



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

www.mcminnvilleoregon.gov

**Landscape Review Committee
 ZOOM Online Meeting
 September 16, 2020 - 12:00 PM**

Please note that this meeting will be conducted via ZOOM meeting software due to the COVID-19 event.

Join ZOOM Meeting online via the following link:

<https://mcminnvilleoregon.zoom.us/j/518962842?pwd=aEdRd2JjaThJSVNXdndKcHJyb0hiZz09>

Meeting ID: 518 962 842

Passcode: 694642

Or join ZOOM Meeting by phone via the following number: 1-669-900-9128

Committee Members	Agenda Items
Rob Stephenson Chair	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes
Sharon Gunter Vice-Chair	<ol style="list-style-type: none"> 4. Action Items <ol style="list-style-type: none"> A. L 21-20 (Continued) – Landscape Plan Review (Exhibit 1) 1755 SW Baker Street – Urgent Care Clinic
Josh Kearns	<ol style="list-style-type: none"> 5. Discussion Items
Tim McDaniel	<ol style="list-style-type: none"> 6. Old/New Business
John Hall	<ol style="list-style-type: none"> 7. Committee Member Comments
	<ol style="list-style-type: none"> 8. Staff Comments
	<ol style="list-style-type: none"> 9. Adjournment

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

*Please note that these documents are also on the City's website, www.mcminnvilleoregon.gov. You may also request a copy from the Planning Department.



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EXHIBIT 1 - STAFF REPORT

DATE: September 16, 2020
TO: Landscape Review Committee Members
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4A – Landscape Plan Review Application (L 21-20)

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

REPORT IN BRIEF:

This proceeding is a public meeting of the Landscape Review Committee to continue the Landscape Plan Review (L 21-20) for new landscaping associated with the development of a new urgent care clinic at 1755 SW Baker Street (Tax Lot 300, Section 29BD, T. 4. S., R. 4 W., W.M.). The application was deemed complete on August 14, 2020, and was considered by the Landscape Review Committee at their September 2, 2020 meeting. The committee voted to continue the application to allow the applicant to better respond to review factors, including compatibility with surrounding properties, screening, and parking lot planting. The applicant submitted a revised landscape plan for consideration. Staff has reviewed the revised application for consistency with the applicable criteria, and recommends approval of the application, subject to the conditions specified in the attached Decision Document.

PROJECT DESCRIPTION:

The subject property is located at 1755 SW Baker Street (Highway 99W). The subject site is approximately 42,206 square feet and is currently undeveloped with no notable existing features present. The site and all adjacent property is zoned C-3 (General Commercial). North of the subject site is a veterinary clinic. West of the site is a bowling alley. South of the site is a professional office use. East of the subject site, across Highway 99W, is undeveloped land in agricultural use owned by Linfield University. **See Figure 1 (Vicinity Map) and Figure 2 (Zoning Map).**

The proposed site plan for the urgent care clinic features a single vehicular access from Highway 99W leading to an off-street parking lot located in the middle of the property with 30 spaces. South of the parking lot is the proposed urgent care clinic which is an approximately 4,100 square foot, single-story

Attachments:

Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street
Attachment B – Application Materials

Figure 2: Zoning Map

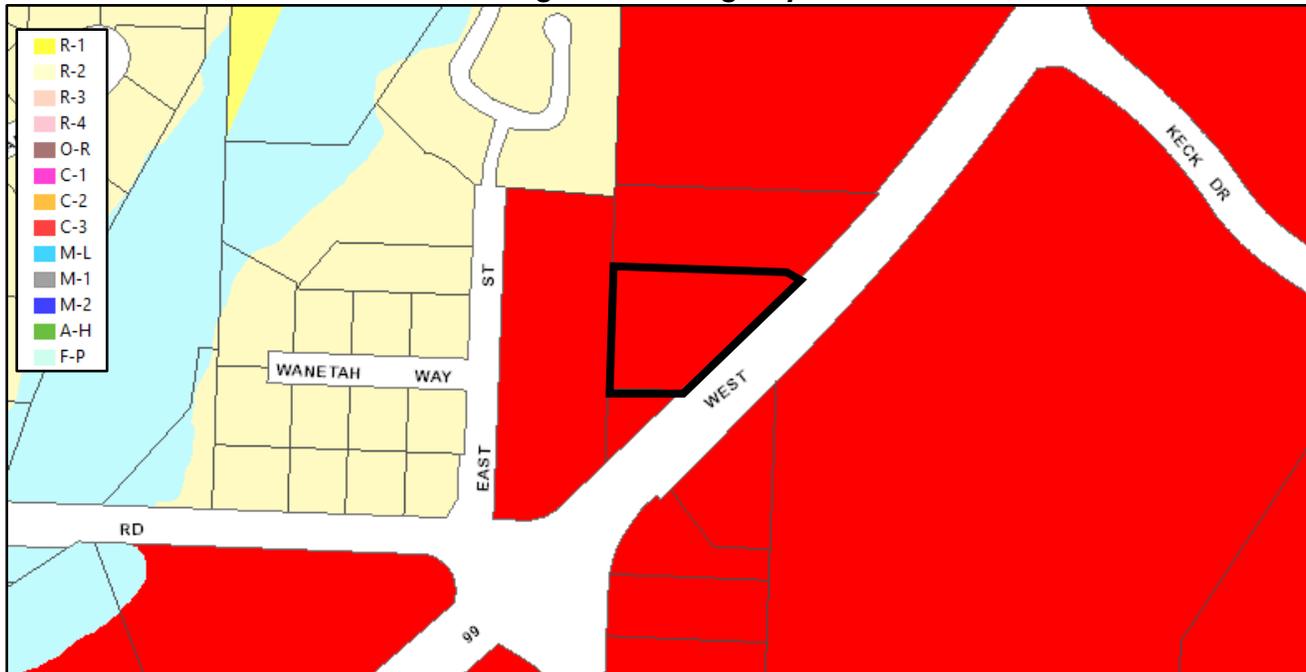
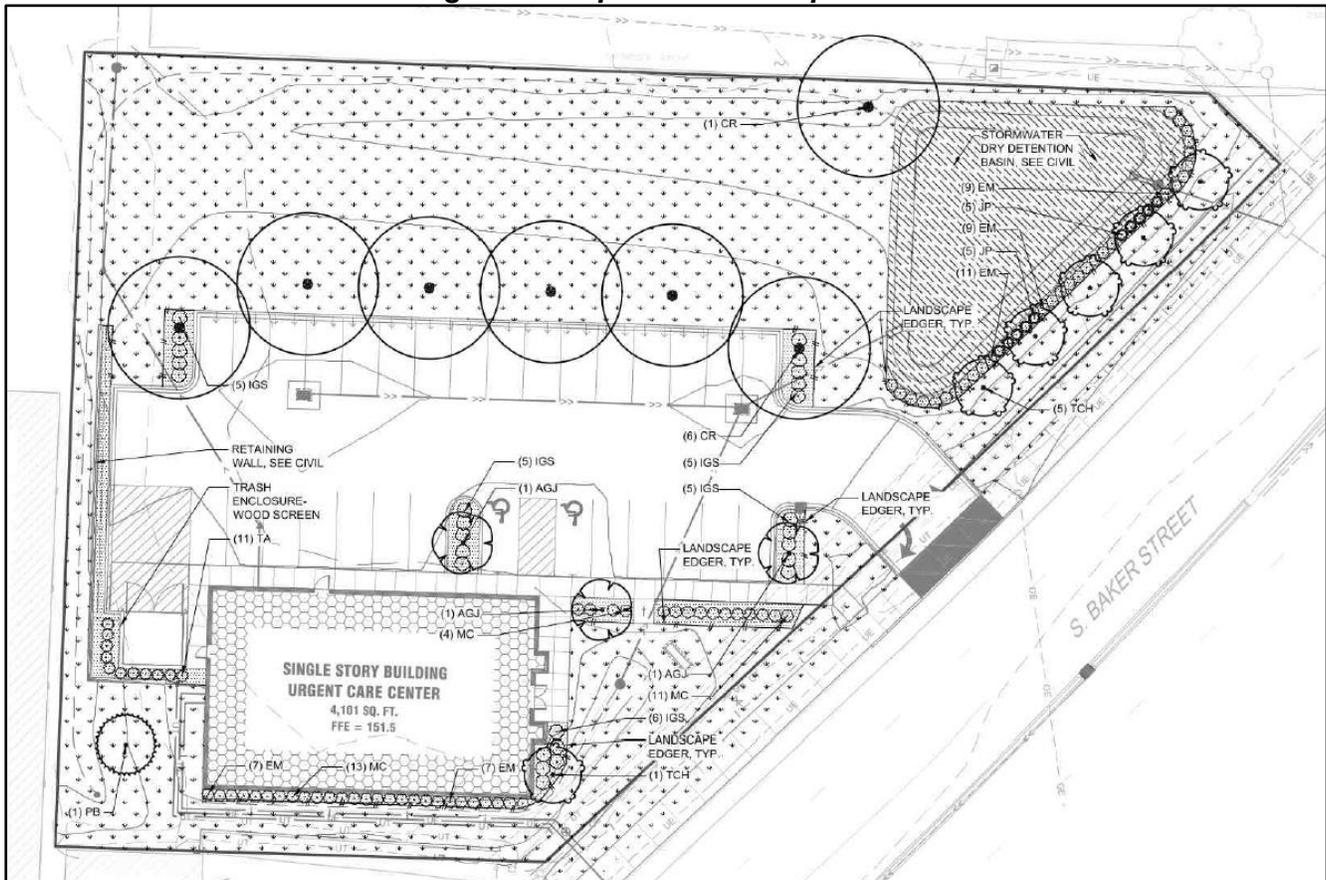


Figure 3: Proposed Landscape Plan



Attachments:

Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street

Attachment B – Application Materials

Figure 4: Proposed Plant Schedule

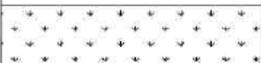
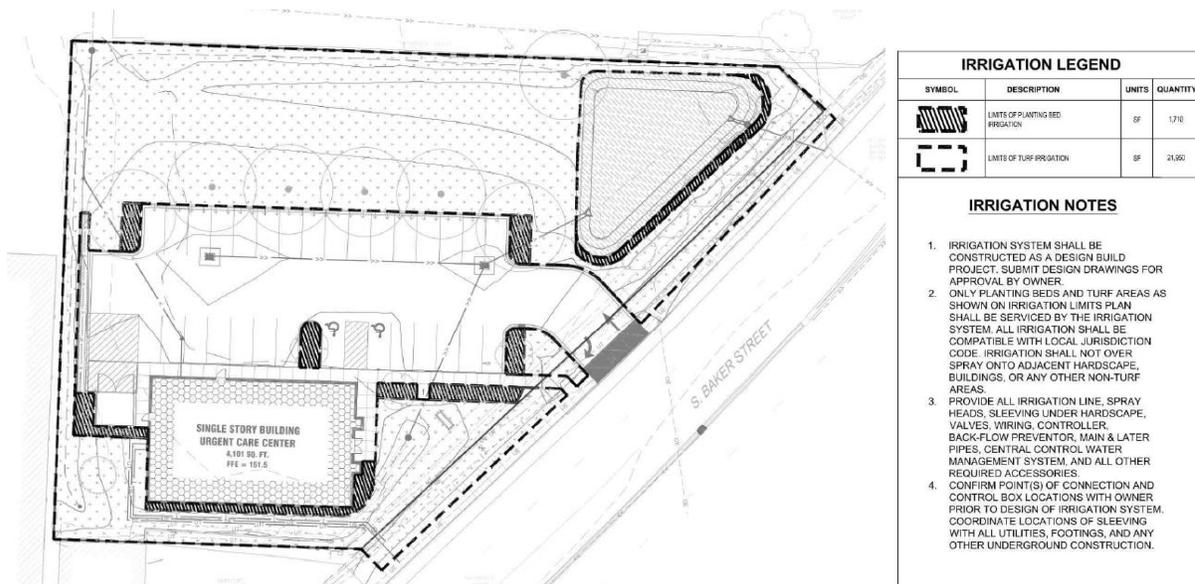
PLANT SCHEDULE				
DECIDUOUS TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
AGJ	3	Fireburst Paperbark Maple / Acer griseum 'JFS KW8AGRI'™	2" CAL	B & B
CR	7	Western Hackberry / Celtis reticulata	2" CAL	B & B
TCH	6	Summer Sprite Linden / Tilia cordata 'Halka'	2" CAL	B & B
EVERGREEN TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
PB	1	Colorado Blue Spruce / Picea pungens glauca	6' HT MIN	B & B
EVERGREEN SHRUBS	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
IGS	26	Inkberry / Ilex glabra 'Shamrock'	2 GAL	CONT
MC	28	Compact Oregon Grape / Mahonia aquifolium 'Compacta'	2 GAL	CONT
TA	11	American Arborvitae Emerald / Thuja occidentalis 'Smaragd'	3 GAL	CONT
ORNAMENTAL GRASSES	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
EM	43	Magellan Grass / Elymus magellanicus	1 GAL	CONT
JP	10	Grooved Rush / Juncus patens	1 GAL	CONT
ROCK MULCH	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	1,847 sf	ROCK MULCH TYPE 1 / SEE DETAILS	-	N/A
SEEDING	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	22,009 sf	SEED MIX- SEE NOTES / COMMERICAL TURF	SEED	N/A
	3,514 sf	SEED MIX- SEE NOTES / STORMWATER	SEED	N/A

Figure 5: Irrigation Plan



Attachments:

- Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street
- Attachment B – Application Materials

STAFF REVIEW:

Decisions and/or recommendations for land-use applications are dependent upon whether or not the applications meet state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria. Attached is the decision document that provides the Findings of Fact and Conclusionary Findings for the land-use application. This document outlines the legal findings on whether or not each application meets the applicable criteria and whether or not there are conditions of approval that if achieved put the application in compliance with the criteria.

