



**City of McMinnville**  
**Planning Department**  
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## EXHIBIT 2 - MINUTES

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**June 11, 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:**

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

**Guests Present:** Scott Hill –Mayor, Kellie Menke – City Councilor, and Morgan Will

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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**

None

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

#### **A. L 1-18 – Street Tree and Landscape Plan**

Senior Planner Darnell discussed the revised plans for the Baker Creek developments. The plans had been reviewed last month, and the Committee sent them back to the applicant for revisions. There had been concern regarding the conflict with utilities and the applicant had made changes to the plans so there were no longer conflicts. For Baker Creek West, it resulted in a loss of 26 trees from the previous plan. There would be 150 trees in the street tree planting strips and 28 trees in the open space tracts. All of the trees in the open space were moved outside of the public utility easement area. Staff identified some areas where more trees could be located and a condition was included to add those trees. The applicant did not propose a change in the tree species for Baker Creek West, so it would remain as a Red Sunset Maple. There was still the condition to require the street tree planting on Hill Road as directed by the City and to be

consistent with what was being installed in the public street improvement project on Hill Road. Staff was still working with the applicant on the fencing for the subdivision boundary as well.

For Baker Creek East, the Committee had been concerned about the street tree species based on the spacing. The applicant had previously proposed using Hornbeam and was now proposing to use London Planetree. There was a reduction in the number of trees due to the conflicts with utilities. Staff thought another tree could be added back and there was a condition for that. There was also a previous concern regarding the density of the plantings in the open space tracts, so the number of trees in those areas had been increased. He discussed that staff had looked into the London Planetree species and found conflicting information, but it was a conditionally permitted tree due to the aggressive roots and were potentially messy. Staff asked for direction on whether or not this would be a good fit as a street tree in this subdivision given the size of the planting strip. He suggested planting this tree in the open space tracts and planting Katsura, which was proposed in the plans in the open space tracts, in the planting strips instead.

The Committee agreed the Planetree could be a problem near the houses and there was consensus to switch the tree species as suggested.

Senior Planner Darnell then reviewed the conditions of approval as proposed in the staff report and decision document.

Chair Stephenson thought a condition should be added that the plant material would be number one grade and that the trees would be staked.

Senior Planner Darnell said there was a planting detail that required the trees to be staked. The plant material grade standard was not in the code, so it could not be added as a condition of approval, but he said that plant material grade could potentially be added to the planting detail or code at a later time.

Committee Member Gunter moved to approve L 1-18 with conditions. The motion was seconded by Committee Member Caughran and passed 5-0.

#### B. L 9-18 – Landscape Plan

Senior Planner Darnell reviewed the landscape plan for a new multi-family development on NE Evans Street.

Committee Member Kearns created this plan and discussed his suggestion for a six foot high black chain link fence with privacy slats. The tree spacing was difficult because of the building and access locations. He wanted light pollution coverage and everywhere headlights could be pointed there were hedges and trees to block them. He had tried to space the trees in a way that would work for future maintenance and coverage.

Senior Planner Darnell said there was a condition of approval from the zone change that applies to the property that the applicant would provide a mix of vertical and horizontal vegetation and fencing and/or berms to provide screening and buffering from the adjacent single family uses to the north and south. He thought the applicant had met this condition with the mix of trees and understory shrubs. He stated that there was a suggested condition of approval that would add a few more trees to the plan.

Committee Member Kearns was concerned about how narrow it was and adding the trees might encroach on the future building or existing fences and large arborvitaes. It would also make it

difficult to repaint the building in the future. There would be no playground, but there would be open space and a dog park.

There was discussion regarding the parking for the development, drive aisle width, and possible congestion. There was further discussion regarding screening for the single family uses. Committee Member McDaniel thought the tree coverage was sufficient.

There was further discussion regarding the elements of the plan and how the plan met the code.

Committee Member Gunter moved to approve L 9-18, without any condition to add additional trees. The motion was seconded by Committee Member McDaniel and passed 4-0-1 with Committee Member Kearns abstaining.

#### C. L 13-18 – Landscape Plan

Senior Planner Darnell presented the landscape plan for the renovation of a single family home into a commercial space on NE Johnson Street. The house would be maintained in its existing form and character. The proposed use was for a salon and possible office space. The applicant would also keep the existing lawn and trees around the house. They would be adding low shrubbery around the parking area to screen the parking as required by the NE Gateway Overlay District.

Chair Stephenson said the shrubbery they chose was Black Bamboo, which would spread everywhere.

Senior Planner Darnell clarified that the plan stated that the bamboo would be in a metal surround, but that the committee could verify that through an added condition.

The Committee thought it should be a galvanized metal surround.

Senior Planner Darnell stated there would be Hebe evergreen shrubs along the street for screening, although they were a short shrub and would not be site obscuring. The two existing Sweetgum trees would be preserved.

There was discussion regarding using a different shrub other than Hebe, which did not do well in the local area.

There was consensus to send the application back to the applicant to choose a different shrub other than Hebe and to provide better containment of the bamboo or pick a different species.

Committee Member Gunter moved to continue L 13-18. The motion was seconded by Committee Member Caughran and passed 5-0.

### 5. Discussion Items

#### A. L 27-17 –Revision to Approved Landscape Plan

Senior Planner Darnell stated this landscape plan for Solid Form Fabrication on NE Rivergate Street was reviewed last year by the Committee. The construction was done and they had moved into the building. The landscaping had been installed in most of the locations, however the applicant was now requesting that the north portion of the site behind the building not be

landscaped to allow for future potential expansion of the building and due to the adjacent grade of the surrounding property.

Committee Member Kearns explained that the applicant owned the lots behind this property and he would like to develop those lots with more buildings in the future. For now the applicant would like to put in field grass to mow and maintain the lots. The applicant also planned to put a gate across this area making it a non-accessible street and a chain link fence around the properties. Senior Planner Darnell said the applicant was over the minimum area for landscaping even without this area. This business was growing quickly and had the potential to need more space. If the building was expanded, it would require landscaping as well.

Committee Member Caughran moved to approve the request to not require the landscaping for the north portion of the site behind the building. The motion was seconded by Committee Member Gunter and passed 4-0-1 with Committee Member Kearns abstaining.

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

None

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

Committee Member Caughran discussed an area on West Second that was not wide enough to put in replacement trees as proposed by the Committee. She did not think the trees should be planted there. Senior Planner Darnell would look into it.

## **8. Staff Comments**

None

## **9. Adjournment**

Chair Stephenson adjourned the meeting at 1:02 p.m.