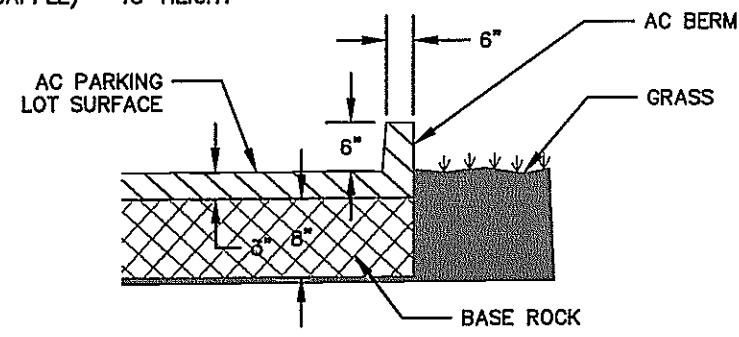
Table 1: Minimum Pavement Sections

Traffic Loading (ESALs)	AC (Inches)	Base Rock (Inches)
Standard Duty	3.0	8.0
Heavy Duty	3.5	10.0



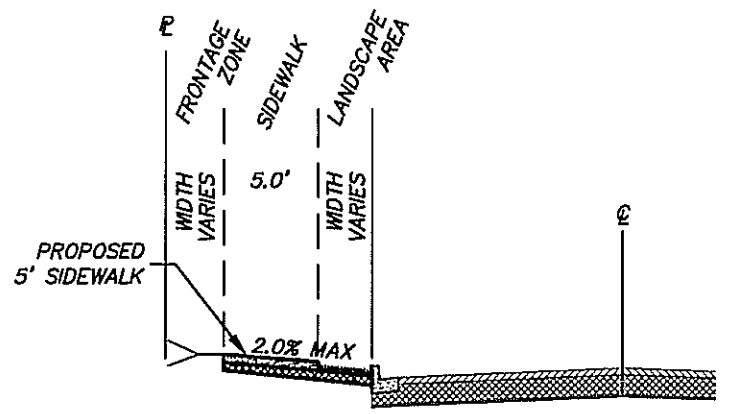
PROPOSED SITE PLAN

SCALE: 1" = 30'



AC BERM DETAIL

SCALE: NTS



TYPICAL SIDEWALK SECTION

SCALE: NTS

H B H  
 2316 Portland Road, Suite H  
 Newberg, Oregon 97132  
 Consulting 503/554-9553 fax 503/537-9554  
 Engineers email: mail@hbh-engineers.com

REV.	DATE	DESCRIPTION

WORLD CLASS PROPERTY MANAGEMENT  
 1300 NE ALPHA DRIVE, MCMINNVILLE, OR 97128  
**WORLD CLASS TECHNOLOGY**  
 MCMINNVILLE, OREGON  
**SITE PLAN**

