



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

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**May 17, 2017**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Rose Marie Caughran, Josh Kearns, and Tim McDaniel

**Members Absent:** Rob Stephenson and Sharon Gunter

**Staff Present:** Chuck Darnell – Associate Planner

**Guests Present:** Scott Hill – Mayor

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## **1. Call to Order**

Committee Member Caughran called the meeting to order at 12:00 pm.

## **2. Citizen Comments – None.**

## **3. Approval of Minutes**

A. March 15, 2017

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

## **4. Action/Docket Item (repeat if necessary)**

A. L 4-17 – Landscape Plan

Associate Planner Chuck Darnell presented the Landscape Plan for the Atticus Hotel. It was located on 4<sup>th</sup> and Ford. No landscaping was required in this area, but as part of the downtown design standards and guidelines, there were some screening requirements for the parking lot from the public right-of-way. The applicant included a continuous row of plantings along the south and east side of the parking lot. Italian Cypress would be spread throughout with some ornamental grasses and larger shrubs on the east side. There would be a wrought iron fence around the south side, and a stucco wall on the east side that would match the building. There would also be a sliding gate that would be closed when not in use that would provide screening. They also added a plaza landscaped space that included trees and a mixture of shrubs and groundcover. They proposed removing the

street trees on Ford due to utility improvements and replacing them with two October Glory Red Maple trees. The trees on 4<sup>th</sup> would not be touched. Staff recommended approval. The conditions of approval were related to utility requirements and allowing for necessary setbacks. The placement of the furniture in the plan needed to allow for ADA access.

Committee Member Kearns moved to approve L 4-17. The motion was seconded by Committee Member McDaniel and passed 3-0.

#### B. L 34-16 – Revised Landscape Plan

Associate Planner Darnell discussed the revised Landscape Plan for a new maintenance facility on NW Hillside Parkway. The original master plan for the area had shown a new community barn building for this site, but the owners had been approved to construct a pole building to function as the property's maintenance facility instead. This plan had been reviewed and approved by the LRC in December 2016 under the assumption that the property owners would install a large amount of landscaping along the eastern property line. The property owners proposed not to install all of the landscaping along the eastern property line at this point as their plans might change for the open area depending on the demand for residential units. Instead they proposed to install more robust landscaping around the new maintenance building. They would use the same species and type as the other landscaping on the site. There would be Cypress and Vine Maple trees as well as smaller shrubs and grasses. These would provide good screening of the building and the mixture of plants was suitable for the location. The existing irrigation system would tie into this area. Staff recommended approval. There was a condition that stated in the event that something was done in the open field area, the rest of the landscaping would be installed or a new plan would be submitted.

Committee Member Caughran was concerned about screening the pole barn from the nearby houses as it would be unsightly. Associate Planner Darnell explained how some design features would be incorporated into the building such as colors to match the large building, trim, and windows and there would be landscaping as well.

Committee Member Kearns moved to approve L 34-16. The motion was seconded by Committee Member Caughran and passed 3-0.

#### C. L 16-17 – Street Tree Removal

Associate Planner Darnell reviewed the street tree removal request for property located on the corner of 4<sup>th</sup> and Logan. The applicant had already removed the trees as they were not aware that they needed City approval to do so. The Planning Department sent a letter to the property owners requiring them to replace the five trees. The trees were causing damage to the sidewalk and the applicant was replacing the sidewalk as well. The applicant was proposing to plant three Flowering Cherry trees, a species from the small tree list, due to the overhead utility lines where the trees would be planted. Staff recommended approval with the standard tree replacement conditions.

There was discussion regarding requiring the applicant to plant five trees instead of three based on the past practice of requiring trees be replaced one for one.

Committee Member Kearns moved to approve L16-17 with the amendment to require planting five replacement trees. The motion was seconded by Committee Member McDaniel and passed 3-0.

#### D. L 17-17 – Street Tree Removal

Associate Planner Darnell explained the street tree removal request for the corner of 13<sup>th</sup> and Galloway Street. Two existing large Birch trees were being requested to be removed due to the fact they were dead and unsafe. The applicant did not provide an arborist report as there were dead limbs and issues with the trees. Public Works staff did an inspection of the trees and found both trees showed evidence of decline in the form of dieback and deadwood in the canopy and both had numerous wounds from prior pruning or storm damage that had not healed properly. A third tree had come down in a storm. The applicant got a quote for the removal, but not replacement of the trees. Staff recommended if the removal was approved, they should replace the two trees with a species from the large tree list.

There was discussion regarding the applicant installing three replacement trees to account for the one lost in the storm and whether or not to require an arborist report.

Associate Planner Darnell confirmed there was adequate space on the site for three trees. If approved, the standard tree replacement conditions applied as well. In the past when large trees were removed, applicants were often required to replace more than a one for one ratio to get back to a more consistent planting pattern.

Committee Member Caughran did not think an arborist report was necessary, but thought they should require three replacement trees.

Committee Member Kearns moved to approve L 17-17 with the amendment to require planting three replacement trees. The motion was seconded by Committee Member Caughran and passed 3-0.

## **5. Discussion Items**

There was discussion regarding the fact that not all landscaping plans came to the LRC, especially for larger transportation and engineering projects such as Alpine Avenue. The LRC thought their expertise was needed for those projects. There was further discussion regarding the current rash of tree topping and landscaping for current and upcoming projects including the one on Baker Creek.

## **6. Old/New Business – None.**

## **7. Committee/Commissioner Comments**

Committee Member Kearns announced there would be a 40<sup>th</sup> anniversary event for C&D Landscape on June 15.

## **8. Staff Comments – None.**

## **9. Adjournment**

Committee Member Caughran adjourned the meeting at 12:56 pm.