



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

www.mcminnvilleoregon.gov

Landscape Review Committee
Community Development Center, 231 NE 5th Street
December 20, 2017
12:00 PM

Committee Members	Agenda Items
<p>Rob Stephenson Chair</p> <p>Sharon Gunter Vice-Chair</p> <p>Josh Kearns</p> <p>RoseMarie Caughran</p> <p>Tim McDaniel</p>	<ol style="list-style-type: none"> 1. Call to Order 2. Citizen Comments 3. Approval of Minutes <ol style="list-style-type: none"> A. July 19, 2017 Meeting Minutes (Exhibit 1) B. August 16, 2017 Meeting Minutes (Exhibit 2) C. September 20, 2017 Meeting Minutes (Exhibit 3) D. October 18, 2017 Meeting Minutes (Exhibit 4) 4. Action Items <ol style="list-style-type: none"> A. L 43-17 – Landscape Plan (Exhibit 5) 800 NE Lafayette Avenue B. L 46-17 – Street Tree Plan (Exhibit 6) Heiser Addition 5. Discussion Items <ol style="list-style-type: none"> A. City Arborist and Street Tree Program 6. Old/New Business 7. Committee Member Comments 8. Staff Comments 9. Adjournment

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

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



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EXHIBIT 1 - MINUTES

July 19, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, Tim McDaniel, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Chuck Darnell – Associate Planner

Guests Present:

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 pm.

2. Citizen Comments – None.

3. Approval of Minutes – None.

4. Action/Docket Item (repeat if necessary)

A. L 21-17 – Landscape Plan

Associate Planner Darnell said this was a revised landscape plan from a plan that was reviewed last month. It was for an industrial site on Lafayette and McDaniel. The Committee had concerns regarding the previous plan that were communicated to the applicant. The applicant had submitted a revised plan to address the concerns. They had changed the species of tree from Japanese Maple to Chinese Pistache which was on the Street Tree List. It was a larger tree with a broader canopy than they had previously proposed. The groundcover was now Dwarf Vinca Minor instead of Lithodora. The planting spacing had been revised and a fence had been added around the entire gravel mechanical yard. However, slats were only proposed for the railroad side. Staff added a condition that slats be installed on the entire fence.

Committee Member Gunter moved to approve L 21-17 with the added condition regarding the slats. Committee Member McDaniel seconded and passed 4-0.

B. L 22-17 – Landscape Plan

Associate Planner Darnell explained the application for the mini-storage facility on Riverside Drive. The applicant was proposing to expand the site and add two additional mini-storage buildings. He would install a long linear planting strip between the two drive aisles similar to the other buildings. This would provide buffering between buildings and would also break up what would be a larger expansive paved area. He proposed to install four Armstrong Red Maple trees along the site's frontage. Hicks Hybrid Yew, gravel walkways, and benches would also be included in this area. There would also be more lawn and a chain link fence. The BPA power lines ran along the eastern edge of the property, and this area was being avoided as structures and tall landscaping were not allowed. There was a condition that the site would be irrigated.

There was discussion regarding how this application met the minimum requirements and that there was a need for an irrigation system.

Committee Member Gunter moved to approve L 22-17. The motion was seconded by Committee Member McDaniel and passed 4-0.

C. L 23-17 – Landscape Plan

Chair Stephenson had helped create this plan and discussed the application. The applicant wanted to put in a black chain link fence that was unslatted to prevent vandalism. They also proposed using Vine Maple, Juniper, and lower shrubs to be able to see the back of the property.

Associate Planner Darnell said they tried to balance the security while screening the site. The Vine Maple, Juniper, and understory shrubs would provide some buffering. The site did slope down which also helped with the buffering from the neighbors. The landscaped area was determined to be in the right-of-way and technically the trees would be street trees. Vine Maple was not on the street tree list, but short trees had to go in due to power lines. The Committee could approve species that were not on the list if there were unique site circumstances. Staff recommended approval of the Vine Maple in this location. The spacing worked for the canopy width. There were conditions of approval related to utilities. Stumps would need to be removed and ground down for all existing Fir trees, fencing would be added, and an irrigation system would be installed. There were street lights on the poles and McMinville Water and Light noted those. Another condition was to allow adjustment of the Vine Maple to ensure they were at least 20 feet from the street pole. There was a vault about 62 feet east of the end of the existing fence and the trees needed to be adjusted for that as well.

Committee Member Gunter moved to approve L 23-17. The motion was seconded by Committee Member McDaniel and passed 3-0-1 with Chair Stephenson abstaining.

D. L 24-17 – Landscape Plan

Associate Planner Darnell reviewed the application. Currently RB Rubber had employee parking adjacent to the building on a gravel area which was technically right-of-way. Now Alpine Avenue was being reconstructed, something had to be done with that area. The applicant chose to create parking on their site outside of the right-of-way. There was a barbed wire fence on the site with brown slats. The applicant proposed to push the fence out to four feet from the property line to provide screening. Between the fence and the new sidewalk curb a row of planting material would be installed. The proposal was to put in English Laurel which would grow into a continuous hedge. The applicant was not proposing to irrigate it and staff made it clear that the laurel would need to be maintained to ensure it survived.

Chair Stephenson suggested a landscape architect look at the proposal to make sure it fit with what was going in on Alpine.

Committee Member Caughran did not think the fence would be compatible.

Associate Planner Darnell said the barbed wire would be removed and staff would make sure the slats were in good condition. He then discussed the planting plan for the area immediately adjacent to the site.

There was discussion regarding the need for irrigation and the use of laurel as opposed to other species.

Chair Stephenson moved to continue L 24-17 and to direct staff to contact the landscape architect for the Alpine Avenue project to review the materials and to make sure the application was appropriate. The motion was seconded by Committee Member Caughran and passed 4-0.

5. Discussion Items

There was discussion regarding a previously approved application where some Maple trees were approved to be removed by Burger King. There was further discussion regarding whether or not tree removal was required if it was approved by the Committee.

Associate Planner Darnell said if applicants decided not to remove trees after they received approval, staff would not require removal unless it was a public safety hazard.

Discussion ensued regarding other trees that had been removed in the City.

6. Old/New Business – None.

7. Committee/Commissioner Comments – None.

8. Staff Comments

Planning Director Richards thanked the Committee for their work.

9. Adjournment

Chair Stephenson adjourned the meeting at 12:55 p.m.



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EXHIBIT 2 - MINUTES

August 16, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, Tim McDaniel, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Chuck Darnell – Associate Planner

Guests Present: Scott Hill – Mayor

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 pm.

2. Citizen Comments – None.

3. Approval of Minutes

A. May 17, 2017 Meeting Minutes

Chair Stephenson moved to approve the May 17, 2017 meeting minutes. The motion was seconded by Committee Member Caughran and passed 4-0.

B. June 21, 2017 Meeting Minutes

Chair Stephenson moved to approve the June 21, 2017 meeting minutes. The motion was seconded by Committee Member Caughran and passed 4-0.

4. Action/Docket Item (repeat if necessary)

A. L 27-17 – Landscape Plan

Associate Planner Darnell reviewed the application for property on Rivergate Street. Committee Member Kearns had drawn up this plan. A new industrial facility was being constructed on the site. The plan was for a portion of the existing parcel that was being developed. October Glory Red Maple trees were proposed to be installed along the north side of the property along with some Spirea shrubs in the understory. McMinnville Water and Light had concerns regarding the overhead power lines and the tall trees. There was a condition of approval that the trees be changed to a species from the small tree list. There would be shrub beds and barkdust/mulch. No lawn was being proposed. They were also proposing a drip irrigation system. There were some plants on the plan

that were not identified and he had contacted Mr. Kearns who explained they would be Bloodgood Japanese Maple and Dwarf Strawberry trees. There was a condition that those were the species to be used. The species were consistent with the type of landscaping in an industrial area and the trees were spread throughout which would provide some screening. The understory shrubs would also provide screening. The landscaping was somewhat sparse, but met the requirements. He thought it would blend in well.

Committee Member McDaniel moved to approve L 27-17 with the proposed conditions. The motion was seconded by Committee Member Caughran and passed 4-0.

B. L 28-17 – Landscape Plan

Chair Stephenson had created this plan and would be abstaining from the vote.

Associate Planner Darnell said for this application the current building would be demolished and a new retro modern building would replace it. The existing building was a historic resource and the applicant was keeping part of the building to honor that. They proposed a similar planting pattern that was currently on the site. The lawn space on the front was being preserved adjacent to 99W and the plantings around it would be improved.

Chair Stephenson said the lawn was preserved in the front to keep the modern look and there were low shrubs and Dogwood trees due to the power lines. There was a parking area and the site would be fully irrigated.

Committee Member Gunter moved to approve L 28-17. The motion was seconded by Committee Member McDaniel and passed 3-0-1 with Chair Stephenson abstaining.

C. L 29-17 – Street Tree Removal

Associate Planner Darnell discussed the request to remove a street tree on Alexandria east of Hill Road. The reason for the request was the sidewalk panel immediately behind the tree had risen. A neighbor had tripped and fallen on it. The applicant had already ground down the edge that had risen and was planning to replace the sidewalk panel. He would like to remove the tree before the panel was replaced. He preferred not putting in a replacement tree as there was no good location for one. There was another tree adjacent to the site that was in good condition. Staff was not recommending putting in a replacement tree. The tree was also starting to lift the curb and gutter and the applicant was concerned about damage to the driveway. The conditions included that the applicant would remove the tree, grind the stump, and replace the sidewalk panel.

Chair Stephenson moved to approve L 29-17. The motion was seconded by Committee Member Caughran and passed 4-0.

5. Discussion Items – None

6. Old/New Business – None

7. Committee/Commissioner Comments – None

8. Staff Comments

Associate Planner Darnell said staff was still working with RB Rubber on their application, which had been continued at the last meeting.

9. Adjournment

Chair Stephenson adjourned the meeting at 12:24 pm.



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EXHIBIT 3 - MINUTES

September 20, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, Tim McDaniel, and Rob Stephenson

Members Absent: Josh Kearns

Staff Present: Chuck Darnell – Associate Planner

Guests Present: Scott Hill – Mayor and Kellie Menke – City Councilor

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 pm.

2. Citizen Comments – None

3. Approval of Minutes – None

4. Action/Docket Item (repeat if necessary)

A. L 31-17 – Landscape Plan

Associate Planner Darnell said this was an application from the McMinnville School District to install landscaping on the site of the renovated Baker Field at the high school located at 615 NE 15th Street. The old athletic field was being replaced with artificial turf for a soccer field and practice football field. They were also adding a bathroom facility on the east side and planned to keep all of the existing trees. He reviewed the submitted plan. Staff had suggested that at a minimum there be some plantings around the buildings, but the School District argued that since they were not changing the existing use of the site it should be kept as is. They also expressed concern regarding visibility into the site and security around the structures and not wanting places for people to hide.

Chair Stephenson understood the argument and stated the school did not maintain plants well.

Chair Stephenson moved to approve L 31-17. The motion was seconded by Committee Member Caughran and passed 4-0.

B. L 32-17 – Landscape Plan

Associate Planner Darnell said this was a landscape plan for an expansion of an existing industrial building on NE Orchard Avenue. The proposed landscape plan was actually a revised plan from a previous landscape plan that was approved for this property (L 5-17). The original plan was to install Laurel throughout the entire frontage as an understory to the trees that would be planted. The applicant's landscape contractor thought there would be issues with maintaining that proposal and with the aesthetics and recommended changing the plan. The Planning Commission had approved a conditional use for this development and included a condition that evergreen plantings be installed in a continuous row to provide screening along the street. He summarized the plants that were proposed in the new plan. A variety of evergreen shrubs had been chosen to go along the north side in an alternating pattern. He clarified the existing Maple trees would be behind the fence and the shrubs would be in front of the fence. The tree species they chose to plant were shorter trees due to the overhead power lines. There would be evergreen shrubs in between the trees as well that would be different from the north side and in front of those would be smaller shrubs. It would be irrigated with drip lines around the trees and a fixed spray system outside of the fence. Staff thought this was a better plan than the original one.

Chair Stephenson moved to approve L 32-17. The motion was seconded by Committee Member Gunter and passed 4-0.

C. L 33-17 – Street Tree Removal

Associate Planner Darnell introduced the application for removal of a street tree on the property located at 911 NW 2nd Street. This was a single family home site in an older developed area of the City. There was not a consistent planting pattern in that area. The applicant was requesting removal due to the tree being diseased and concerns about pedestrian safety. It was a Hawthorn tree with multiple trunks. Public Works staff had inspected the tree and found root rot on the trunk and dieback. He asked the Committee if they wanted to require a replacement tree at this location. There was a planting strip adjacent to the property that met the minimum width requirements. McMinnville Water and Light and the City would take care of the tree removal.

Chair Stephenson said if they would fit in the planting strip, he thought two or three trees should be planted. He suggested columnar pear trees.

Associate Planner Darnell said there would be space for more trees. They could amend Condition 6 to require planting trees no greater than 20 feet apart and the applicant would put as many trees as would fit in the planting strip that would still meet all necessary setbacks.

Chair Stephenson moved to approve L 33-17 with the amended condition as suggested by staff. The motion was seconded by Committee Member Gunter and passed 4-0.

D. L 34-17 – Landscape Plan

Associate Planner Darnell reviewed the landscape plan proposed for two new industrial buildings on the property located at 1445 NE Miller Street. Street trees, planting strips, and sidewalks would be installed. The applicant had proposed using October Glory trees, but due to overhead utility lines, staff put in the conditions that a species from the small tree list be used for the street trees. The applicant would have to put in four trees per planting strip since they would be smaller trees. In the front of the buildings the applicant was proposing cypress trees which would provide good screening. There would also be Spirea, rhododendrons, and red buds planted as well.