Applicable Review Criteria

Landscaping in the C-3 (General Commercial) zone is subject to commercial standards and requirements outlined in McMinnville Municipal Code (MMC) Chapters 17.57-Landscaping.

Compliance with Review Factors

Below are tables summarizing the application’s compliance with critical criteria and review factors. The Decision Document for the land-use application has the detailed analysis and findings for this compliance:

MMC 17.57.070(A)(2)

Project Type	Total Site Area (s.f.)	Landscape Provided (s.f.)	Percentage Provided	Percentage Required (Commercial)
Urgent Care Clinic	42,206	27,285	64.6%	7%

MMC 17.57.070(B)

Issue	Notes	Condition to Help Meet Criteria
Compatibility with the project and surrounding properties and uses	<ul style="list-style-type: none"> • Landscaping concentrated in highly visible areas (Highway 99W frontage, southern portion of site) • Trees appropriately sized for proximity to overhead wires • No conflicts with proposed use • Stormwater detention pond provides ecological function 	None
Screening the proposed use	<ul style="list-style-type: none"> • Shade trees and evergreen shrubs strategically placed to provide screening and buffering of proposed structure and parking lot 	None
Retention of existing trees	<ul style="list-style-type: none"> • No existing trees or natural areas on site 	None
Parking lot islands and planting	<ul style="list-style-type: none"> • Parking lot planting proposed around perimeter of the lot • Internal island breaks up south parking aisle • Evergreen shrubs provide screening • Small shade trees provide cooling 	None

Attachments:

Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street

Attachment B – Application Materials

Issue	Notes	Condition to Help Meet Criteria
Use of suitable street trees	<ul style="list-style-type: none"> • Street trees not required (No dedicated curbside planter strips) • No prohibited trees within the parking area 	None
Irrigation system or water facilities	<ul style="list-style-type: none"> • Irrigation plan provided in application, specifying design/build automatic irrigation system • Planting beds/turf areas on separate zones 	None

Staff-Suggested Conditions of Approval

1. That the applicant shall install landscaping as shown on the landscape plans received by the Planning Department on September 9, 2020 and shall comply with required conditions of approval.
2. That the applicant contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to any planting excavation to ensure that underground utilities are not damaged.
3. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
4. That all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. The following comments have been received:

- McMinnville Public Works Department:

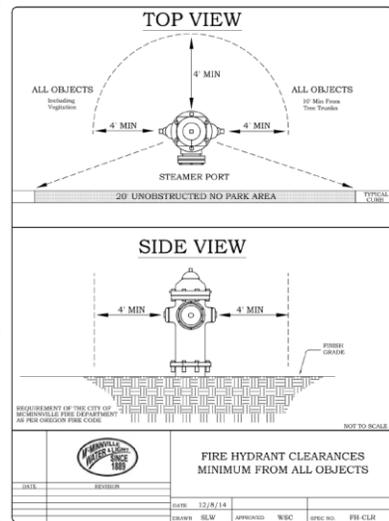
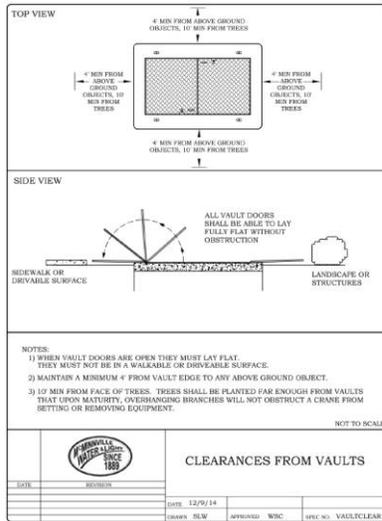
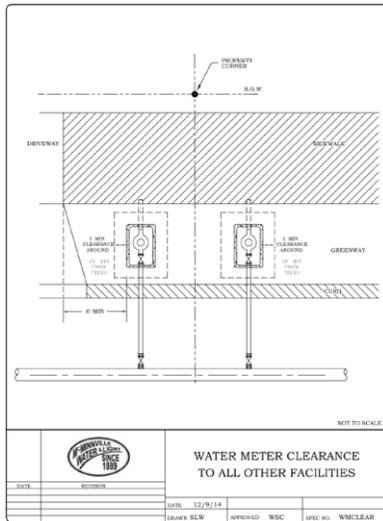
In reviewing the plans, it appears that the landscaping improvements are outside of the public right of way. As such, Public Works would have no comments.

- McMinnville Water and Light:

Water: Maintain clearances from existing and future water utilities on this parcel. See specs; WMCLEAR, FH-CLR & VAULTCLEAR. See attached.
 Power: Utilities have not been designed for this location. Landscape may be in conflict with onsite utilities. Clearances from existing and future power facilities need to be maintained.

Attachments:

- Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street*
- Attachment B – Application Materials*



Public Comments

No public comments were received prior to the issuance of this report.

LANDSCAPE REVIEW COMMITTEE OPTIONS:

- 1) **APPROVE** the application, per the decision document provided which includes the findings of fact and conditions of approval.
- 2) **APPROVE** the application with additional conditions of approval, providing findings of fact for the inclusion of additional conditions.
- 3) **CONTINUE** the application, requesting the applicant to submit more information or details for review.
- 4) **DENY** the application, providing findings of fact for the denial in the motion to deny.

STAFF RECOMMENDATION:

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions specified in the attached Decision Document, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL** of the application, subject to the conditions specified in the attached Decision Document.

SUGGESTED MOTION:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE DECISION DOCUMENT AND APPROVE THE LANDSCAPE PLAN REVIEW APPLICATION L 21-20 SUBJECT TO THE CONDITIONS SPECIFIED IN THE DECISION DOCUMENT.

JF

Attachments:

- Attachment A – Decision, Conditions, Findings Of Fact And Conclusionary Findings For The Approval Of A Landscape Plan Review for an Urgent Care Clinic at 1755 SW Baker Street
- Attachment B – Application Materials



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DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A LANDSCAPE PLAN REVIEW FOR AN URGENT CARE CLINIC AT 1755 SW BAKER STREET

- DOCKET:** L 21-20 (Landscape Plan Review)
- REQUEST:** Approval of a Landscape Plan for a new urgent care clinic at 1755 SW Baker Street
- LOCATION:** 1755 SW Baker Street (Tax Lot 300, Section 29BD, T. 4. S., R. 4 W., W.M.)
- ZONING:** C-3 (General Commercial)
- APPLICANT:** Samantha Coponen, National Urgent Care Development LLC, on behalf of Michael A Wilson Trust, property owner
- STAFF:** Jamie Fleckenstein, PLA, Associate Planner
- DATE DEEMED COMPLETE:** August 14, 2020
- DECISION MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.
- DECISION DATE & LOCATION:** September 16, 2020, Community Development Center, 231 NE 5th Street, McMinnville, Oregon, and Zoom Online Meeting ID 940 2383 6586.
- PROCEDURE:** Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.
- CRITERIA:** The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.
- APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.57.170 of the McMinnville Zoning Ordinance.
- COMMENTS:** This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Their comments are provided in this document. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.

I. APPLICATION SUMMARY:

Subject Property & Request

The applicant, Samantha Coponen, National Urgent Care Development LLC, on behalf of Michael A Wilson Trust, property owner, submitted a landscape plan review application (docket L 21-20) seeking approval of a landscape plan for the development of a new urgent care clinic at 1755 SW Baker Street.

The subject property is located at 1755 SW Baker Street, and is more specifically described as Tax Lot 300, Section 29BD, T. 4. S., R. 4 W., W.M. **See Figure 1 (Vicinity Map).** The property is zoned C-3 (General Commercial) **See Figure 2 (Zoning Map).** The subject site is approximately 42,206 square feet and is currently undeveloped with no notable features present. All adjacent property is zoned C-3 (General Commercial). North of the subject site is a veterinary clinic. West of the site is a bowling alley. South of the site is a professional office use. East of the subject site, across Highway 99W, is undeveloped land in agricultural use owned by Linfield University.

The proposed site plan for the urgent care clinic features a single vehicular access from Highway 99W leading to an off-street parking lot located in the middle of the property with 31 spaces. South of the parking lot is the proposed urgent care clinic which is an approximately 4,100 square foot, single-story building. North of the parking lot, a stormwater detention basin is located along the SW Baker Street frontage. No structures are proposed north of the parking lot. The landscape plan addresses landscaping for the entire property, including the perimeters of the urgent care clinic and parking lot, and the stormwater detention basin. **See Figure 3 (Landscape Plan) and Figure 4 (Plant Schedule).**

The landscape plan application notes that an application for a Minor Partition of the subject property has been submitted to the Planning Department. The proposed partition would divide the property into two lots, with a new east/west property line created roughly through the middle of the parking lot and vehicle access. The proposed northern lot would be 0.573 acres and contain the northern half of the parking lot and stormwater detention basin. The proposed 0.396 acre southern lot would contain the southern half of the parking lot and the urgent care clinic.

