



**City of McMinnville**  
**Planning Department**  
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# MINUTES

**April 15, 2020**  
**Landscape Review Committee**  
**Regular Meeting**

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

**Members Present:** John Hall, Sharon Gunter, Josh Kearns, and Tim McDaniel  
**Members Absent:** Rob Stephenson  
**Staff Present:** Jamie Fleckenstein - Associate Planner  
**Guests Present:** Scott Hill – Mayor, Kellie Menke – City Councilor, Glenn Armstrong, Darren Dickerhoof, and Jim Schlotfeldt

## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

A. October 16, 2019

Committee Member Kearns moved to approve the October 16, 2019 minutes. The motion was seconded by Committee Member McDaniel and passed 4-0.

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

A. L 31-19 – Landscape Plan Revision - 118 NE 3<sup>rd</sup> Street - First Federal Savings & Loan

Associate Planner Fleckenstein discussed the landscape plan for First Federal. This encompassed the entire block bounded by 2<sup>nd</sup>, 3<sup>rd</sup>, Baker, and Adams. The building was in the northeast corner and the remainder of the site was pedestrian and vehicular circulation with landscaping around the parking areas and entrances. There were proposed street tree plantings along 3<sup>rd</sup> and Baker. He reviewed the conditions of approval. There was an area adjacent to 3<sup>rd</sup> and Adams that would be a historic/art area and was currently undefined on the landscape plan. It would be subject to further review by the Historic Landmarks Committee. The first condition was if any additional landscaping was proposed for this area that it come back to the Landscape Review Committee. The internal planter between the parking stalls and drive aisle had Ilex Crenata Sky Pencil that was a tall, narrow shrub that could reach up to six feet tall. It was not good for vision clearance for cars and staff

recommended that plantings in this planter be limited to 36 inches in height. There was another condition to provide landscaping around three sides of the trash enclosure. There was a separate application for street tree removal for five of the six trees that would come to the Committee at a later time. There were a few conditions to authorize street tree planting as proposed in the landscape plan if the street tree removal application was approved. The proposed street trees were Red Maples with appropriate spacing. There were standard conditions about spacing from utilities and facilities and planting street trees. Staff received comments from McMinnville Water & Light regarding the water facilities being relocated closer to the street and the current plan did not reflect the final location of the water facilities. They recommended that the landscape be revised around these facilities and that the revised plan be submitted to Water & Light for review. This was included in the conditions. Staff thought the landscape plan was compatible with the surrounding properties and uses. The parking lot had screening plants and trees around the perimeter and in the parking lot islands. There were no trees that were appropriate to be retained except for one existing street tree. There was a significant amount of landscaping in the parking lot islands and around the parking lot perimeter with trees that were appropriately spaced and located. The street trees would be ones from the Street Tree List and spaced accordingly. The entire site would have an automatic irrigation system including the street trees. The proposed green screen was a vertical trellis fence located in the planters along 2<sup>nd</sup> Street. This was a requirement of the downtown design review standards. The applicant proposed to plant evergreen Clematis on the green screen to provide more screening for the parking. This was a complete redevelopment of this block to remove the two existing buildings and replace them with a three story combined building that would hold bank and administrative offices. He thought it would be an improvement to this area. He thought they could approve the plan and if there were any significant revisions, it would come back to the LRC.

Committee Member Kearns moved to approve L 31-19 with the conditions proposed by staff. The motion was seconded by Committee Member Gunter and passed 4-0.

#### B. L 7-20 – Landscape Plan Review - R4415BB00100 – Chipotle / Commercial Shop

Associate Planner Fleckenstein discussed the landscape plan for a new commercial building in the McMinnville Plaza at the intersection of Hwy 99 and Lafayette Avenue. The proposal was for the northeast corner of the Plaza for two tenant spaces. One would be Chipotle with a drive thru service and the other would be a commercial retail shop. There would be off street parking to accommodate the uses. There would also be landscaping around the adjacent O'Reilly's Auto Parts to accommodate the infrastructure changes associated with the new development. The landscape plan included the entire corner of Lafayette and Pacific. The plan would be a template for the rest of the Plaza when it was developed. There was substantial landscaping around the perimeter of the property. Trees were proposed along Hwy 99, but none proposed for Lafayette. The internal landscaping was around the building itself, parking lot islands, and areas impacted by the site circulation. Staff suggested some conditions of approval. One was that the overall development was subject to site plan review through the large format commercial development. If any changes to the site plan were made through that process, the landscape plan would be updated to reflect those changes. Public Works had commented that there was a site clearance triangle that needed to be maintained and the plantings needed to be 36 inches or shorter in that area. One of the varieties of shrub proposed could grow higher than that and staff included a condition that either the plantings would be a variety that had a mature height of 36 inches or less or they would be continually maintained at the 36 inch height. No trees could be planted there due to the clearance concerns.

Darren Dickerhoof, owner of McMinnville Plaza, explained the project. He said they could swap the shrub out for something smaller.

Glen Armstrong, representing the applicant, said he had left it in the plan because he thought it could be maintained, but he could discuss it further with the applicant.

Committee Member Kearns asked about a trash enclosure on the corner of the property. Associate Planner Fleckenstein said that was a car wash area for Enterprise. Mr. Dickerhoof said due to Covid, Enterprise had some financial concerns about proceeding with that and it had been put on hold. He thought it would just be a carport and the owner would adjust the height for the clearance triangle. There was a garbage enclosure just north of that and there was a three foot elevation change between the street and the bottom of the enclosure so it was under the clearance triangle.

Associate Planner Fleckenstein said there were large masses of evergreen and ornamental grasses repeating at an attractive scale. He did not see any issues with the repetitive massing and design. Staff received a comment from ODOT who had jurisdiction over Hwy 99 that they would be doing some street and pedestrian improvements at the intersection at this location and some of the plantings might need to be adjusted to accommodate those facilities. He did not anticipate any major adjustments. The trash enclosures had landscaping on two sides, but they needed to be screened on three sides. There was a condition for that. There were a few existing trees in the parking lot islands that would be removed due to the development. A few small deciduous trees on the south side of O'Reily's would also be removed to accommodate the relocation of the trash enclosure. They would be replaced by three evergreen trees. Street trees were not required on Lafayette due to the configuration of the sidewalk and planting strips in the right-of-way. The existing irrigation system would be extended to this site to provide irrigation to all of the landscape areas.

Committee Member Hall asked since they could not put trees on Lafayette if trees could be planted along the front of the building between the building and the parking lot. Committee Member Kearns pointed out there were five trees in the planting lot islands. Associate Planner Fleckenstein said there was a requirement for large format commercial to provide 10 foot wide sidewalks in front of the building.

Mr. Dickerhoof said the area between Chipotle and 99 on the north side was meant to be a patio for outdoor seating.

Committee Member Kearns moved to approve L 7-20 with the conditions proposed by staff. The motion was seconded by Committee Member McDaniel and passed 4-0.

## **5. Discussion Items**

None

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

None

## **7. Committee Comments**

None

## **8. Staff Comments**

None

## **9. Adjournment**

Vice Chair Gunter adjourned the meeting at 12:45 p.m.