Chair Stephenson did not think there were enough plantings. Committee Member McDaniel thought there should be more shrubs or hedges by the parking lot for screening.

Committee Member Caughran moved to continue L 34-17 so the applicant could address the lack of screening, need for more undergrowth and lawn, and use of larger trees. The Committee did not think it was consistent with the area. The motion was seconded by Committee Member McDaniel and passed 4-0.

E. L 2-17 – Landscape Plan

Associate Planner Darnell presented the landscape plan for a new industrial building being constructed on the property located at 1270 NE Alpha Drive. The applicant had previously submitted a landscape plan for this development in January 2017, but the Landscape Review Committee denied the application and provided recommendations for how the landscape plan could be revised to better meet the requirements. Previously the proposal was for all bark dust and sparse plantings. The new proposal included turf areas, river rock areas, Red Sunset street trees, and Viburnum and Bamboo in a continuous row in front of the new building. Between some of the areas of turf grass, the applicant was proposing to install azalea and rhododendrons in groupings. In the river rock features, the applicant was proposing to install some taller grasses.

Chair Stephenson said the parking lot would have no shade trees. He thought this plan would be difficult to maintain.

Committee Member McDaniel thought it would be a good site for Vine Maples rather than all of the rhododendrons and azaleas.

Committee Member Caughran thought there needed to be more details about the plant sizes and more trees. It was an entrance to this area and had to be better.

Associate Planner Darnell clarified the Committee wanted to know the sizes of the plants, the shrubs needed to be revised, and there needed to be more trees throughout the site.

Chair Stephenson suggested Vine Maple trees every 15 feet with appropriate shrubs underneath that could take a lot of heat. There needed to be more shade.

There was discussion regarding the need for appropriate spacing of the shrubs and shade trees throughout the site, particularly in the parking area. There was further discussion regarding how the drawings needed to be done to a scale that was easy for the Committee to interpret.

Committee Member Caughran moved to continue L 2-17 based on a lack of information. The motion was seconded by Committee Member McDaniel and passed 4-0.

5. Discussion Items

There was discussion regarding street tree plantings for the Habitat development and trying to fit them around the utility plan.

Chair Stephenson said it was typically one tree per lot in this area, and the locations would need to be adjusted for the utilities. Associate Planner Darnell would discuss it further with McMinnville Water and Light.

There was discussion regarding the density and constraints of this development as well as the stormwater detention for the subdivision.

6. Old/New Business – None

7. Committee/Commissioner Comments – None

8. Staff Comments

Associate Planner Darnell passed out Oregon Arbor Week stickers.

9. Adjournment

Chair Stephenson adjourned the meeting at 1:06 pm.

DRAFT



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EXHIBIT 4 - MINUTES

October 18, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

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

Members Absent: Rose Marie Caughran

Staff Present: Chuck Darnell – Associate Planner

Guests Present: Scott Hill –Mayor, Kellie Menke – City Councilor; Aaron Baker, and Chris Martin

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 pm.

2. Citizen Comments – None

3. Approval of Minutes – None

4. Action/Docket Item (repeat if necessary)

A. L 2-17 – Revised Landscape Plan

Associate Planner Darnell introduced the applicant, Aaron Baker. This was a landscape plan for a new industrial building on NE Alpha Drive. The Committee reviewed the plan last month and continued it for revisions. The main issues were the species were not identified in the plan and the spacing between plantings was not specified. The applicant verified that Viburnum and Bamboo would be planted in a planting pattern of 30 inches apart on center and in a continuous row alternating by groups of three of each shrub. This planting pattern would be along the building perimeter as well.

Mr. Baker had thought about doing some vertical planting in the row as well.

Chair Stephenson suggested adding some shade trees like Rubrum Maple trees.

Associate Planner Darnell said the applicant verified they would be installing groupings of Zebra Grass and Laurel and groupings on the west and south sides of the site of Vine Maple and Laurel

on the south side. Mr. Baker still planned to plant azaleas and rhododendrons. The turf area was larger which would reduce the amount of bark dust. This would be an improvement to the weeds that were on the site now, and they were trying to balance their budget. They had added 70 more plants in the revised plan.

Committee Member Gunter moved to approve L 2-17. The motion was seconded by Committee Member McDaniel and passed 4-0.

B. L 36-17 – Landscape Plan

Associate Planner Darnell introduced Chris Martin, who was representing the applicant. This was a landscape plan for a renovated commercial building at 1500 SW Baker Street. The building was previously used as an auto repair business, and the applicant was now proposing to renovate the interior to operate a marijuana dispensary. The remainder of the site was fully paved, and would not be redeveloped as part of the new business. The only change to the overall site was that parking spaces would be striped in the existing paved area. The applicant was proposing to add a fenced plaza area on the front of the building which needed to be landscaped.

Mr. Martin explained they had made sure not to include any invasive plants and that the plants would look good year round. All of the plants would be in wooden planter boxes and large pots. The intention was to have an outdoor space for gatherings or educational activities or to have a nice space to sit outside. It was about a 600 square foot area and would have a table and some chairs as well.

Associate Planner Darnell said around the exterior would be climbing plants that would climb up the walls. It would help break up the building structure. On the interior there were planter boxes around the open space and some small trees would be planted there as well. There would also be an herb garden. A condition of approval was included to require that all of the landscaping be maintained, including necessary watering, weeding, pruning, and replacement.

Committee Member Kearns moved to approve L 36-17. The motion was seconded by Chair Stephenson and passed 4-0.

C. L 37-17 – Landscape Plan

Associate Planner Darnell presented the landscape plan for a new mini storage facility adjacent to the Lowe's store at 1240 SW Booth Bend Road. It was an entrance to town. The applicant already obtained approval of the design of the buildings from the Planning Director, but a condition of approval was that the applicant submit their landscape plan for review by the Landscape Review Committee. This was a large parcel, and the proposed building would be large and would include long continuous walls along both of the prominent highway frontages. The applicant was proposing to install extensive landscaping at the entry to the site, which was accessed through the existing Lowe's parking lot. The plan included a sidewalk from the end of the existing sidewalk in the Lowe's parking lot to the main entrance to the office of the proposed building. Along the sidewalk, the applicant was proposing a variety of shrubs and grasses in landscape beds on each side of the sidewalk. The applicant would also install Maple trees along the Highway 99W frontage between the landscape beds and the roadway. These trees would continue the planting pattern that existed along the Lowe's property frontage on Highway 99W. Along the rest of the site there would be a continuous row of Heavenly Bamboo, which would not provide much screening. On the Highway 99W frontage, Little Gem Southern Magnolia trees and Sweet Bay would be dispersed throughout the row of Heavenly Bamboo. These would be clustered into groups of two or three at certain points along the property frontage.

Chair Stephenson thought something taller needed to go along the building frontage, such as evergreens, for better screening.

Committee Member Kearns suggested a shrub bed be installed from the back of the building to the property line.

There was discussion about how the field grass was not an appropriate ground cover, how the proposed plantings were too small for the scale of the building and site, and how the overall plan was boring.

Chair Stephenson moved to continue L 37-17 for the applicant to address the inadequate scale of the plantings, field grass was not an appropriate groundcover for the majority of the site, and to include irrigation as required. The motion was seconded by Committee Member Gunter and passed 4-0.

D. L 38-17 – Landscape Plan

Associate Planner Darnell reviewed the landscape plan for a new commercial building on the property at 540 NE Highway 99W. The applicant was proposing to install new landscaping around the new building and entrances. At each access to Highway 99W, landscape beds would be installed that would include a variety of shrubs and grasses. The landscape beds would continue along the access drive aisles and along the entire Highway 99W frontage on the north side of the new building. Primarily, the planting plan showed a continuous row of Francis Mason Glossy Abelia. This row of Abelia would provide continuous landscaping around the new access aisles and the drive thru aisle. A variety of shrubs and grasses would be installed at more prominent locations near the entrances to the site. Variegated Lily Turf would be installed in the remaining areas of the landscape beds to fill out the planting areas. In addition to the smaller shrubs and grasses, the applicant was proposing to install two different species of trees, Red Rocket Maple and Paperbark Maple. The proposed planting pattern was very similar to the treatment of the remainder of the shopping center site.

Chair Stephenson thought Abelia was not an attractive plant, attracted bees, and was semi-deciduous in the winter.

Associate Planner Darnell thought it was being used for consistency with what was already on the site. There was a condition that the applicant plant one Paperbark Maple in the landscape bed adjacent to Highway 99W and to the west of the western driveway, and plant three Paperbark Maple trees in the landscape bed adjacent to Highway 99W and between the site's two driveways.

Committee Member Kearns moved to approve L 38-17. The motion was seconded by Committee Member McDaniel and passed 4-0.

E. L 39-17 – Street Tree Removal

Associate Planner Darnell discussed the application for a street tree removal located at 2446 NW Zinfandel Loop. The applicant was requesting the removal of the street tree due to the tree impacting adjacent public infrastructure. The tree was a Maple variety that measured approximately 11 inches in diameter at breast height. The applicant provided photos that showed roots encroaching on the water meters and the applicant was concerned the roots would cause damage in the future. Staff had looked at the tree and found it was not planted to current setback requirements. The owner was willing to plant replacement trees on the other side of their driveway. Staff recommended two replacement trees be planted.

Chair Stephenson moved to approve L 39-17. The motion was seconded by Committee Member Kearns and passed 4-0.

There was discussion regarding how the applicant could change their mind about removing the tree and replacing it with two trees due to the cost. Associate Planner Darnell confirmed that unless it was a safety concern, the City would not require the removal.

F. L 42-17 – Landscape Plan

Associate Planner Darnell explained the landscape plan for the renovation of a portion of the McMinnville High School building and site at 615 NE 15th Street. Along with the reconstruction of the athletic facilities, new classrooms would be added on the south side of the new building and a new landscaped courtyard would be created on the interior of the building. This was the third phase of work being completed at the high school. The landscaping for the previous phases had been approved by the Committee. The applicant was not proposing any new landscaping in the areas between the building and 17th Street. The major changes would be to the parking area that fronted 17th Street and was near the north entrance of the high school. The landscape plan showed the installation of a continuous row of Compact Viburnum along the perimeter of the existing and new parking lot. Near the entrance to the high school site, the landscape bed would be wider and would include the installation of three Emerald City Tulip trees and two Green Gable Tupelo trees. The proposed planting pattern and species used in this landscape bed was consistent with the landscaping that existed across the drive aisle. The new courtyard that would be created on the interior of the building would also be landscaped. This space would not be visible from the public right-of-way, but landscaping was being proposed to add interest to the space. In the courtyard, there would be four identical planting beds on the north side. The proposed renovations include the expansion of an existing parking lot by 13 spaces. The applicant was not proposing to install landscaped islands within the parking areas, but was proposing to install a continuous row of landscaping around the parking lot to screen the use and provide buffering between the parking lot and the sidewalk. The existing landscaping in the planting island on the west end of the row of existing parking spaces would be retained.

There was discussion regarding whether or not they should change the use of so much bark dust in the planting beds.

Committee Member Kearns said the bark dust was due to the student foot traffic and how plants or grass would get trampled. Some of the buildings had nicer plantings around them and there was turf and trees in other locations. He suggested areas that could be grassed in place of bark dust.

The Committee reviewed the irrigation plan for the site, especially if turf would be added.

Committee Member Kearns had done work on the previous phases, and expected to bid on this project. He would be abstaining from the vote.

Chair Stephenson moved to approve L 42-17 with the amendment that the proposed bark dust areas become turf areas. The motion was seconded by Committee Member Gunter and passed 3-0-1 with Committee Member Kearns abstaining.

G. L 44-17 – Street Tree Removal

Associate Planner Darnell explained the proposal for a street tree removal at 2688 NW Mt. Ashland Drive. The applicant was requesting the removal of the street tree due to the tree dying suddenly in July 2017. The tree was a Maple variety that measured approximately four inches in diameter at breast height. The applicant provided photos that showed the tree exhibiting distress and severe leaf

curl and dead leaves. The other street trees adjacent to the subject property were all healthy, and were presumably planted at the same time. The applicant was willing to plant a replacement tree. Committee Member Gunter moved to approve L 44-17. The motion was seconded by Chair Stephenson and passed 4-0.

H. L 34-17 – Revised Landscape Plan

Associate Planner Darnell discussed the application to install landscaping around two new industrial buildings at 1445 NE Miller Street. The Committee reviewed the original landscape plan at their September meeting and continued the application to allow the applicant to make revisions to the plan. The Committee had concerns with the proposed screening on the north and south sides of the new buildings and with the planting densities on the east sides of the new buildings and within the planting islands adjacent to the entry driveway. The proposed street tree species was identified as being too large to be planted under the existing overhead utility lines.

Committee Member Kearns had created the revised plan. The spacing and street trees had been changed to meet McMinnville Water and Light requirements. They also met the planting space requirements. Between the Vine Maples groups of Laurel were added.

Chair Stephenson moved to approve L 34-17. The motion was seconded by Committee Member McDaniel and passed 3-0-1 with Committee Member Kearns abstaining.