Figure 1: Vicinity Map



Attachments :

Attachment 1 – Application and Attachments

Figure 2: Zoning Map

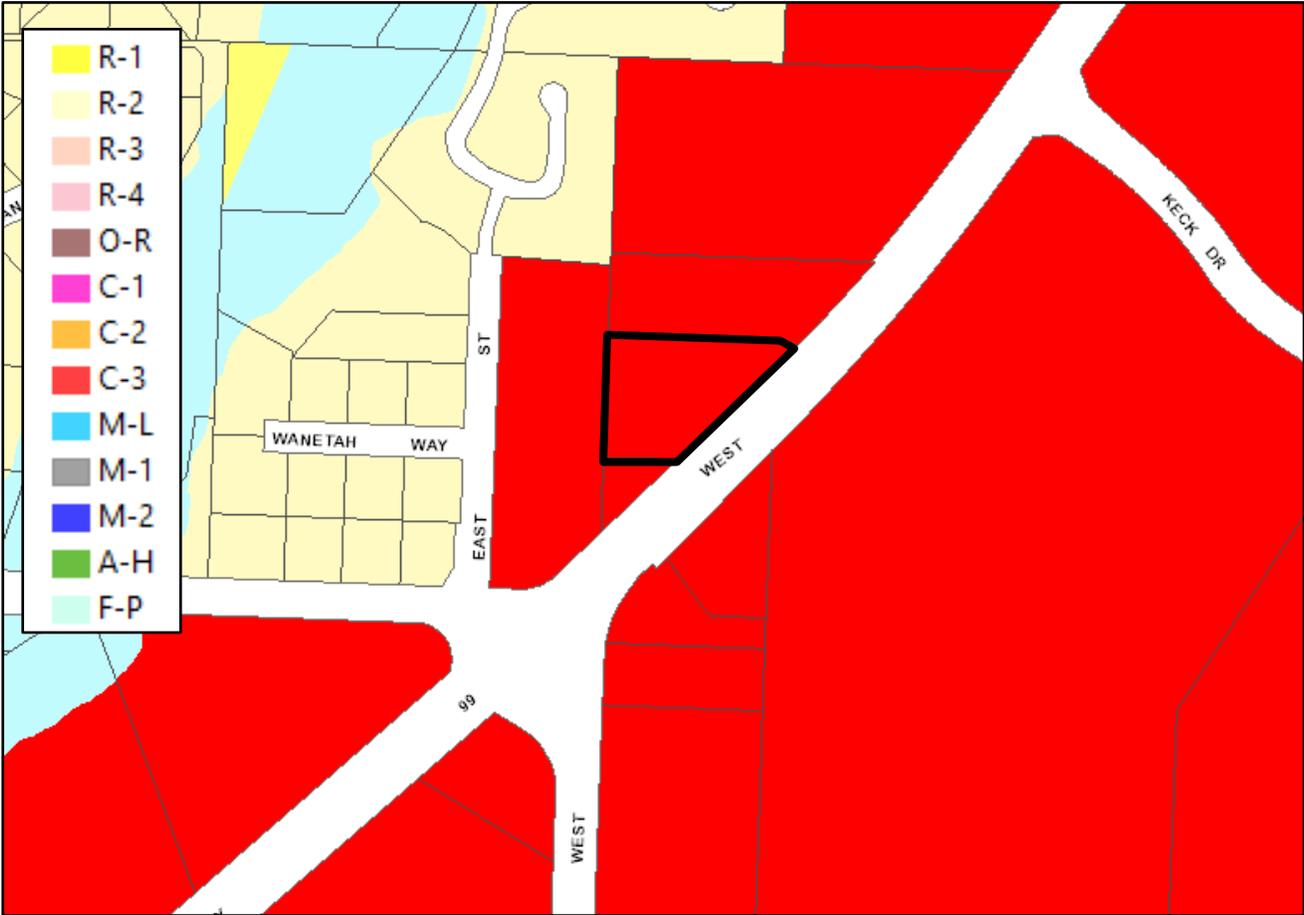


Figure 3: Proposed Landscape Plan

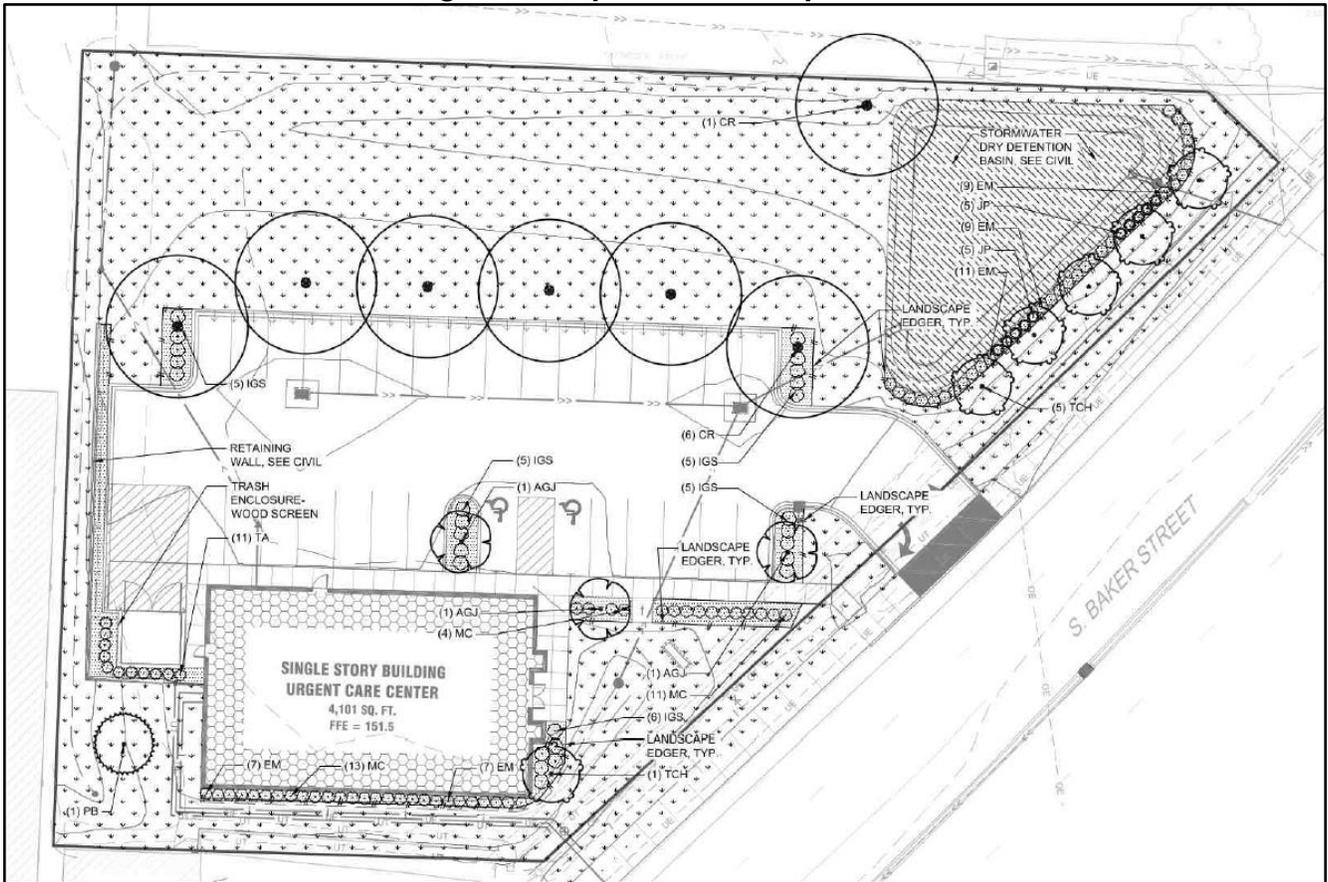


Figure 4: Proposed Plant Schedule

PLANT SCHEDULE				
DECIDUOUS TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
AGJ	3	Fireburst Paperbark Maple / <i>Acer griseum</i> 'JFS KW8AGRI'™	2" CAL	B & B
CR	7	Western Hackberry / <i>Celtis reticulata</i>	2" CAL	B & B
TCH	6	Summer Sprite Linden / <i>Tilia cordata</i> 'Halka'	2" CAL	B & B
EVERGREEN TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
PB	1	Colorado Blue Spruce / <i>Picea pungens glauca</i>	6' HT MIN	B & B
EVERGREEN SHRUBS	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
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MC	28	Compact Oregon Grape / <i>Mahonia aquifolium</i> 'Compacta'	2 GAL	CONT
TA	11	American Arborvitae Emerald / <i>Thuja occidentalis</i> 'Smaragd'	3 GAL	CONT
ORNAMENTAL GRASSES	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
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JP	10	Grooved Rush / <i>Juncus patens</i>	1 GAL	CONT
ROCK MULCH	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	1,847 sf	ROCK MULCH TYPE 1 / SEE DETAILS	-	N/A
SEEDING	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	22,009 sf	SEED MIX- SEE NOTES / COMMERCIAL TURF	SEED	N/A
	3,514 sf	SEED MIX- SEE NOTES / STORMWATER	SEED	N/A

Attachments :

Attachment 1 – Application and Attachments

Summary of Criteria & Issues

Decisions and/or recommendations for approval of the land use application is dependent upon whether or not the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The proposed development is on land zoned C-3 (General Commercial). McMinnville Municipal Code (MMC) Section 17.57.030 requires landscaping in the C-3 zone. Therefore landscaping is required subject to the criteria and standards described in MMC Chapter 17.57-Landscaping.

II. CONDITIONS:

1. That the applicant shall install landscaping as shown on the landscape plans received by the Planning Department on September 9, 2020 and shall comply with required conditions of approval.
2. That the applicant contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to any planting excavation to ensure that underground utilities are not damaged.
3. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
4. That all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

III. ATTACHMENTS:

1. L 21-20 Application and Attachments (on file with the Planning Department)

IV. COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. The following comments have been received:

- McMinnville Public Works Department:

In reviewing the plans, it appears that the landscaping improvements are outside of the public right of way. As such, Public Works would have no comments.

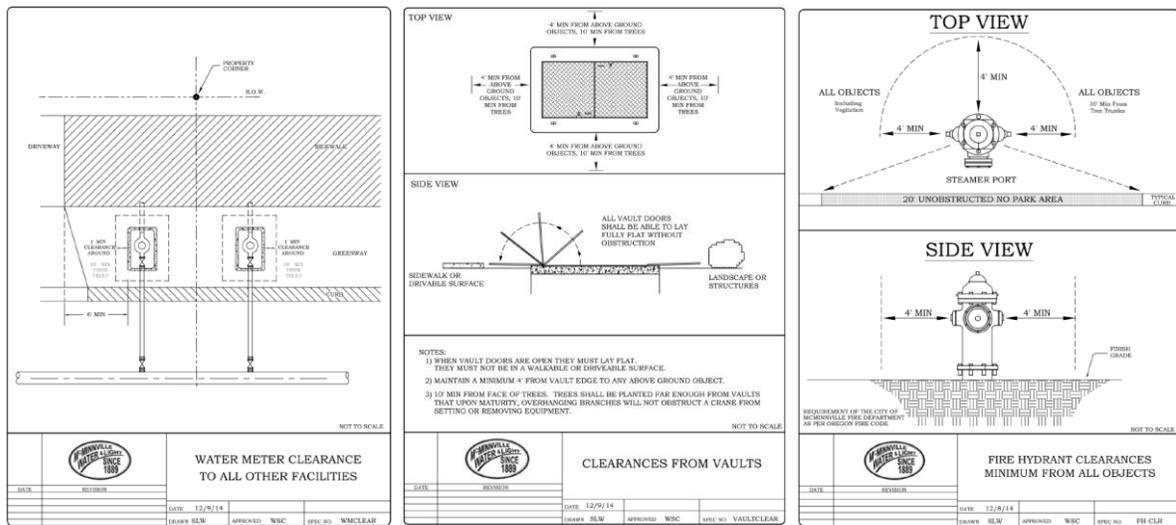
- McMinnville Water and Light:

Water: Maintain clearances from existing and future water utilities on this parcel. See specs; WMCLEAR, FH-CLR & VAULTCLEAR. See attached.

Attachments :

Attachment 1 – Application and Attachments

Power: Utilities have not been designed for this location. Landscape may be in conflict with onsite utilities. Clearances from existing and future power facilities need to be maintained.



Public Comments

No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance which does not require public notification. No public comments were received prior to the Planning Director’s decision.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant, Samantha Coponen of national Urgent Care Development LLC, on behalf of Michael A Wilson Trust, property owner, submitted a landscape plan review application on June 29, 2020.
2. The application was deemed incomplete on July 22, 2020.
3. Revised application materials were submitted on August 4, 2020. The application was deemed complete on August 14, 2020.
4. The application is subject to a 30 day review timeframe, which expires September, 13, 2020.
5. Notice of the application was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments received from public agencies are addressed in the Decision Document.
6. No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance, which does not require public notification. No public comments were received prior to the public meeting.
7. Additional revised application materials were submitted on August 26, 2020.
8. A public meeting was held by the Landscape Review Committee on September 2, 2020 to review the application and proposed landscape plan. The committee voted to continue the application.
9. Revised application materials were submitted to the Planning Department on September 9, 2020.

Attachments :

Attachment 1 – Application and Attachments

10. A public meeting was held by the Landscape Review Committee on September 16, 2020 to review the application and proposed landscape plan.

