

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

Landscape Review Committee ZOOM Online Meeting Wednesday, January 19, 2022 - 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/82691273624?pwd=bW14THRCT3hlclFKcUMxUE5uYINSdz09

Meeting ID: 826 9127 3624 Passcode: 486826

Or join ZOOM Meeting by phone via the following number: 1-253-215-8782

Committee Members	Agenda Items (Amended 1/14/22)
John Hall, Chair	 Call to Order Citizen Comments
Rob Stephenson, Vice-Chair	3. Oath of Service4. Election of Officers (Exhibit 1)
Carlton Davidson	5. Approval of Minutes A. June 16, 2021 (Exhibit 2)
Patty Sorenson Brian Wicks	Action ItemsA. L 30-21 – Lums Landscape Review (Exhibit 3) 830 and 848 NE Highway 99W
	 B. L 1-22 Halloran- Steiner Street Tree Removal (Exhibit 4) 631 NE First Street-Item Removed 7. Discussion Items
	Old/New Business Committee Member Comments
	10. Staff Comments 11. 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 - MEMORANDUM

DATE: January 12, 2022

TO: Landscape Review Committee Members

FROM: Monica Bilodeau, Senior Planner

SUBJECT: Agenda Item 4 – Election of Landscape Review Committee Officers

The annual election of officers has been placed on your January 19, 2022 meeting agenda. As part of this process, the Landscape Review Committee shall elect a Chair and Vice-Chair at the first meeting of each year. The Chair presides over the meeting and public hearings. The Vice-Chair will preside over the meetings and public hearings in the Chair's absence.

The following outline is provided to help guide you through this election process.

Nominations of chair and vice-chair

- 1. Begin with the nominations for the position of the chair. Any committee member may nominate another member. Committee members can also nominate themselves. Nominations do not have to be seconded. If a nominee does not wish to be considered, that person can decline the nomination. When nominations stop, the chair will call for any more nominations. When no other nominations forthcoming, the chair will state that the nominations are closed. Once the nominations are closed, the chair will state the names of the nominees. Each member must state their vote for the chair. If one person receives a majority of the vote, the chair will declare the result of the vote. If no one receives a majority of the vote, the vote must be done again. No person can be eliminated as a nominee, but any nominee can withdraw their nomination. The voting will continue until one person receives a majority of the vote.
- 2. The vice-chair will then be elected in the same manner.
- 3. At the close of the elections, the new chair will preside over the remainder of the meeting.



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EXHIBIT 2 - MINUTES

June 16, 2021 Landscape Review Committee Regular Meeting 12:00 pm ZOOM Meeting McMinnville, Oregon

Members Present: Carlton Davidson, John Hall, Patty Sorenson, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Heather Richards – Planning Director and Jamie Fleckenstein - Associate

Planner

Guests Present: Scott Hill – Mayor, Kellie Menke – City Councilor, Pamela Rude

1. Call to Order

Chair Hall called the meeting to order at 12:00 p.m.

2. Citizen Comments

None

3. Approval of Minutes

- A. September 16, 2020
- B. November 18, 2020

Chair Hall moved to approve the September 16 and November 18, 2020 minutes. The motion was seconded by Committee Member Stephenson and passed 4-0.

4. Action/Docket Item (repeat if necessary)

A. L 4-21 - Street Tree Removal - 722 SW Fellows Street

Associate Planner Fleckenstein said this was a street tree removal request for two oak trees on SW Fellows Street. The trees had sustained damage from the ice storm in February and the one tree closest to the driveway was in conflict with the sewer line serving the property. Staff thought the tree closest to the driveway should be removed. A replacement was not recommended due to the proximity to the utilities and overhead wires. Staff thought the other tree should be retained due to the arborist report which indicated hazard pruning in the canopy would mitigate the concern. There was no sidewalk repair needed.

Chair Hall thought both trees were in bad condition and the one remaining would come down in another ice storm.

Committee Member Stephenson thought to maintain the integrity of the neighborhood, they should keep the one tree. He thought pruning would help it survive.

Committee Member Sorenson did not think it would impact the root system to only remove one of the trees.

Chair Hall moved to approve L 4-21, removing the one tree closest to the driveway and leaving the other tree in place. The motion was seconded by Committee Member Sorenson and passed 4-0.

5. Discussion Items

A. Submittal Requirements/Irrigation BMP

Associate Planner Fleckenstein said there had been discussions about improving the submittal requirements for landscape plans and developing minimum best practices for irrigation. He discussed what was currently in the Landscape Chapter of the Zoning Ordinance and the recommended changes that had been forwarded to him. He asked if the chapter should be amended to include these items.

Committee Member Sorenson thought the new landscape plan requirements would bring the plans up to a better standard and make them easier to understand the intent. Irrigation was important and there was lack of knowledge about the importance of watering.

There was discussion regarding street tree maintenance, trees that had been removed without going through the process, trees that needed limbs removed, code enforcement, and requiring developers to put sleeves under the sidewalk for irrigation.

Committee Member Stephenson suggested requiring any sidewalk or concrete work that left a landscape island to have Schedule 40 sleeving.

Associate Planner Fleckenstein thought that could be a requirement for public property, but not private.

Associate Planner Fleckenstein discussed the best management practices for irrigation that were suggested by Chair Hall.

Committee Member Stephenson added if it was a commercial, industrial, or multi-family development, the irrigation should be installed by a fully licensed landscape contractor.