I. L 24-17 – Revised Landscape Plan

Associate Planner Darnell reviewed the revised plan for Ultimate RB, an existing industrial site and facility located at 904 NE 10th Avenue. They were redoing their parking lot on the Alpine Avenue side of the site. The Committee reviewed the proposed landscape plan at their July meeting and continued the application to allow for a review of the proposed planting material against the landscaping that would be installed within the Alpine Avenue right-of-way as part of the street reconstruction. The Committee also requested that the applicant provide more information on the irrigation of the proposed planting area. The applicant was proposing to install Chestnut Hill English Laurel with the intent that the shrubs would grow into a continuous hedge. Staff found that the planting areas in Alpine Avenue adjacent to the subject site would be mainly grasses, with some larger trees and shrubs installed around the larger areas of grasses. Staff thought that the proposed English Laurel would be compatible with the Newport Dwarf Escallonia shrubs proposed on Alpine.

Committee Member Kearns agreed that the Laurel would be compatible and it would help hide the parking lot.

Associate Planner Darnell said they would put in six foot view guard chain link fence and then the row of Laurel.

There was discussion regarding the design of Alpine Avenue and the stormwater planters as well as future development in the area.

Committee Member Gunter moved to approve L 44-17. The motion was seconded by Chair Stephenson and passed 4-0.

5. Discussion Items – None

6. Old/New Business – None

7. Committee/Commissioner Comments – None

8. Staff Comments – None

9. Adjournment

Chair Stephenson adjourned the meeting at 1:42 pm.

DRAFT



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

www.mcminnvilleoregon.gov

EXHIBIT 5 - STAFF REPORT

DATE: December 20, 2017
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4A: L 43-17

Report in Brief:

An application for a landscape plan for a new parking lot on the north side of Cook School (L 43-17) to be reviewed by the Landscape Review Committee.

Background:

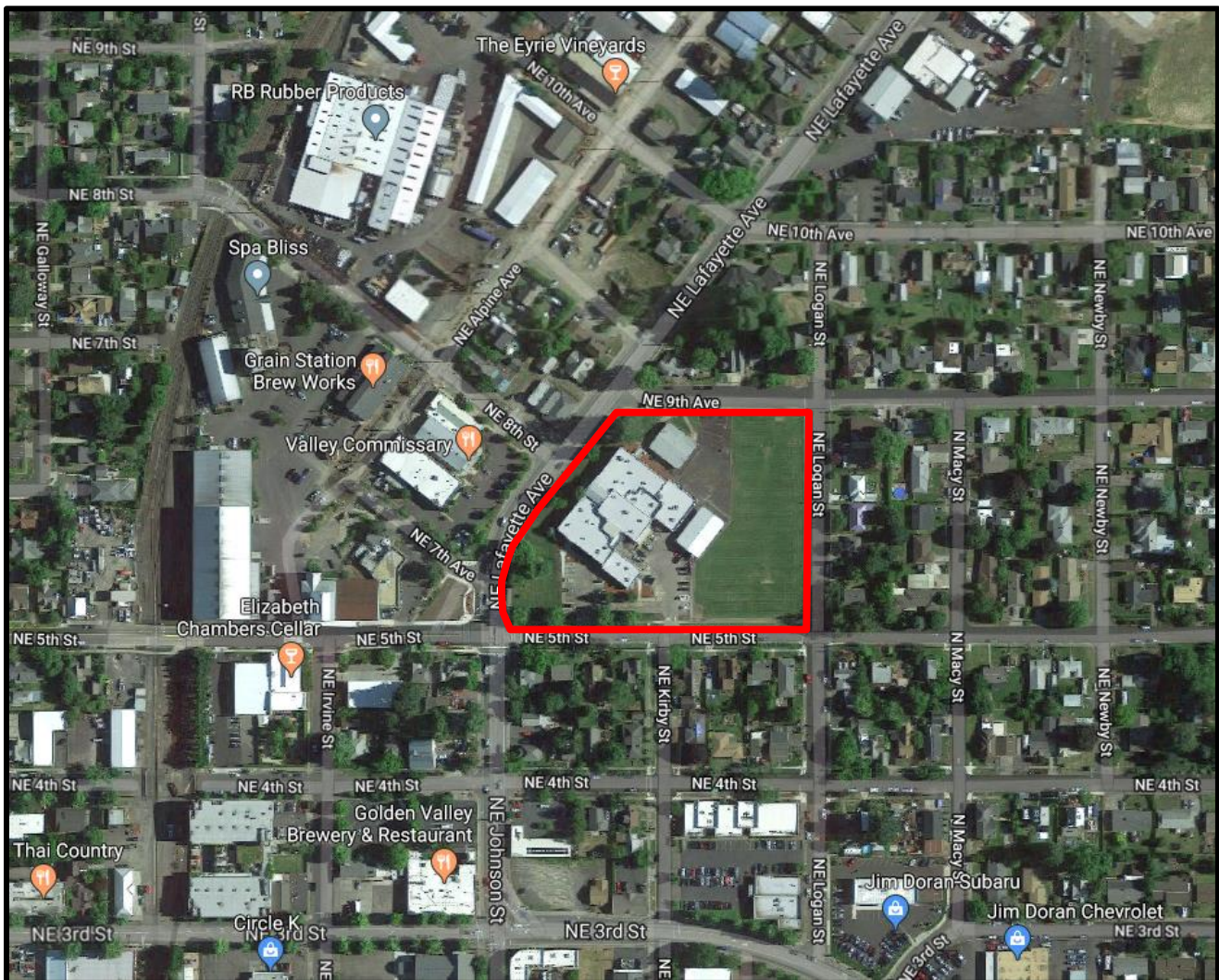
The applicant, Pete Keenan on behalf of the McMinnville School District, submitted a landscape plan review application to install landscaping on the site of the Cook School around a new parking lot that is being created on the north side of the school. The property located at 800 NE Lafayette Avenue. The subject property is more specifically described as Tax Lot 10500, Section 21BA, T. 4 S., R. 4 W., W.M.

Discussion:

The subject property is zoned R-2 (Single Family Residential), and is also located in Zone 3 of the Northeast Gateway District. The applicant is proposing to develop a new parking lot on the north side of the school, which would also extend under the old covered play area. The new parking lot will allow for more off-street parking for the employees of the McMinnville School District, as their administrative offices are now located at Cook School. The subject site can be seen below as a red outlined area:

Attachments:

Attachment A - Decision, Conditions of Approval, Findings of Fact, and Conclusionary Findings of the McMinnville Landscape Review Committee for Approval of Landscape Plan for a New Parking Lot at 800 NE Lafayette Avenue

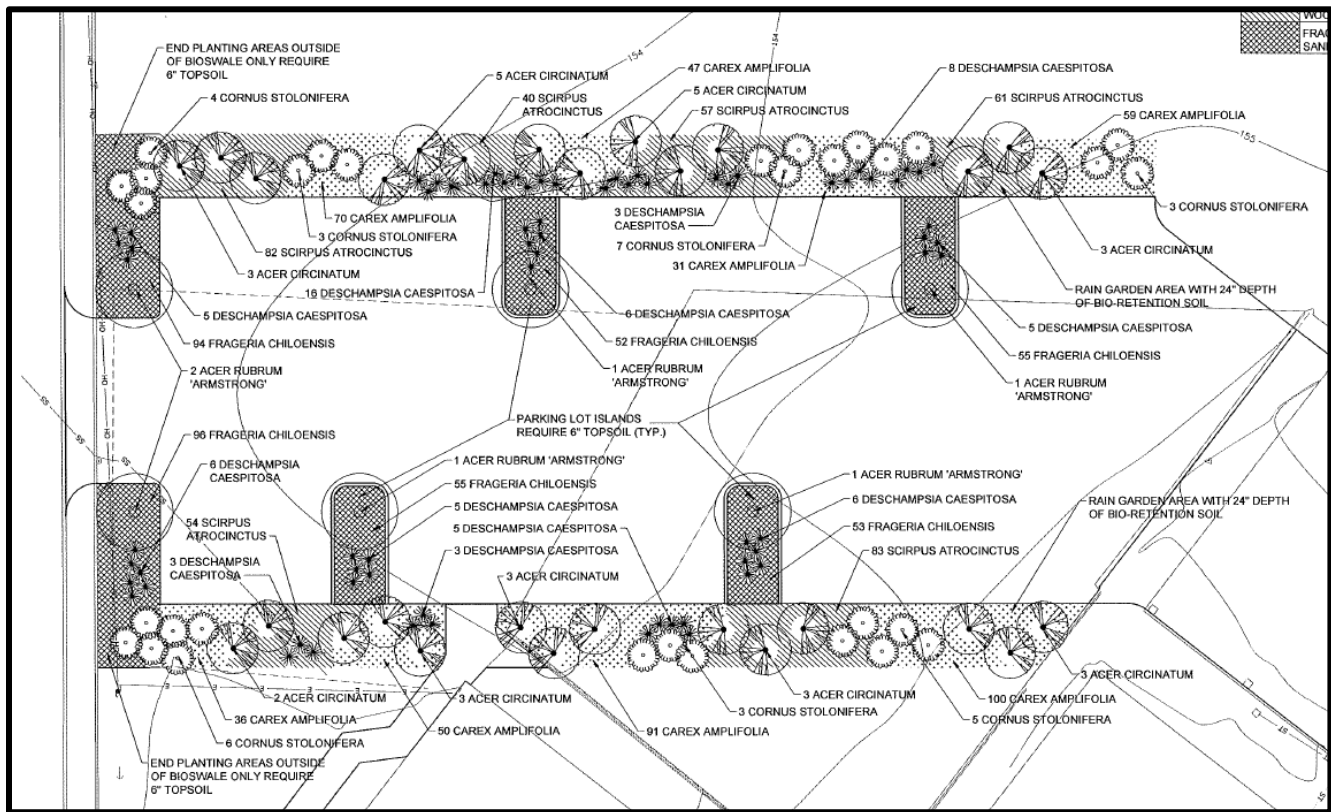


The Landscaping chapter of the McMinnville Zoning Ordinance requires that at least seven (7) percent of the gross area of a site being developed be landscaped (Section 17.57.050(A) (Area Determination – Planning Factors)). The landscape plan as proposed greatly exceeds those requirements, as 38 percent of the portion of the Cook School site that is being developed is proposed to be landscaped.

The landscaping being proposed can be seen below:

Attachments:

Attachment A - Decision, Conditions of Approval, Findings of Fact, and Conclusionary Findings of the McMinnville Landscape Review Committee for Approval of Landscape Plan for a New Parking Lot at 800 NE Lafayette Avenue



In reviewing a landscape plan, Section 17.57.050(B) (Area Determination – Planning Factors) of the McMinnville Zoning Ordinance requires the Landscape Review Committee to also consider the following factors:

1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

The existing site does include a significant amount of landscaping and open space. However, the portion of the site being developed with the new parking lot is an existing, deteriorated paved area that is in poor condition. The new parking lot will be completely surrounded with landscaping, and landscaping will also be added to planting islands within the parking lot. Also, the landscaping being proposed will be installed as a storm water swale system to allow the School District to not have to install storm sewer infrastructure within the parking lot.

The proposed landscaping along the exterior borders of the new parking lot will include a variety of small trees, shrubs, and grasses, along with continuous groundcover plantings throughout the swale area. The trees and shrubs in these areas will include Vine Maple (*Acer circinatum*) and Redtwig Dogwood (*Cornus stolonifera*), with Golden Hanging Hair Grass (*Deschampsia caespitosa*) installed throughout the understory of the trees and shrubs. The trees and shrubs will be planted in a staggered pattern, and will alternate between groups of Vine Maples and Redtwig Dogwoods. The groundcover plantings will include Ample-Leaved Sedge (*Carex amplifolia*), Wool Grass (*Scirpus atrocinctus*), and Sand Strawberry (*Fragaria chiloensis*). The Ample-Leaved Sedge and Wool Grass will be alternating in the swale area, and the Sand Strawberry will serve as the groundcover plant in the planting islands and the areas between the parking lot and the public right-of-way on 9th Avenue.

Attachments:

Attachment A - Decision, Conditions of Approval, Findings of Fact, and Conclusionary Findings of the McMinnville Landscape Review Committee for Approval of Landscape Plan for a New Parking Lot at 800 NE Lafayette Avenue

Based on the variation in plant and tree materials, and the continuous planting pattern around the entirety of the new parking lot, the proposed landscaping is compatible with the proposed project and the surrounding properties.

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

The proposed use will be screened on the sides most visible from the public right-of-way and the adjacent properties by a combination of trees, shrubs, and grasses. The Vine Maple (*Acer circinatum*) and Redtwig Dogwood (*Cornus stolonifera*) trees and shrubs, with Golden Hanging Hair Grass (*Deschampsia caespitosa*) installed throughout the understory of the trees, will be planted in a continuous row along both sides of the new parking lot. This continuous row of plantings will provide for screening of the cars that will be parking in the new facility. The applicant is also proposing to continue the planting along the 9th Avenue side of the parking lot, where the parking lot will be accessed from. The applicant is proposing to include more Redtwig Dogwood (*Cornus stolonifera*) trees at the corners of the parking lot near 9th Avenue, and is also proposing to plant two Kousa Dogwood (*Cornus Kousa*) on each side of the entry driveway into the new parking lot. All of these trees and shrubs are suitable for planting in this location that is beneath overhead utilities, as they will not mature to heights of more than 20 feet.

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.

There is no existing vegetation to retain in the portions of the site that are being developed with the new parking lot.

4. The development and use of islands and plantings therein to break up parking areas.

The applicant is proposing to install planting islands within the new parking lot to break up the parking areas. The planting islands will be installed at distances that result in rows of parking of no more than six (6) parking spaces before another planting island. Each planting island will include one (1) Armstrong Red Maple (*Acer rubrum* 'Armstrong') tree, along with multiple Golden Hanging Hair Grass (*Deschampsia caespitosa*) and Sand Strawberry (*Fragaria chiloensis*) as groundcover to fill out the planting island.

