



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

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**September 19, 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:** Jamie Fleckenstein Associate Planner

**Guests Present:** Scott Hill –Mayor, Kellie Menke – City Councilor, and Susan Muir

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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 25-18 – Street Tree Removal - 1306 NE Johnson Street

Chair Stephenson said as long as the applicant was going to replace the tree and be aware of the power lines, he was in favor of the application.

Associate Planner Fleckenstein said the application did not originally call for replacement of the tree. A condition of approval was to replace the tree with a flowering cherry which would be appropriate under the power lines.

Committee Member Caughran moved to approve L 25-18 with the conditions as proposed by staff. The motion was seconded by Committee Member Gunter and passed 4-0.

**B. L 26-18 – Landscape Plan - 1206 NE 11<sup>th</sup> Way**

Chair Stephenson said he had drawn this plan and would recuse himself from the decision.

Associate Planner Fleckenstein reviewed the landscape plan for a new addition to an industrial building located in the NE Gateway District at 1206 NE 11<sup>th</sup> Way. There was 346 square feet of landscape required for the project. The applicant was proposing 475 square feet of landscaping. Part of the NE Gateway District requirements was to provide pedestrian friendly landscaping and street frontage. The plantings around the courtyard were proposed to be a couple of trees surrounded by Boxwood with seasonal color. Along the edge where the junkyard was there were some taller shrubs and taller trees that would normally be subject to the three foot height requirement for the District, but given the use of the adjacent property to the north, the applicant was requesting a waiver from the requirement. The waiver would be a staff decision. The applicant had proposed a chain link fence with black slats and Jasmine climbing up for further buffering on that edge. For the parking landscape, the NE Gateway District requirements called for a certain height to screen the parking at each end and the Acer palmatum proposed would not meet that requirement. The tree could be moved to the public right-of-way and be used as a street tree. The plantings around the parking and along the south property line were more Acer palmatums and Rubrim. The understory was proposed to be the Geranium Johnson's Blue, but the NE Gateway District required an evergreen hedge to screen the parking from the right-of-way. Staff recommended using Winter Gem Boxwood instead. Along the south property line heading towards the back of the building there would be red maples and Geranium Johnson's Blue. Along the fence there would be Jasmine that would provide screening. There was a 2.5 foot wide bed proposed on the southern side, and it was unclear if the adjacent surface would be paved concrete or gravel. Staff recommended the bed be widened to 5 feet. There would be a walkway from the storage area to the back of the building and the applicant proposed Columnar Norway Maple trees as well as Gulf Stream Heavenly Bamboo and Dwarf Fountain Grass in that area. Staff recommended that the width of this planter area be increased to 4 feet to allow more space for the trees to develop.

Committee Member Gunter moved to approve L 26-18 with the conditions as proposed by staff. The motion was seconded by Committee Member McDaniel and passed 3-0-1 with Chair Stephenson recused.

Parks and Recreation Director Muir arrived at the meeting. She asked that the LRC work together with staff on designing future parks. Chair Stephenson agreed that the LRC would like to be a part of the planning process.

**C. L 29-18 – Street Tree and Landscape Plan - Whispering Meadows Subdivision**

Associate Planner Fleckenstein discussed the street tree and landscape plan for a subdivision north of NE Cumulus Avenue. This was a long, narrow lot with access on Cumulus and affordable housing units would be built on it. Due to the shape of the lot there was not enough room to have a street down the center of the lots so the residential lots would be on one side of the street with sidewalks, planting strips, and utilities and the other side would have an open bio-swale drainage system. He explained there were some large, mature Douglas Fir trees in some of the backyards of the lots that would remain as well. There were limited opportunities for street trees on the bio-swale side except for at the ends of the swale and a mid-street break in the swale.

There was discussion regarding the use of the bio-swale for this development and the lack of street trees on that side of the street.