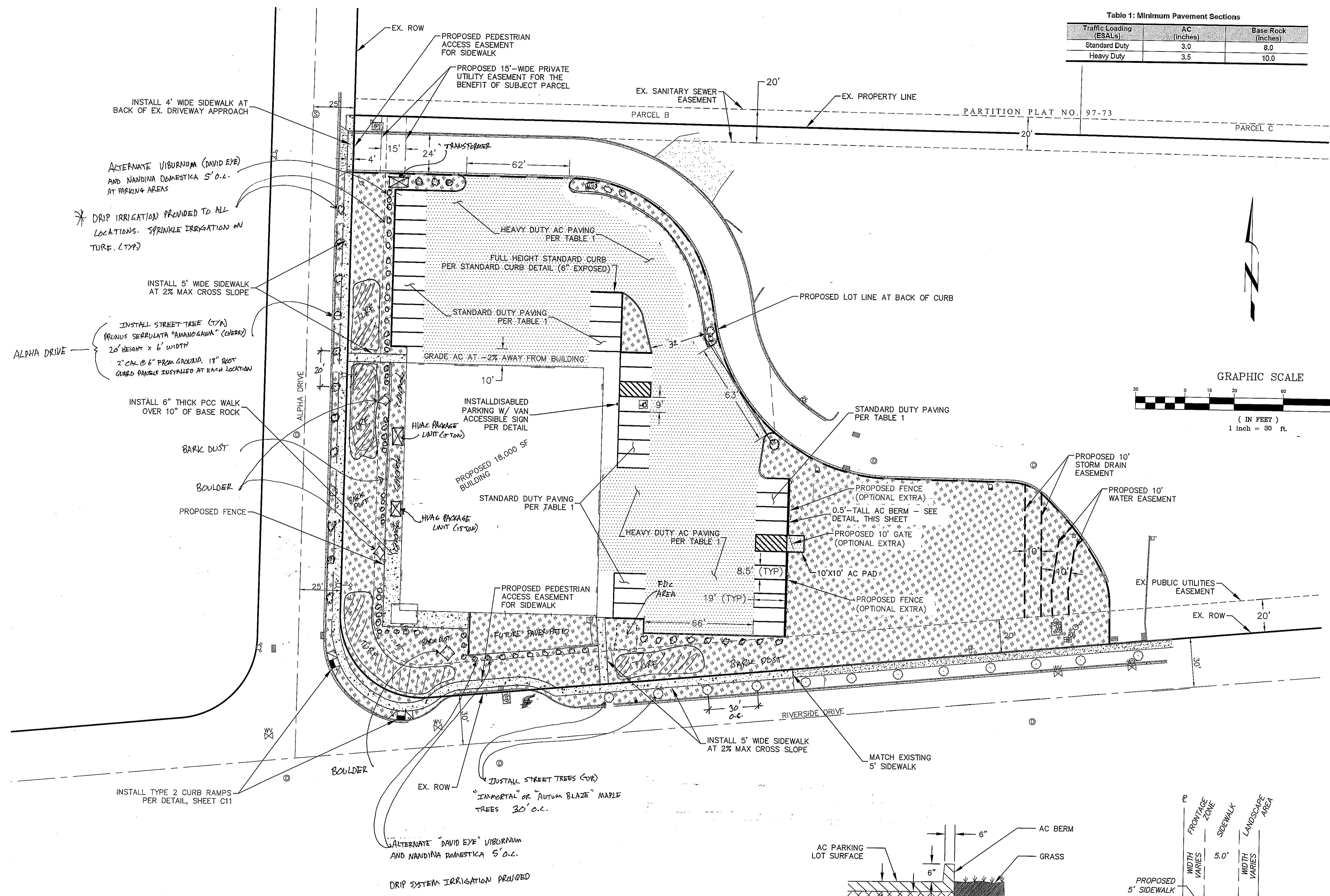
Sheet No. **C-4**  
 Date **12-23-16**  
**2016-005**