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.

The landscape plan does not include the installation of street trees, as the areas shown to be planted are all within the subject site and are not within the public right-of-way. However, the trees planted along 9th Avenue will provide a similar sense of a tree-lined street along that right-of-way, and will benefit pedestrians traveling along that roadway.

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

The applicant has included a detailed irrigation plan that shows the installation of a fixed spray irrigation system.

Attachments:

Attachment A - Decision, Conditions of Approval, Findings of Fact, and Conclusionary Findings of the McMinnville Landscape Review Committee for Approval of Landscape Plan for a New Parking Lot at 800 NE Lafayette Avenue

Fiscal Impact:

None.

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.

Recommendation/Suggested Motion:

Based on the findings described in the staff report and decision document, staff is recommending that the landscape plan be approved with the following conditions:

1. That the applicant shall install landscaping as shown on the submitted landscape plan dated November 29, 2017.
2. 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.

Suggested Motion:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE LANDSCAPE REVIEW COMMITTEE APPROVE L 43-17 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

CD

Attachments:

Attachment A - Decision, Conditions of Approval, Findings of Fact, and Conclusionary Findings of the McMinnville Landscape Review Committee for Approval of Landscape Plan for a New Parking Lot at 800 NE Lafayette Avenue



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
MCMINNVILLE, OR 97128

503-434-7311

www.mcminnvilleoregon.gov

DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT, AND CONCLUSIONARY FINDINGS OF THE MCMINNVILLE LANDSCAPE REVIEW COMMITTEE FOR APPROVAL OF LANDSCAPE PLAN FOR A NEW PARKING LOT AT 800 NE LAFAYETTE AVENUE

DOCKET: L 43-17

REQUEST: The applicant requested the approval of a landscape plan for the addition of a new parking lot to the Cook School site. 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.

LOCATION: The property in question is located at 800 NE Lafayette Avenue. The subject property is more specifically described as Tax Lot 10500, Section 21BA, T. 4 S., R. 4 W., W.M.

ZONING: The subject site is zoned R-2 (Single Family Residential). The site is also located in Zone 3 of the Northeast Gateway Overlay District.

APPLICANT: Pete Keenan, on behalf of McMinnville School District

STAFF: Chuck Darnell, Associate Planner

DATE DEEMED COMPLETE: December 1, 2017

DECISION-MAKING BODY: McMinnville Landscape Review Committee

DATE & TIME: December 20, 2017. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments were received by the Planning Department and have been incorporated into the conditions of approval. 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 conclusions, the Landscape Review Committee recommends **APPROVAL** of the landscape plan (L 43-17) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Date: _____

Date: _____

APPLICATION SUMMARY:

The applicant requested the approval of a landscape plan for the addition of a new parking lot to the Cook School site. 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.

The subject site can be seen below as a red outlined area:



CONDITIONS OF APPROVAL

L 43-17 is **approved** subject to the following conditions:

1. That the applicant shall install landscaping as shown on the submitted landscape plan dated November 29, 2017.
2. 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.

ATTACHMENTS

1. Application for Landscape Plan Review

COMMENTS

This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments were received by the Planning Department and have been incorporated into the conditions of approval.

FINDINGS OF FACT

1. Pete Keenan, on behalf of McMinnville School District, submitted a landscape plan review application to install landscaping around a new parking lot being constructed on the Cook School property at 800 NE Lafayette Avenue. The property is more specifically described as Tax Lot 10500, Section 21BA, T. 4 S., R. 4 W., W.M.
2. The site is currently designated as Residential on the McMinnville Comprehensive Plan Map, and is zoned R-2 (Single Family Residential). The site is also located in Zone 3 of the Northeast Gateway Overlay District.
3. This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments were received by the Planning Department and have been incorporated into the conditions of approval
4. A public meeting was held by the Landscape Review Committee on December 20, 2017 to review the application and proposed landscape plan. No comments in opposition were provided by the public prior to the public meeting.

CONCLUSIONARY FINDINGS:

McMinnville's Comprehensive Plan:

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

Policy 122.00: The City of McMinnville shall encourage the following provisions for each of the three functional road classifications:

1. *Major, minor arterials.*
–Landscaping should be encouraged along public rights-of-way.
2. *Major, minor collectors.*
–Landscaping should be encouraged along public rights-of-way.
3. *Local Streets*
–Landscaping should be encouraged along public rights-of-way.

Finding: Goal VI 1 and Policy 122.00 are satisfied in that trees will be installed along the public right-of-way along 9th Avenue. The trees are not located in the public right-of-way, but are being placed along the

property lines so that they are visible from the public right-of-way and provide screening of the use from the public right-of-way.

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.

Finding: Goal X 1 and Policy 188.00 are satisfied in that 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 Planning Commission and/or McMinnville City Council review of the request and recommendation at an advertised public hearing. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville's City Code:

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

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. [...]

Finding: The landscape plan as proposed would enhance the appearance of the city and will benefit the economic, ecological, and aesthetic environment of the city. The landscape plan as proposed meets the intent and purpose of the Landscaping chapter, as described in the findings for the specific landscape plan review criteria below.

17.57.050 Plans—Submittal and review—Approval—Time limit for completion.

C. The landscaping plan shall be approved if it is found to be compatible with the purpose, intent, and requirements of this chapter. Approval of the landscaping plan shall be indicated upon the plot plans. Any modifications shall be specified on the plans and agreed to in writing by the applicant prior to the issuance of a building permit. One copy of said approved plan shall be retained by the Planning Department and included within the permanent file;

Finding: The landscape plan as proposed meets the intent and purpose of the Landscaping chapter, as described in the findings for the specific landscape plan review criteria below. Modifications as required by the conditions of approval will be discussed with the applicant and agreed to prior to the issuance of a building permit.

17.57.050 Area Determination—Planning factors.

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: The existing site does include a significant amount of landscaping and open space. However, the portion of the site being developed with the new parking lot is an existing, deteriorated paved area that is in poor condition. The new parking lot will be completely surrounded with landscaping, and landscaping will also be added to planting islands within the parking lot. Also, the landscaping being proposed will be installed as a storm water swale system to allow the School District to not have to install storm sewer infrastructure within the parking lot.

The proposed landscaping along the exterior borders of the new parking lot will include a variety of small trees, shrubs, and grasses, along with continuous groundcover plantings throughout the swale area. The trees and shrubs in these areas will include Vine Maple (*Acer circinatum*) and Redtwig Dogwood (*Cornus stolonifera*), with Golden Hanging Hair Grass (*Deschampsia caespitosa*) installed throughout the understory of the trees and shrubs. The trees and shrubs will be planted in a staggered pattern, and will alternate between groups of Vine Maples and Redtwig Dogwoods. The groundcover plantings will include Ample-Leaved Sedge (*Carex amplifolia*), Wool Grass (*Scirpus atrocinctus*), and Sand Strawberry (*Fragaria chiloensis*). The Ample-Leaved Sedge and Wool Grass will be alternating in the swale area, and the Sand Strawberry will serve as the groundcover plant in the planting islands and the areas between the parking lot and the public right-of-way on 9th Avenue.

Based on the variation in plant and tree materials, and the continuous planting pattern around the entirety of the new parking lot, the proposed landscaping is compatible with the proposed project and the surrounding properties.

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

Finding: The proposed use will be screened on the sides most visible from the public right-of-way and the adjacent properties by a combination of trees, shrubs, and grasses. The Vine Maple (*Acer circinatum*) and Redtwig Dogwood (*Cornus stolonifera*) trees and shrubs, with Golden Hanging Hair Grass (*Deschampsia caespitosa*) installed throughout the understory of the trees, will be planted in a continuous row along both sides of the new parking lot. This continuous row of plantings will provide for screening of the cars that will be parking in the new facility. The applicant is also proposing to continue the planting along the 9th Avenue side of the parking lot, where the parking lot will be accessed from. The applicant is proposing to include more Redtwig Dogwood (*Cornus stolonifera*) trees at the corners of the parking lot near 9th Avenue, and is also proposing to plant two Kousa Dogwood (*Cornus Kousa*) on each side of the entry driveway into the new parking lot. All of these trees and shrubs are suitable for planting in this location that is beneath overhead utilities, as they will not mature to heights of more than 20 feet.

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: There is no existing vegetation to retain in the portions of the site that are being developed with the new parking lot.

4. The development and use of islands and plantings therein to break up parking areas.

Finding: The applicant is proposing to install planting islands within the new parking lot to break up the parking areas. The planting islands will be installed at distances that result in rows of parking of no more than six (6) parking spaces before another planting island. Each planting island will include

one (1) Armstrong Red Maple (*Acer rubrum* 'Armstrong') tree, along with multiple Golden Hanging Hair Grass (*Deschampsia caespitosa*) and Sand Strawberry (*Fragaria chiloensis*) as groundcover to fill out the planting island.

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: The landscape plan does not include the installation of street trees, as the areas shown to be planted are all within the subject site and are not within the public right-of-way. However, the trees planted along 9th Avenue will provide a similar sense of a tree-lined street along that right-of-way, and will benefit pedestrians traveling along that roadway.

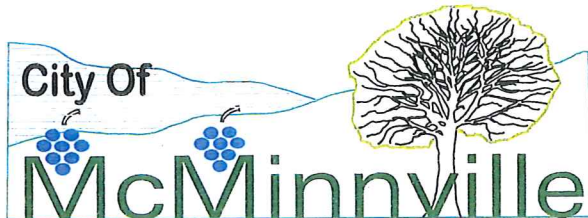
6. Suitable watering facilities or irrigation systems must be included in or near all planted areas;

Finding: The applicant has included a detailed irrigation plan that shows the installation of a fixed spray irrigation system.

- C. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement. [...]

Finding: A condition of approval will 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.

CD



Planning Department

231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.ci.mcminnville.or.us

Office Use Only:

File No. 843-17

Date Received 9/26/17

Fee 145⁰⁰

Receipt No. 17M0010

Received by [Signature]

Landscape Plan Review Application

Applicant Information

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

Applicant Name McMinnville School District Phone 503.565.4022

Contact Name Peter Keenan Phone 503.565.4022
(If different than above)

Address 800 N.E. Lafayette Ave

City, State, Zip McMinnville, OR 97128

Contact Email pkeenan@msd.k12.or.us

Property Owner Information

Property Owner Name McMinnville School District Phone 503.565.4022
(If different than above)

Contact Name Peter Keenan Phone 503.565.4022

Address 800 N.E. Lafayette Ave

City, State, Zip McMinnville, OR 97128

Contact Email pkeenan@msd.k12.or.us

Site Location and Description

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

Property Address 800 N.E. Lafayette Ave

Assessor Map No. R4 S 21 T.45. R. 4 W Total Site Area 168,313 sq ft

Subdivision School House Tract - Oak Park Addition Block _____ Lot _____

Comprehensive Plan Designation N.E. Gateway Zoning Designation R-2

Landscaping Information

1. Total Landscaped Area: 4331 sq ft. (storm swale : 2893 + new grass 1438)
2. Percent Landscaped: 38 %
3. Building Floor Area:
New Structure: 11,365 sq ft ^{Parking and walkway} Existing Structure: _____ Addition: _____
4. Architect Name Tetrattech Engineering Phone 503.684.9097
(Landscape Architect, Engineer, or Other Designer)
Contact Name Gordon Munro Phone 971.330.5168
Address 15350 SW Sequoia PARKWAY Suite 220
City, State, Zip Portland, OR, 97224
Contact Email gordon.munro@tetrattech.com

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

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

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

Pit Kuan
Applicant's Signature

9-20-17
Date

Property Owner's Signature

Date



Existing conditions of area where new parking lot will be developed. Photo taken from 9th Avenue.