Associate Planner Fleckenstein said due to the nature of the site, street and lot layout, and location of utilities, the required street tree spacing for the side of the street with the residential lots could not be achieved in most locations. The street tree spacing varied throughout the subdivision and was inconsistent. There were street trees proposed in every possible location and the species would be Skyline Honeylocust. There would also be a solid, sight-obscuring wall along the southern edge of the property to provide buffering between Cumulus and Highway 18 and the subdivision. Staff did not think the large concrete block material that was proposed for the wall was appropriate for a subdivision and recommended a new design be submitted for approval, such as a composite fence. There would be plantings and trees placed in front of the wall as well. All of the landscaping would be irrigated.

There was concern about the bio-swale maintenance. Associate Planner Fleckenstein was not sure if there would be an HOA who would be responsible for the maintenance.

Chair Stephenson suggested columnar trees for the street trees instead of the honeylocust. Associate Planner Fleckenstein said the honeylocust would have a broader canopy and give more of a street tree presence.

Chair Stephenson said the honeylocust required a lot more maintenance. He also thought the planting bed should be moved back ten feet and a street tree be put on every lot.

Committee Member McDaniel agreed that the non-uniform tree spacing was not what they wanted. He thought they could do better.

Associate Planner Fleckenstein said the infrastructure was already built and the opportunities for street trees in the public right-of-way were as proposed.

Chair Stephenson suggested continuing this application to clarify the maintenance of the bio-swale area, the street tree selection, and if they could plant the street trees ten feet back from the property lines.

Chair Stephenson moved to continue L 29-18. The motion was seconded by Committee Member Gunter and passed 4-0.

#### D. L 32-18 – Landscape Plan - R4421BA04800 – NE 7<sup>th</sup> Avenue and NE Alpine Avenue

Associate Planner Fleckenstein explained the landscape plan for a new modular preschool building located in the NE Gateway District on NE 7<sup>th</sup> Avenue. This was a leased property and the applicant was currently maintaining the site. The applicant proposed to build raised planters for themed gardens for the preschool. There would also be two raised planters between the right-of-way and building and they would be lower to meet the 3 foot height requirement of the NE Gateway District. They exceeded the amount of landscaping required for the development. No parking was required because of the size of the development, but there was street parking available. There was an existing Ash tree in the right-of-way that would be retained and there would be a walkway leading to the front door. On either side of the walkway there would be turf grass.

Chair Stephenson said there were already nice plantings on the property which were well maintained.

Committee Member Gunter moved to approve L 32-18. The motion was seconded by Chair Stephenson and passed 4-0.

**E. L 33-18 – Landscape Plan - 2020 NW Birch Street**

Associate Planner Fleckenstein discussed the landscape plan for landscaping under a new sign at the Seventh Day Adventist Church located at 2020 NW Birch Street. The sign would be on the corner of NW Birch and NW 21<sup>st</sup> Street. The applicant proposed to put in two ferns in front of the posts and a row of lavender below the sign. The requirement was for 7 square feet of landscaping, and the applicant was proposing 14 square feet of landscaping. Staff thought the application met all of the criteria.

Chair Stephenson moved to approve L 33-18. The motion was seconded by Committee Member Gunter and passed 4-0.

Chair Stephenson left the meeting.

**5. Discussion Items****A. Street Tree List Update**

Associate Planner Fleckenstein asked for direction on the Street Tree List. There were applications coming up where applicants were asking to replace street trees that were not working, such as the flowering pear and some species of birch. He thought there were street trees on the list that might not be appropriate and he asked if the LRC thought the list should be updated. He also thought a format change of the list could provide more information for applicants to select the right tree for the right place.

There was consensus to review the street tree lists of other jurisdictions and compare them with McMinnville's list.

Associate Planner Fleckenstein asked if there were any suggestions for arborists that the City could contract with as a third party arborist for health assessments of street trees.

It was suggested to look for an out-of-town arborist and to reach out to McMinnville Water and Light for a recommendation.

**6. Old/New Business**

None

**7. Committee/Commissioner Comments**

None

**8. Staff Comments**

None

**9. Adjournment**

Vice Chair Gunter adjourned the meeting at 1:14 p.m.