



# MINUTES

**February 21, 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, Taylor Graybehl – Senior Planner, and Matthew Deppe – Associate Planner

**Guests Present:** Joe Zody, Erik Winter, Kathy Schlotfeldt, Edwin Martinis, Trena Espie, and Erik Matthews

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## 1. Call to Order

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

## 2. Approval of Minutes

- July 7, 2023
- August 16, 2023

Committee Member Davidson moved to approve the July 7 and August 16, 2023, minutes. The motion was seconded by Committee Member Wicks and passed unanimously.

## 3. Citizen Comments

None.

## 4. Action Item

- A. L 55-23: Landscape Plan Review, Best Western, 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD02700

No new information had been received for this application.

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

B. L 1-24: Landscape Plan Review, Shell Food Carts, 645 NW Adams Street, Tax Lot R4420AD00600

Senior Planner Schauer reviewed the landscape plan for a proposed food cart pod on NW Adams Street. He explained the existing site conditions, proposed site plan and landscape plan, and conditions. Staff recommended approval with conditions.

There was discussion regarding the site distance from the driveway, fencing and screening, surface material underneath the Maple tree in the northwest corner should be grass, purchase height of the Crape Myrtle, recommending a tree from the small tree list rather than Bowhall Maple due to the proximity of the overhead utilities, and the tree selection to be approved by the Chair.

Chair Fleckenstein moved to approve L 1-24 with conditions as revised to fill in below the current Bowhall Maple with fountain grass and to consider an alternate tree that would be appropriate under overhead utilities. The motion was seconded by Committee Member Hall and passed unanimously.

C. L 2-24: Landscape Plan Review, CI Chemicals Oregon, 2727 NE Orchard Avenue, Tax Lot R4415 02800

Senior Planner Graybehl presented the landscape plan for an industrial project on NE Orchard Avenue. He explained the subject site, street view, proposed landscape plan, and conditions. Staff recommended approval with conditions.

Joe Zody, representing the applicant, gave a brief overview of the company and what they did. They had expanded the front lawn area and put a lot of effort in the front of the facility. The circulation layout had been revised to preserve the existing trees. At the time of the plan McMinville Water & Light had not determined the way they were going to service the property and that was why they didn't show where the power line was on the plan. They had decided the line would remain where it was and the applicant was willing to put in a smaller tree under the lines. The trash enclosure would be moved to the rear of the property and he requested no tree be required in the parking island on the north end due to having to run the irrigation to the rear of the property as well as trucks coming in and out of that area that might damage the tree. The rest of the conditions they would comply with. There was concern about the concrete pad for truck loading on the north end of the property that would be crossing the sanitary easement. He was going to talk to City staff about options.

There was discussion regarding the street trees under the overhead wires, spacing of the street trees to avoid power lines, relocating the tree in the parking island to the front of the property or making the parking island on the south end larger with a larger tree for screening and shading, and requirements for the rail spur in the back which would come back to the LRC at a later time.

Committee Member Wicks moved to approve L 2-24 with conditions as amended that in lieu of a tree in the north parking island, the applicant would enlarge the south parking island and select a tree from the large street tree list or comparable to be approved by the Chair. The motion was seconded by Committee Member Hall and passed unanimously.

D. D L 3-24: Landscape Plan Review, MV Advancements, 600 SE Baker Street, Tax Lot R4420DD 00101 and 00200

Senior Planner Schauer discussed the landscape plan for a new office building on SE Baker Street. He explained the subject site, site plan, landscape plan, and conditions.

Committee Member Reutinger left the meeting.

Kathy Schlotfeldt, applicant, spoke about the oak tree that had to be removed in 2023 and the trees that would be retained on the property.

Erik Winter, representing the applicant, asked for clarification on the screening requirement adjacent to the single family house on the northeast corner. They planned to create a vegetative hedge around the parking and eliminate the last parking stall instead of putting a fence at the property line due to the sensitive wetland area. Senior Planner Schauer thought that would be acceptable.

There was discussion regarding substituting the Barberry in the site distance vision triangle, street trees on Cows and 99W, screening of the house, plants in the parking islands, substituting the Zelkova due to its lack of longevity, and how the updated landscape plan would go to staff and LRC Chair for final approval.

Committee Member Davidson moved to approve L 3-24 with conditions as amended to substitute the Barberry near the intersection with a lower growth rate plant, screening with the evergreen hedge on the east side of the parking lot, changing the south side of the parking lot to mirror the north side for Phase 2, substituting a different street tree for the Zelkova, removing the references to the Oak tree that had been removed, and final approval by staff and the Chair. The motion was seconded by Committee Member Hall and passed 3-0-1 with Committee Member Wicks abstaining.

## **5. Committee Member Comments**

Committee Member Davidson suggested a work session on synthetic turf and another work session on requiring distribution of the landscaping all around the site instead of only a small area.

There was discussion regarding code compliance and need for code enforcement on some projects.

Committee Member Davidson said he had been attending the Third Street Improvement Project meetings. The Parks Department had put new trees in Chegwyn Park and he suggested these types of projects come to LRC for recommendations.

## **6. Staff Comments**

None

## **7. Adjournment**

Chair Fleckenstein adjourned the meeting at 1:49 p.m.