4 of 17

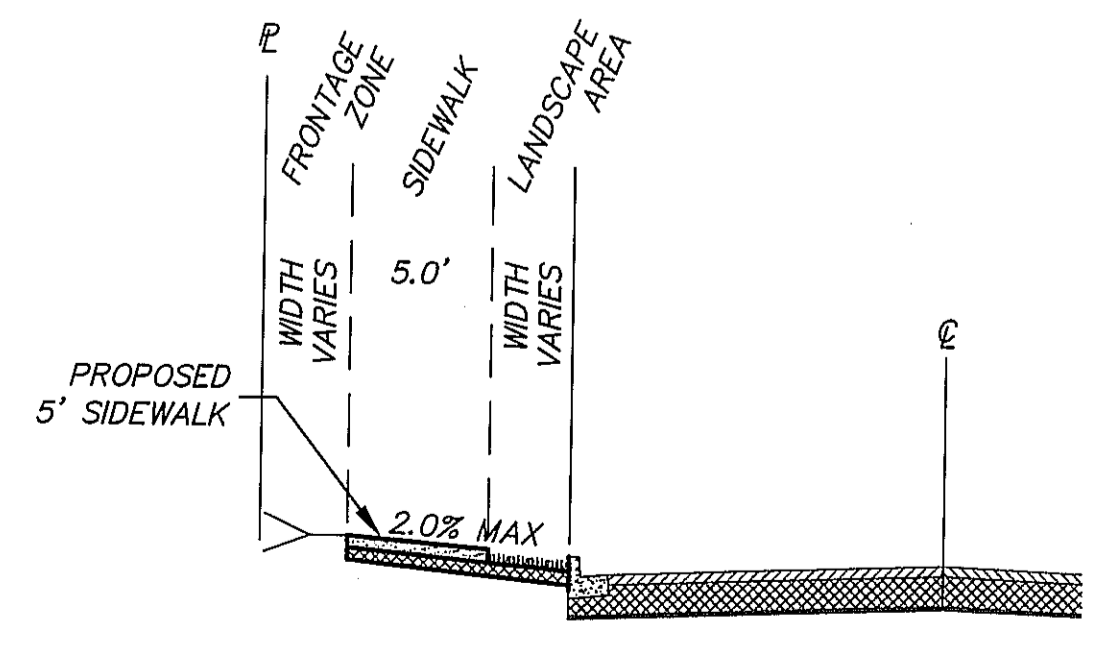
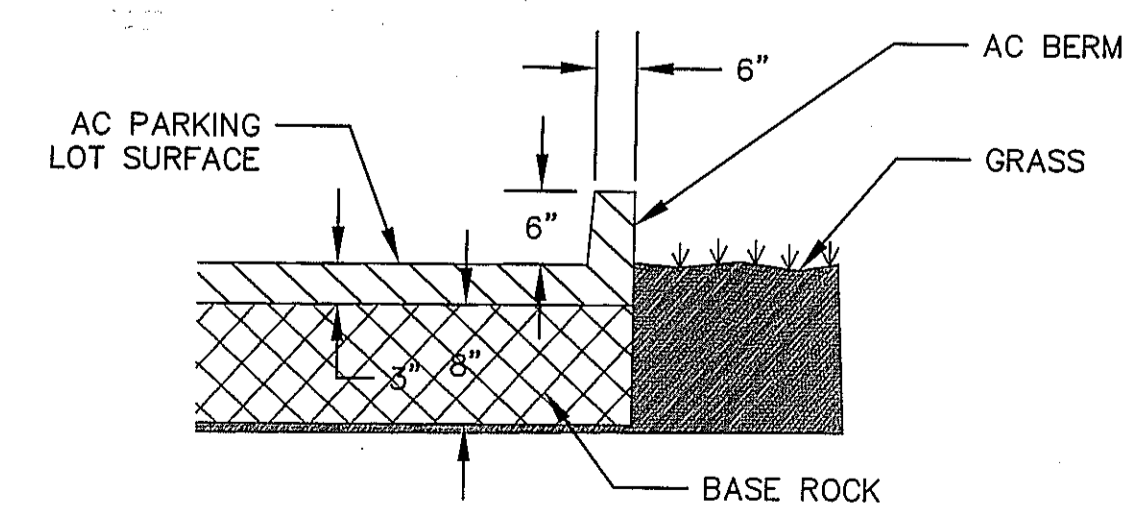
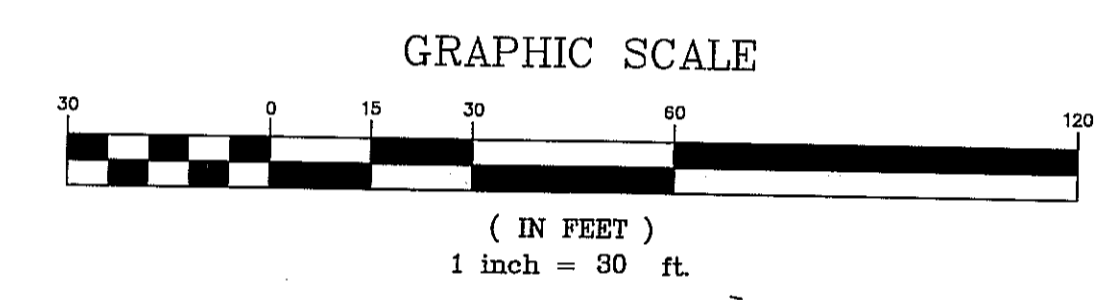


