

EXHIBIT 2

City of McMinnville
Landscape Review Committee
Regular Meeting

January 18, 2017, 12:00 p.m.
Community Development Center
McMinnville, Oregon

MINUTES

Members Present: Committee Members Sharon Gunter, RoseMarie Caughran, Tim McDaniel, and Josh Kearns

Members Absent: Chair Rob Stephenson

Staff Present: Chuck Darnell (Associate Planner)

Others Present: None

1. Call to Order

Chair Stephenson called the meeting to order at 12:05 PM.

2. Approval of Minutes:

Committee Member Gunter asked the committee whether there were any suggested revisions to the December meeting minutes. Committee Member Caughran asked about the approval of the wireless tower and the condition of approval related to requiring ivy, and asked whether it was allowed to be planted in Oregon. Committee Member Gunter stated that the condition of approval allowed Boston Ivy, and Committee Member Kearns stated that Boston Ivy was not on the State of Oregon's noxious weeds list. Hearing no comments, Committee Member McDaniel moved that the minutes from the December 21, 2016 regular meeting be approved. Committee Member Gunter seconded. Committee Members Caughran and Kearns abstained. With no further discussion, the Landscape Review Committee members voted to approve the revised minutes unanimously.

3. Action Items

L 36-16

Associate Planner Darnell introduced the application, which is a landscape plan review for the McMinnville High School expansion at 615 NE 15th Street. Staff walked through the proposed changes to the site, as well as the landscaping proposed around the site. Staff

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explained that the project was going through the conditional use permit review process, and that landscaping was proposed to provide for screening and buffering of the conditional use from abutting properties. Staff stated that the landscape plans submitted were generally consistent with the plans reviewed through the conditional use process.

Associate Planner Darnell highlighted the street trees, landscaped hedges and screening walls, and other planting areas being proposed. Committee Member Caughran asked about the trees being proposed between the new parking lot and the residential uses, and whether the trees are a good fit for that area. Committee Member Kearns stated that those trees should grow well in the proposed location. Committee Member Caughran stated that the proposed screening in that area would provide for great buffering between the school and the residences to the north. Committee Member Gunter stated that the proposed trees around the parking lot would provide good screening and shade as well.

Associate Planner Darnell explained the conditions of approval being proposed by staff. One condition was to have the trees on the north side of the site be changed out to something from the Small Tree list that would be suitable to plant under overhead power lines.

Committee Member Kearns stated that root barrier protection wasn't shown in the detail for the trees on the site. Associate Planner Darnell stated that a condition of approval had been added to require root barrier protection on the trees that will be immediately adjacent to the right-of-way, but the zoning ordinance did not allow the City to require it on private property. Staff suggested that a condition of approval be added to encourage root barrier protection on the interior of the site. Committee Member Kearns and Caughran stated that they would support that condition of approval.

Committee Member Gunter stated that the irrigation plan submitted was suitable and met the City's requirements.

Associate Planner Darnell explained the condition of approval related to the addition of three trees on the south side of the Technology Center. Committee Member Caughran asked where those trees would be located. Staff stated that they would be required to be installed in the locations as shown in the conditional use plans.

Associate Planner Darnell explained the landscaping proposed at the new Field House, which fronts onto McDonald Lane. Committee Member Caughran asked what would be installed along McDonald Lane. Staff explained that they are not proposing to add any landscaping on the east side, but they will maintain the existing hedge along the north and west sides, and add an arborvitae screening wall along the south side which is immediately adjacent to a residential use. Committee Member Kearns stated that he was comfortable with not adding landscaping on the east side of the site, to be more consistent with the remainder of the high school athletic fields. Committee Member Gunter stated that it would be difficult to fit landscaping in that area. Committee Member Kearns stated that the surrounding uses are more setback from the proposed use and there are more mature trees and berms providing screening on adjacent properties.