City of McMinnville

COOK SCHOOL PARKING LOT

15350 SW Sequoia Parkway, Suite 220
Portland, OR 97224
Phone: (503) 684-9097 Fax: (503) 598-0583

www.tetratech.com



TETRA TECH

PROJECT LOCATION:

Cook School
800 NE Lafayette Ave
McMinnville, OR

CLIENT INFORMATION:

City of McMinnville
230 NE Second St.
McMinnville, OR 97128

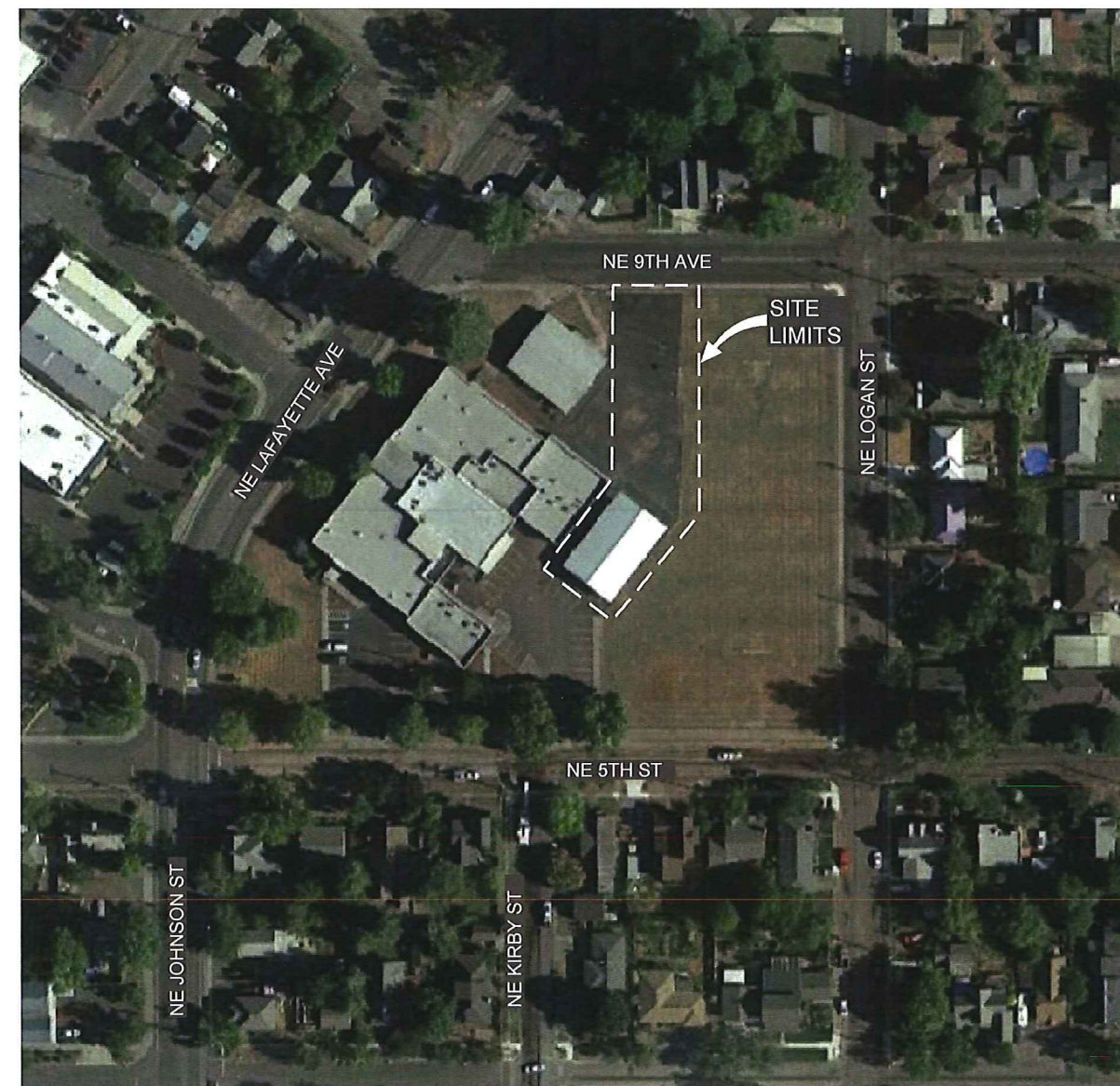
Tt PROJECT No.:

200-139799-17001

CLIENT PROJECT No.:

DRAWING INDEX

SHT #	DESCRIPTION
G01	COVER
C01	EXISTING SITE PLAN
C02	DEMOLITION PLAN
C03	LAYOUT
C04	STRIPING PLAN
C05	DETAILS
L101	PLANTING PLAN
L102	IRRIGATION PLAN
L103	IRRIGATION PLAN
L501	IRRIGATION DETAILS
L502	PLANTING DETAILS



PROJECT SITE MAP
NTS

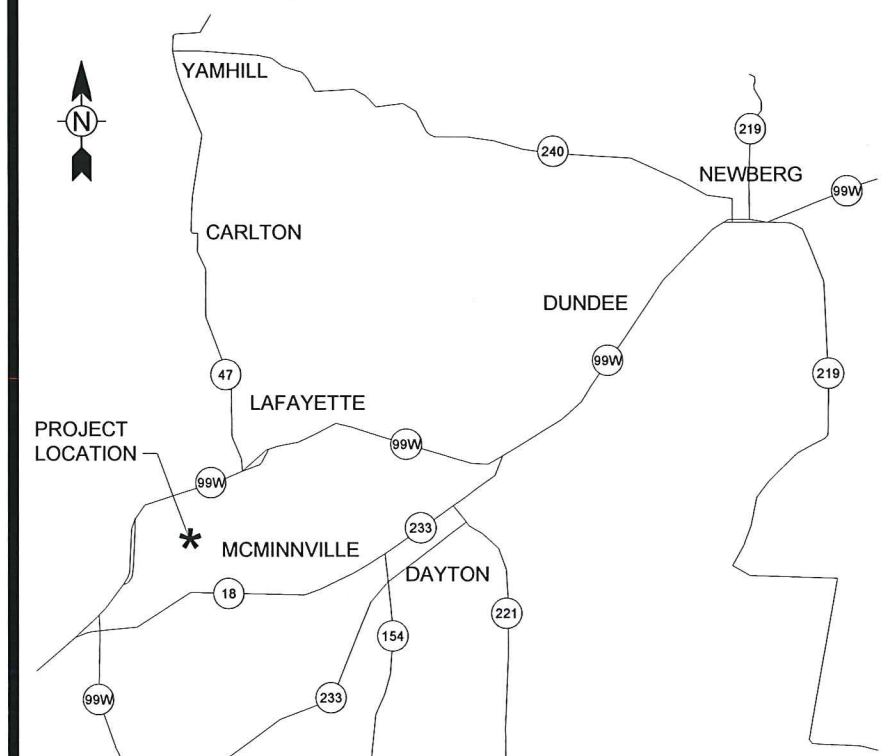
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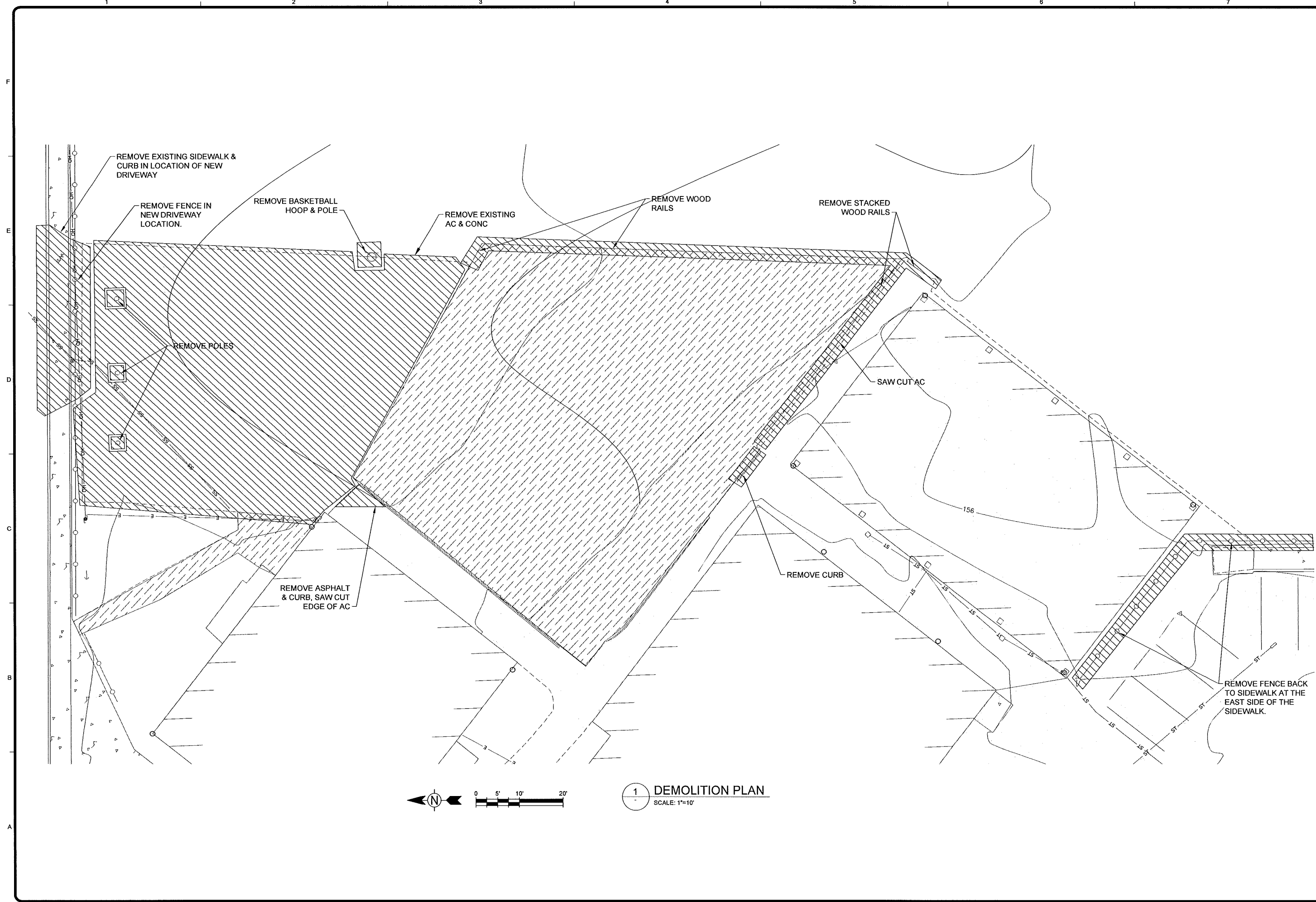
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CENTER


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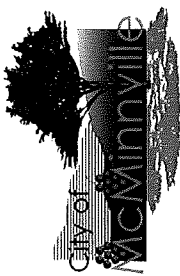
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**TETRA TECH**
www.tetratech.com
15350 SW Sequoia Pkwy, Ste 220
Portland, OR 97224
Tel 503.684.9057


CITY OF McMinnville

MARK	DATE	DESCRIPTION	BY

CITY OF McMinnville, OREGON
COOK SCHOOL PARKING LOT

DEMOLITION
PLAN

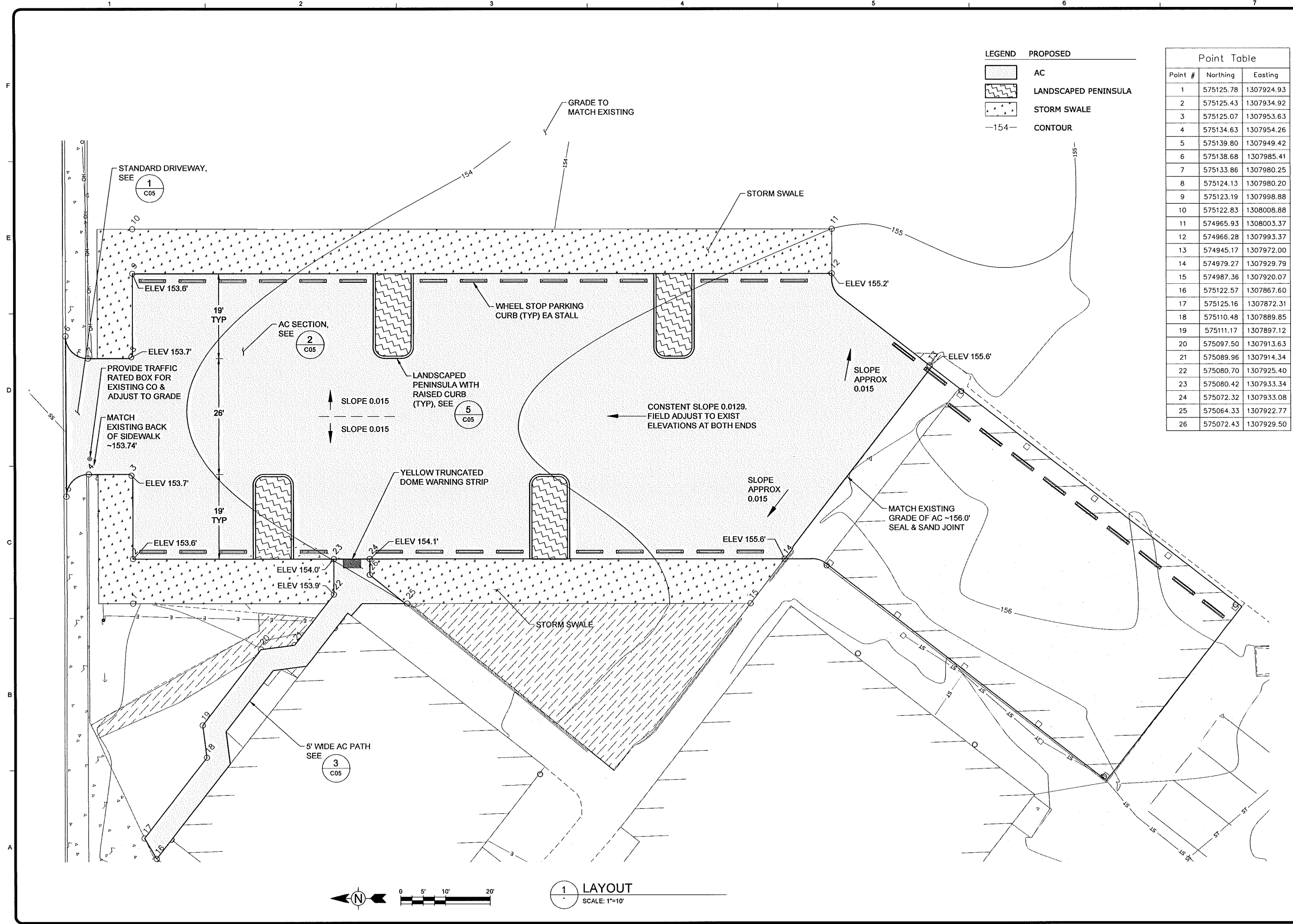
Project No.: 200-139799-17001
Designed By: GJM
Drawn By: MAR
Checked By: GJM

