



**Landscape Review Committee**  
**Hybrid In-Person & ZOOM Online Meeting**  
**Wednesday, January 17, 2024 - 12:00 PM**

*Please note that this meeting will be conducted in-person at the Community Development Center Large Conference Room, 231 NE Fifth Street, and via ZOOM.*

**Join ZOOM Meeting online via the following link:**  
<https://mcminnvilleoregon.zoom.us/j/81354977340>  
**Meeting ID:** 883 8629 4719 **Passcode:** 325468

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

Committee Members	Agenda Items
Jamie Fleckenstein, Chair	1. <b>Call to Order and Roll Call</b>
Carlton Davidson	2. <b>Swearing In of New Committee Member</b>
John Hall	3. <b>Selection of Chair and Vice Chair, (Exhibit 1)</b>
Eva Reutinger	4. <b>Minutes:</b> April 19, 2023, May 17, 2023, June 21, 2023 <b>(Exhibit 2)</b>
Brian Wicks	5. <b>Citizen Comments</b>
	6. <b>Action Items:</b>
	A. <b>L 55-23:</b> Landscape Plan Review, Best Western, 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD 02700, <b>(Exhibit 3)</b>
	7. <b>Committee Member Comments</b>
	8. <b>Staff Comments</b>
	9. <b>Adjournment</b>

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](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.

## **EXHIBIT 1 - MEMORANDUM**

**DATE:** January 17, 2024  
**TO:** Landscape Review Committee Members  
**FROM:** Tom Schauer, Senior Planner  
**SUBJECT:** Agenda Item – Election of Committee Officers

The annual election of officers has been placed on your January 17, 2024 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 are 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.

## **EXHIBIT 2A - MINUTES**

**April 19, 2023**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**ZOOM Meeting**  
**McMinnville, Oregon**

**Members Present:** John Hall, Brian Wicks, Jamie Fleckenstein, and Patty Sorensen

**Members Absent:** Carlton Davidson

**Staff Present:** Tom Schauer – Senior Planner, John Swanson – Senior Planner, and Jessica Payne – City Councilor

**Guests Present:**

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### **1. Call to Order**

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

### **2. Citizen Comments**

None

### **3. Approval of Minutes**

- October 19, 2022

Committee Member Wicks moved to approve the October 19, 2022, minutes. The motion was seconded by Committee Member Sorensen and passed 4-0.

### **4. Action Item**

- A. L 7-23: Landscape Plan for Robert Hayden, 429 SE Baker St. (Tax Lot R4420DA08300), cont. from 3/15

Senior Planner Schauer said at the last meeting the Committee requested the plants be better specified as well as clarification on quantities and spacing. He explained the sizing proposed was 4 inch to 1 gallon and asked if that was acceptable.

There was discussion regarding the sizes, especially the inch and a half caliper for the Vine Maple and Dogwood. It was suggested to change the sizes to 6-8 foot in height Vine Maple and 5-gallon Dogwood. There was also discussion regarding the lack of height in the groundcover and using a smaller variety than Red Twig Dogwood, like Arctic Fire, next to the sidewalk.

There was consensus to add conditions for the size of the Vine Maple and Dogwood and to use a small to medium size shrub along the sidewalk such as Nandina or Andromeda, and putting in Nandina by the building.

Committee Member Sorensen moved to approve L 7-23 with the conditions as amended. The motion was seconded by Committee Member Hall and passed 4-0.

B. L 11-23: Street Tree Removal for Richard Taylor Alvarez, 2376 NW Fendle Way (Tax Lot R4418AD09600)

Senior Planner Schauer discussed the request for a street tree removal for trees that had already been removed. They were removed due to the sidewalk uplift and potential ash borers and would need to be replaced.

Committee Member Sorensen said they had already been replaced with large trees. She thought staff should verify if they were planted correctly.

Committee Member Wicks moved to approve L 11-23 and direct staff to verify the planting. The motion was seconded by Committee Member Hall and passed 4-0.

C. L 12-23: Street Tree Removal for Eduardo Palomino, 2338 NW McGarey Drive (Tax Lot R4418AD05800)

Senior Planner Schauer explained the street tree removal for a tree that was lifting the sidewalk and damaging the downspout going into the street. Staff recommended removal and replacement.

Committee Member Sorensen moved to approve L 12-23 with conditions. The motion was seconded by Committee Member Hall and passed 4-0.

D. L 13-23: Street Tree Removal for Lindsay Slate, 3213 NE McDonald Lane (Tax Lot R4409CD00201)

Senior Planner Schauer said this was a request for a street tree removal of a tree that was lifting the sidewalk and electrical box. Staff recommended removal and replacement to be planted south of the driveway.

Committee Member Sorensen went to the site and was surprised a tree had been planted in this location. She agreed with staff's recommendation.

Committee Member Wicks was concerned about gridding the stump so close to the utilities. There was consensus to revise the conditions to leave flexibility for the stump grinding.

Committee Member Sorensen moved to approve L 13-23 with the conditions as amended. The motion was seconded by Committee Member Wicks and passed 4-0.

E. L 14-23: Street Tree Removal for Andrew Cope, 417 NE 12th Street (Tax Lot R4416CC06500)

Senior Planner Schauer reviewed the street tree removal request for two trees that were lifting the sidewalk and conflicted with the overhead utilities. Staff recommended removal and replacement with trees from the small street tree list.

Committee Member Hall moved to approve L 14-23 with conditions. The motion was seconded by Committee Member Sorensen and passed 4-0.

## **5. Discussion Items**

Senior Planner Schauer said there was a request from Damian Lillard Toyota that instead of Beech trees they would like to plant Kindred Spirit Oak due to availability and they would like to replace the Ginko with Linden Greenspire also due to availability.

There was consensus to allow the substitutions.

Senior Planner Schauer said McMinnville Water & Light requested eliminating some landscaping for their fuel station project at the driveway entrance so they could put in sidewalk and have better visibility.

There was consensus that they put in low groundcover, perhaps with thorns to discourage loitering.

There was discussion regarding matching trees to planter strips and making sure big trees were not planted in strips that were too small and that big trees would be planted in the wider strips. The size of the tree should be in scale with the size of the planter strip.

## **6. Committee Comments**

Committee Member Hall discussed grass being planted under trees causing more surface root issues. He thought a different ground cover should be used that did not need as much water, such as Fescue grass.

Committee Member Sorensen discussed a previous application on NW McGarey Drive and how no trees had been planted there yet. She asked staff to look into it.

Committee Member Wicks thought they also needed to check on the Big Box store application.

There was discussion regarding the need for an arborist report for tree removals, when tree removals should come to the Committee, and heritage trees.

## **7. Staff Comments**

None

## **8. Adjournment**

Chair Fleckenstein adjourned the meeting at 1:19 p.m.

