



City of McMinnville
Planning Department
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MINUTES

August 5, 2020
Landscape Review Committee
Regular Meeting

12:00 pm
Zoom Meeting
McMinnville, Oregon

Members Present: Tim McDaniel, Sharon Gunter, John Hall, Josh Kearns, and Rob Stephenson

Members Absent:

Staff Present: Jamie Fleckenstein - Associate Planner

Guests Present:

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

None

4. Action/Docket Item (repeat if necessary)

None

5. Discussion Items

A. MMC Chapter 17.57-Landscaping code review

Associate Planner Fleckenstein said the Committee would be reviewing Landscaping Code Chapter 17.57.

There was discussion regarding Section A, Purpose and Intent,

Associate Planner Fleckenstein thought the language in the first line that said, "provide guidelines and standards" was not clear. The consensus was to remove the word "provide" and say the

“guidelines and standards will be.” There was also consensus to add “supporting the health, safety, and welfare of the public” as a guideline and standard.

There was discussion regarding Section B, Promoting Compatibility Between Land Uses.

Associate Planner Fleckenstein noted it specifically mentioned lighting impacts and lighting was not something that the Committee addressed in landscape plans. It might be something to add to the landscape plan submittal requirements.

There was consensus to add “landscape lighting” to the submittal requirements.

Sections C, D, and E

Chair Stephenson thought for Letter F where it stated, “encourage the use of plants native to the Willamette Valley” should be changed. There was consensus to change it to “encourage the use of plants adapted to the appropriate zone.”

There was discussion regarding including the definition of landscaping in 17.57.020, as defined in 17.06.035. There was further discussion regarding the definition of “gross area” in 17.57.070 and how much landscaping should be hard scape and how much should be soft scape, coverage of the planting material percentage per soft scape area, did a tree qualify in that percentage, what was the percentage for each level of landscaping including groundcover, mid-height plants, and trees, and if barkdust met the living groundcover requirement.

Associate Planner Fleckenstein said in 17.57.030, every zone except for the residential zones required landscaping. In 17.57.040 there were specific uses for requiring landscaping. There was consensus to include RV parks in .040 if they were not included elsewhere in the code. There was also consensus to add public improvement projects to .040.

Associate Planner Fleckenstein said 17.57.050 had to do with the submittal and review process.

Chair Stephenson was concerned about the language in Section B, the last sentence, “failure to review within 30 days shall be considered as approval of the plan.”

Associate Planner Fleckenstein said the intention was to provide timely response and review of applications. Landscape plans were tied to building permits and if there was a development waiting for approval of the landscape, it might delay the development. He suggested changing it to “30 days after the landscape plan was deemed complete.”

There was consensus to eliminate the language that it would automatically be approved if it was not reviewed in 30 days.

Associate Planner Fleckenstein said in subsection C the first line would be cleaned up to leave out the word “requirements” because there were no clear and objective requirements outside of the percentages.

For the next section of code, Committee Member Kearns thought they needed to require better drawings for landscape plans.

Chair Stephenson said in Section B it should be “common and botanical” plants and it should be clarified that the required size should be at time of planting.

There was consensus that the drawings needed to be drawn to scale with plant material drawn to scale at maturity, and any special notations in the schedule should include both common and botanical names for each species. There should also be a north arrow on the plan.

6. Old/New Business

None

7. Committee Comments

None

8. Staff Comments

None

9. Adjournment

Chair Stephenson adjourned the meeting at 1:03 p.m.