



**City of McMinnville
Planning Department**
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EXHIBIT 1 - MINUTES

April 19, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, and Tim McDaniel
Members Absent: Josh Kearns and Rob Stephenson
Staff Present: Chuck Darnell – Associate Planner
Guests Present: Scott Hill – Mayor, Glenn Armstrong, and Bill Riffle

1. Call to Order

The meeting was called to order at 12:07 p.m.

2. Citizen Comments – None.

3. Approval of Minutes

A. February 15, 2017

Committee Member McDaniel moved to approve the minutes of February 15, 2017. The motion was seconded by Committee Member Caughran and passed 3-0.

4. Action/Docket Item (repeat if necessary)

C. L 13-17 – Landscape Plan - 2180-2350 NE Highway 99W

Associate Planner Darnell stated this was a parcel in the McMinnville Plaza shopping center on Highway 99W between Petco and JC Penny. The landscaped area was 9% of the parcel, which exceeded the commercial landscaping area requirement. There were ten existing Maple trees on the site and an arborist had inspected them. The arborist report identified four trees as hazardous. The applicant proposed to remove all of the trees and replace them with ten Japanese Snowball trees. The existing trees were mature and provided good screening of the existing building. The landscaped area was one of the few actual landscaped areas within the larger shopping center parking lot, so staff believed it was important to retain trees in this area. The existing landscaped area was irrigated. The application had proposed to plant the new evenly throughout the landscape area, and two trees would be planted in the islands on the

end. Staff recommended that the Committee either approve only the four hazardous trees to be removed, or if the removal is allowed, require larger trees or more trees to be planted in their place. Staff recommended that the minimum caliper for the trees could be three inches. If the non-hazardous trees were not removed, they should be trimmed or pruned.

Glenn Armstrong, representing the applicant, said some of the motivation for the removal was the declining state of the trees. Instead of only replacing the four and waiting for the others to become hazardous or dealing with the incongruent growth, he had suggested removing all of the trees and starting over.

Committee Member Gunter asked if there would be an issue with the trees' horizontal growth and encroaching on the parking area. Mr. Armstrong said they would be put back eight feet and the ones in the parking strip would not be near the cars. The site was cleaned up once a week. They were pretty trees with blooms in the spring and good leaf color and structure.

Associate Planner Darnell confirmed it was a wide planter strip and if the trees were put in the center, it should not affect the cars.

Committee Member Caughran suggested columnar trees for the parking island.

Committee Member Gunter asked if removing the trees would affect the shrubbery. Mr. Armstrong said no, they would not replant in the same place and the stump grinding should not affect the shrubs. Associate Planner Darnell said there could be a condition that any shrubs damaged would be replaced.

Committee Member Caughran thought the shrubs should also be removed and everything started over.

Mr. Armstrong said they would be fine with removing and replanting everything.

Associate Planner Darnell said they could either approve the application with conditions or they could continue the item to the next meeting and the applicant could submit a revised planting plan. It sounded like there was support for removing the ten trees. Some of the conditions could include: the two trees in the parking island would be columnar trees, the other eight trees would be planted in the center of the landscape area, replace all of the shrubs in the landscape area, and ensure adequate watering to establish the trees.

Committee Member Gunter moved to approve the tree removal subject to the conditions as stated by staff with the addition that the applicant submit a detailed replanting plan for the shrubs that staff would review and approve. The motion was seconded by Committee Member McDaniel and passed 3-0.

E. L 15-17 – Landscape Plan - 288 NE Norton Lane

Associate Planner Darnell explained the landscape plan amendment for Chemeketa Community College. The three trees that were being requested to be removed were located outside of the property lines. Staff had verified that ODOT would have no issue with the tree removal. The trees were in front of a free standing sign and that was the reason for the request. The original landscape plan from 1993 showed the trees as Red Sunset Maple trees, and the existing diameters were 11, 13, and 14 inches. The trees were supposed to be planted on the property behind the sign, as shown on the original landscape plan.

Bill Riffle, representing Chemeketa College, said when the trees had leaves, they obscured the sign that identified where the college was located.

Associate Planner Darnell said staff was proposing six replacement trees. The applicant had identified a location for three of the trees west of the existing sign and staff proposed three additional trees to comply with the original landscape plan where trees were supposed to have been planted on the east frontage.

Mr. Riffle was concerned about putting trees near the water meter near the theater. He also wanted to make sure there was visibility to the buildings. He discussed ODOT's 20 year plan for the site and how the roads and buildings might be changed.

Associate Planner Darnell said if there was concern about utility locations, they could pick a different location for the additional three trees, such as along Norton Lane. He suggested the condition be amended to say the three additional trees would be planted east of the existing sign or along Norton, whichever worked best.