C02

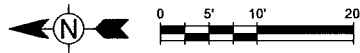
Copyright: Tetra Tech

Bar Measures 1 inch

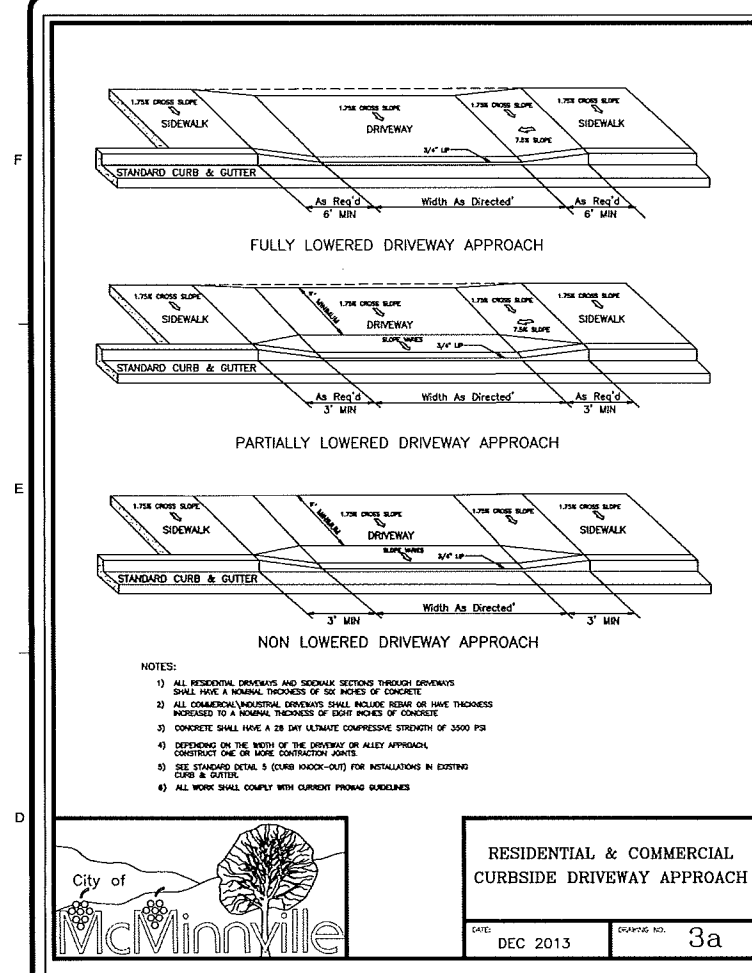
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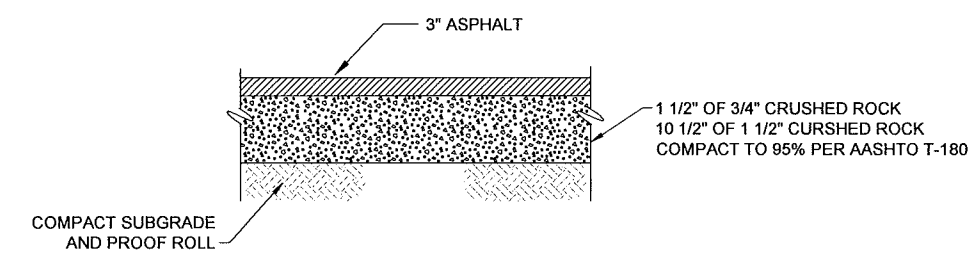
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13	574945.17	1307972.00
14	574979.27	1307929.79
15	574987.36	1307920.07
16	575122.57	1307867.60
17	575125.16	1307872.31
18	575110.48	1307889.85
19	575111.17	1307897.12
20	575097.50	1307913.63
21	575089.96	1307914.34
22	575080.70	1307925.40
23	575080.42	1307933.34
24	575072.32	1307933.08
25	575064.33	1307922.77
26	575072.43	1307929.50



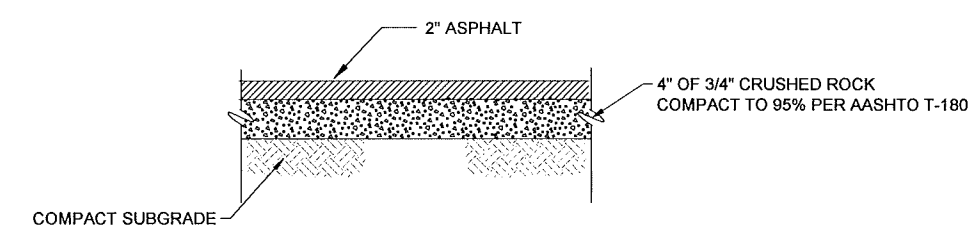
1 LAYOUT
SCALE: 1"=10'



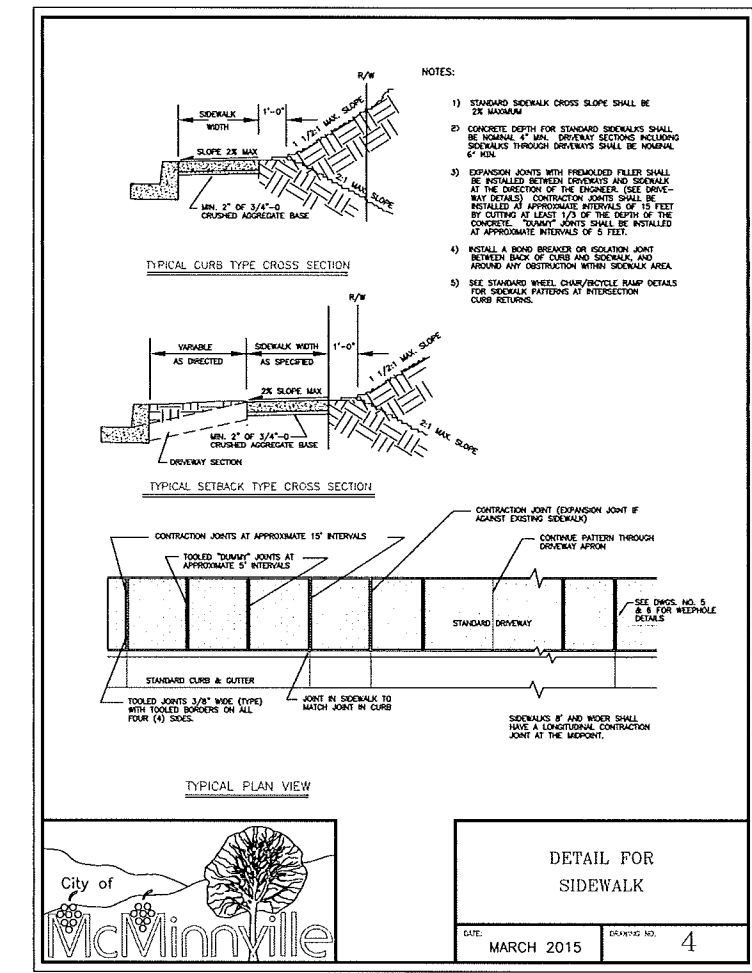
1 NON LOWERED
DRIVEWAY APPROACH
SCALE: NONE



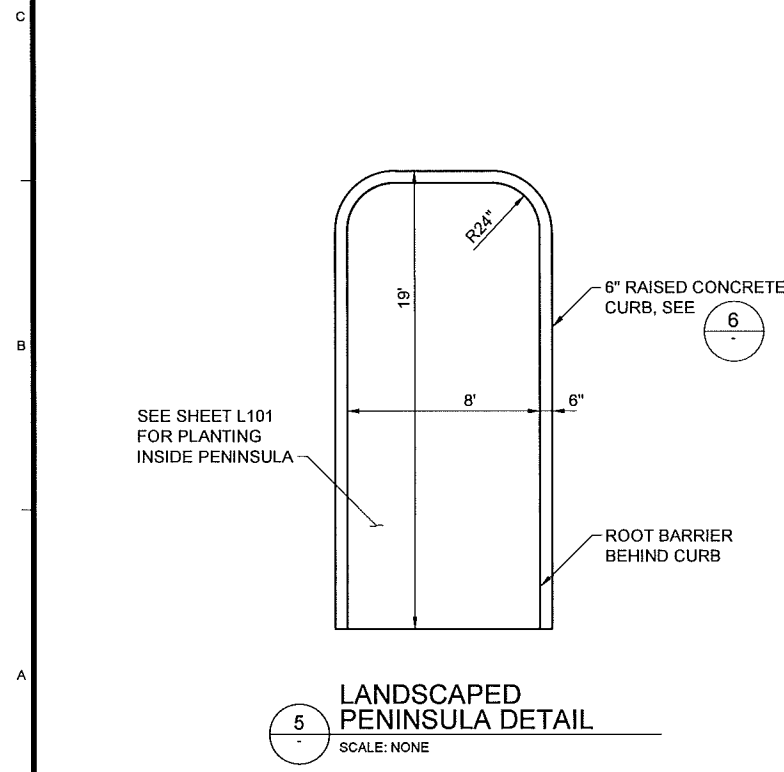
2 PARKING LOT SECTION
SCALE: NONE



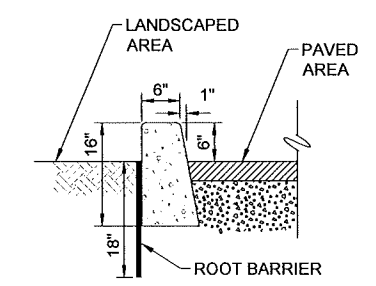
3 WALKING PATH
SCALE: NONE



4 SIDEWALK DETAIL
SCALE: NONE



5 LANDSCAPED
PENINSULA DETAIL
SCALE: NONE



NOTES:

1. ALL RADII SHALL BE 3/4" EXCEPT AS OTHERWISE SHOWN.
2. ISOLATION JOINTS SHALL BE PLACED ONLY AS SPECIFIED.
3. CONTRACTION JOINTS SHALL BE PLACED AT 15' INTERVALS AND SHALL EXTEND AT LEAST 50% THROUGH THE CURB.

6 CURB DETAIL
SCALE: NONE

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GENERAL IRRIGATION NOTES

1. THE PLAN IS DIAGRAMMATIC. ALL VALVES & PIPING ARE TO BE INSTALLED IN LAWN AND PLANTING AREAS. PLACE VALVE BOXES ADJACENT TO SIDEWALK WHERE POSSIBLE.
2. SEE IRRIGATION SPECIFICATIONS FOR INSTALLATION INFORMATION.
3. PLACE ALL POP-UP SPRINKLERS 2" FROM ALL CURBS AND WALKS AND FLUSH WITH FINISH GRADE.
4. PROTECT ALL UTILITIES ENCOUNTERED THROUGH THE SCOPE OF WORK.
5. ADJUST NOZZLES TO MAXIMIZE COVERAGE AND MINIMIZE OVERSPRAY.
6. PROVIDE NECESSARY SLEEVING UNDER ALL ROADS, DRIVES AND WALKWAYS WHETHER SPECIFICALLY INDICATED ON PLANS OR NOT. MARK LOCATION OF SLEEVES AND TAPE ENDS. EXTEND SLEEVE MIN. 6" BEYOND EDGE OF PAVING. MIN. COORDINATE SLEEVING WITH ALL UTILITIES ENCOUNTERED THROUGH THE SCOPE OF WORK.

7. SLEEVING SHALL BE 6" DIA SCHED 40 UNLESS NOTED OTHERWISE.
8. #12 TRACER WIRE TO BE SET OVER THE TOP OF ALL MAIN AND LATERAL LINES PRIOR TO BACKFILLING TRENCHES.
9. LOCATE PIPE NEAR PERMANENT STRUCTURES WHERE POSSIBLE, I.E. ALONG EDGES OF SIDEWALKS. LEAVE PIPE SIZING FACE UP TO FACILITATE REPAIR.
10. AN AUTOMATIC (PEDESTAL MOUNT CONTROLLER SHALL BE LOCATED IN APPROXIMATE LOCATION SHOWN ON PLAN. CONTROLLER LOCATION SHALL BE COORDINATED BY ELECTRICAL CONTRACTOR. ELECTRICAL SERVICE AND CONDUIT TO CONTROLLER SHALL BE PROVIDED. CONTROLLER INPUT IS 120/240 VAC, 50/60 Hz.
11. PROTECT EXISTING TREES DURING IRRIGATION INSTALLATION OPERATIONS. MINIMIZE TRENCHING WITHIN CRITICAL ROOT ZONE (CRZ). REF NOTE 5 IN GENERAL PLANTING NOTES FOR ADDITIONAL CRZ INFORMATION.
12. POC TO BE INSTALLED AT STUBBED OUT 3" (CAPPED & MARKED) TEE OFF WATER MAIN IN APPROXIMATE LOCATION SHOWN ON PLAN. REF UTILITY PLAN (CU-102).