Chair Hall thought the best practices should be required.

Chair Hall and Committee Member Stephenson would work on wording for both the sleeving and best practices and bring it back to the Committee.

6. Old/New Business

None

7. Committee/Commissioner Comments

Committee Member Sorenson discussed the dead grass on the railroad track grates that needed to be removed. Associate Planner Fleckenstein said he had forwarded the request to the Public Works Department

8. Staff Comments

A. Subdivision Tree Removal Condition

Associate Planner Fleckenstein discussed a condition for the Whispering Meadows Subdivision and how trees slated for protection were not to be removed without prior review and written approval of the Planning Director. The homes had been built and sold, and the Planning Department wanted to know if the condition should remain in effect for the private property owners or was only in effect for the developer.

Planning Director Richards said this was old language that had been in the conditions for a while. She recommended making it apply just when development occurred.

Committee Member Stephenson agreed, because once it was sold it became private property.

Chair Hall agreed, as long as the trees were not street trees.

There was consensus that the condition of approval no longer applied once the subdivision lots were sold.

Associate Planner Fleckenstein said this was his last LRC meeting as he was leaving the City for a different job.

Planning Director Richards discussed the recruitment process and how she was trying to find a temporary planner to fill in. She thought a new person would start work in September. The improvements to the code the LRC had been discussing would be postponed, but not forgotten.

Committee Member Stephenson would like to start meeting in person. Planning Director Richards thought they were moving in that direction.

9. Adjournment

Chair Hall adjourned the meeting at 1:17 p.m.



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EXHIBIT 3 - STAFF REPORT

DATE: January 19, 2022

TO: Landscape Review Committee Members

FROM: Monica Bilodeau, Senior Planner

SUBJECT: Landscape Plan Review Application (L 30-21)

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 review by the Landscape Review Committee of an application for a landscape plan (L 30-21) for a commercial addition at 830 and 848 NE Highway 99W. Staff has reviewed the application for consistency with the applicable criteria, and recommends approval of the application, subject to the conditions specified in the attached Decision Document.

Background:

The applicant, Joyce Jackson, Landscape Architect submitted a landscape plan review on behalf of the Lums Buick GMC car dealership, (Docket L 30-21) seeking approval of a landscape plan for a commercial addition.

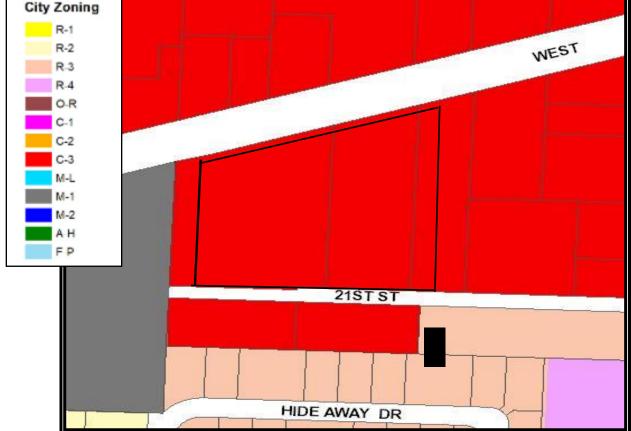
Discussion:

The subject site is located at 830 and 848 NE Highway 99W. **See Figure 1 (Vicinity Map).** The property is zoned C-3 (General Commercial) **See Figure 2 (Zoning Map).**

The car dealership site is approximately 3.63 acres in size, and currently improved with the Buick GMC car showroom and service facility. The owners propose a showroom remodel and service addition. The addition will total 8,597 square feet. Properties to the north, east and south are all zoned C-3 (General Commercial). The property to the west is zoned (M-1), light industrial. **See Figure 3 (Landscape Plan), Figure 4 (Site Plan).**

Figure 1: Vicinity Map (Subject Site Approximate) NE2161ST

Figure 2: Zoning Map City Zoning R-1 R-2



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Figure 3: Landscape Plan



21ST STREET



L-1

Landscape Review Committee Options

- 1. **APPROVE** the application, <u>per the decision document provided</u> which includes the findings of fact and conditions of approval.
- 2. **APPROVE** the application with additional conditions of approval, <u>providing findings of fact</u> for the inclusion of additional conditions.
- 3. **CONTINUE** the application, requesting the applicant to <u>submit more information or details</u> 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 30-21 SUBJECT TO THE CONDITIONS SPECIFIED IN THE DECISION DOCUMENT



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DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A LANDSCAPE PLAN REVIEW FOR A COMMERCIAL ADDITION AT 830 & 848 NE HIGHWAY 99W

DOCKET: L 30-21 (Landscape Plan Review)

REQUEST: Approval of a Landscape Plan for a commercial addition at the Lums Buick GMC

Showroom.

LOCATION: 830 and 848 NE Highway 99W (R4416BD01300 and R4416BD01200)

ZONING/Overlay: C-3 (General Commercial)

APPLICANT: Joyce Jackson

STAFF: Monica Bilodeau, Senior Planner

DATE DEEMED

COMPLETE: January 9, 2022

DECISION-MAKING

BODY & ACTION: McMinnville Landscape Review Committee makes a recommendation of

approval or denial to the Planning Director.

MEETING DATE

& LOCATION: January 19, 2022

Zoom Online Meeting:

https://mcminnvilleoregon.zoom.us/j/82691273624?pwd=bW14THRCT3hl

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Meeting ID: 826 9127 3624 Passcode: 486826

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.