## **EXHIBIT 2B - MINUTES**

**May 17, 2023**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**ZOOM Meeting**  
**McMinnville, Oregon**

**Members Present:** John Hall, Carlton Davidson, Brian Wicks, and Patty Sorensen

**Members Absent:** Jamie Fleckenstein

**Staff Present:** Tom Schauer – Senior Planner and Jessica Payne – City Councilor

**Guests Present:**

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### **1. Call to Order**

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

### **2. Citizen Comments**

None

### **3. Approval of Minutes**

- January 18, 2023

Committee Member Wicks moved to approve the January 18, 2023 minutes. The motion was seconded by Committee Member Hall and passed unanimously.

### **4. Action Item**

- A. L 22-23: Landscape Plan for Damian Lillard Toyota Phase 2, Tax Lot R4410C 103, no site address: north of OR-99W between NE Grandhaven Dr. and NE Doran Dr. (Tax Lot R4410C00103)

Senior Planner Schauer said the applicant previously received approval for a Planned Development Amendment that included approval of a plan for the approximately 4-acre property indicating remodeling of the existing building and development of the remainder of the site for a vehicle inventory lot. Consistent with that use, the applicant received landscape plan approval for the east half of the property, L 8-23. The applicant applied for a Landscape Plan for the west half of the property. However, the applicant was evaluating a Planned Development Amendment that might include buildings for other uses on the property which were not part of the previous Planned Development Amendment approval. That approval didn't include any additional buildings on the property. If the site was to be developed for commercial

structures, the application would need to address the large form at commercial parking lot landscaping requirements. The applicant would need to submit a revised landscape plan consistent with applicable requirements. At this time, it was contemplated that the applicant would submit a revised landscape plan to be considered at the June 21 Landscape Review Committee meeting.

**B. L 15-23 through L 21-23: Multiple Street tree removals for multiple lots/street addresses within the Squires Manufactured Housing Community Subdivision**

Senior Planner Schauer said this was a request for seven street tree removals for seven lots within the Squires West Manufactured Housing Community Subdivision. There was no landscape plan on file since it was a manufactured home subdivision. They were all recommended to be replaced except the one on the cul-de-sac due to the constraints of replanting at the original location and presence of additional trees along the frontage of that lot.

There was discussion regarding putting in a border around the trees, easements, root system, and replacement trees being planted near sewer and power lines.

Senior Planner Schauer said the sewer lines were in the back of the lots, not the front and McMinnville Water & Light had not raised any issues with the replacement tree locations.

Committee Member Hall moved to approve L 15-23 to L 21-23 with conditions. The motion was seconded by Committee Member Wicks and passed unanimously.

**5. Discussion Items**

Senior Planner Schauer had been recognized for five years of service with the City.

**6. Committee Comments**

There was discussion regarding irrigation sleeves under new concrete, not requiring an arborist's report when the issue was a tree lifting the sidewalk not the health of the tree, discretion for heritage trees, and designating poor condition sidewalk areas that could receive City funding for repair.

**7. Staff Comments**

Senior Planner Schauer reviewed upcoming applications.

**8. Adjournment**

Vice Chair Sorensen adjourned the meeting at 12:39 p.m.

## **EXHIBIT 2C - MINUTES**

**June 21, 2023**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**ZOOM Meeting**  
**McMinnville, Oregon**

**Members Present:** Carlton Davidson, Brain Wicks, and Patty Sorensen  
**Members Absent:** Jamie Fleckenstein and John Hall  
**Staff Present:** Tom Schauer – Senior Planner and Jessica Payne – City Councilor  
**Guests Present:**

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### **1. Call to Order**

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

### **2. Citizen Comments**

None

### **3. Approval of Minutes**

None

### **4. Action Item**

A. L 24-23: Street tree removal for Harold Strahle, 852 SW Sitka Dr. (Tax Lot R4419DC 8310)

Senior Planner Schauer presented the street tree removal application of an Ash tree that was in close proximity to underground utilities and was pushing the sidewalk up. It met the criteria for removal without being replaced.

Marianne Strahle, applicant, was eager to get the application approved.

Committee Member Wicks moved to approve L 24-23 with conditions. The motion was seconded by Committee Member Sorensen and passed unanimously.

### **5. Discussion Items**

Senior Planner Schauer discussed a street tree removal application in one of the tree removal districts. That tree would be replaced, but he noticed the adjacent property had removed a tree in 2019 that had not been replaced. It was also in a district, and staff would follow up. He then



discussed the tree plan for Oak Ridge Meadows and the substitutions that had been approved in March.

Committee Member Sorensen voiced concerns about the plants dying in subdivisions, especially because they were not watered, and the responsibility of the homeowner.

Senior Planner Schauer explained the process of plan approvals, staff inspections for compliance, and replacement of any dead trees/plants by the applicant in the first year.

There was discussion regarding when code enforcement would get involved and how homeowners did not understand what their responsibility was regarding dead trees. There was further discussion regarding the need for larger caliper trees, the reasons the plants were dying in recent subdivisions, education for homeowners/developers to take care of the trees, how it took 2-3 years until new trees were established, putting an education article in the newspaper, and need for adequate nursery stock for two-inch caliper.

There was consensus that the focus should be on education and outreach, reviewing standards for landscape plans, and redefining street tree goals. They wanted to set subdivisions up for success with the right type of tree and follow through for the trees to be able to survive.

## **6. Committee Comments**

None

## **7. Staff Comments**

Senior Planner Schauer said the landscape and tree removal draft amendments went to the Planning Commission who continued the hearing to July. The amendments better clarified when a landscape plan was needed. There would be further discussion regarding when a City public works or parks project needed to be reviewed by the LRC.

The next LRC meeting would be held on July 7.

## **8. Adjournment**

Vice Chair Sorensen adjourned the meeting at 1:12 p.m.

## EXHIBIT 3 - STAFF REPORT

**DATE:** January 17, 2024  
**TO:** Landscape Review Committee Members  
**FROM:** Tom Schauer, Senior Planner  
**SUBJECT:** Landscape Plan Review Application (L 55-23)

### 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

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### Report in Brief:

This proceeding is a review by the Landscape Review Committee of a Landscape Plan Review application for proposed landscaping for a parking lot located at 2035 and 2045 SW Hwy 99W, Tax Lot R4429BD 02700. The property is zoned C-3 (General Commercial), and surrounding properties are also zoned C-3. 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.

### Discussion:

#### ***Subject Property and Plan***

Please refer to the Decision Document for vicinity maps, proposed plan, and background information.

#### ***Summary of Criteria & Issues***

Decisions and/or recommendations for approval of the land use application are 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.

As required in 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.

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#### *Attachments:*

Attachment A – Decision, Conditions, Findings of Fact and Conclusionary Findings For L 48-23

2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.
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.
4. The development and use of islands and plantings therein to break up parking areas.
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.
6. Suitable watering facilities or irrigation systems must be included in or near all planted areas.