VALVE SCHEDULE

ZONE	SIZE	GPM	TYPE
1	1"	11.54	SHRUB / SPRAY
2	1"	3.58	LAWN / ROTARY
3	1"	13.44	SHRUB / SPRAY

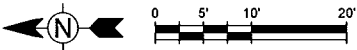
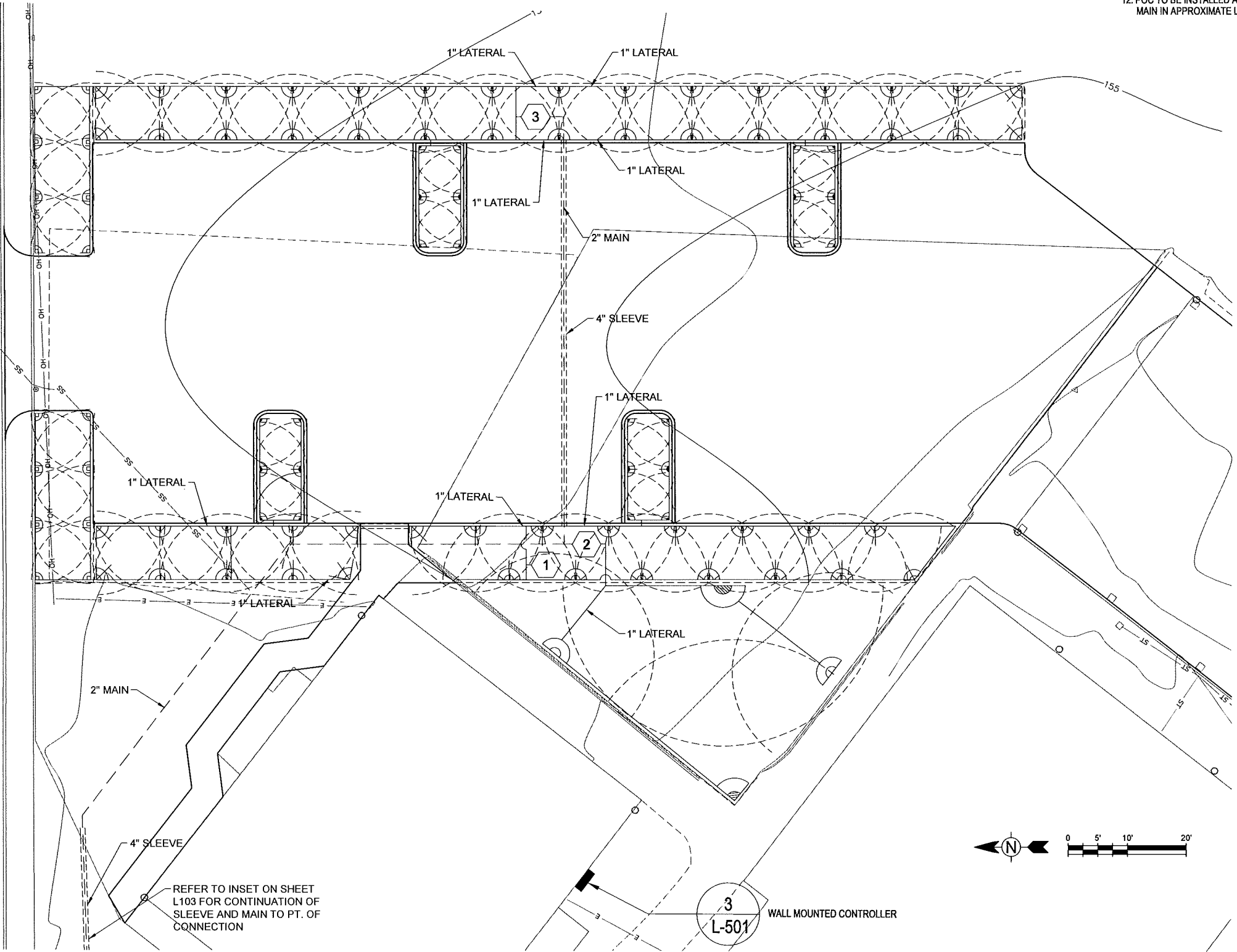
IRRIGATION HEAD SCHEDULE

SYMBOL	NOZZLE & TYPE	GPM	RADIUS
	MP ROTATOR HEAD, 90° ARC	.16	8'
	MP ROTATOR HEAD, 180° ARC	.32	8'
	MP ROTATOR HEAD, 90° ARC	.16	10'
	MP ROTATOR HEAD, 180° ARC	.32	10'
	MP ROTATOR HEAD, 45° ARC	.17	12'
	MP ROTATOR HEAD, 90° ARC	.16	12'
	MP ROTATOR HEAD, 180° ARC	.32	12'
	MP ROTATOR HEAD, 180° ARC	.63	17'
	MP ROTATOR HEAD, 90° ARC	.74	27'
	MP ROTATOR HEAD, 180° ARC	1.58	27'

NOTE:
ROTOR HEAD LAYOUT AND FLOW CALCULATIONS ARE PER AN OPERATING PRESSURE OF 50 PSI. SPRAY HEAD LAYOUT AND FLOW CALCULATIONS ARE PER AN OPERATING PRESSURE OF 30 PSI.

LEGEND

SYMBOL	DESCRIPTION
	2" MAINLINE (SCHED. 40 PVC)
	POINT OF CONNECTION
	LATERAL LINE (SCHED. 40 PVC, MIN. 1")
	SLEEVE (SCHED. 40 PVC, MIN. 4")
	VALVE
	WALL MOUNT CONTROLLER



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A B C D E F

1

2

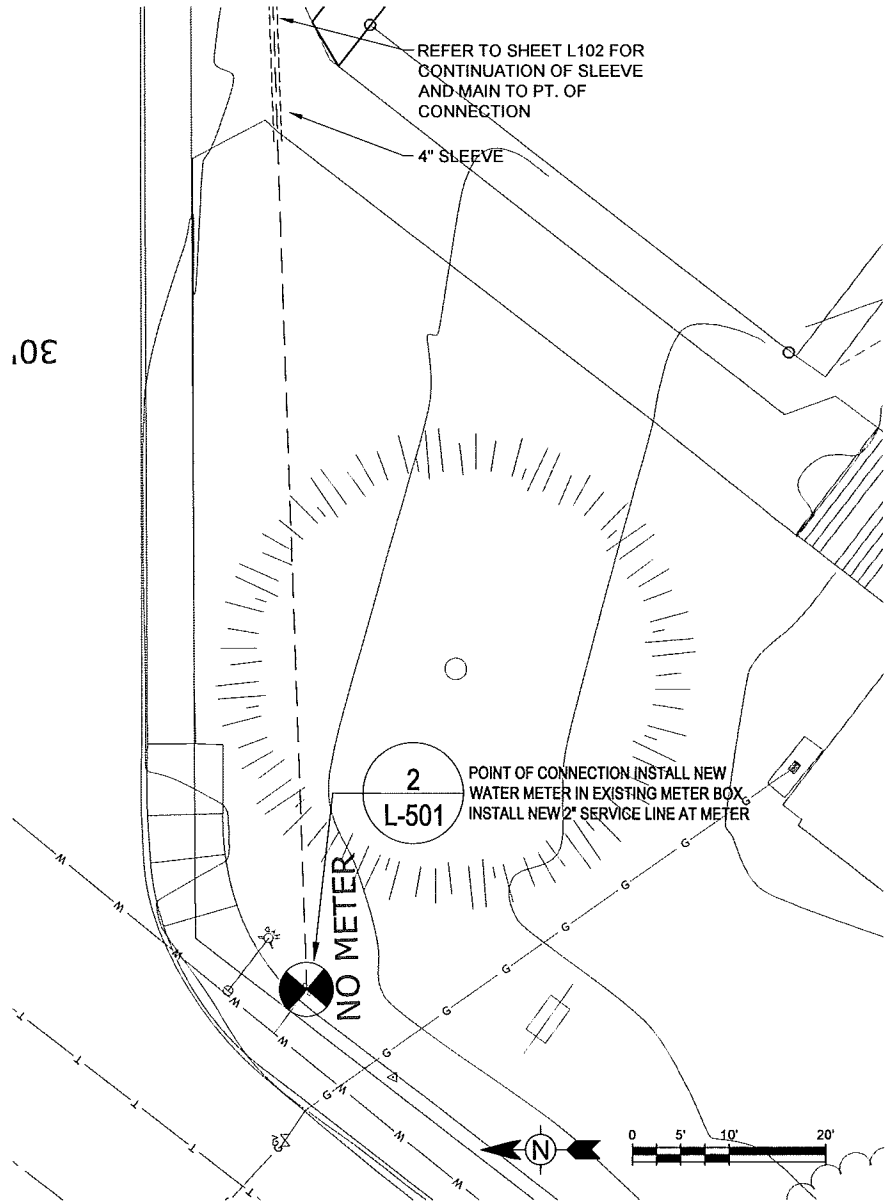
3

4

5

6

7

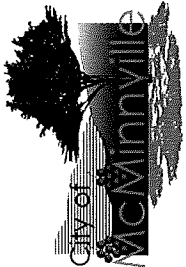


CITY OF McMINNVILLE, OREGON
COOK SCHOOL PARKING LOT
IRRIGATION PLAN

Project No.: 200-139799-17001
Designed By: GJM
Drawn By: MAR
Checked By: GJM

L103

MARK	DATE	DESCRIPTION	BY

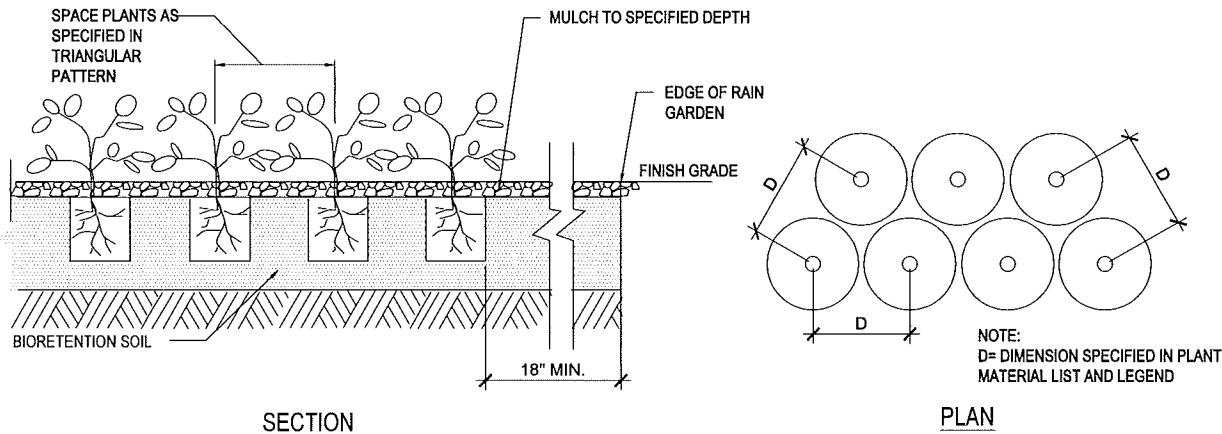


www.tetratech.com
15350 SW Sequoia Pkwy, Ste 220
Portland, OR 97224
Tel: 503.664.9007

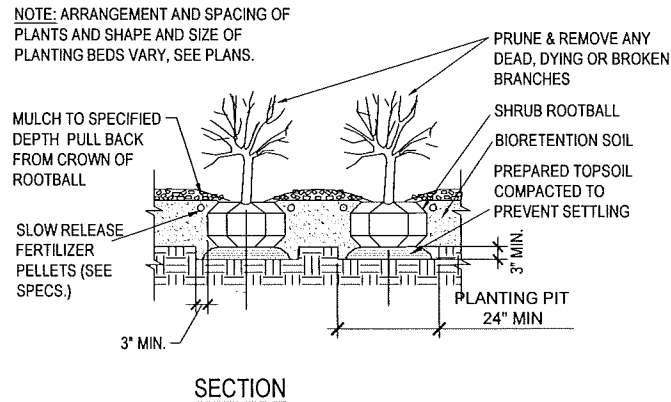
Bar Measures 1 inch

Copyright: Tetra Tech

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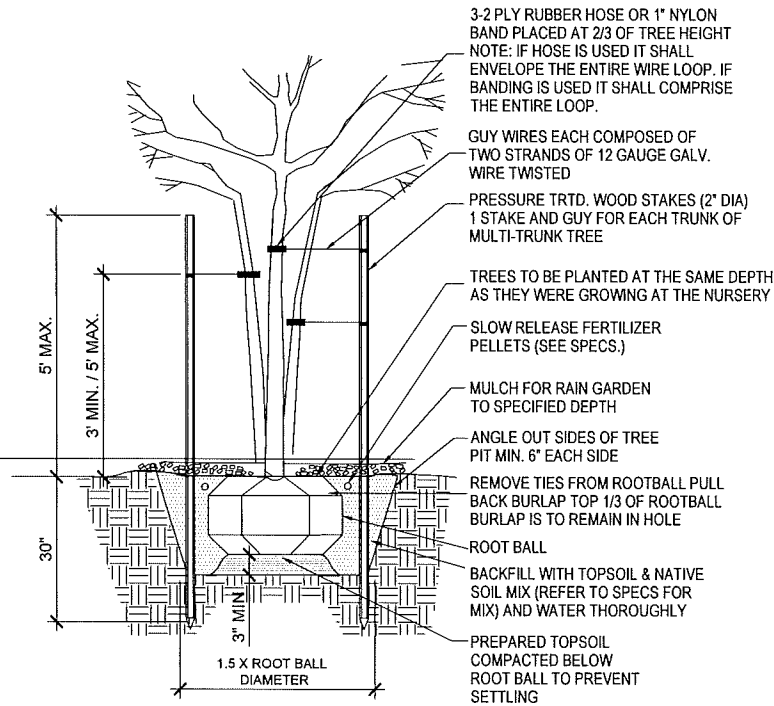
1 GROUNDCOVER PLANTING LAYOUT
L-502 NOT TO SCALE