Table 1: Minimum Pavement Sections

Traffic Loading (ESALs)	AC (Inches)	Base Rock (Inches)
Standard Duty	3.0	8.0
Heavy Duty	3.5	10.0



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COMMUNITY DEVELOPMENT CENTER  
REVISED



PROPOSED SITE PLAN

SCALE: 1" = 30'

AC BERM DETAIL

SCALE: NTS

TYPICAL SIDEWALK SECTION

SCALE: NTS

2316 Portland Road, Suite H  
 Newberg, Oregon 97132  
 Consulting 503/554-9553 fax 503/537-9554  
 Engineers email: mail@hbh-engineers.com

H B H  
 Consulting Engineers

DESIGNED BY: ARC | DRAWN BY: RBM | CHECKED BY: MDH | SUBMITTED NO.:  
 FILE: L2016-00516-Design/Drawings/SITE PLAN | LAYOUT

WORLD CLASS PROPERTY MANAGEMENT  
 1500 NE ALPHA DRIVE, McMINNVILLE, OR 97128  
**WORLD CLASS TECHNOLOGY**  
 McMINNVILLE, OREGON  
**SITE PLAN**

C-4  
 12-23-16  
 2016-005  
 4 of 17

**DECISION DOCUMENT – 1270 NE ALPHA DRIVE**

**DECISION, CONDITIONS OF APPROVAL AND FINDINGS OF FACT OF THE MCMINNVILLE LANDSCAPE REVIEW COMMITTEE FOR APPROVAL OF LANDSCAPE PLAN FOR A NEW INDUSTRIAL BUILDING AT 1270 NE ALPHA DRIVE**

**DOCKET:** L 2-17

**REQUEST:** The applicant requested the approval of a landscape plan for a new industrial building. Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.030 of the McMinnville Zoning Ordinance.

**LOCATION:** The property in question is located at 1270 NE Alpha Drive. The subject property is more specifically described as Tax Lot 2400, Section 15C, T. 4 S., R. 4 W., W.M

**ZONING:** The subject site is designated as Industrial on the McMinnville Comprehensive Plan Map, and is zoned M-2 General Industrial.

**APPLICANT:** Aaron Baker

**STAFF:** Chuck Darnell, Associate Planner

**DECISION-MAKING BODY:** McMinnville Landscape Review Committee

**DATE & TIME:** February 15, 2017. Meeting was held at the Community Development Center, 231 NE 5<sup>th</sup> Street, McMinnville, OR 97128.

**COMMENTS:** Department comments.

**DECISION AND CONDITIONS OF APPROVAL**

**DECISION**

Based on the findings and conclusions, the Landscape Review Committee recommends **APPROVAL** of the landscape plan (L 2-17) **subject to the conditions of approval below.**

////////////////////////////////////  
**DECISION: APPROVAL WITH CONDITIONS**  
////////////////////////////////////

Planning Staff: \_\_\_\_\_  
Chuck Darnell, Associate Planner

Date: \_\_\_\_\_

Planning Director: \_\_\_\_\_  
Heather Richards

Date: \_\_\_\_\_

**CONDITIONS OF APPROVAL**

The following conditions of approval shall be required:

