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**Planning Department**  
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# MINUTES

**March 18, 2020**  
**Landscape Review Committee**  
**Regular Meeting**

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

**Members Present:** John Hall, Sharon Gunter, Tim McDaniel, and Rob Stephenson  
**Members Absent:** Josh Kearns  
**Staff Present:** Jamie Fleckenstein - Associate Planner  
**Guests Present:** None

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## 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. September 18, 2019

Committee Member Gunter moved to approve the September 18, 2019 minutes. The motion was seconded by Committee Member Hall and passed 4-0.

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

A. L 32-19 – Landscape Plan Review - 2019 NE Highway 99W

Chair Stephenson said he had drawn this plan. He had talked with staff and the architect and they decided to change the variety of tree from a cherry tree to a larger variety to cast more shade, but to leave it up to the Committee as to what variety of tree. He had also added a climbing vine to the garbage container to better conceal the container on all three sides.

Associate Planner Fleckenstein said the Committee had reviewed this application last month. It was for a new commercial building between Hwy 99 and NW 27<sup>th</sup> Street. The plan was approved, but there was a condition of approval to include a parking lot island. The architect followed up with staff and said the site plan needed to be changed because the parking lot size needed to be expanded in order to have the proper parking lot size. As a result the incorporation of a landscape island in the

middle of the parking lot would require losing a parking space. In lieu of giving up a parking space to include a parking lot island, the applicant was requesting removal of the condition. To break up the parking lot, the applicant was proposing to increase the size of the trees around the parking lot perimeter in order to provide more shade over the parking lot area. The applicant was not proposing a specific tree and it would be a discussion for the Committee. Staff supported the proposed change. He explained the width of the parking stalls, which were supposed to be 8.5 feet apart instead of the 8 feet that were shown on the original plan.

Chair Stephenson said they could put in large trees like Sycamores or medium size trees like Maples.

There was consensus for the applicant to plant Red Maples.

Associate Planner Fleckenstein said the vines on the trash enclosure did not need Committee approval.

Committee Member Gunter moved to revise L 32-19 to remove the condition for the parking lot island and to require the applicant to plant Red Maple trees on the parking lot perimeter. The motion was seconded by Committee Member McDaniel and passed 3-0 with Chair Stephenson abstaining.

#### B. L 33-19 – Landscape Plan Review - 2445 NE Cumulus Avenue

Associate Planner Fleckenstein discussed the Landscape Plan for the proposed McMinnville Eye Clinic on the corner of NE Cumulus Avenue and Dunn Place in the Three Mile Lane area. The site was currently undeveloped and flat. There was one existing Maple tree. Along the Cumulus frontage they were proposing a large turf lawn area with a row of Persian Spire Parrotia trees spaced 20-25 feet apart. This frontage had several easements that would limit the ability to do more landscaping. Along Dunn Place they were proposing new sidewalk, planter strip, and street trees. The street trees would be Armstrong Red Maples which was consistent with the other street trees on Dunn Place. The landscape bed between the sidewalk and building would include Azaleas and Camellias. There would be parking lot islands fairly regularly placed throughout the parking lot end caps. There was emphasis on ornamental plants at the entrance to the eye clinic as well as a pedestrian pathway from the sidewalk to the clinic. The trees in the parking lot would be Kousa Dogwoods and Magnolias. There was a shared access driveway with the neighboring medical clinic which was where the existing Maple tree was located. However, because of the site work proposed the tree would have to be removed. Replacement trees would be planted in its place. Additional parking stalls would be put on the north side of the site with parking islands with Kousa Dogwoods. On the northwest corner of the building was the trash enclosure and a landscape bed to the east of that, however it would need landscaping on three sides. There was a condition to require this landscaping. He then explained the review factors. This was a commercial property surrounded by other commercial properties. The landscaping along the street frontages was consistent with the other properties. The emphasis along the building entrances and edges was consistent with the surrounding properties. No specific screening was required and the trash enclosure screening was addressed through a condition. There was a generator that would be screened by evergreen hedge and trees. There was one existing tree that would be removed due to the amount of site work and disturbance. The parking lot islands and landscaping was appropriate and included trees to provide shading. The street trees proposed were also appropriate. All of the landscape areas would receive automatic irrigation systems. He reviewed the recommended conditions of approval.

Chair Stephenson suggested another condition that wherever Cosmos were placed that they were replanted every year as they were annuals.

Associate Planner Fleckenstein said the applicant intended to plant a self-seeding variety. He explained they would be located under the trees on Cumulus Avenue.

Chair Stephenson thought they would get shaded out as the trees grew.

Associate Planner Fleckenstein said they would be southern facing and the trees were smaller and more columnar. There was a condition that required continual maintenance including replanting.

Committee Member McDaniel thought a perennial might be better than an annual.

Committee Member Gunter thought they should add a condition that if the Cosmos did not reseed themselves that the applicant would either replant the Cosmos or replace them with a small shrub.

Committee Member Gunter moved to approve L 33-19 with the conditions as discussed. The motion was seconded by Committee Member Hall and passed 4-0.

## **5. Discussion Items**

### **A. Revision of Landscape Chapter**

Associate Planner Fleckenstein said he had been getting feedback from applicants that the landscape chapter of the code was difficult to apply and design to because there was a lack of clear and objective standards. For instance for the parking lot islands, the code said the applicant had to consider the inclusion of parking lot islands and landscaping to break up the parking lot but there were no standards as to how often a parking lot island was required or what type of landscaping was required or if trees should be included. He suggested updating the landscape chapter. He asked if the Committee agreed.

Chair Stephenson thought examples should be included in the chapter as well. He agreed the code should be clearer.

Associate Planner Fleckenstein said large format commercial design standards required parking lot islands every 60 feet with deciduous trees. The NE Gateway District required the same.

Chair Stephenson thought Lowe's and Oregon Mutual were good examples.

There was consensus to revise the landscape chapter.

### **B. Arbor Day event**

Associate Planner Fleckenstein said usually Arbor Day was in April, however due to Covid-19 the event was cancelled for this year. He had reached out to the library to organize an educational awareness display and tree seedling giveaway instead. Unfortunately that would have to be postponed as well due to Covid.

Chair Stephenson asked if staff was monitoring the subdivisions that were cutting down Birch trees to make sure they were being replaced. Associate Planner Fleckenstein said he would ask Code Enforcement to look into it.

## **6. Old/New Business**

None

**7. Committee Comments**

None

**8. Staff Comments**

None

**9. Adjournment**

Chair Stephenson adjourned the meeting at 12:58 p.m.