



**City of McMinnville**  
**Planning Department**  
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# MINUTES

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**February 21, 2018**  
**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

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

- A. November 15, 2017 Regular Meeting
- B. December 20, 2017 Regular Meeting

Committee Member Gunter moved to approve the November 15 and December 20, 2017 minutes. The motion was seconded by Committee Member Caughran and passed 4-0.

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

- A. L 4-18 – Street Tree Removal

Associate Planner Darnell explained this applicant had received approval in 2015 to remove the same three trees that were being requested to be removed today. The trees were located at 707 NW Alder Street. The previous application did not go through due to the cost. The damage to the sidewalk from these trees was evident and it was dangerous. The planting strip was a decent width, and staff recommended planting three replacement trees in the same planting strip. Staff suggested that the applicant be required to plant a columnar species from the Medium Trees section of the McMinnville Street Tree List.

There was consensus to amend the condition regarding the species to require the applicant specifically use either columnar pear, cherry, maple, or hornbeam.

Committee Member Gunter moved to approve L 4-18 as amended. The motion was seconded by Committee Member McDaniel and passed 4-0.

#### B. L 5-18 – Landscape Plan

Chair Stephenson reviewed the landscape plan for a new structure to serve as a housing shelter for the Yamhill County Gospel Rescue Mission. The Rescue Mission was proposing to add a new structure to the site located near the intersection of 14th Street and Macy Street. The new structure would serve as the men's residential facility. The other two buildings on the site would then serve as a women's residential facility and an emergency housing facility. The Rescue Mission was requiring arborvitae on the southern boundary of the site to provide a generous amount of screening between the subject site and the adjacent residential properties. On the north side of the men's facility, a variety of shrubs and perennials would be installed along the building in a planter area. There would be lawn installed between the planter area and the sidewalk, with trees installed in the lawn area to provide additional screening. There would be a sidewalk, open picnic area, four foot fence, and playground area. He discussed the large tree that had been removed for the construction, existing trees that were preserved, and replacement trees.

Associate Planner Darnell said staff thought the application met the requirements for screening on the south property line and north side of the new building and there was buffering between the play area and picnic area as well as open lawn space.

Chair Stephenson said it should be sprinkled in order to maintain the landscaping, but he did not know if that was in their budget.

Associate Planner Darnell said McMinnville Water and Light noted there were some existing meters and planting clearances needed to be maintained.

Committee Member McDaniel moved to approve L 5-18. The motion was seconded by Committee Member Gunter and passed 3-0-1 with Chair Stephenson abstaining.

### 5. Discussion Items

#### A. Tree City USA – Tree Planting Event

Associate Planner Darnell said the Planning Department oversaw the Tree City USA designation. The organization had been pushing for the City to do more with the program. He thought the Landscape Review Committee could be the voice for this program. He would like to coordinate some tree planting events in the City.

Chair Stephenson thought it would be good to get young adults involved in the tree plantings.

Committee Member Caughran was part of a group whose goal was to plant at Cook School.

Mayor Hill suggested contacting Chemeketa and Linfield College's horticulture programs. They could also reach out to Boy Scout troops.

There was discussion regarding locations for tree plantings, upcoming developments in the City, and candidates for heritage trees.

Associate Planner Darnell would work on contacting people to schedule tree plantings in April.

Chair Stephenson noted that the new trees would need to be watered for a year or they would die. He recognized Dan Upton who watered trees in the City every summer. Mayor Hill suggested recognizing Mr. Upton by proclamation at a Council meeting.

There was discussion regarding the need to hire a full time arborist and the City's current strategic planning efforts.

## **6. Old/New Business**

Committee Member Caughran read a letter she drafted from the Landscape Review Committee to the Planning Commission that recommended the Commission consider trees when giving approval for new construction or redevelopment projects. She gave the example of the large tree that was removed due to the construction of the Rescue Mission men's facility and how if the building had been moved 20 feet the tree would not have had to come down.

There was consensus for the Committee to sign the letter and send it to the Planning Commission.

## **7. Committee/Commissioner Comments – None**

## **8. Staff Comments – None**

## **9. Adjournment**

Chair Stephenson adjourned the meeting at 12:56 p.m.