



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

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

# MINUTES

**June 26, 2019**  
**Landscape Review Committee**  
**Regular Meeting**

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

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

**Members Absent:** Josh Kearns

**Staff Present:** Jamie Fleckenstein - Associate Planner

**Guests Present:** Loree Grenz, Rick Grenz, and Mike Riddle Construction

---

## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

A. April 17, 2019

Committee Member Gunter moved to approve the April 17, 2019 minutes. The motion was seconded by Committee Member Caughran and passed 4-0.

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

A. L 7-19 – Landscape Plan Revision - 170 NE 12<sup>th</sup> Street

Associate Planner Fleckenstein said this was an application to return the building to its former use as a bank. One of the requirements was to update the trash location onto Baker which needed to be screened. The applicant had also proposed removing the Japanese Maples on the north side of the building for security and visibility concerns. The LRC had reviewed this Landscape Plan last month and had continued the application as they were not in favor of removing the trees and suggested pruning them instead. The LRC was in favor of the landscaping proposed around the trash enclosure. They also discussed a street tree that had died and suggested that it be replaced with another Cherry tree to match the remaining street trees. In response, the applicant proposed to retain the Japanese Maples and prune them to improve visibility. The applicant also intended to replace the dead or dying plants due to the street work with similar or larger plants of the same type. Associate Planner Fleckenstein also had the original landscape plan and showed it to the Committee. He discussed the conditions that were included with the approval of the original plan and the conditions for the

current application. He would be inspecting the site once the landscaping went in to make sure it matched what was proposed. Staff thought the application met the criteria and recommended approval.

Chair Stephenson thought the Japanese Maples should be professionally pruned.

The LRC discussed the proposed landscaping.

Committee Member Caughran moved to approve L 7-19 with conditions. The motion was seconded by Committee Member McDaniel and passed 4-0.

**B. L 9-19 – Street Tree Removal - 598 NE Jade Street**

Associate Planner Fleckenstein reviewed the application for a street tree removal on NE Jade Street. He explained how the new driveway would remove the planter strip in front of the proposed shop. The tree to be removed was beginning to show signs of impacting the sidewalk as well.

Chair Stephenson suggested putting a replacement tree on NE Destiny Drive. Associate Planner Fleckenstein said the sidewalk was curb tight and there was no planter strip available. There were three trees in the remaining planter strip along Jade and there was no space for a replacement. Because this was an approved development project and there was no place for a replacement tree, staff recommended approval of the application.

Committee Member Caughran suggested delaying the removal of the tree until the shop permit was approved.

Committee Member Gunter moved to approve L 9-19 subject to all building permits being approved first. The motion was seconded by Committee Member Caughran and passed 4-0.

**C. L 11-19 – Landscape Plan - 1445 NE Miller Street**

Associate Planner Fleckenstein discussed the Landscape Plan on NE Miller Street for a site in the Industrial Park. The development of this lot was phased, and the first phase and landscaping was done last summer. He described the plants that had been put in for that phase. The requirement was to have a minimum of 7% of the site landscaped and what was proposed was 15% of the site landscaped. The landscaping in front of the new buildings would be the same as the landscaping in front of the existing buildings with Vine Maples and Laurels. The parking spaces between the buildings would have Sunset Maple trees to provide shade and more densely planted bushes for a screen of the parking from the adjacent lots.

Committee Member Gunter moved to approve L 11-19. The motion was seconded by Committee Member McDaniel and passed 4-0.

**D. L 14-18 – Landscape Plan Revision - 2070 NE Lafayette Avenue**

Associate Planner Fleckenstein said this was a proposed revision to the Landscape Plan for the Fairgrounds. Last summer the LRC reviewed the application for a new small animal barn. The LRC had required some landscaping in order to maintain consistency with the landscaping of the adjacent barns. The Fairgrounds decided not to locate the new barn in this location and to place it on a different site and were proposing new landscaping. They were planning to use reclaimed metal roofing material for the planting boxes. They proposed to plant Wisteria vines in the boxes that would be trained to go along the front façade and Lupines and Impatiens for seasonal color. Between the barn building and access road there would be lawn. To the east of the barn the three shade trees would remain. The open lawn area would be used for vendors and pedestrians during fair events.

Chair Stephenson thought the lawn should be irrigated. Associate Planner Fleckenstein said there was already a condition that all the landscaping be maintained including watering. They could make the wording more specific to include an underground automatic watering system for head to head coverage.

Committee Member Gunter pointed out staff was recommending something other than Lupine because it was toxic to animals. She was in agreement.

Chair Stephenson suggested putting something that was evergreen in the boxes instead of the Lupine and Impatiens. He thought it should be something that would be there year round.

Associate Planner Fleckenstein said Condition #2 could be changed to state that instead of the Lupine and Impatiens to plant something that was non-toxic to animals and was evergreen with year round interest preferably from the Nandina family. Another condition would be added that required the lawn to be watered and irrigated. He did not know if it was within the LRC's purview to require how the lawn would be watered. If it was appropriate to require the irrigation system, he would add that in the condition.

Committee Member Gunter moved to approve L 14-18 with the conditions as amended and subject to the applicant bringing revised plans to staff for approval. The motion was seconded by Committee Member McDaniel and passed 4-0.

#### E. L 30-18 – Landscape Plan - 2790 NE Waggoner Drive

Mike Riddle of Mike Riddle Construction explained how the property lines were strangely arranged on this site. He then discussed the landscaping to screen the private residential home from Jay's Landings Bar.

Associate Planner Fleckenstein said typically there were no requirements for residential landscaping, but due to the zone change there was a condition of approval that the applicant had to install landscaping on the west property line of the southern parcel to provide additional screening and buffering between the commercial and residential uses. The applicant proposed a hedge of arborvitae spaced at 3 feet on center. There were also existing mature fir trees that would be retained. Staff thought the hedge material was appropriate and recommended approval of the application.

Chair Stephenson asked if the fir trees would shade out the arborvitae. Associate Planner Fleckenstein said the trees were limbed and the arborvitae should get enough sunlight. He thought the planting met the condition of approval.

Committee Member Gunter moved to approve L 30-18. The motion was seconded by Committee Member Caughran and passed 4-0.

## 5. Discussion Items

Committee Member McDaniel thought there should be landscape requirements for homeless encampments around town. Associate Planner Fleckenstein would look into it.

## 6. Old/New Business

None

**7. Committee/Commissioner Comments**

None

**8. Staff Comments**

None

**9. Adjournment**

Chair Stephenson adjourned the meeting at 1:05 p.m.