



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

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

# MINUTES

**August 19, 2020**  
**Landscape Review Committee**  
**Regular Meeting**

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

**Members Present:** Sharon Gunter, John Hall, and Rob Stephenson  
**Members Absent:** Josh Kearns and Tim McDaniel  
**Staff Present:** Jamie Fleckenstein - Associate Planner  
**Guests Present:** Scott Hill – Mayor, Zack Geary – City Councilor, Scott Rosenbalm, and Sam Justice

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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. March 18, 2020
- B. April 15, 2020

Committee Member Gunter moved to approve the March 18 and April 15, 2020 minutes. The motion was seconded by Committee Member Hall and passed 3-0.

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

- A. L 24-20 – Landscape Plan Review - 1901 NW Baker Creek Road – Baker Creek Substation

Associate Planner Fleckenstein reviewed the Landscape Plan for the Baker Creek substation expansion. The site was surrounded by the Baker Creek North subdivision on the east and north sides and the west side was vacant commercial land. South of Baker Creek Road there was also residential subdivisions. He discussed the approved street tree and landscape plan for Baker Creek North subdivision in relation to the substation site. Along the Baker Creek right-of-way they would continue the theme of the meandering sidewalk, Katsura street trees, and white two rail fence. There was a bicycle/pedestrian trail that would continue adjacent to the site. There were overhead transmission lines that would not have any trees planted underneath.

There was discussion regarding putting in small trees on the approved street tree list under the lines.

Scott Rosenbalm, McMinnville Water & Light, said there were clearance requirements from the conductors to the vegetation.

Assistant Planner Fleckenstein said the street trees were spaced to avoid the potential of the tree falling into the transmission lines. There would be groundcover of Mahonia and bordered with Kinnikinnick. The other trees on the north side of the sidewalk would be Acer Trident Maple and Japanese Tree Lilac which was in the street tree plan for Baker Creek North.

Chair Stephenson suggested planting the Tree Lilac under the transmission lines since it was a small tree.

Mr. Rosenbalm preferred not to have to plant any trees in that location. Mayor Scott Hill said in the past they had designated transmission lines as only grassy areas.

Associate Planner Fleckenstein said the planting on the property itself would be perimeter planting along the outside of the security fence. It would primarily be screening plantings. The plants would be Mahonia, Nootka Rose, and Snowberry which were small to medium height native shrubs. Along the north, east, and west sides there would be groupings of the Tree Lilac and Trident Maples. Between the shrub and tree groupings and property line, there would be groundcover that would provide a transition from the planting around the substation to the open lawn area and street trees of the Baker Creek North subdivision. There would be a temporary irrigation system for the first two years for establishment. The plants had been intentionally selected to be drought tolerant and required little to no watering once established. He then discussed the review factors. They were required to landscape 7% of the overall site, and the applicant had landscaped 26%. Staff found that compatibility with the surrounding properties and uses was satisfied. The plants and trees were a mix of evergreen and deciduous shrubs and trees that would provide screening of the substation from adjacent properties and right-of-way. There were no existing trees that were worthwhile to preserve. There was no parking and parking lot planting was not required. The street trees were on the Street Tree List and were the same as what was approved for the Baker Creek North subdivision. There would be a temporary irrigation system.

Committee Member Hall recommended leaving the irrigation system in place in case of drought or the plants started to look poorly or die. Mr. Rosenbalm said that was the intention.

Associate Planner Fleckenstein said the conditions of approval were standard for the application.

Committee Member Gunter moved to approve L 24-20 with the recommended conditions of approval. The motion was seconded by Committee Member Hall and passed 3-0.

## **5. Discussion Items**

### **A. Code Review of MMC Chapter 17.57—Landscaping**

Associate Planner Fleckenstein led a discussion on possible changes to Code Chapter 17.57. This was a continuation of the review of this chapter and the Committee left off at 17.57.070, planning factors.

Chair Stephenson wanted to make sure there was a change in 17.57.060, Letter B, to say “common and botanical” plants. Associate Planner Fleckenstein said he had noted that change and also that the size would refer to the mature size of the plants.

Committee Member Hall discussed Letter F in 17.57.060. He noted the term “watering facilities” was not defined. He thought there needed to be a minimum requirement for the amount of water used in automatic irrigation systems for commercial properties. The turf and beds should be separated with different valves and beds should be placed into a minimum northeast and southwest separation. He thought an irrigation plan should be submitted with the landscape plan.

There was discussion regarding creating a best practices manual and including items like using a rain sensor on sprinklers. There was further discussion regarding the level of irrigation plan that should be required.

There was consensus to add guidelines for automatic irrigation.

There was discussion regarding enforcement for the maintenance of the plants and examples in the City that needed to be addressed.

Associate Planner Fleckenstein reviewed 17.57.070, Letter A, regarding the amount of landscaping required in the different zones.

There was discussion regarding what “gross area” meant.

Associate Planner Fleckenstein discussed landscaping required in parking areas and better defining the boundary of the parking lot landscaping.

Chair Stephenson thought they should have language to break up parking lots and requiring trees to create a shade environment. He suggested staff research other jurisdictions for a tree coverage standard.

Associate Planner Fleckenstein moved on to Subsection B, the six planning review factors. He thought there was a lack of clear and objective standards in these factors. There was consensus for staff to see what other cities did and to come up with a list of what the standards should be for the Committee to review. These would include standards for parking lot requirements and irrigation.

There was discussion regarding not being able to take out dead trees downtown until new ones were planted, the Committee reviewing projects being done by the City, and need for a tree inventory.

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

None

## **7. Committee/Commissioner Comments**

None

## **8. Staff Comments**

None

## **9. Adjournment**

Chair Stephenson adjourned the meeting at 1:23 p.m.