VI. FINDINGS OF FACT - GENERAL FINDINGS

1. **Location:** 1755 SW Baker Street (Tax Lot 300, Section 29BD, T. 4 S., R. 4 W., W.M.)
2. **Size:** 42,206 square feet
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Vacant
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** None
 - b. **Other:** None
8. **Other Features:** None.
9. **Utilities:**
 - a. **Water:** Water service is available to the subject site.
 - b. **Electric:** Power service is available to the subject site. Overhead power is present along the north side of Baker Street (Highway 99W) adjacent to the site.
 - c. **Sewer:** Sanitary sewer service is available to the subject site.
 - d. **Stormwater:** Storm sewer service is available to the subject site.
 - e. **Other Services:** Other utility services are available to the subject site. Northwest Natural Gas and Comcast is available to serve the site. Overhead communication is present along the north side of Baker Street (Highway 99W) adjacent to the site.
10. **Transportation:** Baker Street (Highway 99W) is identified as a Major Arterial in the 2010 McMinnville Transportation System Plan (TSP). A curb-tight sidewalk is present along the property frontage, with no planter strip.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable planning factors for a Landscape Plan Review are specified in Section 17.57.070 of the Zoning Ordinance. The applicable standards for Street Trees are specified in Section 17.58.090 of the Zoning Ordinance

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

Attachments:

Attachment 1 – Application and Attachments

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNIVILLE.

Policy 188.00: The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Landscape Review Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

Chapter 17.57 Landscaping

17.57.010 Purpose and intent. The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect and promote the economic, ecological and aesthetic environment of McMinnville. Landscaping is considered by McMinnville to be an integral part of a complete comprehensive development plan. The City recognizes the value of landscaping in achieving the following objectives:

- A. Provide guidelines and standards that will:
 1. Reduce soil erosion and the volume and rate of discharge of storm water runoff.
 2. Aid in energy conservation by shading structures from energy losses caused by weather and wind.
 3. Mitigate the loss of natural resources.
 4. Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use.
 5. Create safe, attractively landscaped areas adjacent to public streets.
 6. Require the planting of street trees along the City's rights-of-way.
 7. Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods.
 8. Provide shade, and seasonal color.
 9. Reduce glare, noise and heat.
- B. Promote compatibility between land uses by reducing the visual noise and lighting impacts of specific developments on users of the site and abutting properties.

Attachments :

Attachment 1 – Application and Attachments

- C. Unify development and enhance and define public and private places.
- D. Preserve existing mature trees.
- E. Enhance the urban forest and tree canopy.
- F. Encourage the use of plants native to the Willamette Valley to the maximum extent feasible, in order to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.
- G. Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.
- H. Support McMinnville as a community that cares about its appearance.

It is further recognized that landscaping increases property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum standards for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The landscape plan will enhance the appearance of the city and will benefit the economic, ecological, and aesthetic environment of the city. Conditions of approval have been included in the findings described in further detail below to ensure that the proposed planting meets necessary City standards and criteria, which will result in a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.

17.57.030 Zones where required. Landscaping shall be required in the following zones except as otherwise noted:

- A. R-4 (Multiple-Family Residential zone, except the construction of a Single-Family or Two Family Residential unit);
- B. C-1 (Neighborhood Business zone);
- C. C-2 (Travel Commercial zone);
- D. C-3 (General Commercial zone);
- E. O-R (Office/Residential zone);
- F. M-L (Limited Light Industrial zone);
- G. M-1 (Light Industrial zone);
- H. M-2 (General Industrial zone).

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed development within the C-3 (General Commercial) zone, therefore landscaping is required subject to landscaping requirements of commercial uses and the criteria and standards described in Chapter 17.57 – Landscaping.

17.57.070 Area Determination – Planning Factors.

17.57.070(A). Landscaping shall be accomplished within the following ranges:

- 2. Commercial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be

Attachments :

Attachment 1 – Application and Attachments

reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)

APPLICANT’S RESPONSE: Additionally, the landscaped square footage was originally 27,255 sq. ft. and now we are showing 27,285 sq. ft. We have added 30 sq. ft. of landscaped square footage.

FINDING: SATISFIED. Staff concurs with the applicant’s finding, and notes that the revised landscape plan application indicates the following Percent Landscaped for the proposed utility substation expansion:

	Total Site Area (s.f.)	Landscape Provided (s.f.)	Percentage
Substation Expansion	42,206	27,285	64.6%

The proposed landscaping are of 64.6 percent exceeds the seven percent minimum landscaping requirement for commercial development. Therefore this standard is met.

17.57.070(B). The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:

17.57.070(B)(1). Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

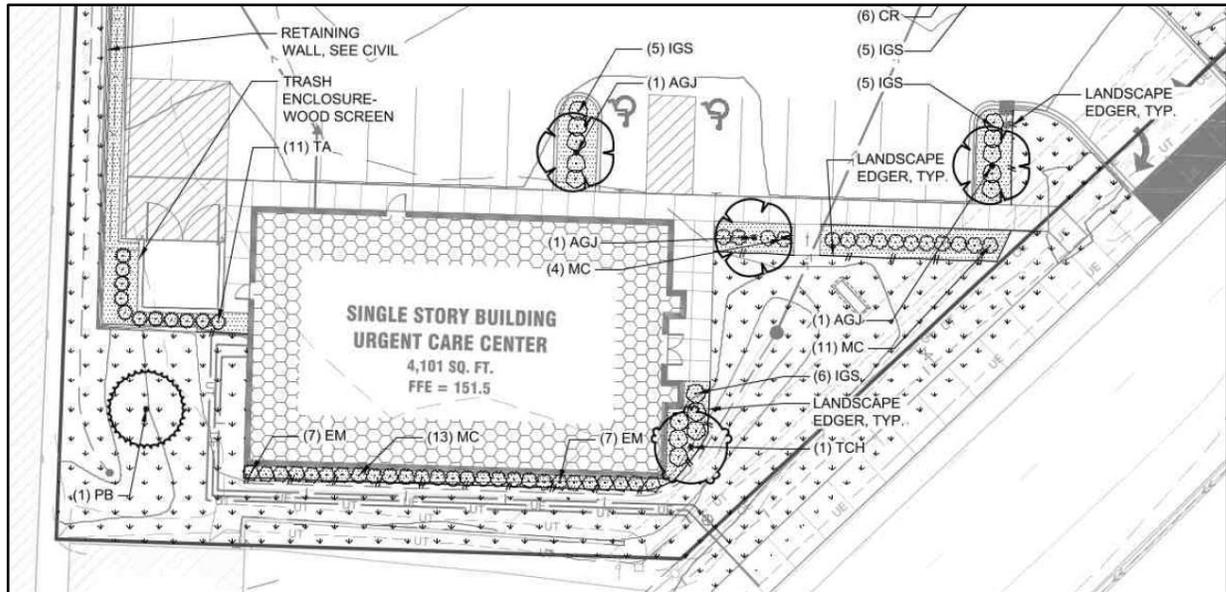
APPLICANT’S RESPONSE: Additional landscaping has been added to increase the aesthetic and create a stronger gateway. (August 26, 2020)

We will provide four (4) appropriate additional deciduous trees along the frontage of the property in appropriate locations that avoid the proposed signage and underground utilities. (September 9, 2020)

FINDING: SATISFIED. The proposed site plan for the urgent care clinic features a single vehicular access from Highway 99W leading to an off-street parking lot located in the middle of the property with 30 spaces. South of the parking lot is the proposed urgent care clinic which is an approximately 4,100 square foot, single-story building. North of the parking lot, a stormwater detention basin is located along the SW Baker Street frontage. No structures are proposed north of the parking lot. The landscape plan addresses landscaping for the entire property, including the perimeters of the urgent care clinic and parking lot, and the stormwater detention basin.

All adjacent property is zoned C-3 (General Commercial). North of the subject site is a veterinary clinic. West of the site is a bowling alley. South of the site is a professional office use. East of the subject site, across Highway 99W, is undeveloped land in agricultural use owned by Linfield University. South of the Linfield property is gateway signage and landscaping at a primary entrance into the city near the junction of Highway 99W and Highway 18.

Proposed Landscaping – South of Parking Lot



On the southern portion of the subject site, landscaping is provided around the perimeter of the proposed urgent care clinic and around the perimeter of the parking lot. On the south and east sides of the building, which are highly visible from the Baker Street right-of-way, foundation plantings include the evergreen shrubs *Ilex glabra* 'Shamrock' (Shamrock Inkberry) and the native *Mahonia aquifolium* 'Compacta' (Compact Oregon Grape) in combination with the ornamental grass *Elymus magellanicus* (Magellan Grass). Shamrock Inkberry grows to five (5) feet tall and wide, and Compact Oregon Grape grows to three (3) feet tall and wide. Magellan Grass is a lower growing grass known for its blue foliage and can be persistent in mild climates. The applicant has noted that planting on the south side of the building is limited to foundation shrubs because of the amount of utilities in the area. A *Tilia cordata* 'Halka' (Summer Sprite Linden) tree is proposed at the southeast corner of the building near the overhead power lines along the property frontage. Summer Sprite Lindens are found on the McMinnville Street Tree List and are recommended for planting under wires as they grow to approximately 20 feet tall and 15 feet wide. Overhead power and communications run along the property frontage along the north side of Baker Street, and the selection of a small tree appropriate for under overhead wires will help reduce and avoid future conflict with the utilities.

Use of evergreen plantings continue around the southeastern corner of the parking lot, where additional Compact Oregon Grape and Shamrock Inkberry are proposed. Two (2) *Acer griseum* 'JFS KW8AGRI' (Fireburst Paperbark Maple) are also proposed adjacent to the southeast corner of the parking lot. The evergreen shrubs will provide screening and buffering of the parking lot. The Fireburst Paperbark Maples, deciduous trees that will reach approximately 25 feet tall and 18 feet wide will provide shade to the parking area. Fireburst Paperbark Maples are identified as appropriate for planting under wires on the McMinnville Street Tree List. An internal parking lot island is located north of the urgent care clinic, also planted with a Fireburst Paperbark Maple and evergreen Shamrock Inkberry shrubs.

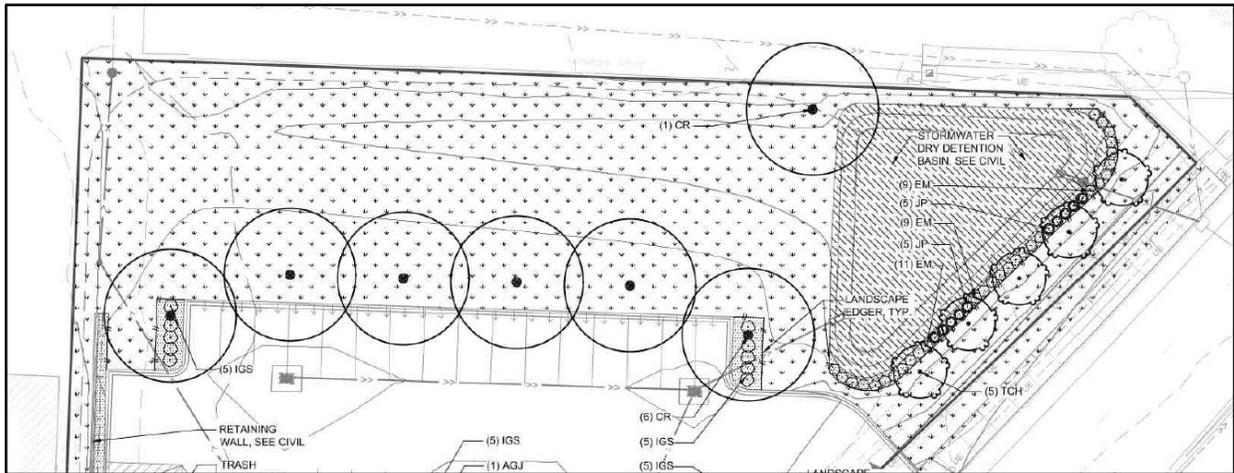
A trash enclosure is located near the southwest corner of the parking area, and has an evergreen hedge of *Thuja occidentalis* 'Smaragd' (Emerald Arborvitae) on the south and west sides for screening. Additionally, an evergreen *Picea pungens glauca* (Colorado Blue Spruce) tree is proposed in the southwest corner of the property to provide additional screening and buffering of the adjacent properties and structures.