Our Mission: Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and integathe future.

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.

DECISION

Based on the findings and conclusionary findings, the Landscape Review Committee finds the applicable criteria are satisfied with conditions and recommends **APPROVAL** of the Landscape Plan (L 30-21) **subject to the conditions of approval provided in this document.**

	//////////////////////////////////////
Planning Staff:	Date:
Planning Department: Heather Richards, Planning Director	Date:

I. APPLICATION SUMMARY:

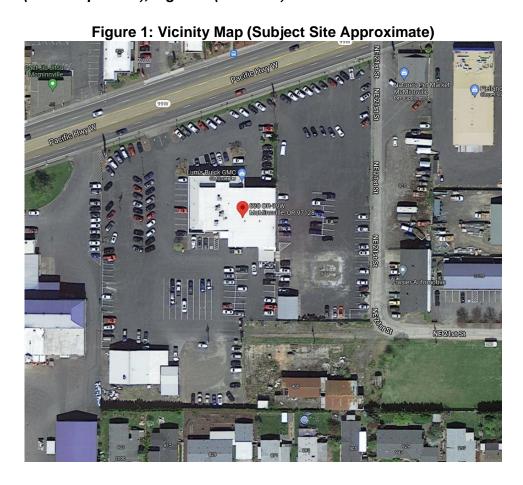
Subject Property & Request

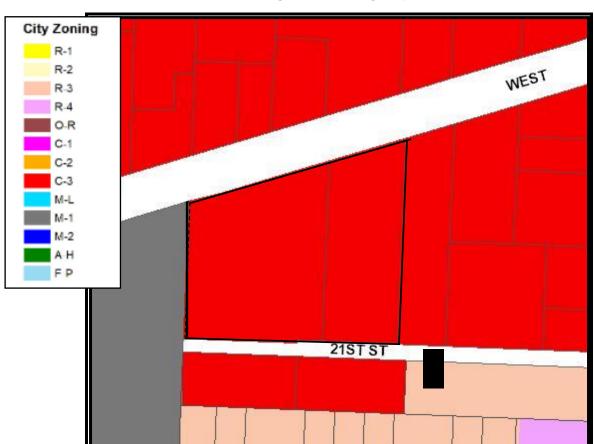
The applicant, Joyce Jackson, Landscape Architect submitted a landscape plan review on behalf of the Lums Buick GMC car dealership, (Docket L 30-21) seeking approval of a landscape plan for a commercial addition.

The subject site is located at 830 and 848 NE Highway 99W. **See Figure 1 (Vicinity Map).** The property is zoned C-3 (General Commercial) **See Figure 2 (Zoning Map).**

The car dealership site is approximately 3.63 acres in size, and currently improved with the Buick GMC car showroom and service facility. The owners propose a showroom remodel and service addition. The addition will total 8,597 square feet. Properties to the north, east and south are all zoned C-3 (General Commercial). The property to the west is zoned (M-1), light industrial.

See Figure 3 (Landscape Plan), Figure 4 (Site Plan).





HIDE AWAY DR

Figure 2: Zoning Map

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Figure 3: Landscape Plan

Figure 4: Proposed Site Plan



Summary of Criteria & Issues

Decisions and/or recommendations for approval of the land use application is dependent upon whether 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. This is only an addition therefore the review is proportional, focused only on the area being revised. Landscaping is required subject to the criteria and standards described in MMC Chapter 17.57-Landscaping.

II. CONDITIONS:

- 1. The applicant shall install landscaping as shown on the landscape plans received by the Planning Department on December 9, 2021.
- 2. Prior to occupancy of the new building addition planning staff shall conduct an inspection to ensure all landscaping has been installed per approved plans.
- **3.** 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 30-21 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. Comments were only received from McMinnville Water and Light by the publication of this packet.

McMinnville Water and Light

Power: No comments

Water: Existing irrigation meter appears to be a 5/8" meter. If additional zones are added to the current irrigation system, this meter may need to upsize. Contact MW&L Engineering for costs to upgrade.

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

Attachments:

- 1. The applicants, Joyce Jackson, submitted a landscape plan review application on December 9, 2021.
- 2. The application was deemed complete on January 9, 2022. Based on that date, the application is subject to a 30-day review timeframe, which expires February 9, 2022.
- 3. Notice of the application was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light.
- 4. 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.
- 5. A public meeting was held by the Landscape Review Committee on January 19, 2022, to review the application and proposed landscape plan.

VI. FINDINGS OF FACT - GENERAL FINDINGS

- 1. **Location:** 830 and 848 NE Highway 99W (R4416BD01300 and R4416BD01200)
- 2. Size: Approximately 3.63 acres
- 3. Comprehensive Plan Map Designation: Commercial
- 4. **Zoning:** C-3 (General Commercial)
- 5. Overlay Zones/Special Districts: N/A
- 6. Current Use: Existing Buick GMC Showroom and service facility.
- 7. **Other Features:** There are no significant or distinguishing nature features associated with this property.

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.

McMinnville Zoning Ordinance

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

Chapter 17.57 Landscaping

<u>17.57.010 Purpose and intent.</u> 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.
- 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.

FINDING: SATISFIED. The addition of landscaping on this site 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.

<u>17.57.030 Zones where required.</u> 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).

