



City of McMinnville
Planning Department
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MINUTES

July 28, 2021
Landscape Review Committee
Regular Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

Members Present: Carlton Davidson, John Hall, Patty Sorensen, and Rob Stephenson
Members Absent: Josh Kearns
Staff Present: Heather Richards – Planning Director and Amy Dixon – Contract Planner
Guests Present: Scott Hill – Mayor and Zack Geary – City Councilor

1. Call to Order

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

Planning Director Richards introduced Contract Planner Dixon. The Committee introduced themselves as well.

2. Citizen Comments

None

3. Action/Docket Item (repeat if necessary)

- L 15-21 – Landscape Plan - 1245 NE Alpha Drive

Contract Planner Dixon reviewed the landscape plan for 1245 NE Alpha Drive. It was currently an undeveloped industrial property. The applicant was proposing to build four multi-tenant buildings. She discussed the site plan with landscaping along Riverside and Alpha. The property already had utilities. Public Works submitted comments about half street improvements with 3.5 foot planter strip and 5 foot sidewalks on Alpha to accommodate trucks, removing trees out of the right-of-way that might conflict with the sewer line, all trees proposed were on the street tree list, and all trees needed root barrier and should follow set back requirements. McMinnville Water & Light said there would be future water facilities and they would need to maintain clearances. The applicant was providing 15.5% landscaping, and only 7% was required. The plants were focused on the perimeter, which was consistent with the area. There was a condition that if the trees were in conflict with the utilities, they would not conflict with overhead lines. There would be no landscaping on the backsides of the buildings, but there would be landscaping at the turn around and driveway entrance. There were no existing trees on the property. Parking lot islands with trees

were proposed to provide shade. There would also be irrigation to maintain the landscaping. She discussed the conditions of approval.

There was discussion regarding the use of Zelkova trees and rosa rugosa, confirming the proposed Nandina did not produce berries that were poisonous to birds, and removing the Laurel Cherry between the buildings.

Committee Member Sorensen suggested banning the use of Nandina based on information from the Audubon Society. There was discussion regarding the suggestion.

Planning Director Richards thought if they wanted to ban Nandina, they needed to do a study on plants that were harmful to animals that they wanted to ban from landscaping plans and adopt it in the code. Staff could forward the Committee's concern to the applicant.

There was further discussion regarding the two trees to be relocated off the right-of-way to the opposite side of the sidewalk due to utilities and whether or not to substitute the trees for a smaller species since they would be near the building or leave them as Zelkova.

There was consensus to leave them as Zelkova to be consistent with the landscape plan and to change Condition #3 to say the two trees located on the right-of-way would be relocated to the opposite side of the sidewalk.

Committee Member Stephenson moved to approve L 15-21 with the amended conditions. The motion was seconded by Committee Member Sorensen and passed 4-0.

4. Old/New Business

- Development Code Revisions

Planning Director Richards asked if the Committee wanted to work with Contract Planner Dixon on the development code amendments over the next few months.

There was consensus to move forward with the revisions.

Chair Hall said they also wanted to streamline paperwork and reduce or eliminate redundancy. He thought the Committee only needed the decision document, not a staff report too.

There was consensus for staff to only provide a decision document for applications.

5. Committee Comments

Committee Member Sorensen attended Zoom meetings on Tree City USA. This was a yearly application the City had to do to be a Tree City USA city.

Committee Member Davidson asked if the Committee had any jurisdiction over the City's parks. Planning Director Richards said there was code language that gave the Committee authority, but historical practices and internal policies that didn't. It could be a future discussion.

Committee Member Davidson thought it would be beneficial for the City to get advice from the Committee. It was difficult to expect businesses and residents to abide by the code and

standards when the City's parks did not, especially in terms of irrigation, replanting trees, and maintenance.

Committee Member Stephenson agreed that the condition of the City's parks showed no pride of ownership. It did not seem like anyone cared about the parks anymore.

Planning Director Richards suggested bringing the in Parks and Public Works staff to have a discussion with the Committee about this.

Chair Stephenson thought they should also give input on public improvement projects.

Committee Member Sorensen thought mulch was better to use instead of natural rock for projects.

6. Staff Comments

Planning Director Richards discussed staff recruitment.

7. Adjournment

Chair Hall adjourned the meeting at 1:02 p.m.