



City of McMinnville
Planning Department
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EXHIBIT 1 - MINUTES

March 21, 2018
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

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

Members Absent: None

Staff Present: Chuck Darnell – Associate Planner and Heather Richards – Planning Director

Guests Present: Scott Hill – Mayor, Kellie Menkie – City Councilor, and Jan Clay

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. L 3-18 – Landscape Plan

Associate Planner Darnell explained this site was previously developed with a church use, but the church structure was in the process of being demolished to allow for the construction of a multiple-family development. The property was located at 806 NE Davis Street. The applicant proposed to keep most of the existing landscaping. A condition of approval was suggested that if anything was damaged during construction that it be replaced. The site was nicely landscaped along the sidewalk and some new lavender plants would be installed where the site would be impacted by construction. Lilac shrubs would be used to screen the single family home that was adjacent to the property. The parking area was proposed to be the same. The bamboo hedge would remain along with the dogwood shrubs on either side of the entry. There was another single family home which

was screened by a fence and honeysuckle vine. In the back of the church there was an open turf area that would also remain. There was a front porch covered area and a pattern in the roof as well. It would have an interesting façade on the street facing sides and would fit the neighborhood. A bench and bike racks would be installed as well. He thought it was a good plan and good use of the space.

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

5. Discussion Items

A. Tree City USA – Tree Planting Event

Jan Clay from the McMinnville Garden Club was in attendance to see if there was anything the Garden Club could do to help.

Associate Planner Darnell said there might be opportunities for Arbor Day and Tree City USA events.

Committee Member Caughran said there would be a tree planting on March 31 which was done annually by the Sunrise Rotary.

Planning Director Richards thought that should be captured every year as part of the Tree City USA program as the trees were planted on public property. They needed to do more community engagement and outreach for the program. She suggested the proclamation be done in April and as part of the proclamation they could provide pictures of the event. They could then coordinate another event that involved youth.

Associate Planner Darnell said the Boy Scouts were planning to do an invasive species removal at Tice Park in April.

Planning Director Richards thought they should plan an annual event in coordination with Public Works for a tree planting and use the community service programs for kids to plant the trees.

Committee Member Kearns suggested as part of the City's yearly tree replacement program, that the contract include planting a certain number of trees with kids. He did not think the program was done this year.

Chair Stephenson thought there needed to be better communication between Public Works and the LRC on this program.

Associate Planner Darnell would check on the status of the tree replacement program. Planning Director Richards suggested having an annual meeting with Public Works to discuss the next year's program.

Ms. Clay said another thing the Garden Club did was raise funds for beautification projects.

Planning Director Richards thought the Garden Club could help with the planter boxes on Alpine. On April 27 there would be a ribbon cutting for Alpine, and they could possibly coordinate students and the Garden Club to put plants in the boxes.

Committee Member Kearns thought the plan was to put herbs and vegetables in the boxes, however the boxes were not irrigated.

There was discussion regarding how the boxes would be watered.

The Committee brainstormed other collaborative planting projects.

Mayor Hill stated the Boy Scouts were going to do the invasive species removal on April 17 and tree plantings could be added.

Planning Director Richards suggested the high school grow tree plantings to be planted in the parks in the future. Chair Stephenson said that would take several years.

Ms. Clay suggested doing something at the schools with children that also included an education component.

Planning Director Richards said for this year, they would take pictures of the Boy Scout and Rotary events, and continue to brainstorm potential opportunities.

6. Old/New Business

Planning Director Richards said staff had talked about getting a list of companies they wanted to solicit in a formal process to be the City's arborist to help with the trees the City was responsible for and to review requests for tree removal.

There was discussion regarding the companies to include on the list.

7. Committee/Commissioner Comments

None

8. Staff Comments

None

9. Adjournment

Chair Stephenson adjourned the meeting at 12:46 p.m.