FINDING: SATISFIED. The proposed development is within the C-3 (General Commercial) zone; therefore, landscaping is required subject to landscaping requirements of commercial zones 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:

- 5. Any addition to or expansion of an existing structure or parking lot which results in additional lot coverage shall be landscaped as follows: Divide the amount of additional lot coverage (building area, not including basement or upper floors, plus required parking and loading zones) by the amount of the existing lot coverage (building area, not including basement or upper floors, plus required parking and loading zones), multiply by the percentage of landscaping required in the zone, multiply by the total lot area of both the original development and the addition; however, the total amount of the landscaping shall not exceed the requirements set forth in this subsection.
 - a. ALC (additional lot coverage) X % of landscaping X Total ELC (existing required lot area lot coverage)
 - b. Landscaping to be installed on an addition or expansion may be spread over the entire site (original and addition or expansion projects) with the approval of the review committee.

FINDING: SATISFIED. The subject site where the addition is proposed is approximately 54,014 square feet, although the whole Buick site is 3.69 acres (160,931 square feet). The applicant indicates that approximately 4,396 square feet of landscaping is provided over the entire site.

	Existing Lot	Additional Lot	Existing Lot	Coverage	Coverage
	area	coverage	Coverage	Required	Provided
Commercial Building	160,931	39,282	121,545	3,641	4,396
addition					

Attachments:

The proposed landscaping area of exceeds the minimum landscaping coverage requirement for an addition to 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:
- (1). Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

FINDING: SATISFIED. The proposed addition is at an existing car dealership site that is adjacent to other C-3 commercial properties to the north, east and south, and light industrial property to the west. Additional screening along the eastern property line is proposed for approximately 70 feet. This factor is satisfied.

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

FINDING: Not Applicable. The surrounding uses are similar and therefore no screening is proposed. Therefore, this factor is not applicable.

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.

FINDING: Not Applicable. No significant natural areas are present on the site to incorporate into the development of the project. All existing trees are proposed to be retained. Therefore, this factor is not applicable.

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

FINDING: SATISFIED. Additional islands are proposed in front of the new building addition. Sufficiently breaking up the newly striped parking area. This factor is satisfied.

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.

FINDING: SATISFIED. No prohibited trees are proposed in the parking area. This factor is satisfied.

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

FINDING: SATISFIED. The landscape plan states that all landscape area to be irrigated with an automatic underground irrigation system. The system shall use drip irrigation. Therefore, this factor is met.

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

FINDING: SATISFIED WITH CONDITION OF APPROVAL #3. 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.

Chapter 17.58. Trees

<u>17.58.080 Street Tree Planting—When Required.</u> 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.

FINDING: Not Applicable. The proposed development is fronting Highway 99W although this addition is not proposing any changes to the existing frontage and existing landscaping. No alterations to the existing planting are within the right-of-way is proposed. Therefore, this standard does not apply.

17.58.090 Street Tree Standards.

A. When located adjacent to a local residential street or minor collector street, street trees shall be planted within a curbside landscape strip measuring a minimum of three (3) feet in width. Street trees adjacent to major collector streets or arterial streets shall be placed a minimum of four (4) feet from the back edge of the sidewalk. In no case shall a tree be planted closer than two and one-half (2 ½) feet from the face of a curb. These standards may be superseded by design drawings and specifications as periodically developed and adopted by the City.

FINDING: Not Applicable. The proposed development is fronting on Highway 99W. Highway 99W is classified as a Major arterial in the Transportation System Plan and maintained by Oregon Department of Transportation. The right-of-way is already developed with landscaping. No alterations to the existing landscaping in the planter strip right-of-way are proposed. Therefore, this standard does not apply.



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

Office Use Only:	
File No <u>L</u> 30-21	_
Date Received 2/9/2	1
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Landscape Plan Review Application

Applicant Informat	ion owner □ Contract Buyer □ Option	Holder [⊐ Agent	Other Landscape Architect
Applicant Name_Joyce Ja	ckson		Phone	503-703 8607
Contact Name same (If different than above) Address 1940 Sylvan W	a <u>y</u>		Phone_	same
City, State, Zip_West linn,				
Contact Email ji@joycej	ackson-la.com			
Property Owner Inf	<u>formation</u>			
Property Owner Name	Pam Lum		Phone_	503-376-6642
(If different than above) Contact Name	Pam Lum		Phone_	
Address	830 NE Highwa y 99W			
City, State, Zip	McMinnville, Or. 97128			
Contact Email	pam@lumsautocenter.com			
Site Location and L				
Property Address_830 NI	Highway 99W Mcminnville, OR			
Assessor Map No. R4 416	BD01200 and 1300	_Total Sit	e Area_	160,931 S.F. (3.69 Acres)
Subdivision		_Block		Lot
Comprehensive Plan Desi	gnation Commercial	_Zoning ໃ	Designat	ion_C-3 General Commecial