1. That the applicant shall install landscaping as shown on the submitted landscape plan received by the Planning Department on February 8, 2017.
2. The species of street trees approved to be planted is *Prunus Serrulata* 'Amanogawa' (Amanogawa Cherry) along NE Alpha Drive and *Acer freemanii* 'Autumn Blaze' (Autumn Blaze maple) along NE Riverside Drive. The trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade.
3. That the applicant shall install the street trees along NE Alpha Drive 20 feet apart on center, and the street trees along NE Riverside Drive 30 feet apart on center, as shown on the landscape plan received by the Planning Department on February 8, 2017.
4. All trees shall be healthy grown nursery stock with a single straight trunk, a well developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.
5. That the street 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 maintain the clearance around the fire hydrant on the south property line, fronting NE Riverside Drive, as required by McMinnville Water and Light.
7. 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 street tree planting inspection prior to backfilling.
8. 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.

**COMMENTS**

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

**ATTACHMENTS:**

1. Application for Landscape Plan Review
2. Other Department Comments

## **FINDINGS OF FACT**

The following sections of the McMinnville Comprehensive Plan are applicable to this request:

### INDUSTRIAL DEVELOPMENT

GOAL IV 6: TO INSURE INDUSTRIAL DEVELOPMENT THAT MAXIMIZES EFFICIENCY OF LAND USES, THAT IS APPROPRIATELY LOCATED IN RELATION TO SURROUNDING LAND USES, AND THAT MEETS NECESSARY ENVIRONMENTAL STANDARDS.

Policy 54.00: The City of McMinnville shall establish industrial planned development ordinances which shall be placed over the future industrial areas designated on the McMinnville Comprehensive Plan Map, the industrial reserve area, and certain existing industrially designated areas within the city limits. The overlay shall also be applied to any areas which are in the future designated for future industrial use through an amendment to the comprehensive plan map. The overlays shall provide standards to control the nuisance and negative environmental effects of industries. These controls shall cover, but not be limited to, the following areas:

1. Landscaping and screening
2. Noise suppression
3. Light and heat suppression
4. Pollution control for air, water, and land
5. Energy impacts
6. Traffic impacts

The following sections of the McMinnville Zoning Ordinance are applicable to this request:

### LANDSCAPING

17.57.010 Purpose and intent. The purpose and intent of this chapter is to enhance the appearance of the city by encouraging quality landscaping which will benefit and protect the health, safety, and welfare of the general public. By relating all the requirements of the zoning ordinance to the project in one review procedure, the review will assist the developer in integrating the uses of the property with the landscaping, will relate the project to surrounding property uses in existence or projected, and will attempt to minimize project costs. The landscaping provisions in Section 17.57.050 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020.

#### 17.57.030 Plans—Submittal and review—Approval—Time limit for completion.

- A. At the time the applicant applies for a building permit, he shall submit, for the Landscape Review Committee, five copies of a landscaping and plot plan. If the plot plan and landscaping plan are separate documents, five copies of each shall be submitted. These may be submitted to the Building Department to be forwarded to the Planning Department.
  1. The applicant will receive approval solely for the landscaping plan prior to applying for a building permit, if he submits the above documents for review in accordance with these provisions. No building permit shall be issued until the landscaping plan has been approved.
  2. The landscaping plan may be used as the plot plan required for a building permit, provided all information required for a building permit is provided;
- B. Landscaping review shall occur within ten working days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although his presence shall not be necessary for action to be taken on the plans. A failure to review within ten working days shall be considered as approval of the plan;



- C. The landscaping plan shall be approved if it is found to be compatible with the purpose, intent, and requirements of this chapter. Approval of the landscaping plan shall be indicated upon the plot plans. Any modifications shall be specified on the plans and agreed to in writing by the applicant prior to the issuance of a building permit. One copy of said approved plan shall be retained by the Planning Department and included within the permanent file;