The application was also reviewed to address the parking lot screening standards, trash enclosure standards, and vision clearance requirements.

### **Attachments**

1. Decision Document with Attached Application

### **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:**

**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 55-23 SUBJECT TO THE CONDITIONS SPECIFIED IN THE DECISION DOCUMENT**

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*Attachments:*

Attachment A – Decision, Conditions, Findings of Fact and Conclusionary Findings for L 55-23



CITY OF MCMINNVILLE  
COMMUNITY DEVELOPMENT  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128  
503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A LANDSCAPE PLAN REVIEW FOR PROPERTY AT 2035 & 2045 SW HWY 99W.**

**DOCKET:** L 55-23 (Landscape Plan Review)

**REQUEST:** Approval of a Landscape Plan Review for property at 2035 & 2045 SW Hwy 99

**LOCATION:** 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD 2700

**ZONING:** C-3 (General Commercial)

**APPLICANT:** JB Landscape, c/o Jose B. Lopez, on behalf of property owner  
Shreeji Hospitality Group McMinnville, c/o Andrea Reyes

**STAFF:** Tom Schauer, Senior Planner

**DATE DEEMED COMPLETE:** January 4, 2024

**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.

**MEETING DATE & LOCATION:** January 17, 2024, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting

**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, McMinnville Engineering, 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.

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 55-23) **subject to the conditions of approval provided in Section II of this document.**

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Heather Richards, Planning Director

## **I. APPLICATION SUMMARY:**

### ***Subject Property & Request***

The subject site is located at 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD 02700. **See Figure 1 (Vicinity Map).** The property and surrounding properties are zoned C-3 (General Commercial). **See Figure 2 (Zoning Map).** There is a public utility easement on the property shown in **Exhibit 3.**

This portion of the site previously had a restaurant building that had been vacant and has been demolished. That portion of the site is currently gravel in the vicinity where the building was demolished. The applicant is proposing parking lot improvements, which are also subject to landscaping requirements. The site layout retains the same access points to the adjoining properties.

The applicant's proposed landscape plan and planting plan is shown in **Exhibit 4.** **Exhibit 5** shows an approximate overlay of the site plan/landscape plan over the aerial photo (before the restaurant building was demolished).

This portion of the site abuts the parking lot of the property owned by YCAP to the south. The building previously on the applicants property had the back of the building facing south. There is no landscaping between these two properties on the east sides of the properties where the parking lots would abut one another.

The applicant's proposed plan shows a trash enclosure to remain near the southeast corner of the property. The existing enclosure is chain-link with slats. The proposed plan would also add landscaping between the parking spaces abutting Hwy 99W and sidewalk along Hwy 99W, where the spaces were abutting the sidewalk.

The applicant has indicated that the site is going to have an irrigation system with 3 zone with drip and a new backflow device at the water meter located at the north side of the property by Hwy 99W.

It appears the right-of-way/property line may be approximately 18" from back of sidewalk. The applicant shall verify the location of the property line relative to the sidewalk and identify any landscaping and/or improvements that would be within the public right-of-way.

### ***Additional Background Information***

This site was subject to a previous landscape plan approval L 4-92. In 2010, there was correspondence that some of the trees which were part of the approved landscape plan had been removed, and the applicant requested a revision to the approved plan. Revisions were approved on April 15, 2010, June 17, 2010, and September 22, 2010. The latest September 22, 2010 approval specified three maple trees to be planted west of the pool room along Highway 18 and two cherry trees to be planted on the east side of the property along the Highway 99 frontage. **(Copies on file and will be scanned).**

During a site visit, staff observed the following:

- The three maple trees were not present west of the pool room
- The two cherry trees were not present along the easterly frontage
- There are areas on the site where plant materials are no longer present on the site as shown on the approved landscape plan.
- A new trash enclosure has been constructed at the location of the previous enclosure at the southeast corner of the site abutting the Hwy 99W wight-of-way. It was constructed with chain link fencing and slats, which is not consistent with the requirements of Chapter 17.

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#### ***Attachments:***

Attachment 1 – Application and Attachments

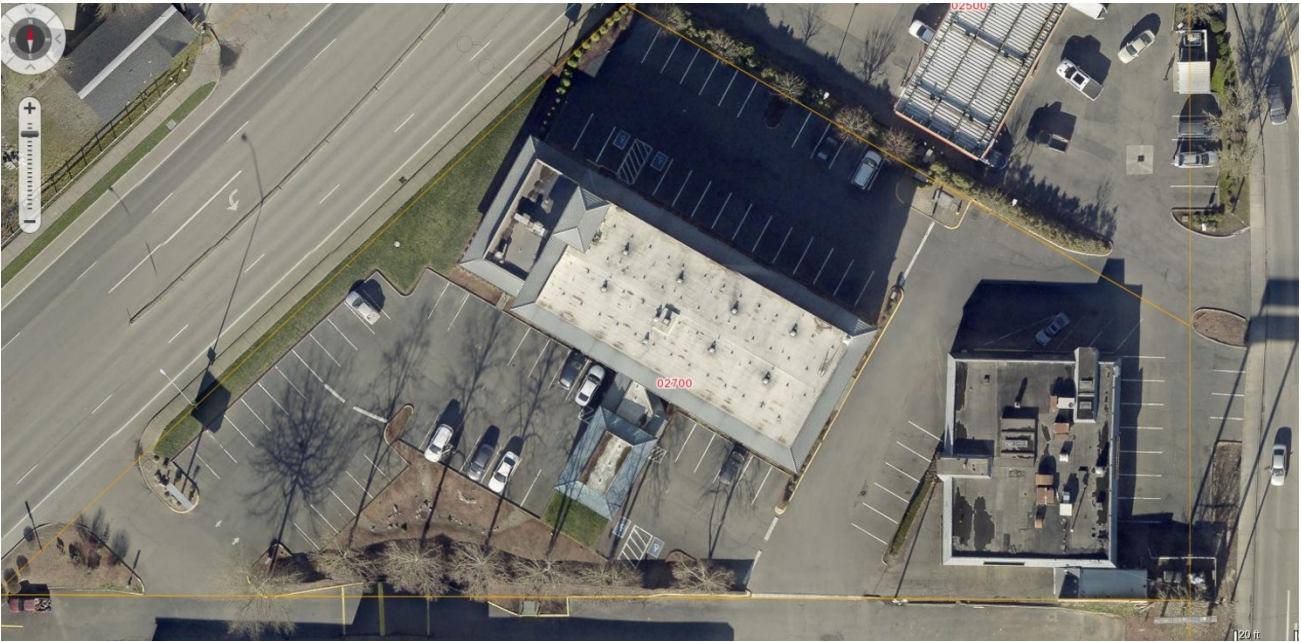


The property will need to be brought back into compliance with the approved landscape plan and applicable standards for the trash enclosure.

