



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

www.mcminnvilleoregon.gov

MINUTES

December 19, 2018
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

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

Members Absent: Rose Marie Caughran

Staff Present: Jamie Fleckenstein Associate Planner

Guests Present: Scott Hill, Mayor, Kellie Menke, City Councilor, Patrick Fuchs

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 41-18 – Landscape Plan - 455 NE Irvine Street

Associate Planner Fleckenstein reviewed the landscape plan for a new utility equipment storage building in the NE Gateway District. The applicant had an easement in place with the property owners of the Elizabeth Chambers Winery to install a fiber optic equipment shelter and a generator.

Patrick Fuchs, applicant, explained the equipment shelter would be a 7 foot by 12 foot and about a 9 foot high steel box with one door. Inside there would be racks and the equipment that was used to regenerate the fiber optic signals from Portland to McMinnville. The shelter would only be visited a few times per year. The generator was natural gas. Everything was compact and small to make sure the equipment would be out of the weather. The fiber line would be going east to west right past this shelter and would be underground. The shelter would be painted

brown with vertical aluminum stringers and there would be a faux brick treatment as the façade. This would be compatible with the Winery façade. It would have a flat roof, which would also match the flat roof of the Winery.

Associate Planner Fleckenstein said the applicant had applied for a waiver from some of the NE Gateway District requirements, one of which was a landscape requirement for pedestrian friendly landscaping which included visibility into the development and landscaping to be maintained at a three foot height or less between the building and the front property line. Given the nature of the development and the fact that it was just for a utility and would never be occupied or be attractive to the public, staff granted the waiver. The landscape plan was for a 220 square foot easement area. There were two existing evergreen trees that were proposed to be removed to make room for the shelter. Five arborvitaes would be planted as replacements to create an evergreen screen and hedge on the property line. There would be fencing along the west property line and on the south side there was an existing chain link fence that had ivy growing up to make a solid screen. A six foot gate with privacy slats would be installed to access the easement area and equipment. The fencing on the north and east sides would be a six foot cedar fence to screen the interior of the property. The entire easement area would be graveled. He then reviewed the approval criteria. Because this was a utility installation, having it entirely screened and enclosed from the public was appropriate. The one question was the removal of the evergreen trees and what that did to the block long row of trees there currently. Staff thought the compatibility of the landscape to the use was appropriate. The screening was accomplished by the arborvitaes to the west and fencing around the entire easement. Because of the size of the easement and size of the shelter, staff did not think there was another configuration of the plan to be able to save the trees. No parking was proposed and no street trees were being proposed to be planted. There was no water currently to the easement site, but the applicant would use a watering truck for the arborvitaes until they were established.

Committee Member McDaniel did not think there was anything more the applicant could do to mitigate the visual impact, which was not that bad to begin with.

Committee Member Kearns moved to approve L 41-18. The motion was seconded by Committee Member Gunter and passed 4-0.

B. L 46-18 – Street Tree Improvement Plan - 1240 NE Evans Street

Associate Planner Fleckenstein discussed the request for a street tree removal at 1240 NE Evans Street. The street tree was a dead Maple tree and the applicant was concerned about branches falling and causing damage to power lines. There was no new growth, but there was evidence of insect infestation in the tree. Because there were three other adjacent trees and because of the location to the driveway and power lines, staff did not recommend a replacement tree be required in this location.

Committee Member Gunter moved to approve L 46-18. The motion was seconded by Committee Member Kearns and passed 4-0.

C. L 47-18 – Street Tree Removal - 2718 NW Pinot Noir Drive

Associate Planner Fleckenstein presented the request for a street tree removal at 2718 NW Pinot Noir Drive. This was a Cherry tree whose roots had caused damage to the adjacent sidewalk. It was otherwise a healthy tree. The application did not include a replacement tree, but there was a condition of approval that would require a replacement.

Committee Member Kearns thought there should be two replacement trees planted.

There was discussion regarding the narrow streets in this area.

Associate Planner Fleckenstein did not know if they could require two replacement trees. There was no approved street tree plan for this subdivision.

Chair Stephenson thought they could require one replacement tree, but recommend two replacement trees be planted.

Committee Member Kearns moved to approve L 47-18 with the added condition that required one replacement tree but recommended two replacement trees. The motion was seconded by Committee Member Gunter and passed 4-0.

There was discussion regarding recent removal of downtown street trees, which was a staff approval process. Four trees had been proposed to be removed on Ford and Third Streets. One was denied and one was removed without a permit.

Chair Stephenson suggested when trees were removed in downtown that the area was grated for safety.

Mayor Hill thought Urban Renewal funds would soon be used for streetscape and this suggestion could be included in the process. He thought it would be a good work session topic.

There was consensus to discuss the suggestion further in a work session.

There was discussion regarding requesting tree grating be done as part of the sidewalk repair for the trees that were being removed downtown. There was further discussion regarding root barrier options.

Associate Planner Fleckenstein would draft the request and send it to Public Works.

5. Discussion Items

A. 2019 Work Plan

Associate Planner Fleckenstein reviewed the draft 2019 Work Plan that would guide the Committee's activities over the coming year. It was based on the suggestions at the last meeting.

There was discussion regarding the details of the work plan items.

Committee Member Kearns thought enforcement should be added to the list.

Associate Planner Fleckenstein would put the Work Plan on next month's agenda for approval.

6. Old/New Business

None

7. Committee/Commissioner Comments

None

8. Staff Comments

Associate Planner Fleckenstein congratulated Committee Member Kearns as he had been appointed for another three year term on the Landscape Review Committee.

9. Adjournment

Chair Stephenson adjourned the meeting at 1:06 p.m.