La	ndscaping Information		
1.	Total Landscaped Area: 4396 S.F.		
2.	Percent Landscaped: 2.73%		*
3.	Building Floor Area:		
	New Structure: 8,597 S.F. Existing Structure: 16,570 S	.F.	Addition: 25,167 S.F.
4.	Architect Name Joyce Jackson PLA (Landscape Architect; Engineer; or Other Designer)	_ Phone	503 703-8607
	Contact Name_same	_ Phone	same
	Address 1940 Sylvan Way	_	
	City, State, Zip West Linn, OR 97068	_	
	Contact Email j@joycejackson-la.com	_	
In a	addition to this completed application, the applicant must provide	the follow	ving:
	☐ Two (2) copies of the proposed landscape plan contain information sheet and Chapter 17.57 (Landscaping) of the 2	ning the Coning On	information listed in the dinance.
	Payment of the applicable review fee, which can be found page.	on the F	Planning Department web
l c res	ertify the statements contained herein, along with the spects true and are correct to the best of my knowledge a	evidence nd belief	e submitted, are in all f.
Apı	Ofice Jackson Date	2-7-	2021
	Paule Bren 12	.7	21
Pro	pperty Owner's Signature Date		

Sarah Sullivan

From:

Joyce Jackson <jj@joycejackson-la.com>

Sent:

Wednesday, December 8, 2021 11:31 AM

To:

Sarah Sullivan

Cc:

'Dean Hoque'

Subject:

landscape plan application for Lums Buick GMC

Attachments:

We sent you safe versions of your files; Lums Buick GMC landscape application.pdf

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

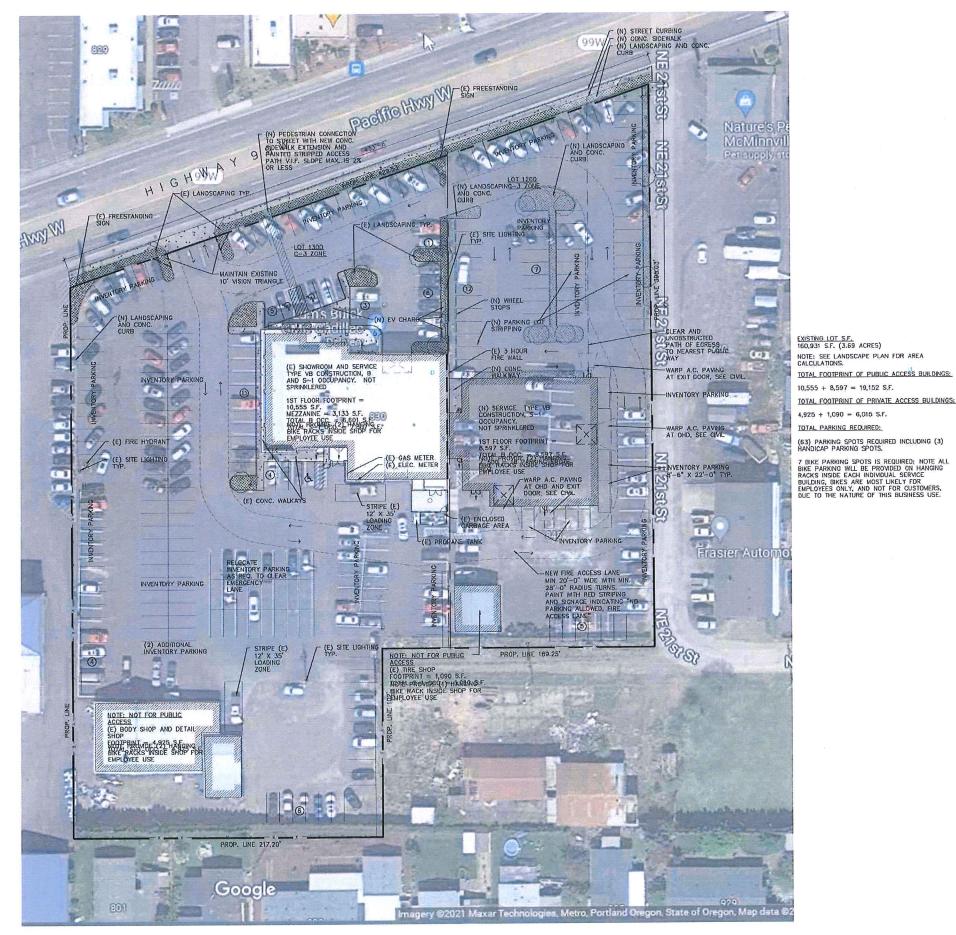
Sarah,

I spoke to you on the phone last week and you explained that the application could be emailed. The attached includes the signed application, the site plan for additional overall information and the landscape plan and details. Please note that the landscape contractor is responsible for providing the irrigation design plan per the requirements described on the plan. I also understand that you will forward an invoice for the application fee and that review will not begin until the fee is received.

Kind regards,

Joyce Jackson, Landscape Architect
Landscape Architecture and Land Use Planning
1940 Sylvan Way - West Linn, OR 97068
Cell 503 703-8607 Landline 503 635-4086
jj@joycejackson-la.com
www.JoyceJackson-la.com

Save a life, become an organ donor.