**Figure 1: Aerial Photo/Vicinity Map and Close-Up Aerial Views**









**Figure 2: Zoning Map**



**Figure 3. Public Utility Easement**

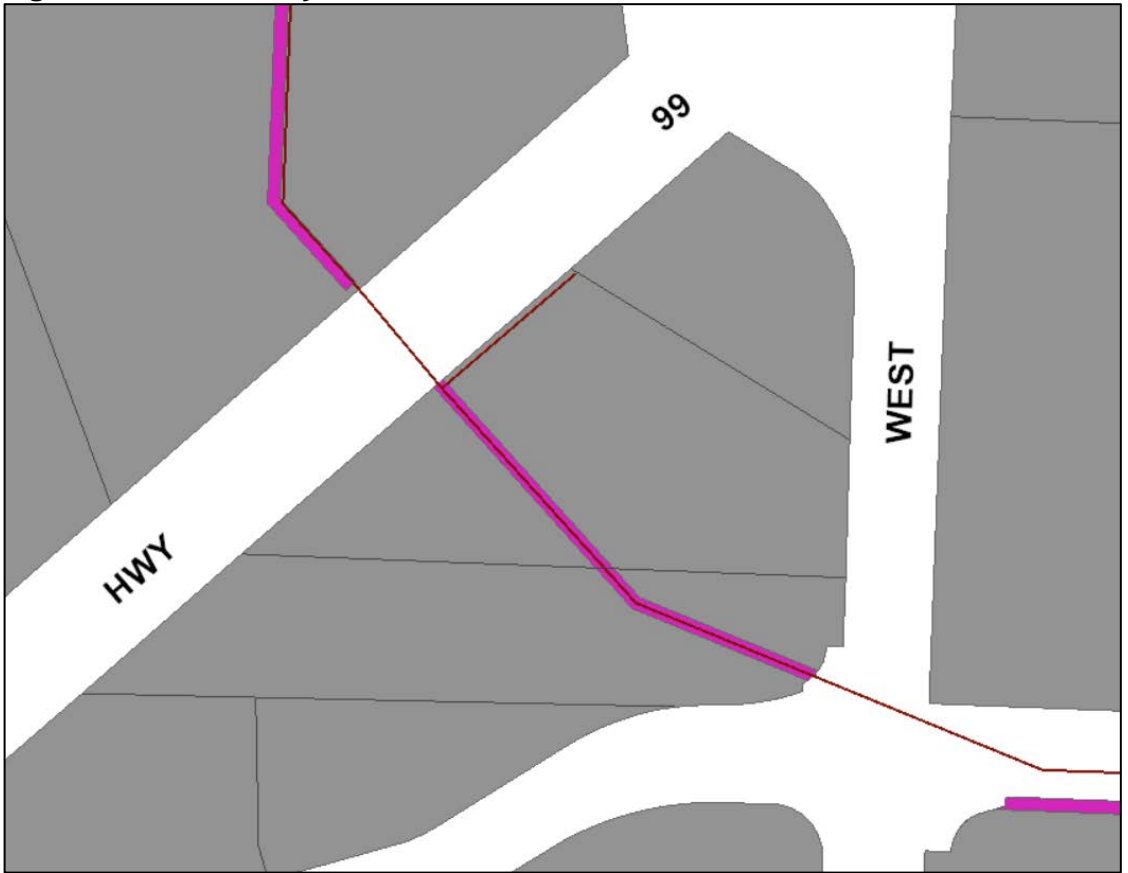
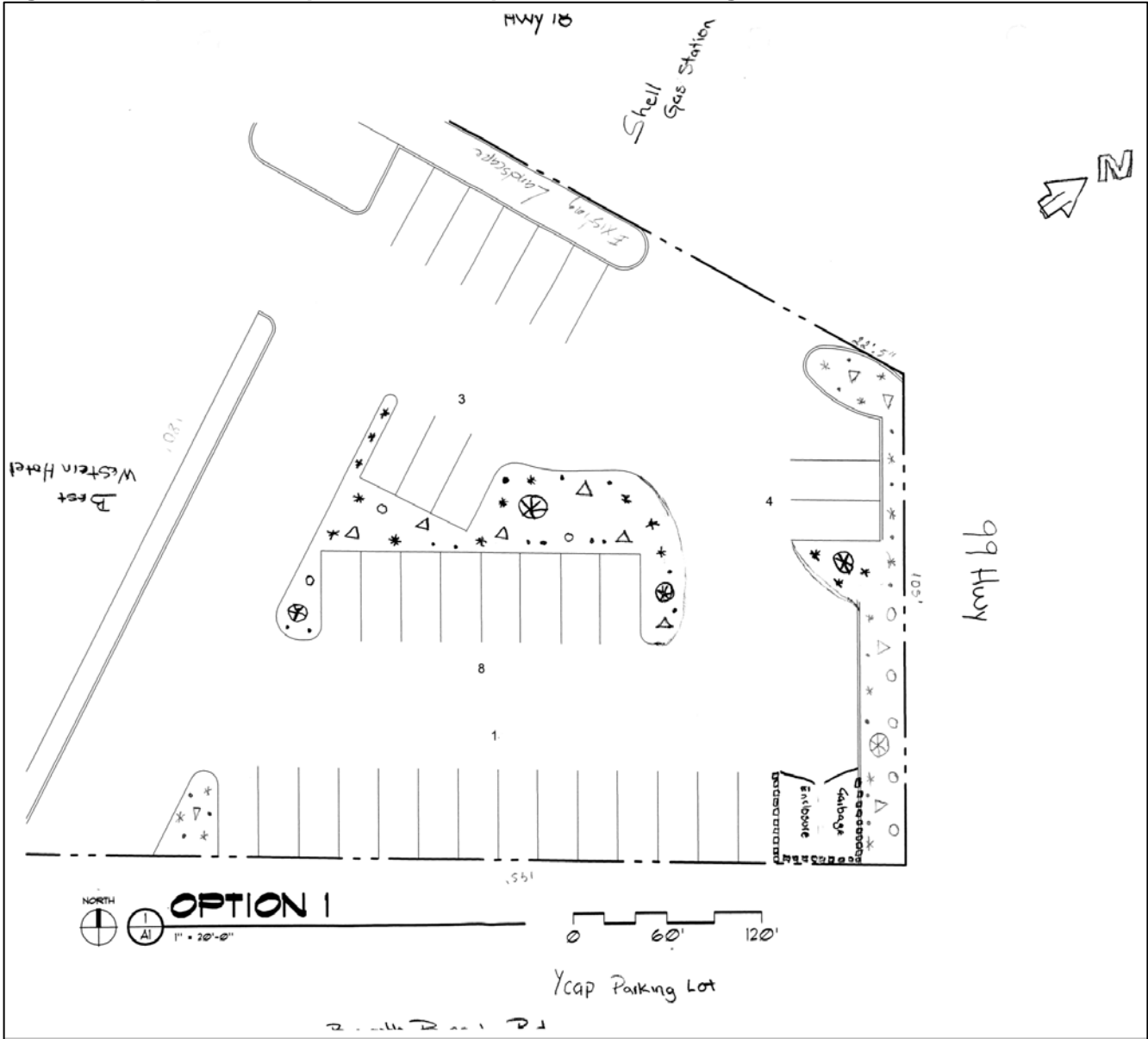
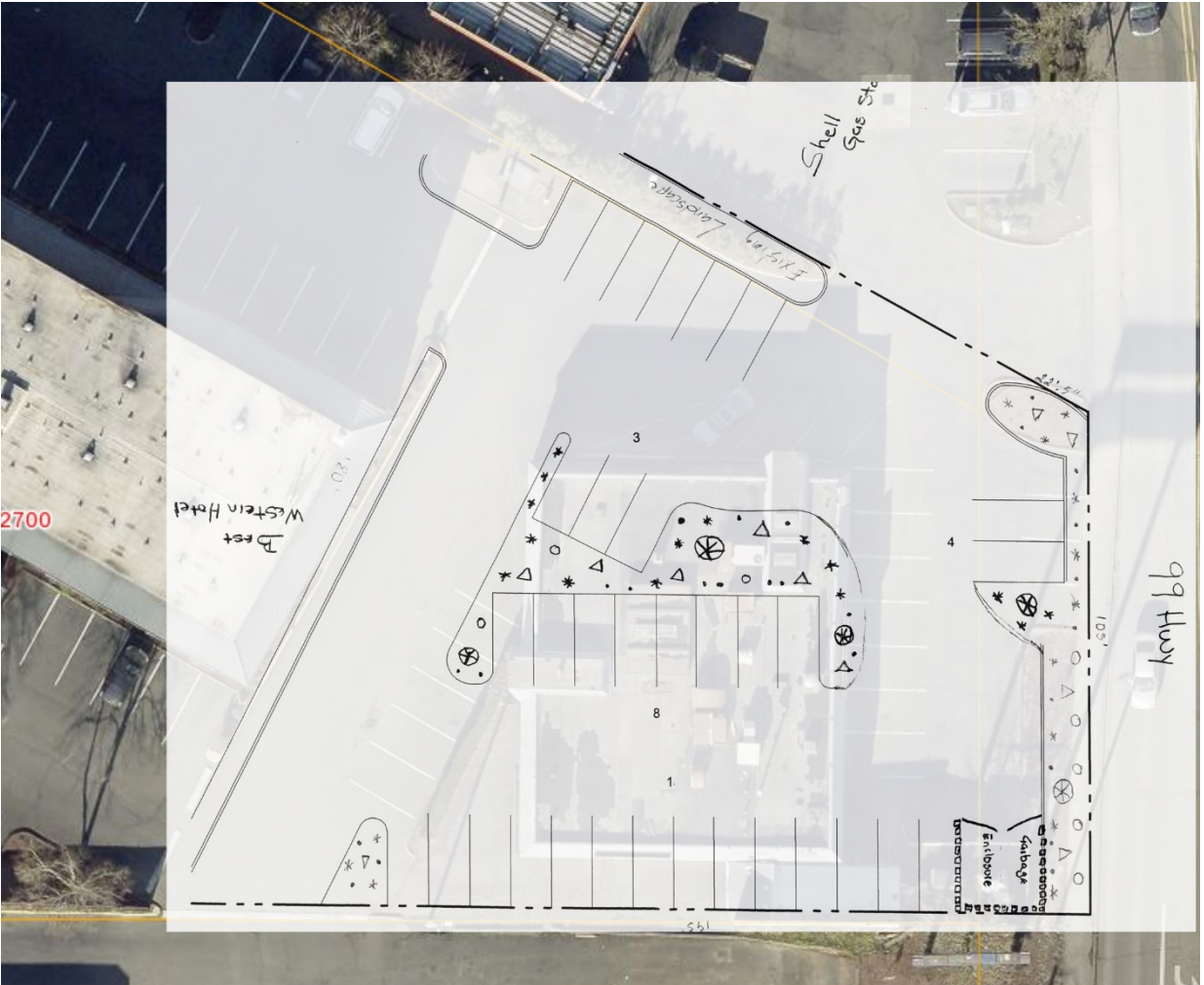