The remaining land is proposed to be planted with turf.

Proposed Landscaping – North of Parking Lot

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On the northern portion of the subject property, landscaping is proposed to help achieve several goals stated by the applicant. Landscaping around the parking lot will help provide screening and shade. A stormwater detention basin in the northeast corner of the property will provide stormwater collection and ecological functions, and planting along the frontage will help provide an aesthetic appearance appropriate for a property near a major gateway to McMinnville. The landscaping on the northern half of the site is oriented to accommodate future development in that space. The application indicates that the site is undergoing application for partitioning with the intention of additional future development.

Use of evergreen shrubs and deciduous trees continues in the northeast and northwest corners of the parking lot. In each planting area, Shamrock Inkberry is proposed, along with *Celtis reticulata* (Western Hackberry) tree, a native deciduous tree that grows to approximately 25 feet tall and wide. Just north of the parking lot are four (4) additional Western Hackberry trees spaced at approximately 30 feet on center to provide further screening and buffering from the adjacent properties. Further landscaping has not been proposed in the area between the row of Western Hackberry trees and the northern property line to accommodate future development.

The landscape plan details a proposed seed mix for the stormwater detention basin located north of the driveway near the Highway 99W right-of-way:

20. STORMWATER SEED MIX TO CONSIST OF 90% PLS (PURE LIVE SEED) AND CONSIST OF THE FOLLOWING:
- HORDEUM BRACHYANTHERUM (MEADOW BARLEY) = 25%
 - DANTHONIA CALIFORNICA (CALIFORNIA OAT-GRASS) = 15%
 - ELYMUS GLAUCUS (BLUE WILD RYE) = 10%
 - BROMUS CARINATUS (CALIFORNIA BROME) = 10%
 - FESTUCA ROMERII (ROEMER'S FESCUE) = 10%
 - DESCHAMPSIA CESPITOSA (TUFTED HAIRGRASS) = 10%
 - AGROSTIS EXARATA (SPIKE BENTGRASS) = 10%
 - ALOPECURUS GENICULATUS (WATER FOXTAIL) = 5%
 - DESCHAMPSIA ELONGATA (SLENDER HAIRGRASS) = 5%

The seed mix is a variety of native grass varieties suited for the occasionally wet conditions of the drainage basin. The grasses vary in size from small clumps to large tufts that would be visible from the nearby right-of-way. At the northwest corner of the detention basin is a Western Hackberry tree. Between the detention basin and the public right-of-way is a planting area with alternating groupings of the ornamental grasses *Juncus patens* (Grooved Rush) and Magellan Grass. This will help provide an ornamental transition from the aesthetic of the detention basin in a highly visible location. Five (5) deciduous *Tilia cordata* 'Halka' (Summer Sprite Linden) trees are proposed between the detention basin and right-of-way, adjacent to the overhead utilities, providing a street

Attachments :

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tree-like canopy and aesthetic along the public right-of-way. Summer Sprite Lindens are found on the McMinnville Street Tree List and are recommended for planting under wires as they grow to approximately 20 feet tall and 15 feet wide.

Overall the characteristics of the proposed landscaping is compatible with the project and the adjacent surrounding properties. Planting is focused around highly visible locations and will help create an aesthetically pleasing appearance at a major gateway to McMinnville. The mix of evergreen shrubs and ornamental grasses will provide screening and buffering of uses on the site. Trees are appropriately sized and spaced to avoid conflicts with overhead wires and will help provide shade and screening to the parking lot and a street tree-like atmosphere along the public right-of-way. Planting within the stormwater detention basin is appropriate for the function, and provides an ecological aesthetic. Overall, staff finds the landscape plan is compatible with the proposed project and surrounding properties and uses.

17.57.070(B)(2). Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.

APPLICANT'S RESPONSE: Additional landscaping has been added to help screen the property and improve the aesthetic consistent with adjacent properties. (August 26, 2020)

We will provide four (4) appropriate additional deciduous trees along the frontage of the property in appropriate locations that avoid the proposed signage and underground utilities. (September 9, 2020)

FINDING: SATISFIED. The proposed use is screened from neighboring properties and uses by a combination of deciduous shade trees, evergreen trees, and evergreen shrubs. The shade trees around the perimeter of the parking lot site are small trees, selected to provide screening and interest, and to avoid conflict with overhead utility lines. Evergreen shrubs ranging in height from three (3) to five (5) feet tall will help screen and buffer the parking lot from right-of-way and adjacent properties. An evergreen tree provides additional screening of the trash enclosure and structure uses from the adjacent properties to the south and west.

17.57.070(B)(3). The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. No existing trees or significant natural areas are present on the site to be incorporated into the development of the project. Therefore, this review factor is not applicable.

17.57.070(B)(4). The development and use of islands and plantings therein to break up parking areas.

APPLICANT'S RESPONSE: Additional trees and shrubs have been added and the landscape islands are located on the four corners of the parking lot. The site is undergoing a lot split for a future use to the north and to maximize parking for a new use additional landscape islands were not proposed beyond the four islands currently proposed. (August 26, 2020)

We will remove one (1) parking stall on the south side of the parking lot and create a landscaped island with one (1) tree and additional shrub plantings. (September 9, 2020)

FINDING: SATISFIED. Planting consisting of evergreen shrubs and deciduous shade trees is proposed at three corners of the parking lot and along the edge of the parking area most visible from the public right-of-way. A row of deciduous trees borders the northern edge of the parking lot. An internal parking lot island with planting breaks up the southern parking aisle adjacent to the

building. The proposed planting would provide screening and buffering of the parking area from adjacent properties, and would provide shade and cooling to the parking lot surface.

17.57.070(B)(5). The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.

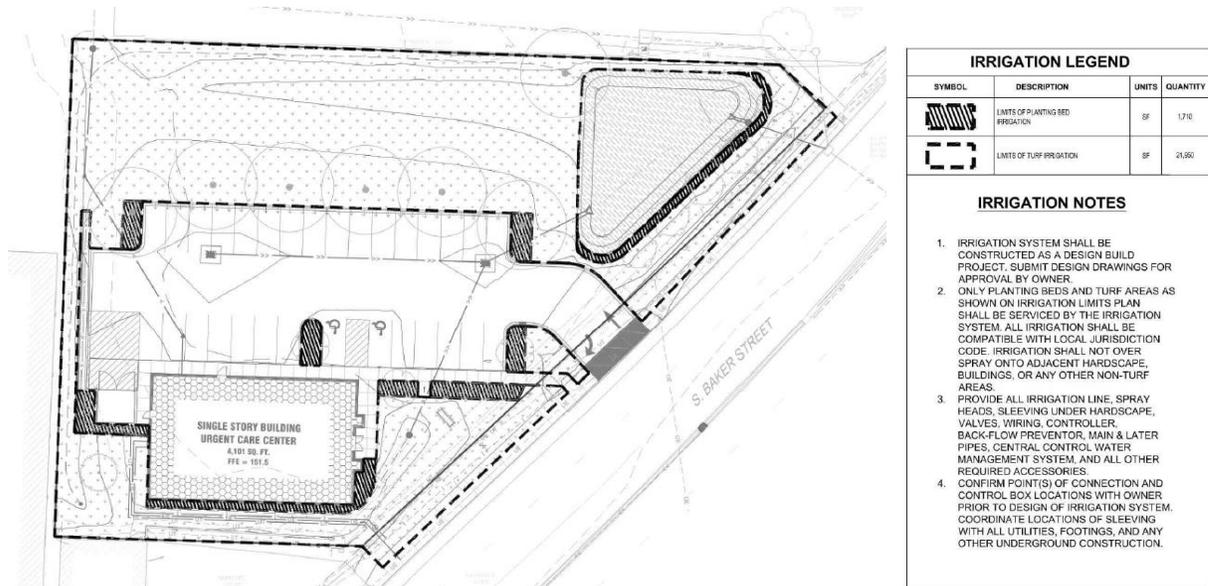
APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The proposed development is the development of an urgent care clinic, and as described in more detail in findings for Chapter 17.58 Trees, street trees are not required because there are currently no curbside planter strips adjacent to the property. No prohibited tree is proposed in the parking area.

17.57.070(B)(6). Suitable watering facilities or irrigation systems must be included in or near all planted areas.

APPLICANT’S RESPONSE: An automatic irrigation system to water all landscaping is proposed.

FINDING: SATISFIED. The landscape plan application includes an irrigation plan (see below), specifying a design/build automatic irrigation system. Planting beds and turf areas would be on separate zones, as indicated on the plan. The stormwater detention basin would not be irrigated.



17.57.070(C) All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #4. A condition of approval is included to require that all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be maintained, including necessary watering, weeding, pruning, mowing, and replacement.

CONDITION FOR FINDING: That all landscaping approved by the Landscape Review Committee and required as conditions of approval shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.

Attachments :

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Chapter 17.58. Trees

17.58.080 Street Tree Planting—When Required. All new multi-family development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The proposed development is a new urgent care clinic on commercially zoned land. Public improvements within the adjacent Highway 99W right-of-way do not include a designated curbside planting strip. Sidewalks adjacent to the site are curb-tight. Therefore, street trees are not required in the right-of-way adjacent to the site.

Chapter 17.61 Solid Waste and Recycling Enclosure Plan

17.61.030(C) Any trash or recycling enclosure which is visible from the street must provide landscaping around three (3) sides of the structure. Climbing vines and screening shrubs or hedges are appropriate and landscaping must be a minimum of three-feet (3) in height at the time of planting.

APPLICANT’S RESPONSE: None.

FINDING: SATISFIED. The trash and recycling enclosure is located on the west side of the proposed building. It is screened from view of the right-of-way to the south by the existing structure on the adjacent lot to the south. The north side of the enclosure, where the vehicular access gates are located, is visible from the Baker Street (Highway 99W) right-of-way. Landscaping is provided on the south and west sides of the enclosure, and a walkway separate the east side of the enclosure from the urgent care clinic structure, effectively screening it from the right-of-way. *Thuja occidentalis* ‘Smaragd’ (Emerald Arborvitae) is proposed as a hedge along the south and west sides. Landscaping may include walkways when sufficient planting is provided in the landscape area. Therefore, landscaping is provided on three sides of the trash enclosure, and the standard is met.

JF



Planning Department
 231 NE Fifth Street • McMinnville, OR 97128
 (503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

569-20-000364-Ping

Office Use Only:	
File No.	<u>L 21-20</u>
Date Received	<u>6/29/20</u>
Fee	<u>801.35</u>
Receipt No.	<u>202584</u>
Received by	<u>[Signature]</u>

Landscape Plan Review Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name National Urgent Care Development LLC Phone (734) 260-6820

Contact Name Samantha Coponen Phone (248) 817-1691
(If different than above)

Address 3221 W. Big Beaver Road, Suite 111

City, State, Zip Troy, MI 48084

Contact Email Samantha@814cre.com

Property Owner Information

Property Owner Name Michael A Wilson Trust Phone _____
(If different than above)

Contact Name Michael Wilson Phone _____

Address 2102 NW High Heaven Road

City, State, Zip McMinnville, OR 97123

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 1755 SW Baker Street, McMinnville, OR 97128

Assessor Map No. R4 - 429 - BD Total Site Area 42,206 SF

Subdivision _____ (R4429BD 00300) Block _____ Lot 300

Comprehensive Plan Designation Commercial Zoning Designation C-3 (Commercial)

Landscaping Information

- 1. Total Landscaped Area: 27,255 SF (Site Total 42,206 SF)
- 2. Percent Landscaped: 64.5%
- 3. Building Floor Area:
New Structure: 4,101 SF Existing Structure: N/A Addition: N/A
- 4. Architect Name ISG Phone (952) 426-0699
(Landscape Architect, Engineer, or Other Designer)
Contact Name Mitch Workmon Phone (952) 208-5655
Address 6465 Wayzata Blvd, Suite 970
City, State, Zip St. Louis Park, MN 55426
Contact Email mitchell.workmon@ISGInc.com

In addition to this completed application, the applicant must provide the following:

- Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Samantha Coponen
Applicant's Signature

6/24/2020
Date

Melinda DeLeon
Property Owner's Signature

6/25/2020
Date

August 4, 2020
Jamie Fleckenstein
Associate Planner
McMinnville Community Development Center
231 NE 5th St
McMinnville, OR 97128
jamie.fleckenstein@mcminnvilleoregon.gov



RE: Landscape Plan Review Application Completeness Review -
City of McMinnville Planning Department – 231 NE Fifth Street, McMinnville, Oregon 97128

Jamie,

Thank you for your plan review letter dated July 22, 2020. We have prepared the following information to address your review comments. Please note that for your convenience each review item is restated below along with our corresponding response.

