

MINUTES

January 17, 2024
Landscape Review Committee
Special Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

Members Present: Jamie Fleckenstein, Brain Wicks, Eva Reutinger, Carlton Davidson, John Hall, and Jessica Payne - Council Liaison

Members Absent:

Staff Present: Tom Schauer – Senior Planner

Guests Present:

1. Call to Order

Chair Fleckenstein called the meeting to order at 12:04 p.m.

2. Swearing in of New Committee Member

Senior Planner Schauer swore in new Committee Member Eva Reutinger and reappointed Committee Member Carlton Davidson.

3. Selection of Chair and Vice Chair

Jamie Fleckenstein was elected as Chair and Brian Wicks was elected as Vice Chair for 2024.

4. Approval of Minutes

- April 19, 2023
- May 17, 2023
- June 21, 2023

Committee Member Davidson moved to approve the April 19, May 17, and June 21, 2023, minutes as written. The motion was seconded by Chair Fleckenstein and passed unanimously.

5. Citizen Comments

None.

6. Action Item

- A. L 55-23: Landscape Plan Review, Best Western, 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD 02700

Senior Planner Schauer discussed the landscape plan. There was a previous landscape plan for the west side of the site and the street trees would need to be replanted and there were bark covered areas with no plants. The east side was where the new landscape plan requirements would apply. That plan did not show what was proposed between the property line and sidewalk and there were McMinnville Water & Light facilities and a sanitary sewer easement that were not on the plan. There were landscape end islands and landscaping was distributed throughout the parking lot. A landscape end island should be included on the east side row of parking. He also recommended additional trees in the landscape islands. Along the south property line there should be a fence or landscaping, and the trash enclosure should be at a zero setback but was 10 feet from the property line and was being screened by a chain link fence with slats. Arborvitae was proposed to be planted around the trash enclosure.

There was discussion regarding what had been required for street trees and the bark areas previously, need for more information on the plan before making a decision, location of the trash enclosure, irrigation, lighting, and replacing plants that had died or were removed over the years.

There was consensus to move the trash enclosure to the north side of the motel. The landscape plan needed to be updated with symbols drawn to scale and showing mature heights and sizes, inclusion of a planting island on the north side of the parking stalls with plants and trees indicated, cherry trees from the 2010 plan incorporated into the new plan, defining the property line and easements in relation to the sidewalk along Hwy 99W, fixing the conflicts between the plant schedule and number of plants, trees on the frontage should be 2 inch caliper or larger, and clarification on the varieties.

Committee Member Fleckenstein moved to continue L 55-23. The motion was seconded by Committee Member Reutinger and passed unanimously.

7. Committee Member Comments

Committee Member Reutinger introduced herself.

8. Staff Comments

Senior Planner Schauer said two new planners had been hired and would start in February.

9. Adjournment

Chair Fleckenstein adjourned the meeting at 1 p.m.