Figure 4. Applicant's Proposed Landscape Plan and Planting Plan



Acer Rubrum - 'Columnare'	⊗	1.25' Gal	4
Prunus Lauro - Otto 'Luyken' Laurel	*	1 gal	28
Hako	•	1 gal	25
Rhododendron x 'Grape Azalea'	Δ	5 gal	11
Calamagrostis x 'Allanchar' Reed Grass'	○	1 gal	8
Thuja Occidentalis 'American Arborvitae'	□	5 gal	29

Figure 5. Landscape Plan/Aerial Photo Approximate Overlays



### **Summary of Criteria**

Decisions and/or recommendations for approval of the land use application are 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 and for parking lots. Therefore, landscaping is required subject to the criteria and standards described in MMC Chapter 17.57-Landscaping.

### **II. CONDITIONS:**

1. The application form lists the property owner as “Best Western.” Data from the Assessor’s Office lists the property owner as “Shreeji Hospitality Group McMinnville.” Provide information demonstrating that the property owner contact and applicant are authorized representatives of property owner Shreeji Hospitality Group McMinnville.
2. The applicant shall contact Code Compliance to:
  - a. Establish a plan for bringing the site into compliance with the approved landscape plan L 4-92, consistent with the original plan and the amendments approved in 2010 in the September 24, 2010 letter from the Planning Department, and
  - b. Establish a plan for bringing the newly constructed trash enclosure into compliance with applicable standards.
3. The applicant shall submit a revised landscape plan to the Planning Department for review and approval, incorporating applicable revisions described in conditions below. In addition to the landscaping shown on the proposed landscape plan, provide the following:
  - a. Verify the location of the property line relative to the back of sidewalk and show any landscaping or improvements that would be in the public right-of-way between the property line and back of sidewalk.
  - b. Add a landscape end island to the east side of the proposed new parking spaces along the north property line, to include a tree and landscaping.
  - c. Parking spaces along the north property line shall be designated as compact spaces.
  - d. Provide trees in the landscape area along Hwy 99W consistent with the original landscape plan approval L 4-92, including two cherry trees at the location shown in the map approved on September 24, 2010.
  - e. Provide a tree in the landscape end island at the west end of the parking aisle along the south property line
  - f. Provide screening of the trash enclosure consistent with Chapter 17.61 of the Zoning Ordinance. Landscaping shall be a minimum of 3-feet in height at time of planting and grow to screen the enclosure.