Completeness Items

The landscape plans should include the required information described in MMC 17.57.060(A)-(F). Please provide the following information on the Landscape Plan so that the Landscape Review Committee may fully understand the proposed landscaping during review.

17.57.060 Plans-Information to be Included:

- F. The location of watering facilities or irrigation facilities or irrigation systems, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed;
 - a. General Planting Note #22 on Sheet C5-20 indicates plants are to be hand watered via hose bibs. There is no indication on the plan where the hose bibs are located around the building. Please provide additional information about the location of watering facilities and a proposed watering schedule.

ISG Response: An automatic irrigation system to water all landscaping is proposed.

Other Items – Not Necessarily Required for Completeness

During the completeness review, some additional issues were identified that are not required to be addressed in order to deem the application complete but could result in an issue with the approvability of the application. The landscape plan is reviewed by the Landscape Review Committee against the review factors in MMC Section 17.57.070(B), and they may have concerns with how the landscape plan addresses the following factors. Please note the Committee has authority to deny an application for failure to comply with any or all the review factors.

1. 17.57.070(B)(1) requires compatibility with the project and surrounding properties and uses. This property is at a very visible location near a main entrance and gateway into McMinnville. Across the Baker Street at the intersection of Highway 99W and Old Sheridan Road, there is a landscaped gateway area. There is an opportunity for the landscaping at the urgent care clinic to build on the gateway experience and create an aesthetically appealing entry to the city.

ISG Response: Additional landscaping has been added to increase the aesthetic and create a stronger gateway.

2. 17.57.070(B)(2) requires screening of the proposed use, typically through the location of trees, screening plantings, or other screens around the perimeter of the site or other key locations on the property. It does not appear that screening of uses (clinic building, off-street parking) is addressed in a meaningful way.

ISG Response: Additional landscaping has been added to help screen the property and improve the aesthetic consistent with adjacent properties.

3. 17.57.070(B)(4) requires planting and islands to break up parking lots. A stated purpose and intent of the Landscaping Chapter is to provide "parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use" (MMC 17.57.010(A)(4)). No planting islands or perimeter planting around the parking area is provided that would help accomplish the purpose of the code.

ISG Response: Additional trees and shrubs have been added and the landscape islands are located on the four corners of the parking lot. The site is undergoing a lot split for a future use to the north and to maximize parking for a new use additional landscape islands were not proposed beyond the four islands currently proposed

4. 17.57.070(B)(4) requires suitable watering facilities or irrigation system. The Landscape Review Committee encourages automatic irrigation systems due to our seasonal climate. Hand watering is proposed, but regular hand watering of over 27,000 square feet of landscape area may prove challenging.

ISG Response: An automatic irrigation system to water all landscaping is proposed.

Additionally, the landscaped square footage was originally 27,255 sq. ft. and now we are showing 27, 285 sq.ft. We have added 30 sq. ft. of landscaped square footage.

Please contact me at 563.568.8227 or via email at Stephanie.Runkle@ISGInc.com with any questions or if there is any additional information we can provide in support of this project.

Sincerely,



Stephanie Runkle
Project Coordinator

June 24, 2020

RE: Property Owner Authorization of Designated Agent

On behalf of Michael A Wilson Trust, I, Michael Wilson, hereby attest to ownership of the property described below:

**Property located at 1755 SW Baker Street, McMinnville, OR 97126;
Otherwise identified as Property ID R4429BD 00300 situated in the SE 1/4, NE 1/4, of
S29-T4S-R4W WM, Yamhill County, Oregon.**

As the owner of the above designated property, I hereby designate the party named below to serve as the Owner's Designated Agent in so far as making applications to various entities for the purposes of development of the aforementioned property and representing the owner in matters of these applications:

**Owner's Designated Agent: Samantha Coponen
 Development Manager
 EIG14T Development
 3221 W. Big Beaver Road, Suite 111
 Troy, MI 4084
 C: (734) 260-6820
 D: (248) 817-1691**

Authorized this 25 day of June, 2020 by Michael Wilson, the Owner of Michael A Wilson Trust.


Michael Wilson
Owner
Michael A Wilson Trust
2120 NW High Heaven Road
McMinnville, OR 97123

September 9, 2020
Jamie Fleckenstein
Associate Planner
McMinnville Community Development Center
231 NE 5th St
McMinnville, OR 97128
jamie.fleckenstein@mcminnvilleoregon.gov



**RE: Landscape Plan Review Application Continued Review -
City of McMinnville Planning Department – 231 NE Fifth Street, McMinnville, Oregon 97128**

Jamie,

Thank you for your continued review letter dated September 4, 2020. We have prepared the following information to address your review comments. Please note that for your convenience each review item is restated below along with our corresponding response.

Continued Review Items

The Landscape Review Committee (LRC) requested that revisions to the proposed landscape plan be made to better respond to the review factors described in McMinnville Municipal Code (MMC) Section 17.57.070-Area Determination-Planning Factors. Provided below are the review factors that LRC determined weren't sufficiently met, and recommended areas of focus for revision to address the factors:

- **17.57.070(B)(1) Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.**
- **17.57.070(B)(2) Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.**

Recommendations

1. Provide additional shade trees along the property's frontage to provide additional screening and buffering of proposed use. Specifically, the LRC noted the opportunity to provide additional trees between the detention basin and the right-of-way to provide more of a transition from the detention basin planting and a street-tree like atmosphere along the right-of-way. The LRC also noted opportunity to provide a shade tree between the urgent care clinic and the right-of-way to provide additional screening without obstructing visibility of proposed signage or building entrance. The LRC commented that additional trees could be *Tilia cordata* 'Halka' (Summer Sprite Linden) to match those already proposed, and that there appeared to be room for three (3) additional Lindens next to the detention basin and one (1) Linden southeast of the building entrance.

ISG Response: We will provide four (4) appropriate additional deciduous trees along the frontage of the property in appropriate locations that avoid the proposed signage and underground utilities.

- **17.57.070(B)(4) The development and use of islands and plantings therein to break up parking areas.**

Recommendations

1. Replace one (1) parking stall on the south side of the parking lot with a planting island with a deciduous tree and other plantings to break up the parking aisle.

ISG Response:

We will remove one (1) parking stall on the south side of the parking lot and create a landscaped island with one (1) tree and additional shrub plantings.

2. Provide additional deciduous shade trees at a regular spacing on the north side of the parking lot to help reduce the harmful effects of heat, noise, and glare associated with motor vehicle use. The LRC commented that additional shade trees could be *Celtis reticulata* (Western Hackberry) to match those already proposed near the parking lot, and that approximately 30 foot spacing of the trees could provide sufficient shade and benefit. The LRC also noted that additional trees on the north side of the parking lot would reduce or eliminate the need for the evergreen trees in the open lawn area.

ISG Response: We will provide four (4) additional shade trees on the north side of the parking lot at approximately 30' spacing and remove the three (3) Colorado Blue Spruce from the open lawn area adjacent to the parking lot.

Attached:

23672 McMinnville OR- Revised Landscape Plans.PDF

Please contact me at 563.568.8227 or via email at Stephanie.Runkle@ISGInc.com with any questions or if there is any additional information we can provide in support of this project.

Sincerely,



Stephanie Runkle
Project Coordinator

August 4, 2020
Jamie Fleckenstein
Associate Planner
McMinnville Community Development Center
231 NE 5th St
McMinnville, OR 97128
jamie.fleckenstein@mcminnvilleoregon.gov



RE: Landscape Plan Review Application Completeness Review -
City of McMinnville Planning Department – 231 NE Fifth Street, McMinnville, Oregon 97128

Jamie,

Thank you for your plan review letter dated July 22, 2020. We have prepared the following information to address your review comments. Please note that for your convenience each review item is restated below along with our corresponding response.

Completeness Items

The landscape plans should include the required information described in MMC 17.57.060(A)-(F). Please provide the following information on the Landscape Plan so that the Landscape Review Committee may fully understand the proposed landscaping during review.

17.57.060 Plans-Information to be Included:

- F. The location of watering facilities or irrigation facilities or irrigation systems, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed;
 - a. General Planting Note #22 on Sheet C5-20 indicates plants are to be hand watered via hose bibs. There is no indication on the plan where the hose bibs are located around the building. Please provide additional information about the location of watering facilities and a proposed watering schedule.

ISG Response: An automatic irrigation system to water all landscaping is proposed.

Other Items – Not Necessarily Required for Completeness

During the completeness review, some additional issues were identified that are not required to be addressed in order to deem the application complete but could result in an issue with the approvability of the application. The landscape plan is reviewed by the Landscape Review Committee against the review factors in MMC Section 17.57.070(B), and they may have concerns with how the landscape plan addresses the following factors. Please note the Committee has authority to deny an application for failure to comply with any or all the review factors.

1. 17.57.070(B)(1) requires compatibility with the project and surrounding properties and uses. This property is at a very visible location near a main entrance and gateway into McMinnville. Across the Baker Street at the intersection of Highway 99W and Old Sheridan Road, there is a landscaped gateway area. There is an opportunity for the landscaping at the urgent care clinic to build on the gateway experience and create an aesthetically appealing entry to the city.

ISG Response: Additional landscaping has been added to increase the aesthetic and create a stronger gateway.

2. 17.57.070(B)(2) requires screening of the proposed use, typically through the location of trees, screening plantings, or other screens around the perimeter of the site or other key locations on the property. It does not appear that screening of uses (clinic building, off-street parking) is addressed in a meaningful way.

ISG Response: Additional landscaping has been added to help screen the property and improve the aesthetic consistent with adjacent properties.

3. 17.57.070(B)(4) requires planting and islands to break up parking lots. A stated purpose and intent of the Landscaping Chapter is to provide "parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use" (MMC 17.57.010(A)(4)). No planting islands or perimeter planting around the parking area is provided that would help accomplish the purpose of the code.

ISG Response: Additional trees and shrubs have been added and the landscape islands are located on the four corners of the parking lot. The site is undergoing a lot split for a future use to the north and to maximize parking for a new use additional landscape islands were not proposed beyond the four islands currently proposed

4. 17.57.070(B)(4) requires suitable watering facilities or irrigation system. The Landscape Review Committee encourages automatic irrigation systems due to our seasonal climate. Hand watering is proposed, but regular hand watering of over 27,000 square feet of landscape area may prove challenging.

ISG Response: An automatic irrigation system to water all landscaping is proposed.

Additionally, the landscaped square footage was originally 27,255 sq. ft. and now we are showing 27, 285 sq.ft. We have added 30 sq. ft. of landscaped square footage.

Please contact me at 563.568.8227 or via email at Stephanie.Runkle@ISGInc.com with any questions or if there is any additional information we can provide in support of this project.