17.57.050 Area Determination—Planning factors.

- A. Landscaping shall be accomplished within the following ranges:
1. Industrial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
- B. The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.
  2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.
  3. The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.
  4. The development and use of islands and plantings therein to break up parking areas.
  5. The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.
  6. Suitable watering facilities or irrigation systems must be included in or near all planted areas;
- C. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

17.57.060 Zones where required. Landscaping shall be required in the following zones except as otherwise noted:

- A. R-4 (Multiple-Family Residential zone, except the construction of a Single-Family or Two-Family Residential unit);
- B. C-1 (Neighborhood Business zone);
- C. C-2 (Travel Commercial zone);
- D. C-3 (General Commercial zone);
- E. O-R (Office/Residential zone);
- F. M-L (Limited Light Industrial zone);
- G. M-1 (Light Industrial zone);
- H. M-2 (General Industrial zone).

## TREES

17.58.010 Purpose. The purpose of this ordinance is to establish and maintain the maximum amount of tree cover on public and private lands in the city; provide tree-lined streets throughout the city; select, situate and maintain trees appropriately to minimize hazard, nuisance, damage, and maintenance costs; to enhance the appearance, beauty and charm of the City; to implement applicable adopted Downtown Improvement Plan provisions; to promote a diverse, healthy, and sustainable community forest; and to educate the public regarding community forest issues.

17.58.080 Street Tree Planting—When Required. All new multi-family development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a

designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090.

#### 17.58.090 Street Tree Standards.

- A. The species of the street trees to be planted shall be chosen from the approved street tree list unless approval of another species is given by the McMinnville Landscape Review Committee.
- B. Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.
- C. Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart. Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. Within commercial and industrial development staggered, or irregular spacing is permitted, as may be approved by the McMinnville Landscape Review Committee. When planting replacement trees within the downtown tree zone, consideration shall be given to the height of adjacent buildings.
- D. When located adjacent to a local residential street or minor collector street, street trees shall be planted within a curbside landscape strip measuring a minimum of three (3) feet in width. Street trees adjacent to major collector streets or arterial streets shall be placed a minimum of four (4) feet from the back edge of the sidewalk. In no case shall a tree be planted closer than two and one-half (2 1/2) feet from the face of a curb.
- E. Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.
- F. Existing street trees shall be retained unless approved by the Planning Director for removal during site development or in conjunction with a street construction project. Sidewalks of variable width and elevation may be utilized as approved by the Planning Director to save existing street trees. Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value. As an alternative the property owner may be required to pay to the City an amount sufficient to fund the planting and establishment by the city of a tree of similar value. The value of the existing street tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. The developer or applicant shall be responsible for the cost of the planting, maintenance and establishment of the replacement tree.

## **CONCLUSIONARY FINDINGS OF APPROVAL**

The Landscape Review Committee's responsibility regarding this type of application is to review the proposed landscape plan and determine whether the plan meets the required review criteria, and to render a decision to approve, approve with conditions, or deny the landscape plan.

### **Comprehensive Plan Policies**

*Finding:* The Comprehensive Plan states that industrial development shall be located appropriately to be compatible with surrounding uses. Landscaping is a standard that is listed in the Comprehensive Plan as one way to mitigate the effects of industrial developments. Landscaping is proposed to be

installed with this industrial development, and is proposed to meet the minimum requirements of the McMinnville Zoning Ordinance, which will be discussed in more detail below.

### Review Criteria

*Criteria:* In industrial zones, at least seven (7) percent of the area being developed must be landscaped.

*Finding:* The overall size of the area being developed is 102,366 square feet. Of that area, 15,355 square feet will be landscaped area, which amounts to over 15 percent of the area being developed being landscaped area.

*Criteria:* The landscape plan is compatible with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

*Finding:* The site on which the new industrial building will be constructed is currently vacant, but the proposed building will be located on the same lot as an existing industrial building to the east. That building, as well as others on abutting properties, are well landscaped with trees screening parking areas and perimeter plantings around buildings and property lines. The specific location of the proposed building is on a corner, so all sides of the building and associated parking areas will be visible from public right-of-way.