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#### *Attachments:*

Attachment 1 – Application and Attachments

- g. Unless approved by the Landscape Review Committee at the current location, the solid waste enclosure shall be setback 20 feet from the property line to comply with Section 17.61.030(B) of the Zoning Ordinance, "Solid waste enclosures shall not be located within twenty feet (20) of a required front or exterior yard and should be placed at the rear of a building whenever possible. Should an enclosure be placed within a required landscaped front or exterior yard, additional landscaping must be provided elsewhere on the property to compensate for the encroachment into the required landscaped yard. Any modifications to required landscaping must meet the approval of the Landscape Review Committee."
  - h. The trash enclosure shall be designed to comply with Section 17.61.030(E) of the Zoning Ordinance, "Generally, the design of the structure should match the exterior surface of the building and can be constructed of masonry, wood or concrete blocks in combination with plant material capable of forming a complete evergreen hedge. The floor of the enclosure shall be a concrete holding pad which must extend eight feet (8) beyond the gates.
  - i. To comply with 17.57.070(B)(1), (2), and (4) provide the following along the south property line abutting the parking spaces: sight-obscuring evergreen plantings, shade trees, fences, or combinations of plantings and screens
  - j. To comply with Section 17.60.080(D) of the Zoning Ordinance, parking spaces along the south property line shall be contained by a curb or bumper rail to prevent a motor vehicle from extending over the adjacent property.
  - k. Curbing shall be provided around the interior landscape island.
  - l. Identify any proposed exterior lighting and method of shielding/downcast lighting.
- 4. Prior to start of work, obtain any applicable permits from ODOT for any work within the public right-of-way.
  - 5. Prior to start of work, provide evidence that Recology has approved the location of the trash enclosure.
  - 6. Prior to start of work, provide evidence that the Fire District has approved the circulation plan.
  - 7. Prior to start of work, the applicant call contact the Engineering Department regarding any requirements for a grading and/or drainage plan.
  - 8. The applicant shall obtain any applicable state, federal, and local permits for work.
  - 9. The applicant shall 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.
  - 10. Once the revised plan has been approved and conditions above have been completed, the applicant shall install landscaping as shown on the revised and approved landscape plan addressing the items above. The applicant shall call for final inspection upon completion of the work.
  - 11. Upon completion of the site work, the trash containers which are currently being stored near the north property line shall be re-located to the trash enclosure.
  - 12. All landscaping shall be installed and maintained to comply with vision clearance standards.

13. 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. Existing landscaping to be retained shall be considered part of the approved landscape plan.
14. If any of the proposed trees are within the public right-of-way, and therefore defined as street trees, the following shall apply, as shall the requirements of Chapter 17.58 for planting and maintenance of street trees.
- All street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees shall be free of insects, diseases, mechanical injury, and other objectionable features when planted.
  - That planting of street trees shall be subject to the McMinnville design drawings and specification. The applicant shall provide root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of the tree and the curb side of the tree. The root barrier protection shall be provided to a minimum depth of eighteen (18) inches. Two (2) deep watering tubes shall be provided to encourage deep rooting.
  - The applicant shall schedule an inspection with the McMinnville Public Works Superintendent of the installed root barrier and watering tubes prior to any street tree planting. Trees intended for planting shall be on-site and available for inspection. The applicant shall contact the McMinnville Public Works Superintendent, at (503) 434-7316 to schedule a planting inspection prior to backfilling.
  - The applicant is reminded that street trees are not to be planted within:
    - a. Five (5) feet of a private driveway or alley;
    - b. Ten (10) feet of a fire hydrant, transformer, power or water vault, water meter box, utility pole, sanitary sewer, storm or water line; or
    - c. Twenty (20) feet of street light standards or street intersections.
  - All street trees shall be continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner for one full growing season following planting. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.
15. Lighting of parking and landscaped areas shall be directed into or on the site and away from property lines. Lighting shall be directed and/or shielded to place light on the intended target, and not result in skyward glare.

### **III. ATTACHMENTS:**

1. L 55-23 Application and Attachments (on file with the Planning Department)

### **IV. COMMENTS:**

#### **Agency Comments**

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*Attachments:*

Attachment 1 – Application and Attachments

This matter was referred to the following public agencies for comment: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. ODOT and the Fire District were also notified of the proposal.

Comments may still be received through January 17, 2024 and will be provided to the Committee before or at the meeting. The following comments were received:

### **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 application was submitted on December 15, 2023. The application was deemed incomplete. Additional information was submitted on January 4, 2024 and the application was deemed complete on January 4. Based on that date, the application is subject to a 30-day review timeframe.
2. Notice of the application was referred to the following public agencies for comment on November 7, 2023: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. Comments received from public agencies are addressed in the Decision Document.
3. 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.
4. A public meeting was held by the Landscape Review Committee on January 17, 2024, to review the application and proposed landscape plan.

## **VI. FINDINGS OF FACT - GENERAL FINDINGS**

1. **Location:** 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD 02700
2. **Size:** The lot is approximately 1.5 acres. The easterly portion of the site is approximately 0.43 acres.
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C -3
5. **Overlay Zones/Special Districts:** None identified.
6. **Current Use:** West portion of the property is a hotel. Subject portion of the property is vacant. Graveled area where previous restaurant building was demolished.
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** None identified.
  - b. **Other:** None identified.
8. **Other Features:** There are no significant or distinguishing natural features associated with the subject site.
9. **Utilities:** The property is already served with utilities.
10. **Transportation:** The property has direct access to Hwy 18. It doesn't have direct access to Hwy 99W or Booth Bend Road, but has access to both via easements across abutting properties. No change is proposed to those access points. There are utility drops from across Hwy 99 near the property corners, but no overhead utilities along the frontage. There are curb-tight sidewalks along the frontages of Hwy 18 and Hwy 99W.

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Attachments:

Attachment 1 – Application and Attachments



## **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:**

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 McMINNVILLE.*

*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. Members of the public have access to provide testimony and ask questions during the public review.

### **McMinnville Zoning Ordinance**

The following Sections of the McMinnville Zoning Ordinance 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:*

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*Attachments:*

Attachment 1 – Application and Attachments



- 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.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** Subject to conditions of approval, the proposed landscape plan is consistent with the purpose of this chapter.

**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);*

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Attachments:

Attachment 1 – Application and Attachments

- 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/APPLICABLE.** 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:*

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 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.)*
4. *A parking lot or parking structure built in any zone providing parking spaces as required by the zoning ordinance shall be landscaped in accordance with the commercial requirements set forth above in subsection 2 of this section.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED.** The application indicates 2,623 sq feet will be landscaped. The easterly portion of the site is approximately 0.43 acres, which would be approximately 14% of that portion of the site. This is also an increase in the landscaping compared to the previous landscaping on the easterly portion of the site. The landscape area on the westerly portion of the site exceeds 7% of the site area.