Committee Member Gunter moved to approve L 15-17 with the amended condition. The motion was seconded by Committee Member McDaniel and passed 3-0.

Mr. Riffle said he would notify the LRC when the replacement tree for the large Oak tree was planted. They would also plant more oaks in the understory.

A. L 7-17 – Landscape Plan - 1150 NE Lafayette Avenue

Associate Planner Darnell said this was a landscape plan for the McMinnville School District's maintenance facility. The site was zoned C-3 and was in the Northeast Gateway District. They were proposing to landscape 7.9% of the site and there was a large greenspace area in the back. The existing planter area would be upgraded and as many trees as possible were being kept. Two existing trees along the west property line were going to be removed to make the sidewalk ADA accessible. They would be replaced by two trees in the landscaped area near Lafayette. Four mature maple trees and three pear trees would remain. Four new trees would be added along the frontage and two more on the east. There would also be shrubs planted. Due to the overhead utilities, staff proposed the applicant choose from the small trees list. The landscaping would screen the parking area from the street. A site obscuring fence would be installed around the entire perimeter of the property. A full irrigation plan had been submitted as well.

There was consensus to amend the condition that the applicant plant only Golden Desert Ash trees for all the trees.

Committee Member Gunter moved to approve L 7-17 with the amended condition. The motion was seconded by Committee Member Caughran and passed 3-0.

B. L 12-17 – Street Tree Removal - 151 NW Mt. Mazama Street

Associate Planner Darnell said this was a request for street tree removal on the corner of 2nd and Mt. Mazama. The trees had been put in by the developer, but had been neglected as the lot was vacant. When a house was constructed, sidewalks would need to be put in and the applicant was worried about impacting the roots. Staff recommended replacing the trees with October Glory after the sidewalks were put in. The original street tree plan showed four trees

on the south property line, but only three were planted. A condition was included that four trees be planted to be consistent with the plan. Staff recommended approval.

Committee Member Gunter moved to approve L 12-17. The motion was seconded by Committee Member McDaniel and passed 3-0.

D. L 14-17 – Landscape Plan - 1944 NE Baker Street

Associate Planner Darnell said this was a landscape plan for a social relief facility. It would look like an apartment building, but would be run by Yamhill County to provide residential units for people with mental health issues. It was zoned commercial, but the applicant was proposing landscaping 42% of the site. There would be an open lawn area on the west side between the building and the parking area and street. There would be a cedar tree and Japanese maples as well as some shrubs and smaller plants. Along the southern property line, there would be a fence and a row of shrubs. Greywood Ash would be planted around the whole property. There would be an open lawn area in the back for usable open space for the residents. Along the north property line there would be a row of shrubs and Vine Maple trees. There would be planting islands to break up the parking area and foundation plantings and Italian Cypress along the front of the building. Autumn Flame Red Maple trees, Japanese maples, and shrubs would be in the parking islands. The site was well screened and at full maturity there would be a full tree canopy around the entire property. No street trees were required and the site would be irrigated. Staff recommended approval.

There was discussion regarding how it was a nice, balanced plan.

Committee Member Gunter moved to approve L 14-17. The motion was seconded by Committee Member Caughran and passed 3-0.

F. Amendments to Landscaping and Trees Chapters

Associate Planner Darnell said the LRC's recommended changes to the landscaping and trees chapters were taken to the Planning Commission in March. The hearing was continued to May as some input from the public was received and suggestions for more changes were made. Staff updated the documents and he reviewed the new changes. For the landscaping chapter, the order of the sections, section numbers, and definitions had been rearranged, an addition was made to the purpose and intent statement to include native plants in landscape plans, language had been added regarding identifying existing trees on landscape plans, allowing raised planters to be on landscape plans, the appeal period was changed from 5 to 15 days, and other minor changes. For the trees chapter, a section was added for downtown trees, allowing additional time for the removal/replacement of trees to allow for planting in favorable seasons, an arborist report could be requested for any tree removal request, and some language was moved from street tree standards to the street tree maintenance section. If the LRC was comfortable with the changes, they would be brought back to the Planning Commission in May.

Committee Member Gunter moved to recommend approval of the changes as presented. The motion was seconded by Committee Member Caughran and passed 3-0.

G. Discussion Items – None.

H. Old/New Business – None.

I. Committee/Commissioner Comments

Mayor Hill thanked the members of the LRC for their work.

Committee Member Caughran said Trees for McMinnville and Morning Rotary would be planting trees on May 6.

J. Staff Comments

Associate Planner Darnell said there would be a Tree City USA proclamation at the next City Council meeting for Arbor Day which would be April 28. It was the City's twentieth year in the Tree City program.

K. Adjournment

The meeting was adjourned at 1:22 p.m.