The applicant is proposing to install street trees along NE Alpha Drive and NE Riverside Drive. There are overhead utility wires on NE Alpha Drive, so the applicant is proposing to install *Prunus serrulata* 'Amanogawa' (Amanogawa Cherry) trees along NE Alpha Drive. The Amanogawa Cherry tree is not specifically listed on the McMinnville Street Tree List, but it is a flowering cherry tree and other varieties of flowering cherry are listed on the McMinnville Street Tree List. The Amanogawa Cherry is a columnar tree that grows to a mature height of 20-25 feet and a canopy width of 5-10 feet. Based on those sizes, the McMinnville Zoning Ordinance defines the Amanogawa Cherry as a small or narrow stature tree, and requires that the trees be spaced no greater than 20 feet apart (Section 17.58.090 (C)). The landscape plan as proposed shows the trees being planted 20 feet apart, which meets the zoning ordinance requirement. The applicant is proposing to install maple trees, either 'Immortal' or *Acer freemanii* 'Autumn Blaze', along NE Riverside Drive, spaced at 30 feet, to be consistent with existing street tree plantings to the east. Staff is suggesting that the species on NE Riverside Drive by Autumn Blaze maples as that species is listed on the McMinnville Street Tree List.

The remainder of the site is proposed to be landscaped along the building perimeter and along the edges of the parking lots that will be most visible from the public right-of-way. The applicant is proposing to install *Viburnum davidii* (David Viburnum) and *Nandina domestica* (Heavenly Bamboo) in those areas. The applicant is also proposing to install landscape boulders in areas to provide for additional visual interest.

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

*Finding:* The proposed use will be screened on the sides most visible from the public right-of-ways by a combination of fencing and landscaping. Sight-obscuring fencing will be installed around areas on the west and south side of the building to screen required mechanical equipment. David Viburnum and Heavenly Bamboo will be installed along the perimeter of the parking areas that will be adjacent to NE Alpha Drive and NE Riverside Drive, as well as along the perimeter of the building. The David Viburnum will grow to a height of 5 feet and a spread of 6 feet, and the Heavenly Bamboo will grow to a height of 3-8 feet and a spread of 2-4 feet. The proposed alternating planting of these two species, along with the proposed street tree plantings, will provide for a full landscaped screening along the parking lot and building perimeters.

*Criteria:* The plan includes 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.

*Finding:* There are no existing trees on the site to be preserved. The site is basically flat and the existing grade will be maintained.

*Criteria:* The plan includes the development and use of islands and plantings therein to break up parking areas.

*Finding:* The landscape plan does not include substantial landscape islands in the parking areas, but the parking areas on the site are fairly well spread out throughout the site. There is not a large expanse of parking areas in any single location on the site, which reduces the visual impact of the parking areas without breaking them up with additional landscaping. The applicant is proposing to install sod in planters along the access drive on the north side of the site, as well as one planter off of the northeast corner of the building that will separate the parking areas on the north side of the site from the south side of the site.

*Criteria:* The plan includes 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.

*Finding:* The landscape plan includes the installation of street trees along NE Alpha Drive and NE Riverside Drive. The species of trees being proposed are on the McMinnville Street Tree List, and will be planted to meet the minimum spacing requirements based on mature canopy width. Outside of the street trees, there are no new trees associated with the proposed use. The landscaping that is being proposed will be David Viburnum and Heavenly Bamboo, which serve the purpose of providing screening of the proposed use from adjacent properties and public right-of-ways.

*Criteria:* Suitable watering facilities or irrigation systems must be included in or near all planted areas.

*Finding:* Drip line irrigation will be provided for the planted areas, as identified on the landscape plan.

*Criteria:* The species of the street trees to be planted shall be chosen from the approved street tree list unless approval of another species is given by the McMinnville Landscape Review Committee.