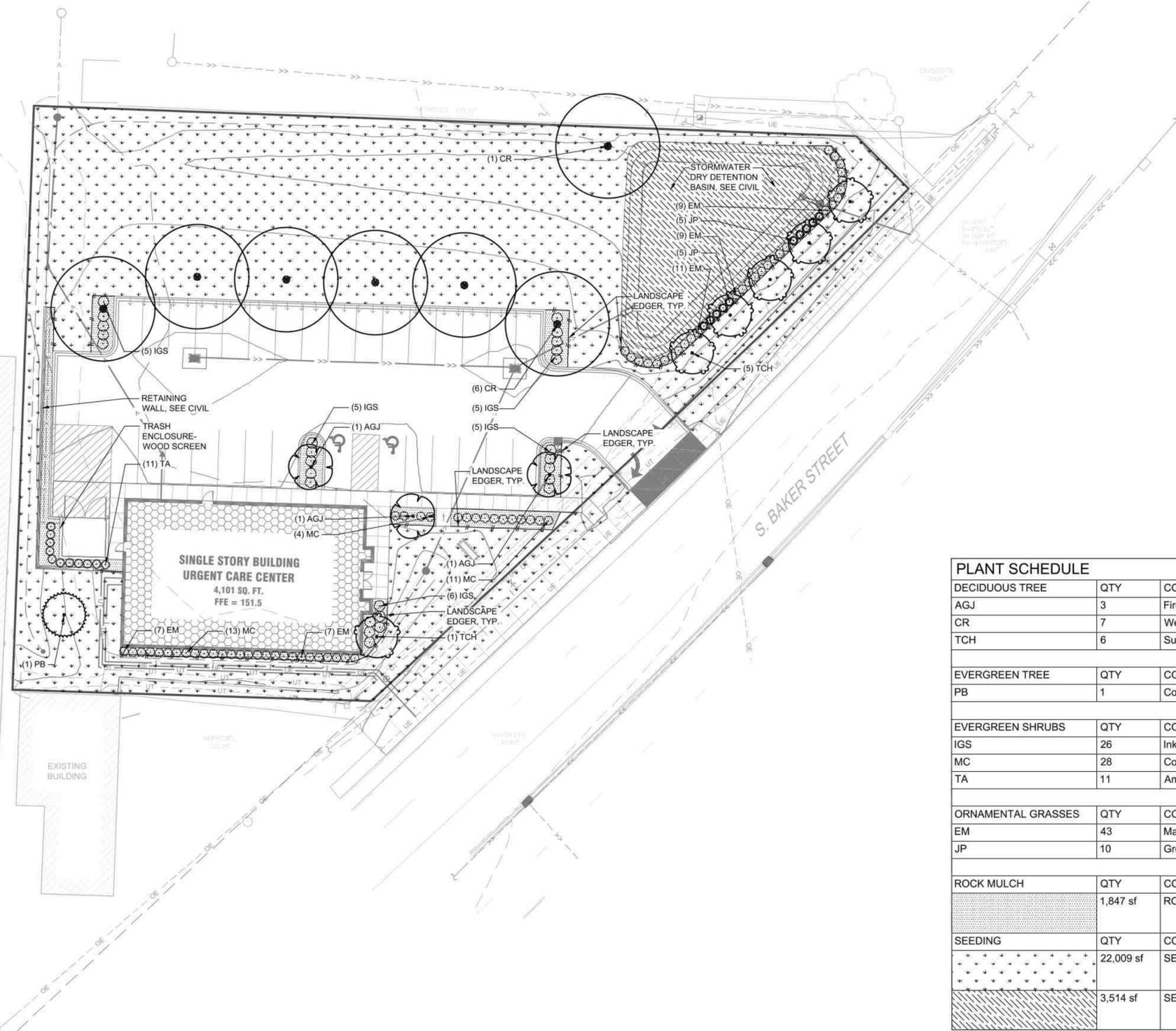
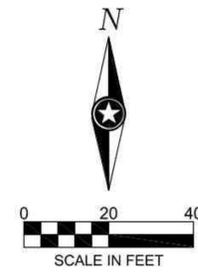
Sincerely,



Stephanie Runkle
Project Coordinator



EIGHT



TEMPORARY EROSION CONTROL & STABILIZATION NOTE
 TEMPORARY STABILIZATION MEASURES, INCLUDING SEDIMENT CONTROL FENCE, INLET PROTECTION, ETC. MUST BE MAINTAINED UNTIL FINAL SEEDING AND STABILIZATION MEASURES ARE IN PLACE AND APPROVED BY THE OWNER'S REPRESENTATIVE.

RESTORATION NOTE:
 ALL PVIOUS AREAS DISTURBED BY UTILITY INSTALLATION AND CONSTRUCTION SHALL BE RESTORED PER PLANS AND SPECIFICATIONS.

LANDSCAPE CODE:
 GROSS LOT AREA: 42,206 SF
 LANDSCAPE AREA REQUIRED: 7%
 LANDSCAPE AREA PROVIDED: 64.6% (27,285 SF)

PLANT SCHEDULE				
DECIDUOUS TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
AGJ	3	Fireburst Paperbark Maple / <i>Acer griseum</i> 'JFS KW8AGRI' TM	2" CAL	B & B
CR	7	Western Hackberry / <i>Celtis reticulata</i>	2" CAL	B & B
TCH	6	Summer Sprite Linden / <i>Tilia cordata</i> 'Halka'	2" CAL	B & B
EVERGREEN TREE	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
PB	1	Colorado Blue Spruce / <i>Picea pungens glauca</i>	6" HT MIN	B & B
EVERGREEN SHRUBS	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
IGS	26	Inkberry / <i>Ilex glabra</i> 'Shamrock'	2 GAL	CONT
MC	28	Compact Oregon Grape / <i>Mahonia aquifolium</i> 'Compacta'	2 GAL	CONT
TA	11	American Arborvitae Emerald / <i>Thuja occidentalis</i> 'Smaragd'	3 GAL	CONT
ORNAMENTAL GRASSES	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
EM	43	Magellan Grass / <i>Elymus magellanicus</i>	1 GAL	CONT
JP	10	Grooved Rush / <i>Juncus patens</i>	1 GAL	CONT
ROCK MULCH	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	1,847 sf	ROCK MULCH TYPE 1 / SEE DETAILS	-	N/A
SEEDING	QTY	COMMON / BOTANICAL NAME	SIZE	ROOT
	22,009 sf	SEED MIX- SEE NOTES / COMMERCIAL TURF	SEED	N/A
	3,514 sf	SEED MIX- SEE NOTES / STORMWATER	SEED	N/A

NOTE: SEE SHEET C701 FOR LANDSCAPE DETAILS AND NOTES

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PROJECT

URGENT CARE CLINIC

MCMINNVILLE OREGON

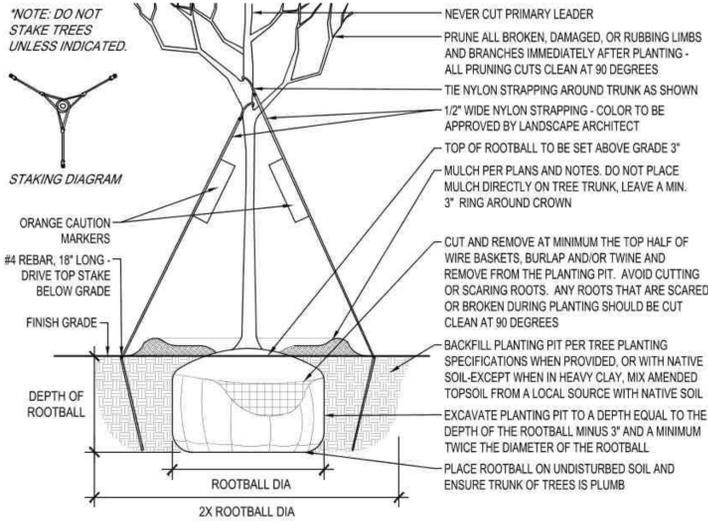
ISSUE SCHEDULE		
DATE	DESCRIPTION	BY
05/12/20	CLIENT REVIEW	ARA
06/17/20	CITY PROGRESS SET	ARA
08/04/20	BUILDING PERMIT SET	ARA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY
07/30/20	REVISION #1	ARA
09/08/20	LANDSCAPE REVIEW COMMENTS	MRW

PROJECT NO.	19-23672
FILE NAME	23672 CS-LANDSCAPE
DRAWN BY	-
DESIGNED BY	-
REVIEWED BY	-

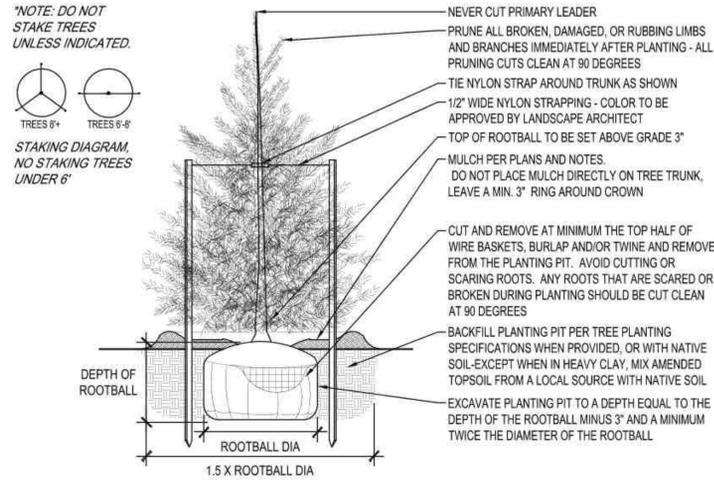
SITE RESTORATION & PLANTING PLAN

SHEET **C700**



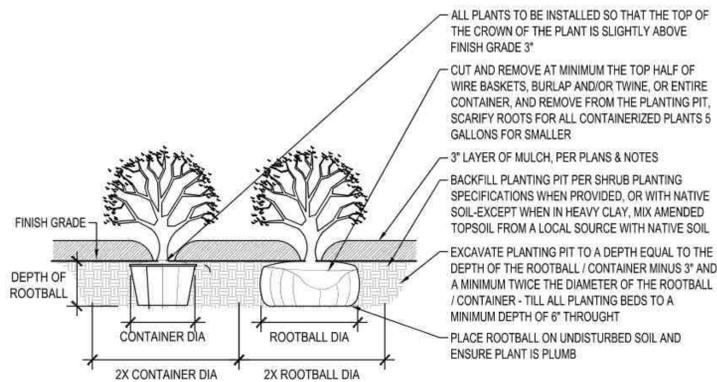
DECIDUOUS TREE PLANTING DETAIL

SCALE: 1" = 1'-0"



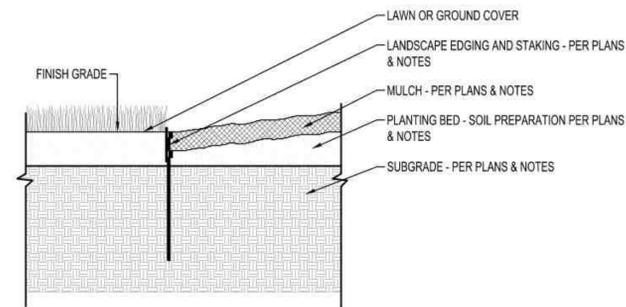
CONIFER / EVERGREEN TREE PLANTING DETAIL

SCALE: 1" = 1'-0"



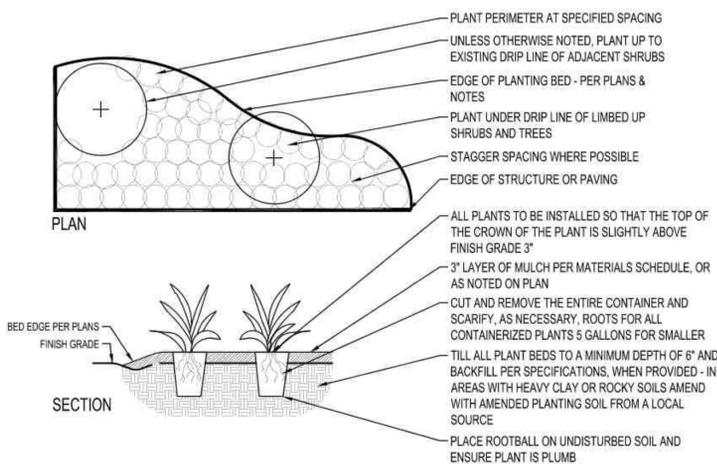
SHRUB PLANTING DETAIL

SCALE: 1" = 1'-0"



LANDSCAPE EDGING DETAIL

SCALE: 1" = 1'-0"



PERENNIAL PLANTING DETAIL

SCALE: 1" = 1'-0"