**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:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant shall provide sight-obscuring plantings, shade trees, fencing, or a combination of plantings and screens along the south property line.

**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:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant shall provide sight-obscuring plantings, shade trees, fencing, or a combination of plantings and screens along the south property line.

**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: NOT APPLICABLE.** There are no existing trees within the project area to be retained.

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

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed plan includes islands and plantings at most areas throughout the site. However, an end island shall be provided at the east end of the proposed new parking spaces along the north property line, and trees shall be added to end islands where not proposed on the plan.

In addition, the applicant shall provide sight-obscuring plantings, shade trees, fencing, or a combination of plantings and screens along the south property line.

**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 WITH CONDITIONS.** No prohibited trees are proposed. Where conditions of approval specify revisions to the plan, additional trees shall be selected consistent with the approved list and not select any of the prohibited trees noted above.

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

**APPLICANT'S RESPONSE:** The site is going to have a 3 zone with drip and a new backflow device at the water meter located at the north side of the property by Hwy 99W.

**FINDING: SATISFIED WITH CONDITIONS.** The automatic irrigation system shall be extended to all landscape areas on the approved plan.

**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 CONDITIONS.** This is a requirement of the Zoning Ordinance and has also been incorporated as a condition of approval. As described above, portions of the site no longer have landscaping consistent with the previous landscape plan L 4-92 with revisions approved in 2010, and the site will need to be brought into compliance with the approved plan.

## **Chapter 17.58. Trees**

**17.58.010 Purpose.** *The purpose of this ordinance is to establish and maintain the maximum amount of tree cover on public and private lands in the city; reduce costs for energy, stormwater management,*

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Attachments:

Attachment 1 – Application and Attachments

and erosion control; provide tree-lined streets throughout the city; select, situate and maintain trees appropriately to minimize hazard, nuisance, damage, and maintenance costs; to enhance the appearance, beauty and charm of the City; to increase property values and build stronger ties within neighborhoods; to implement applicable adopted Downtown Improvement Plan provisions; to promote a diverse, healthy, and sustainable community forest; and to educate the public regarding community forest issues.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** With conditions of approval, the landscape plan will be consistent with the purpose of this chapter.

**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 WITH CONDITIONS.** There is curb-tight sidewalk along the frontages of Hwy 18 and Hwy 99W, with no planter strip. The property line appears to be approximately 18 inches behind the back of sidewalk, but the applicant will need to verify this information. The proposed trees appear to be on private property. However, if in the right-of-way, the applicant will need to comply with the street tree requirements. With the proposal and conditions of approval regarding the previously approved landscape plan and verifying the location of the property line, there will be trees along the frontages, some of which may be street trees, subject to this chapter.

**17.58.090 Street Tree Standards.**

**17.58.090(A).** The species of the street trees to be planted shall be chosen from the McMinnville Street Tree List, as approved by Resolution 2016-22, unless approval of another species is given by the McMinnville Landscape Review Committee. The Landscape Review Committee may periodically update the McMinnville Street Tree List as necessary to reflect current arborist practices and industry standards.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** If any of the trees are within the public right-of-way, the trees shall comply with this requirement. A revised street tree list updating the McMinnville Street Tree List approved by Resolution 2016-22 was developed by the Landscape Review Committee and approved by Resolution 2019-26. The proposed landscape plan does not indicate street trees. However, a condition is necessary to ensure that street trees are planted from the approved list of street trees if verification of the right-of-way line indicates trees are within the right-of-way.

**17.58.090(B).** Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to ensure that, if trees are within the public right-of-way, street trees shall meet City standards for size and quality at the time of planting.

**17.58.090(C).** *Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart. Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. [...]*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to ensure that, if trees are within the public right-of-way, street trees shall meet this standard.

**17.58.090(D).** *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 1/2) feet from the face of a curb.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to ensure that, if trees are within the public right-of-way, street trees shall meet this standard, but the trees would be located behind sidewalk rather than within a planter strip.

**17.58.090(E).** *Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to ensure that, if trees are within the public right-of-way, street trees shall meet this standard.

**17.58.090(F).** *Existing street trees shall be retained unless approved by the Planning Director for removal during site development or in conjunction with a street construction project. Sidewalks of variable width and elevation may be utilized as approved by the Planning Director to save existing street trees. Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value. As an alternative the property owner may be required to pay to the City an amount sufficient to fund the planting and establishment by the city of a tree of similar value. The value of the existing street tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. The developer or applicant shall be responsible for the cost of the planting, maintenance and establishment of the replacement tree.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** No street trees are proposed for removal. However, trees that were previously approved as part of the approved landscape plan shall be replaced.

**17.58.120 Street Tree Maintenance.**

- A. Street trees shall be continually maintained, including necessary watering, weeding, pruning and replacement, by the developer or property owner for one full growing season following planting, or as may be required by the City.
- B. Street tree plans, or landscape plans including street trees, shall be maintained in perpetuity. In the event that a street tree must be replaced, the adjacent property owner or developer shall plant a replacement tree of a species from the approved street tree or landscape plan.
- C. Maintenance of street trees, other than those located in the Downtown Tree Zone shall be the continuing obligation of the abutting property owner. The City shall undertake regular maintenance of street trees within the Downtown Tree Zone in accordance with appropriate horticultural practices including pruning and fertilizing to properly maintain the health of such trees.
- D. Street trees, as they grow, shall be pruned to provide at least eight (8) feet of clearance above sidewalks and thirteen (13) feet above local streets, fifteen (15) feet above collector streets, and eighteen (18) feet above arterial streets. This provision may be waived in the case of newly planted trees so long as they do not interfere with public travel, sight distances, or endanger public safety as determined by the City. Major pruning, as defined in Section 17.58.020, of a street tree must be approved by the City in accordance with Section 17.58.040.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** This is an applicable code requirement. In addition, a condition of approval has been included to ensure that, if any trees are within the public right-of-way, that the street trees are continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner for one full growing season following planting. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.

**Chapter 17.54. General Provisions**

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** All landscaping shall be installed and maintained to comply with vision clearance standards.

**Chapter 17.60. Off-Street Parking and Loading**

17.60.080(D)(1). Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail so placed to prevent a motor vehicle from extending over an adjacent property, sidewalk, or street.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to require a curb or bumper rail along the south property line.

**Chapter 17.61. Solid Waste and Recycling Enclosure Plan**

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** Conditions of approval have been included to ensure the recently installed trash enclosure is brought into compliance with current standards, and to ensure approval by Recology. As a condition of approval, the location of the enclosure must be approved by the Landscape Review Committee or moved back 20 feet from the property line abutting Hwy 99W.