Committee Member Gunter moved that the landscape plan be approved with the conditions as proposed by staff with the additional condition that root barrier protection be encouraged.

Committee Member Kearns seconded. With no further discussion, the Landscape Review Committee members voted to approve the landscape plan, with the conditions as suggested by staff and the additional condition related to root barrier protection.

Baker Creek Substation

John Dietz, Engineering and Operations Manager at McMinnville Water and Light, introduced himself and explained that McMinnville Water and Light was considering removing arborvitae from the exterior of the utility substation located north of Baker Creek Road and east of Hill Road. McMinnville Water and Light staff have found that safety violations exist with the current state of the arborvitae, and are suggesting to remove the arborvitae rather than prune.

Committee Member Caughran asked if McMinnville Water and Light would be planting any other type of screening in place of the arborvitae. Mr. Dietz explained that McMinnville Water and Light was actually in the process of investigating expansion of the substation to accommodate future residential growth in McMinnville. In order to expand, the arborvitae would have been removed anyways.

Associate Planner Darnell asked if the arborvitae were required when the substation was constructed. Mr. Dietz did not know if they were required. Committee Member Caughran asked if landscaping would be installed after the expansion is complete. Mr. Dietz stated that they would install landscaping after the expansion, but would likely want to install a different type of landscaping as they have safety and security concerns with arborvitae.

Committee Member Gunter stated that safety and security is of utmost importance, so she would be comfortable with the removal. Committee Member Kearns moved that the removal be approved, and Committee Member McDaniel seconded. The Landscape Review Committee voted to approve the removal unanimously. Associate Planner Darnell asked that a landscape plan be submitted for the new landscaping once the expansion is complete.

Draft Landscape and Tree Ordinance Amendments

Associate Planner Darnell introduced the topic and explained that staff had prepared draft zoning text amendments to be considered by the Landscape Review Committee, based on the discussions and recommendations staff had received from the committee in previous meetings. Associate Planner Darnell described each proposed change, as they were described in the staff report.

Committee Member Kearns asked about the requirement to provide irrigation information, and whether the City should require full irrigation plans be required. Associate Planner Darnell stated that past discussions with the committee had resulted in the City allowing for notes on landscape plans stating that irrigation systems will be provided and not a full plan. The committee discussed the irrigation requirement and decided to continue to allow just a note that irrigation systems be provided.

Committee Member Kearns asked whether the length of time that a resident has to replace a tree could be added to the Trees chapter. Committee Member Caughran and Gunter agreed that this language should be added. Associate Planner Darnell stated that the length of time had often been included as a condition of approval, but that the specific timeframe could be added to the tree removal/replacement section of the zoning ordinance.

Committee Member Kearns asked about the type of information required to be submitted with street tree removal requests, and whether the City could require a quote to include costs associated with the removal and replacement up front. Committee Member Gunter stated that this had been discussed at a previous meeting and was a good idea to provide the resident with more information upfront. Committee Member Kearns stated that this would help with residents understanding the full scope of what would be required of them to remove and replace a tree. Committee Member Gunter stated that it could be added to the information required to be submitted with a tree removal application. Associate Planner Darnell stated that this information could be required. Committee Member Kearns stated that this would potentially reduce the number of applications that go through review and then are never removed.

Associate Planner Darnell stated that, if the committee was comfortable with the proposed changes, they could recommend that the Planning Commission formally review and consider the proposed zoning text amendments to the Trees and Landscaping chapters of the McMinnville Zoning Ordinance. Committee Member Gunter moved that the committee recommend the amendments to be considered by the Planning Commission. Committee Member Kearns seconded. With no further discussion, the Landscape Review Committee members voted to approve the recommendation unanimously.

4. Discussion Items:

There were no discussion items on the agenda.

5. Citizen Comments

There were no citizen comments.

6. Committee Member Comments

There were no committee member comments.

7. Staff Comments

There were no staff comments.

8. Adjournment

The meeting was adjourned at 1:18 PM.