GENERAL PLANTING NOTES

- COORDINATE LOCATION OF ALL UTILITIES (LINES, DUCTS, CONDUITS, SLEEVES, FOOTINGS, ETC.) WITH LOCATIONS OF PROPOSED LANDSCAPE ELEMENTS (FENCE, FOOTINGS, TREE ROOTBALLS, ETC.). CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO OWNER'S REPRESENTATIVE PRIOR TO CONTINUING WORK.
- SAVE AND PROTECT ALL EXISTING TREES NOT NOTED TO BE REMOVED.
- ALL LANDSCAPE WORK SHALL CONFORM TO LOCAL AND STATE GUIDELINES AND REQUIREMENTS.
- REMOVE ALL CONSTRUCTION DEBRIS AND MATERIALS INJURIOUS TO PLANT GROWTH FROM PLANTING PITS AND BEDS PRIOR TO BACKFILLING WITH PLANTING MIX.
- LAWN AREAS SHALL HAVE 4" MINIMUM DEPTH OF TOPSOIL. TOPSOIL SHALL BE COMPACTED TO 85% MAXIMUM DENSITY AT OPTIMUM MOISTURE CONTENT.
- REFER TO PLANTING DETAILS PLAN FOR AMENDED SOIL DEPTH IN PLANTING BEDS AND SURROUNDING TREES.
- FIELD STAKE PLANTINGS ACCORDING TO PLAN. OWNER'S REPRESENTATIVE SHALL APPROVE ALL PLANT LOCATIONS PRIOR TO INSTALLATION. OWNER RESERVES THE RIGHT TO REVISE PLANTING LAYOUT AT TIME OF INSTALLATION.
- ALL PLANT MATERIALS SHALL BE TRUE TO THEIR SCIENTIFIC NAME AND SIZE AS INDICATED IN THE PLANT SCHEDULE.
- IF DISCREPANCIES EXIST BETWEEN THE NUMBER OF PLANTS DRAWN ON THE PLANTING PLAN AND THE NUMBER OF PLANTS IN THE SCHEDULE, THE PLANTING PLAN SHALL GOVERN.
- OWNER RESERVES THE RIGHT TO REVISE QUANTITIES TO SUIT BUDGET LIMITATIONS. CONTRACTOR'S UNIT BID PRICES SHALL PREVAIL FOR ANY CHANGES IN QUANTITIES.
- ANY PROPOSED SUBSTITUTIONS OF PLANT SPECIES SHALL BE MADE WITH PLANTS OF EQUIVALENT OVERALL FORM, HEIGHT, BRANCHING HABIT, FLOWER, LEAF, COLOR, FRUIT AND CULTURE, AND ONLY AFTER WRITTEN APPROVAL OF THE OWNER'S REPRESENTATIVE AND OWNER.
- ALL PLANT MATERIALS MUST CONFORM TO AMERICAN STANDARDS FOR NURSERY STOCK (A.N.S.I.), LATEST EDITION PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, WASHINGTON D.C. LARGER SIZED PLANT MATERIALS OF THE SPECIES LISTED MAY BE USED IF THE STOCK CONFORMS TO A.N.S.I.
- ALL PLANT MATERIAL SHALL BE GUARANTEED TO BE IN A LIVE AND HEALTHY GROWING CONDITION FOR ONE FULL GROWING SEASON (ONE YEAR) AFTER FINAL PROJECT ACCEPTANCE OR SHALL BE REPLACED FREE OF CHARGE WITH THE SAME GRADE AND SPECIES. ALL TREES SHALL HAVE A STRONG CENTRAL LEADER.
- CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE DUE TO OPERATIONS. ANY AREAS THAT ARE DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- PLANTING BED EDGING - USE COMMERCIAL GRADE POLY EDGING, COLOR BLACK, IN ALL AREAS WHERE PLANTING BED MEETS LAWN AREAS OR WHERE INDICATED. USE STEEL SPIKES AS INSTRUCTED BY MANUFACTURER.
- PROVIDE 1" DIAMETER AT A MINIMUM OF 3" DEEP OF CLEAN RIVER ROCK IN ALL LANDSCAPE BEDS WITH PERMEABLE WEED BARRIER LANDSCAPE FABRIC.
- PROVIDE DOUBLE SHREDDED HARDWOOD MULCH CIRCLE, WITHOUT LANDSCAPE FABRIC, TO A 4-FOOT DIAMETER AROUND ALL TREES OUTSIDE PLANTING BEDS TO A MINIMUM 3" DEPTH.
- STORMWATER MANAGEMENT AREA TO HAVE TEMPORARY EROSION CONTROL MEASURES AS REQUIRED BY LOCAL GUIDELINES.
- COMMERCIAL TURF SEED MIX TO CONSIST OF 70% PERENNIAL RYE GRASS AND 30% FINE FESCUE BLENDS THAT ARE APPROPRIATE FOR THE LOCAL JURISDICTION.
- STORMWATER SEED MIX TO CONSIST OF 90% PLS (PURE LIVE SEED) AND CONSIST OF THE FOLLOWING:
 - HORDEUM BRACHYANTHERUM (MEADOW BARLEY) = 25%
 - DANTHONIA CALIFORNICA (CALIFORNIA OAT-GRASS) = 15%
 - ELYMUS GLAUCUS (BLUE WILD RYE) = 10%
 - BROMUS CARINATUS (CALIFORNIA BROME) = 10%
 - FESTUCA ROMERII (ROEMER'S FESCUE) = 10%
 - DESCHAMPSIA CESPITOSA (TUFTED HAIRGRASS) = 10%
 - AGROSTIS EXARATA (SPIKE BENTGRASS) = 10%
 - ALOPECURUS GENICULATUS (WATER FOXTAIL) = 5%
 - DESCHAMPSIA ELONGATA (SLENDER HAIRGRASS) = 5%
- INDICATED QUANTITIES ARE ESTIMATES AND SHOULD BE CONFIRMED BY THE CONTRACTOR/BIDDER.
- ALL PLANTS SHALL BE WATERED USING AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM. SEE IRRIGATION PLAN.



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PROJECT

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MCMINNVILLE OREGON

ISSUE SCHEDULE		
DATE	DESCRIPTION	BY
05/12/20	CLIENT REVIEW	ARA
06/17/20	CITY PROGRESS SET	ARA
08/04/20	BUILDING PERMIT SET	ARA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY
07/30/20	REVISION #1	ARA
09/08/20	LANDSCAPE REVIEW COMMENTS	MRW

PROJECT NO.	19-23672
FILE NAME	23672 C5-LANDSCAPE
DRAWN BY	-
DESIGNED BY	-
REVIEWED BY	-

TITLE

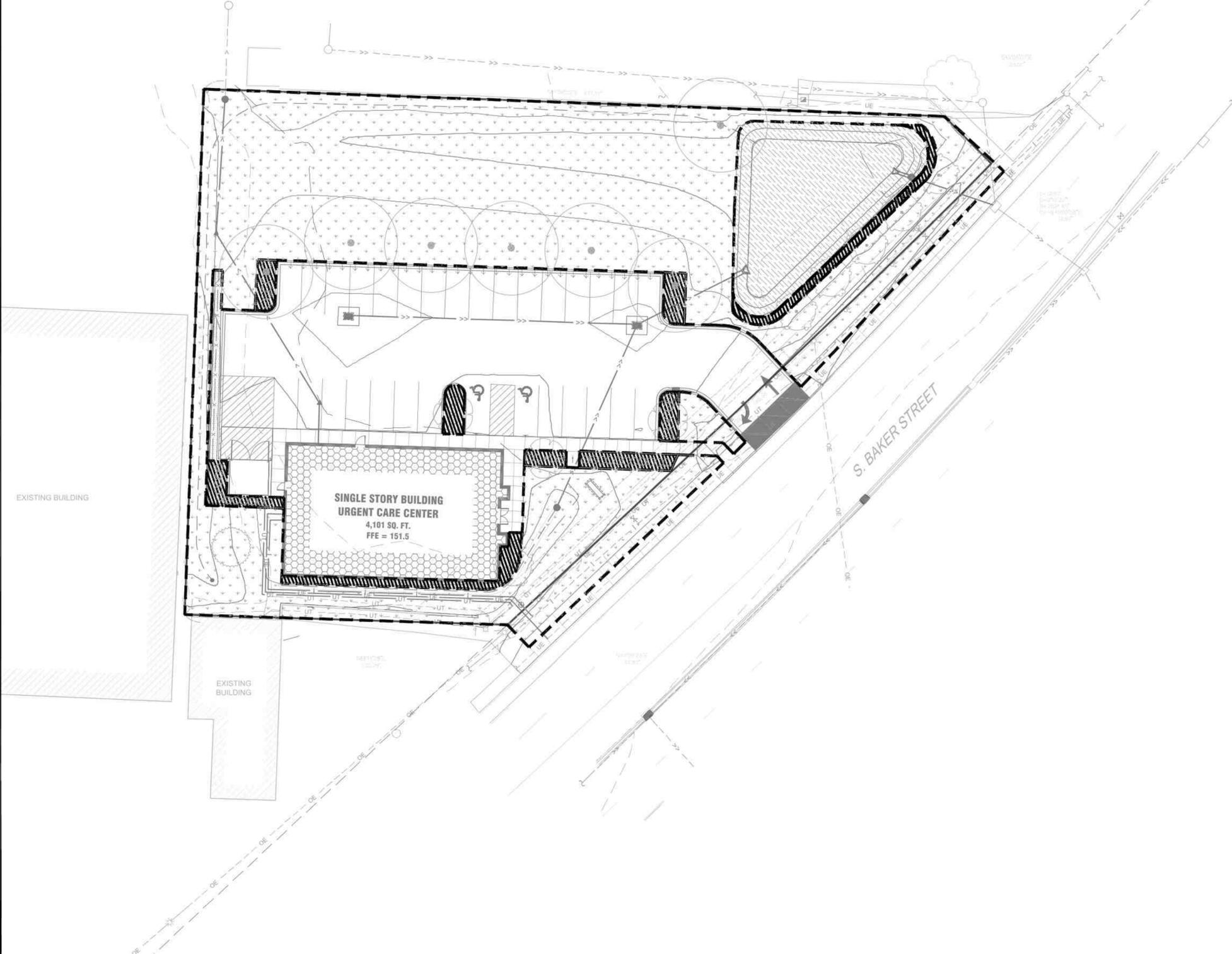
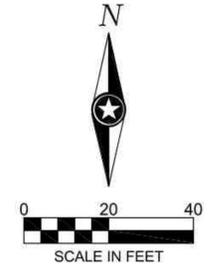
LANDSCAPE DETAILS

SHEET

C701



EIGHT



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PROJECT

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PROJECT NO.	19-23672
FILE NAME	23672 CS-LANDSCAPE
DRAWN BY	-
DESIGNED BY	-
REVIEWED BY	-

TITLE

IRRIGATION PLAN

SHEET **C702**

IRRIGATION LEGEND			
SYMBOL	DESCRIPTION	UNITS	QUANTITY
	LIMITS OF PLANTING BED IRRIGATION	SF	1,710
	LIMITS OF TURF IRRIGATION	SF	21,950

- IRRIGATION NOTES**
- IRRIGATION SYSTEM SHALL BE CONSTRUCTED AS A DESIGN BUILD PROJECT. SUBMIT DESIGN DRAWINGS FOR APPROVAL BY OWNER.
 - ONLY PLANTING BEDS AND TURF AREAS AS SHOWN ON IRRIGATION LIMITS PLAN SHALL BE SERVICED BY THE IRRIGATION SYSTEM. ALL IRRIGATION SHALL BE COMPATIBLE WITH LOCAL JURISDICTION CODE. IRRIGATION SHALL NOT OVER SPRAY ONTO ADJACENT HARDSCAPE, BUILDINGS, OR ANY OTHER NON-TURF AREAS.
 - PROVIDE ALL IRRIGATION LINE, SPRAY HEADS, SLEEVING UNDER HARDSCAPE, VALVES, WIRING, CONTROLLER, BACK-FLOW PREVENTOR, MAIN & LATER PIPES, CENTRAL CONTROL WATER MANAGEMENT SYSTEM, AND ALL OTHER REQUIRED ACCESSORIES.
 - CONFIRM POINT(S) OF CONNECTION AND CONTROL BOX LOCATIONS WITH OWNER PRIOR TO DESIGN OF IRRIGATION SYSTEM. COORDINATE LOCATIONS OF SLEEVING WITH ALL UTILITIES, FOOTINGS, AND ANY OTHER UNDERGROUND CONSTRUCTION.