TS

**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128  
 (503) 434-7311 Office • (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Office Use Only:**File No. L-55-23Date Received 12/15/23Fee 1,207.00Receipt No. 2091160Received by DA569-23-000623-PING

## Landscape Plan Review Application

**Applicant Information**

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☒ Other Contractor

Applicant Name JB Landscape Phone 503-551-3360

Contact Name Jose B. Lopez Phone 503-551-3360  
 (If different than above)

Address P.O. Box 1551

City, State, Zip McMinnville, OR 97128

Contact Email jblandscape09@comcast.net

**Property Owner Information**

Property Owner Name Andrea Reyes Phone 503 472 4900  
 (If different than above)

Contact Name Andrea Reyes Phone 971 267 8953

Address 101 SW Madison St #8153

City, State, Zip Portland OR 97207

Contact Email mcminnvillegm@gmail.com

**Site Location and Description**

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

Property Address 2035 SW Hwy 99

Assessor Map No. R4 429BD 02160 Total Site Area 1.5 acres

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation Commercial Zoning Designation C-3



### **Landscaping Information**

1. Total Landscaped Area: 2,623 sqft.
2. Percent Landscaped: \_\_\_\_\_
3. Building Floor Area:  
New Structure: \_\_\_\_\_ Existing Structure: \_\_\_\_\_ Addition: \_\_\_\_\_
4. Architect Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Landscape Architect; Engineer; or Other Designer)  
Contact Name JB Landscape Phone \_\_\_\_\_  
Address Same AS front  
City, State, Zip \_\_\_\_\_  
Contact Email \_\_\_\_\_

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.**

  
Applicant's Signature

12/14/23  
Date

  
Property Owner's Signature

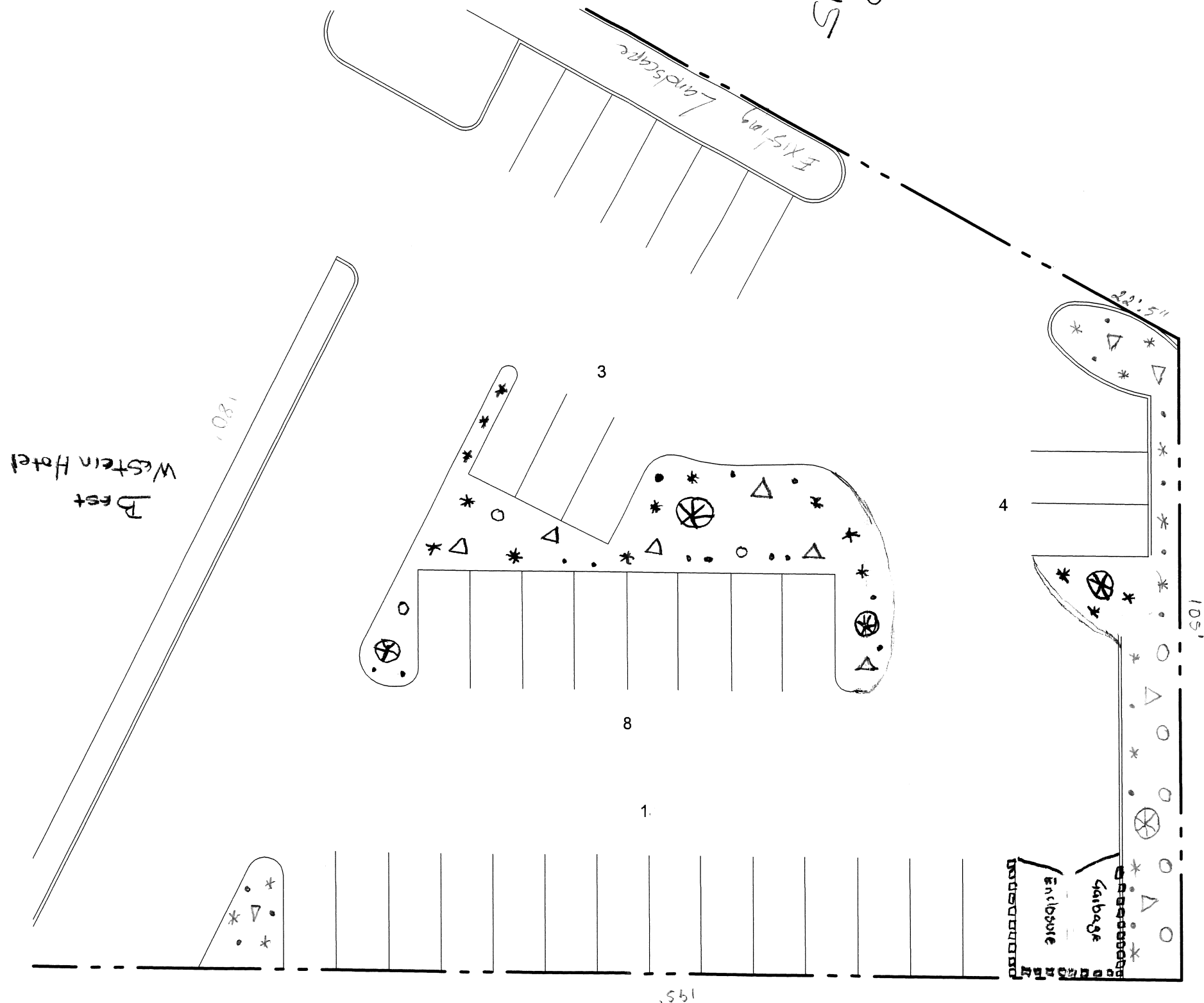
12/15/23  
Date



99 Hwy

Shell Gas Station

Hwy 18



**OPTION 1**

1" = 20'-0"

0 60' 120'

Ycap Parking Lot

Acer Rubrum - 'Columnare'	⊗	1.25' Gal	4
Ranunc Lario - Otto 'Luyken' Laurel	*	1 gal	28
Hako	•	1 gal	25
Rhododendron 'X' 'Grace Azalea'	Δ	5 gal	11
Calamagrostis x 'Allanarch' 'Reed Grass'	○	1 gal	8
Thuja Occidentalis 'American Albouited	◻	5 gal	29

**From:** [Jose Lopez](#)  
**To:** [Tom Schauer](#)  
**Subject:** Re: Irrigation Information, Best Western Docket L 55-23  
**Date:** Thursday, January 4, 2024 1:43:01 PM

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**This message originated outside of the City of McMinnville.**

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Hi Tom, the site is going to have a 3 zone with frío and new Backflow device at the water meter located at the north side of the property by 99hwy w

Jose B. Lopez  
JB Landscape  
503-551-3360  
Sent from my iPhone

On Dec 20, 2023, at 9:49 AM, Tom Schauer  
<Tom.Schauer@mcminnvilleoregon.gov> wrote:

Hi Jose,

In order to accept the landscape plan as complete, we need information about the proposed irrigation system. Can you please respond to this email with information regarding the proposed irrigation?

<image001.png>

Thank you,

<image002.png>