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Planning Department
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EXHIBIT 3 - MINUTES

September 20, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, Tim McDaniel, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Chuck Darnell – Associate Planner

Guests Present: Scott Hill – Mayor and Kellie Menke – City Councilor

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 pm.

2. Citizen Comments – None

3. Approval of Minutes – None

4. Action/Docket Item (repeat if necessary)

A. L 31-17 – Landscape Plan

Associate Planner Darnell said this was an application from the McMinnville School District to install landscaping on the site of the renovated Baker Field at the high school located at 615 NE 15th Street. The old athletic field was being replaced with artificial turf for a soccer field and practice football field. They were also adding a bathroom facility on the east side and planned to keep all of the existing trees. He reviewed the submitted plan. Staff had suggested that at a minimum there be some plantings around the buildings, but the School District argued that since they were not changing the existing use of the site it should be kept as is. They also expressed concern regarding visibility into the site and security around the structures and not wanting places for people to hide.

Chair Stephenson understood the argument and stated the school did not maintain plants well.

Chair Stephenson moved to approve L 31-17. The motion was seconded by Committee Member Caughran and passed 4-0.

B. L 32-17 – Landscape Plan

Associate Planner Darnell said this was a landscape plan for an expansion of an existing industrial building on NE Orchard Avenue. The proposed landscape plan was actually a revised plan from a previous landscape plan that was approved for this property (L 5-17). The original plan was to install Laurel throughout the entire frontage as an understory to the trees that would be planted. The applicant's landscape contractor thought there would be issues with maintaining that proposal and with the aesthetics and recommended changing the plan. The Planning Commission had approved a conditional use for this development and included a condition that evergreen plantings be installed in a continuous row to provide screening along the street. He summarized the plants that were proposed in the new plan. A variety of evergreen shrubs had been chosen to go along the north side in an alternating pattern. He clarified the existing Maple trees would be behind the fence and the shrubs would be in front of the fence. The tree species they chose to plant were shorter trees due to the overhead power lines. There would be evergreen shrubs in between the trees as well that would be different from the north side and in front of those would be smaller shrubs. It would be irrigated with drip lines around the trees and a fixed spray system outside of the fence. Staff thought this was a better plan than the original one.

Chair Stephenson moved to approve L 32-17. The motion was seconded by Committee Member Gunter and passed 4-0.

C. L 33-17 – Street Tree Removal

Associate Planner Darnell introduced the application for removal of a street tree on the property located at 911 NW 2nd Street. This was a single family home site in an older developed area of the City. There was not a consistent planting pattern in that area. The applicant was requesting removal due to the tree being diseased and concerns about pedestrian safety. It was a Hawthorn tree with multiple trunks. Public Works staff had inspected the tree and found root rot on the trunk and dieback. He asked the Committee if they wanted to require a replacement tree at this location. There was a planting strip adjacent to the property that met the minimum width requirements. McMinnville Water and Light and the City would take care of the tree removal.

Chair Stephenson said if they would fit in the planting strip, he thought two or three trees should be planted. He suggested columnar pear trees.

Associate Planner Darnell said there would be space for more trees. They could amend Condition 6 to require planting trees no greater than 20 feet apart and the applicant would put as many trees as would fit in the planting strip that would still meet all necessary setbacks.

Chair Stephenson moved to approve L 33-17 with the amended condition as suggested by staff. The motion was seconded by Committee Member Gunter and passed 4-0.

D. L 34-17 – Landscape Plan

Associate Planner Darnell reviewed the landscape plan proposed for two new industrial buildings on the property located at 1445 NE Miller Street. Street trees, planting strips, and sidewalks would be installed. The applicant had proposed using October Glory trees, but due to overhead utility lines, staff put in the conditions that a species from the small tree list be used for the street trees. The applicant would have to put in four trees per planting strip since they would be smaller trees. In the front of the buildings the applicant was proposing cypress trees which would provide good screening. There would also be Spirea, rhododendrons, and red buds planted as well.

Chair Stephenson did not think there were enough plantings. Committee Member McDaniel thought there should be more shrubs or hedges by the parking lot for screening.

Committee Member Caughran moved to continue L 34-17 so the applicant could address the lack of screening, need for more undergrowth and lawn, and use of larger trees. The Committee did not think it was consistent with the area. The motion was seconded by Committee Member McDaniel and passed 4-0.

E. L 2-17 – Landscape Plan

Associate Planner Darnell presented the landscape plan for a new industrial building being constructed on the property located at 1270 NE Alpha Drive. The applicant had previously submitted a landscape plan for this development in January 2017, but the Landscape Review Committee denied the application and provided recommendations for how the landscape plan could be revised to better meet the requirements. Previously the proposal was for all bark dust and sparse plantings. The new proposal included turf areas, river rock areas, Red Sunset street trees, and Viburnum and Bamboo in a continuous row in front of the new building. Between some of the areas of turf grass, the applicant was proposing to install azalea and rhododendrons in groupings. In the river rock features, the applicant was proposing to install some taller grasses.

Chair Stephenson said the parking lot would have no shade trees. He thought this plan would be difficult to maintain.

Committee Member McDaniel thought it would be a good site for Vine Maples rather than all of the rhododendrons and azaleas.

Committee Member Caughran thought there needed to be more details about the plant sizes and more trees. It was an entrance to this area and had to be better.

Associate Planner Darnell clarified the Committee wanted to know the sizes of the plants, the shrubs needed to be revised, and there needed to be more trees throughout the site.

Chair Stephenson suggested Vine Maple trees every 15 feet with appropriate shrubs underneath that could take a lot of heat. There needed to be more shade.

There was discussion regarding the need for appropriate spacing of the shrubs and shade trees throughout the site, particularly in the parking area. There was further discussion regarding how the drawings needed to be done to a scale that was easy for the Committee to interpret.

Committee Member Caughran moved to continue L 2-17 based on a lack of information. The motion was seconded by Committee Member McDaniel and passed 4-0.

5. Discussion Items

There was discussion regarding street tree plantings for the Habitat development and trying to fit them around the utility plan.

Chair Stephenson said it was typically one tree per lot in this area, and the locations would need to be adjusted for the utilities. Associate Planner Darnell would discuss it further with McMinnville Water and Light.

There was discussion regarding the density and constraints of this development as well as the stormwater detention for the subdivision.

6. Old/New Business – None

7. Committee/Commissioner Comments – None

8. Staff Comments

Associate Planner Darnell passed out Oregon Arbor Week stickers.

9. Adjournment

Chair Stephenson adjourned the meeting at 1:06 pm.