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1104 S.E. STARK STREE FORTLAND, DR 97216 I: 503-284-0988 | F 503-546-9276



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> 108 NO**20-045** DATE:

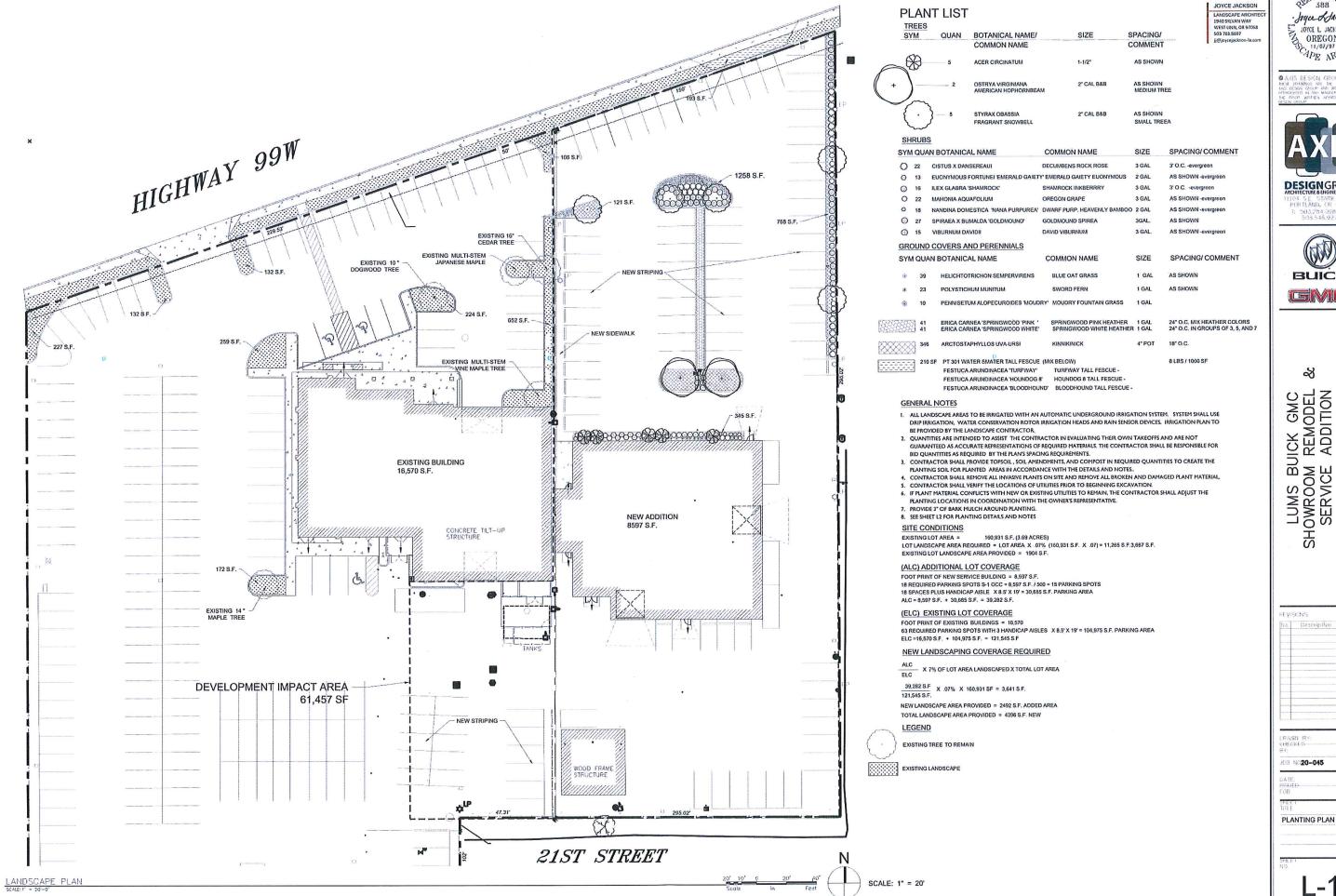
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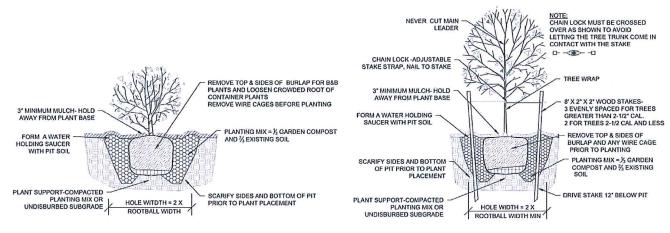
Joyce Stacker JOYCE L JACKSON OREGON E TOAPE ARCHI





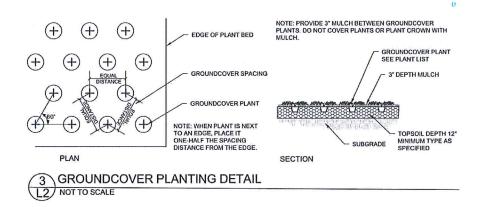
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1 IRRIGATED SHRUB PLANTING DETAIL L2 NOT TO SCALE