*Finding:* The species being proposed and that will be required as conditions of approval are both included on the McMinnville Street Tree List.

*Criteria:* Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

*Finding:* This will be required as a condition of approval.

*Criteria:* Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart.

*Finding:* The proposed species, *Prunus serrulata* 'Amanogawa' (Amanogawa Cherry) and *Acer freemanii* 'Autumn Blaze', have mature canopy widths of 5-10 feet and 20 feet respectively. Based on

those canopy widths, the Amanogawa Cherry trees must be spaced no greater than 20 feet apart, and the Autumn Blaze maple trees must be spaced no greater than 30 feet apart. The applicant is proposing to meet those spacing requirements, and that will also be included as a condition of approval.

*Criteria:* When located adjacent to a local residential street or minor collector street, street trees shall be planted within a curbside landscape strip measuring a minimum of three (3) feet in width. Street trees adjacent to major collector streets or arterial streets shall be placed a minimum of four (4) feet from the back edge of the sidewalk. In no case shall a tree be planted closer than two and one-half (2 1/2) feet from the face of a curb.

*Finding:* The landscape plan shows adequate sized curbside landscape strips to accommodate the proposed street trees.

*Criteria:* Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.

*Finding:* The only potential conflict will be meeting the 10 foot clearance around a fire hydrant on the south side of the site. The specific clearance information will be required as a condition of approval.

*Criteria:* Existing street trees shall be retained unless approved by the Planning Director for removal during site development or in conjunction with a street construction project.

*Finding:* The existing street trees along NE Riverside Drive will remain and will not be impacted by the proposed development. There are not existing street trees along NE Alpha Drive that will be impacted by the proposed development.

**CONCLUSION:** Based upon the submitted plans, materials, and the proposed findings, staff believes that the proposed landscape plan meets the necessary criteria to be approved. The conditions of approval included herein will ensure that the landscaping of the site will better meet the purpose and intent of the McMinnville Zoning Ordinance. Staff supports the landscape plan, with the conditions of approval included herein, as it is consistent with all applicable City policies, rules, and regulations.

CD



## **EXHIBIT 5 - STAFF REPORT**

**DATE:** February 15, 2017  
**TO:** Landscape Review Committee Members  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** Agenda Item 5A: Tree City USA 20<sup>th</sup> Year Celebration

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### **Report in Brief:**

The City of McMinnville participates in the Tree City USA program, and 2017 marks the City's 20<sup>th</sup> year being recognized and certified as a Tree City by the Arbor Day Foundation. The purpose of this discussion item is to determine how to announce and celebrate the City of McMinnville's 20<sup>th</sup> year of participation in the Tree City USA program.

### **Background:**

The Tree City USA program is administered by the Arbor Day Foundation, and a city's 20<sup>th</sup> year as a certified Tree City is considered a benchmark year in the program. Tree City USA is encouraging the City to hold a special presentation or announcement of the benchmark year during Oregon Arbor Week or on National Arbor Day. The Oregon Department of Forestry is also offering to provide a special presenter, generally a staff person from the Oregon Department of Forestry or a board member from Oregon Community Trees, to participate in a city event related to Arbor Day (April 28) or Oregon Arbor Week (April 2-8). The special presenter could be available to attend an event and provide an official presentation of the City of McMinnville's 20<sup>th</sup> year as a certified Tree City.

### **Discussion:**

Staff will facilitate a discussion with the Landscape Review Committee at the February 15, 2017 meeting to brainstorm opportunities to hold a special event or celebration of McMinnville's 20<sup>th</sup> year as a certified Tree City. Potential events could include a presentation at a City Council meeting, community tree planting event, or other community event related to trees.

### **Fiscal Impact:**

None.

### **Recommendation/Suggested Motion:**

No motion required. The Landscape Review Committee may provide guidance to staff in planning for an event related to the City's 20<sup>th</sup> year as a certified Tree City.

CD