



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

EXHIBIT 1 - MINUTES

January 17, 2018
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

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

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

None

4. Action/Docket Item (repeat if necessary)

A. Election of Chair and Vice-Chair

Committee Member Caughran nominated Rob Stephenson for Chair and Sharon Gunter for Vice Chair. The nominations were approved unanimously.

B. L 47-17 – Landscape Plan

Associate Planner Darnell said this was an application for a landscape plan for a new multiple-family development site. It would be two triplexes for a total of six units. He explained the layout of the site. The landscaping proposed was primarily perimeter plantings around the north and east sides. There were some existing Maple trees in the right-of-way area and back on the east property line that were proposed to be retained.

Chair Stephenson suggested adding a ground cover that would help cover the barkdust and a few boulders to decorate it more. Associate Planner Darnell said there was a condition to clean up the ground cover.

Associate Planner Darnell said there were single family homes and an apartment complex nearby. There were existing fences on the north, south, and east sides. There was a condition that the applicant work on updating and maintaining the fence on the east side which was currently in poor condition. The planting plan had a variation between Emerald Green Arborvitae, Sweet Flag Grass, and Boxwood along the northern property line which would provide screening.

Brad Bassitt, applicant, explained how it was unclear who owned the fence.

Chair Stephenson suggested using one type of plant material all of the way down, such as arborvitae, which would make it more cohesive and easier to maintain.

Committee Member Caughran suggested putting in a taller shrub in the blank one foot planting strip, such as a tall, slender evergreen. Chair Stephenson suggested growing something flat onto the wall of the house to break up that area or use a metal frame or trellis.

There was consensus to change the condition for the north side to have the applicant only plant arborvitae at a spacing of 2.5 feet on center and to continue that planting along the east side as well. The condition regarding the fence could be removed as it was unclear who the owner of the fence was and the arborvitae hedge could substitute for the fence. A condition should be added to include a flat planting along the trellis on the north side of the two units between the sidewalk and the building. The flat planting suggestions were Evergreen Clematis or Camellia Sasanqua.

Mr. Bassitt was planning to leave the backyards open as a common area. Chair Stephenson thought something with height should be planted, such as a Vine Maple, one on each side of each patio, to give each person a sense of privacy. Associate Planner Darnell would add the requirement for Vine Maples in the patio areas as a new condition.

Chair Stephenson left the meeting.

Committee Member Caughran moved to approve L 47-17 with the conditions as amended. The motion was seconded by Committee Member Kearns and passed 3-0.

C. L 2-18 – Street Tree Removal

Associate Planner Darnell reviewed the application for a street tree removal on the Gospel Rescue Mission property on NE 14th Street. It was a large Sitka spruce tree and the trunk of the tree was located partially in the public right-of-way. The tree roots would be in too close a proximity to the new building that would be constructed on the site. The applicant was proposing to remove the tree and an arborist report recommended that the roots would be greatly impacted by the construction and the tree would not be safe. It was unfortunate that the tree would be removed, however the application met the street tree removal criteria. The applicant provided a landscape plan that showed the intent for replacement trees to be planted in the same general area as the existing tree. Staff recommended approval with the condition that they plant three replacement trees at minimum and that the applicant submit a landscape plan for review by the Landscape Review Committee prior to the submittal of building permits for the new building on the site.

Committee Member Caughran was opposed to the removal of old trees in the community.

Associate Planner Darnell said this was part of an approved development project that went through the Conditional Use process. If they denied the application, the City would be liable if the tree fell over onto the new building because they did not allow the tree to be removed.

There was discussion regarding the impact of the project on the tree's roots.

Committee Member Caughran was not convinced that the construction would destabilize the tree. Associate Planner Darnell said the only other option was to have the applicant go back through the Conditional Use review to change the site layout. That was a long process.

Vice Chair Gunter did not like the idea of taking the tree down, but the need for the housing outweighed that concern. It would be complicated and expensive to have the applicant change the layout.

Associate Planner Darnell said Chair Stephenson left comments about this application. He also had mixed feelings about it, but he did not see another option.

Committee Member Kearns said the property owner had an approved project and had the right to develop their property. If a tree was in the way, it needed to be removed. In the planning review, they could have required that the building be moved ten to twenty feet to save the tree,

Committee Member Kearns moved to approve L 2-18. The motion was seconded by Committee Member Gunter and passed 3-0.

There was consensus for the Committee to send a letter to the Planning Commission encouraging them to retain large existing trees.

5. Discussion Items

None

6. Old/New Business

None

7. Committee/Commissioner Comments

None

8. Staff Comments

None

9. Adjournment

Vice Chair Gunter adjourned the meeting at 12:45 p.m.