2 DECIDUOUS TREE PLANTING DETAIL L2 NOT TO SCALE



NOTES

- PROVIDE ONE PERSON WHO WILL BE PRESENT AT ALL TIMES DURING THE WORK WHO IS FAMILIAR WITH PLANT MATERIALS, NATIVE PLANTING REQUIREMENTS, AND IS KNOWLEDGEABLE OF GOOD HORTICULTURAL PRACTICE.
- 2. NOTIFY THE OWNER'S REPRESENTATIVE, 48 HOURS IN ADVANCE OF WORK FOR SITE INSPECTION OF PLANT MATERIALS. THE LANDSCAPE ARCHITECT RETAINS THE RIGHT TO REJECT ANY MATERIALS WHICH DO NOT MEET MINIMUM SIZE REQUIREMENTS, OR WHICH DO NOT APPEAR HEALTHY AND WELL FORMED. REMOVE UNACCEPTABLE PLANT MATERIALS FROM WORK AREA IMMEDIATELY.
- 3. VERIFY ALL QUANTITIES AND REPORT DISCREPANCIES TO OWNER'S REPRESENTATIVE FOR CLARIFICATION.
- 4. CONTRACTOR SHALL REMOVE THE TOP TWO INCHES OF NATIVE SOIL AND REMOVE FROM THE SITE AND THEN STOCKPILE REMAINING NATIVE TOPSOIL FOR REUSE IN PLANTING AREAS.
- 5. CONTACT A UTILITY LOCATES COMPANY BEFORE STARTING EXCAVATIONS
- 6. FINAL GRADING SHALL PROVIDE DRAINAGE OF LANDSCAPE AREAS, PLANTING AREAS SHALL SLOPE AWAY FROM BUILDINGS WITH A 2% SLOPE MINIMUM. SHRUB BEDS AND LAWNS SHALL BE CROWNED WITH A 2 % SLOPE UNLESS INDICATED OTHERWISE. FINAL GRADES SHALL BE 2 INCHES BELOW ADJACENT WALKS AND CURBS FOR MULCH APPLICATIONS AND 1 INCH BELOW FOR SOD INSTALLATION.
- 7. ALL PLANTS SHALL BE HEALTHY, WELL BRANCHED, ROOTED, TRUE TO SPECIES AND VARIETY, FREE FROM DISEASE, INSECTS, PESTS AND WEEDS. THEY SHALL HAVE GOOD GROWTH HABIT FREE OF PHYSICAL DISFIGURATION, INJURY, ABRASIONS OR SUN SCALDS. PLANTS SHALL EQUAL OR EXCEED MEASUREMENTS IN THE PLANT LIST.
- 8. PLANTS WILL CONFORM TO CURRENT REQUIREMENTS OF 'AMERICAN STANDARDS FOR NURSERY STOCK' BY THE AMERICAN
- 9. PLANTS SHALL BE GROWN FOR THIS GENERAL LATITUDE AND ELEVATION OR SHALL BE ADEQUATELY CLIMATIZED.
- 10. PROTECT PLANTS AT ALL TIMES DURING SHIPPING, HANDLING, STORAGE AND PLANTING FROM BREAKAGE, DESICCATION, WINDBURN, SUN DAMAGE AND WEATHER EXTREMES, STORE PLANTS IN AN UPRIGHT POSITION AND ALLOW SUFFICIENT VENTILATION. PROVIDE IRRIGATION. DO NOT PICK UP CONTAINERIZED OR BALLED PLANTS BY STEMS OR TRUCKS.
- 11. LANDSCAPE PLANTING AREAS SHALL COMPLY WITH THE 2014 STORM WATER MANUAL FOR WESTERN WASHINGTON, BMP T6.13, POST CONSTRUCTION SOIL QUALITY AND DEPTH.
- 12. ALL PLANTS WILL BE WELL FORMED AND POSSESS TOP AND ROOT GROWTH TYPICAL TO THE VARIETY AND IN HEALTHY PROPORTIONS TO EACH OTHER.
- 13. CONTAINER GROWN MATERIAL SHALL HAVE ENOUGH FIBROUS ROOT MASS TO HOLD TOGETHER WHEN REMOVED FROM THE CONTAINER, ROOT BOUND MATERIAL IS UNACCEPTABLE.
- 14. PLANTING PITS SHALL BE BACKFILLED WITH TWO-THIRDS EXISTING SOIL AND ONE-THIRD ORGANIC AMENDING MATERIAL APPROPRIATE FOR EACH SPECIES. BACK FILL MATERIAL SHALL BE THOROUGHLY MIXED. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY FAN UNUSUAL CONDITION WHICH APPEARS DETRIMENTAL TO THE NEW PLANTING IS ENCOUNTERED. PLANTING BEDS SHALL BE 3 INCHES OF AMENDING MATERIAL AND 6 INCHES EXISTING SOIL OR IF EXISTING SOIL IS INAPPROPRIATE, REMOVE IT AND REPLACE IT WITH 6 INCHES OF IMPORTED TOP SOIL AND 3 INCHES OF AMENDING MATERIAL, EXCEPT FOR NON-IRRIGATED NATIVE PLANT MATERIAL AREAS. NATIVE PLANTS SHALL BE INSTALLED IN NATIVE TOPSOIL WITHOUT AMENDING MATERIAL.
- 15. AMENDING MATERIAL SHALL BE COMPOST MATERIAL. COMPOST SHALL BE FROM A PROVIDER THAT COMPLIES WITH THE US COMPOSTING COUNCIL STANDARDS FOR COMPOST PRODUCTION. THE COMPOST SHALL BE FREE OF NOXIOUS WEED SEED OR OTHER DELETERIOUS MATERIAL. IT SHALL HAVE A P.H. BETWEEN 6 AND 7.2.
- 16. TEST PLANTING SOIL TO DETERMINE FERTILIZER REQUIREMENTS PRIOR TO INSTALLING PLANTS. ADD FERTILIZER TO PLANTING SOIL AT THE RATES RECOMMENDED BY CERTIFIED SOIL LAB. DO NOT ADD FERTILIZER TO STORM WATER PLANTING AREAS.
- 17. INSTALL IRRIGATION SYSTEMS PRIOR TO PLANT MATERIAL INSTALLATION.
- 18. INSTALL PLANT MATERIAL WHEN CONDITIONS ARE APPROPRIATE. DO NOT INSTALL PLANT MATERIAL DURING THE
- EXTENDED HOT WINDY WEATHER, GREATER THAN 90 DEGREES FAHRENHEIT
- . WINDY WEATHER WITH VELOCITY GREATER THAN 20 MPH.
- WHEN THE GROUND IS FROZEN AND COLDER THAN 32 DEGREES FAHRENHEIT.
- 17 FIELD PLACE TREES AND SHRUBS IN LOCATIONS SHOWN ON DRAWINGS PREPARE DEPTH OF PLANTING PIT FOLIAL TO THE OF THE PLANTING PITS SHALL BE AT LEAST TWICE AS WIDE AS THE SIZE OF THE ROOT BALL. WITH THE ROOT-BALL FLUSH TO GRADE AND 1-2 INCHES MIGHER IN SLOWING DRAINING SOIL, WIDTH OF THE PLANTING PITS SHALL BE AT LEAST TWICE AS WIDE AS THE SIZE OF THE ROOT BALL.
- 18. AFTER SETTING BALLED PLANTS COMPLETELY REMOVE TWINE OR WIRE BINDING AND FOLD BACK BURLAP FROM AT LEAST ONE THIRD OF THE ROOT BALL. NON BIODEGRADABLE WRAPPING SHALL BE REMOVED. DO NOT PLANT IF THE ROOT-BALL IS BROKEN OR CRACKED.
- 19. WHEN SETTING CONTAINERIZED PLANTS, LOOSEN ANY CIRCLED OR BOUND ROOTS TO INSURE STRAIGHT ROOT GROWTH INTO PLANT PIT OR BED SOIL. SEVERELY COILED AND ROOT BOUND PLANTS ARE UNACCEPTABLE.
- 20. FOR IRRIGATED PLANTING AREAS, AFTER BACKFILLING 3/ OF THE SOIL MIX THOROUGHLY WATER-IN EACH PLANT, IF RECOMMENDED PLACE FERTILIZER SLOW RELEASE TRABLES IN THE SOOL ISO THEY DO NOT TOUCH THE PLANT ROOTS. TAMP IN REMAINING BACKFILL TO FINISHED GRADE AND CREATE LOW BETM, WITH PLANTING SOIL, AROUND PLANT TO RETAIN NATER. HOSE PLANT WITH A FINE MIST TO CLEANSE LEAVES OF DEBRIS AND REMOVE TAGS.
- 21. APPLY A COMMERCIAL GRADE, MEDIUM GRIND, NATURALLY COLORED SOFTWOOD MULCH UNIFORMLY OVER THE PLANTING AREA A MINIMUM OF THREE INCHES (3") THICK. MULCH SHALL BE THREE INCHES AWAY FROM THE ROOT CROWN AND BE AWAY FROM THE BASE OF GROUND COVER PLANTINGS,
- 22. AMEND LAWN WITH A 3 INCH MINIMUM OF COMPOSTED GARDEN MULCH, AND FERTILIZER AT RATES RECOMMENDED BY SOIL TESTING LABS. INCORPORATE AMENDING MATERIAL IN THE TOP 8 INCHES OF EXISTING SOIL AND THOROUGHLY BLEND. AFTER THE SOIL HAS BEEN PREPARED, APPLY PRILLED LIME AT A RATE DETERMINED BY TESTING, AND RAKE INTO SOIL SURFACE. FLOAT AND ROLL LAWN AREAS TO ENSURE A SMOOTH, FIRM, AND MOWABLE LAWN SURFACE.
- 23. ONLY STAKE TREES IF ADDITIONAL SUPPORT IS NECESSARY AS IN THE FOLLOWING CONDITIONS: ROOT BALLS CONTAIN VERY SANDY SOIL OR VERY WET CLAY OR TREES ARE LOCATED IN A PLACE OF EXTREMELY WINDY CONDITIONS. IF STAKING IS DETERMINED NECESSARY, STAKE SHALL BE 2" X 2" WWPA NO.2 GRADE DOUGLAS FIR, EIGHT FEET LONG. TREE TIES SHALL BE POLY CHAIN LOCK MATERIAL AND LEAVE SLACK IN THE TIE, STAKES SHOULD NOT CONTACT THE TREE ROOTS OR ROOT-BALL AND SHOULD BE EMBEDDED 12' BELOW THE PLANT PIT. REMOVE THE TREE TIES AND STAKES AFTER ONE YEAR
- 24. IRRIGATE WHEN NECESSARY TO AVOID DRYING OUT OF MATERIAL AND TO PROMOTE HEALTHY GROWTH UNTIL FINAL
- 25. AT JOB COMPLETION, ALL DEBRIS, EXTRA MATERIALS, SUPPLIES AND EQUIPMENT SHALL BE REMOVED FROM T HE SITE. ALL SURFACES SHALL BE SWEPT CLEAN AND MULCH AREAS CLEARED OF SOIL. ALL AREAS OF THE PROJECT SHALL BE CLEAN, ORDERLY AND COMPLETE.

JOYCE JACKSON LANDSCAPE ARCHITEC 1940 SYLVAN WAY WEST LINN, OR 97068 503 703.8607 jj@joycejackson-la.com



AXIS DESIGN GROUP





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REVISIONS

JOB NO20-045

12/03/21 TITLE

PLANTING NOTES AND DETAILS

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