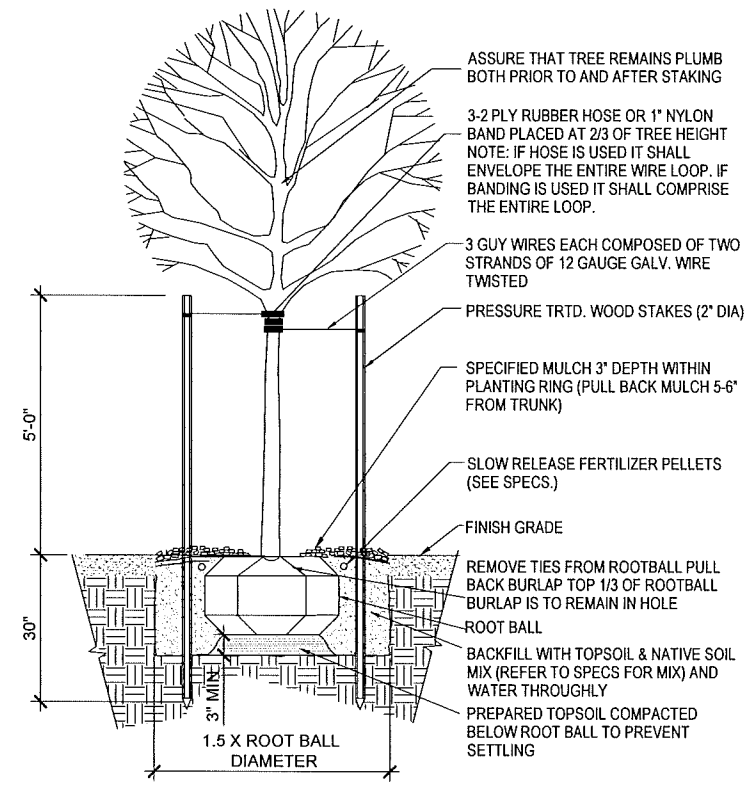
3 SHRUB PLANTING DETAIL
L-502 NOT TO SCALE

TREE PLANTING NOTES:

1. ALL BALLED AND BURLAPPED OR CONTAINER-PACKAGED TREES SHALL BE CAREFULLY HANDLED TO PREVENT DAMAGING AND LOOSENING THE ROOT BALLS. TREES SHALL BE HANDLED AND PLANTED WITHOUT USING THE BRANCHES FOR LIFTING, CARRYING OR SETTING.
2. IF BURLAP IS MADE OF SYNTHETIC FABRIC IT SHOULD BE CAREFULLY REMOVED PRIOR TO BACKFILLING.
3. ALL STAKING SHALL BE REMOVED AT THE END OF PLANT WARRANTY PERIOD (REFER TO SPECIFICATIONS).
4. SEE SPECIFICATIONS FOR ADDITIONAL PLANTING AND SOIL PREPARATION INFORMATION.
5. OVERALL DEPTH VARIES IN PROPORTION WITH SIZE OF ROOT BALL/ 24" MINIMUM DEPTH.
6. ASSURE THAT TREE REMAINS PLUMB BOTH PRIOR TO AND AFTER GUYING

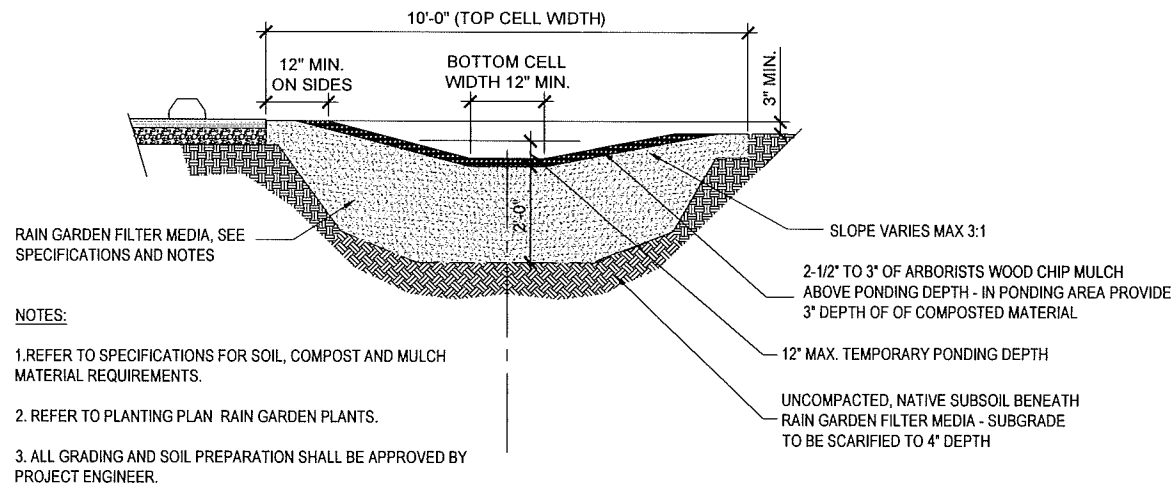


SECTION - MULTI-TRUNK TREE



SECTION - SINGLE TRUNK TREE

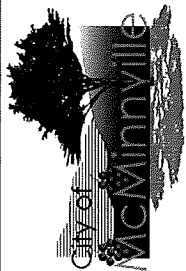
4 DECIDUOUS TREE PLANTING DETAILS
L-502 NOT TO SCALE



NOTES:

1. REFER TO SPECIFICATIONS FOR SOIL, COMPOST AND MULCH MATERIAL REQUIREMENTS.
2. REFER TO PLANTING PLAN RAIN GARDEN PLANTS.
3. ALL GRADING AND SOIL PREPARATION SHALL BE APPROVED BY PROJECT ENGINEER.

2 RAIN GARDEN CROSS SECTION
L-502 NOT TO SCALE



MARK	DATE	DESCRIPTION

CITY OF McMINNVILLE, OREGON
COOK SCHOOL PARKING LOT
PLANTING DETAILS

Project No.: 200-138799-17001
Designed By: GJM
Drawn By: MAR
Checked By: GJM

L502

Bar Measures 1 Inch



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

www.mcminnvilleoregon.gov

EXHIBIT 6 - STAFF REPORT

DATE: December 20, 2017
TO: McMinnville Landscape Review Committee
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4B: L 46-17

Report in Brief:

An application for a street tree plan (L 46-17) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Denny Elmer, submitted a street tree plan for the Heiser Addition subdivision that is located on the south side of SW Redmond Hill Road, just west of the West Hills Neighborhood Park. The subdivision is in the early stages of being developed, and infrastructure is currently being installed on the property. The subject property is more specifically described as Tax Lot 1200, Section 24, T. 4 S., R. 5 W., W.M.

Discussion:

The Heiser Addition subdivision consists of 19 single family residential lots. The lots will front onto the existing SW Redmond Hill Road, as well as two new streets being constructed within the subdivision which will be names SW Heath Street and SW Grayson Street. The subject site can be seen below:

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Plan for the Heiser Addition Subdivision



Street Tree Review:

In reviewing a street tree plan, Section 17.58.090 (Street Tree Standards) of the McMinnville Zoning Ordinance requires the Landscape Review Committee to consider the following standards:

- 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.

The applicant is proposing to install a variety of Red Maple varieties of trees, including October Glory Red Maple (*Acer rubrum* 'October Glory'), Red Sunset Maple (*Acer rubrum* 'Red Sunset'), and Autumn Blaze Red Maple (*Acer rubrum* 'Autumn Blaze'). The trees will be planted within curb-side planting strips adjacent to SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The McMinnville Street Tree List lists Red Maple varieties as approved street tree species, and considers these types of trees to be "medium trees" based on their mature height.

McMinnville Water and Light did notify the Planning Department that there is overhead utilities on SW Redmond Hill Road adjacent to the subdivision. The proposed Red Maple tree varieties would not be permitted along SW Redmond Hill Road because their mature height would cause conflicts with the

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Plan for the Heiser Addition Subdivision

overhead utilities. Therefore, a condition of approval has been included to require that the street trees planted along SW Redmond Hill Road be of a species from the Small Trees section of the McMinnville Street Tree List, all of which have been deemed appropriate for planting underneath overhead utility lines.

- 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.

The applicant is proposing to install two (2) inch caliper trees. A condition of approval is included to specify that the trees 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.

- 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. [...]

The street tree plan shows an evenly spaced planting pattern. The Red Maple trees proposed are considered a medium sized tree based on their mature height of about 40 feet and their mature canopy width of about 35 feet. Based on that size, the trees should be spaced no greater than 30 feet apart. The applicant is proposing to plant the trees at a standard spacing of 30 feet. However, specific locations of driveways are not known at this point in the subdivision process. Therefore, a condition of approval is included to allow for minor variations in the spacing to meet required setbacks from driveway infrastructure.

The street trees along SW Redmond Hill Road, which will be a species from the Small Trees section of the McMinnville Street Tree List, should be planted at the standard spacing of 20 feet apart. A condition of approval is included to require that those trees along SW Redmond Hill Road be planted at no more than 20 feet apart.

- 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. These standards may be superseded by design drawings and specifications as periodically developed and adopted by the City.

Finding: The subdivision includes local residential streets. The applicant has provided a four (4) foot wide planting strip along, which is greater than the three (3) foot minimum requirement.

- 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.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Plan for the Heiser Addition Subdivision

Utilities were not identified on the original street tree plan, but McMinnville Water and Light noted on the submittal that some of the trees will conflict with water meters and hydrants. Therefore, a condition of approval is included to require that the setbacks from utilities be maintained. Minor variations in the locations of the trees as shown on the plan will be allowed to allow for the required setbacks from utilities and infrastructure to be maintained.

Fiscal Impact:

None.

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.

Recommendation/Suggested Motion:

Based on the findings described above, staff is recommending that the street tree plan be approved with the following conditions:

1. That the applicant contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to digging to ensure that underground utilities are not damaged during planting process.
2. That the tree species approved for the planting strips adjacent to SW Heath Street and SW Grayson Street are October Glory Red Maple (*Acer rubrum* 'October Glory'), Red Sunset Maple (*Acer rubrum* 'Red Sunset'), and Autumn Blaze Red Maple (*Acer rubrum* 'Autumn Blaze'). The trees shall be spaced at no more than thirty (30) feet apart on center, unless adequate space is not available due to locations of utilities.
3. That the tree species approved for the planting strip adjacent to SW Redmond Hill Road shall be a species from the Small Trees section of the McMinnville Street Tree List. The trees shall be spaced at no more than twenty (20) feet apart on center, unless adequate space is not available due to locations of utilities.
4. That all trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade.
5. 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.
6. That each street tree shall be provided with root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of each tree and the curb side of each tree. The root barrier protection shall be placed in 10-foot lengths,

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Plan for the Heiser Addition Subdivision

centered on each tree, and to a depth of eighteen (18) inches. In addition, all trees shall be provided with deep watering tubes to promote deep root growth (see enclosed detail).

7. That the applicant shall schedule an inspection with the McMinnville Public Works Superintendent of the installed root barrier and water 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, David Renshaw, at (503) 434-7316 to schedule a planting inspection prior to backfilling.
8. That the applicant is reminded that 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.
9. That the street trees shall be continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.

Suggested Motion:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE LANDSCAPE REVIEW COMMITTEE APPROVE L 46-17 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

CD

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Plan for the Heiser Addition Subdivision



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
MCMINNVILLE, OR 97128

503-434-7311

www.mcminnvilleoregon.gov

**DECISION, CONDITIONS OF APPROVAL, AND FINDINGS OF FACT OF THE MCMINNVILLE
LANDSCAPE REVIEW COMMITTEE FOR APPROVAL OF A STREET TREE PLAN FOR THE
HEISER ADDITION SUBDIVISION**

DOCKET: L 46-17 (Street Tree Plan)

REQUEST: The applicant requested the approval of a street tree plan for a new subdivision. Street trees are required to be planted in any new residential subdivision that has a dedicated planting strip.

LOCATION: The subject property is located on the south side of SW Redmond Hill Road, just west of the West Hills Neighborhood Park. The subject property is more specifically described as Tax Lot 1200, Section 24, T. 4 S., R. 5 W., W.M

ZONING: R-1 (Single Family Residential)

APPLICANT: Denny Elmer

STAFF: Chuck Darnell, Associate Planner

**DATE DEEMED
COMPLETE:** November 21, 2017

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: December 20, 2017. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments were received by the Planning Department and have been incorporated into the conditions of approval. 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 conclusions, the Landscape Review Committee recommends **APPROVAL** of the street tree plan (L 46-17) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Date: _____

Date: _____

APPLICATION SUMMARY:

The Heiser Addition subdivision consists of 19 single family residential lots. The lots will front onto the existing SW Redmond Hill Road, as well as two new streets being constructed within the subdivision which will be names SW Heath Street and SW Grayson Street. The subject site can be seen below:

**CONDITIONS OF APPROVAL:**

L 46-17 is **approved** subject to the following conditions:

1. That the applicant contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to digging to ensure that underground utilities are not damaged during planting process.
2. That the tree species approved for the planting strips adjacent to SW Heath Street and SW Grayson Street are October Glory Red Maple (*Acer rubrum* 'October Glory'), Red Sunset Maple (*Acer rubrum* 'Red Sunset'), and Autumn Blaze Red Maple (*Acer rubrum* 'Autumn Blaze'). The trees shall be spaced at no more than thirty (30) feet apart on center, unless adequate space is not available due to locations of utilities.

3. That the tree species approved for the planting strip adjacent to SW Redmond Hill Road shall be a species from the Small Trees section of the McMinnville Street Tree List. The trees shall be spaced at no more than twenty (20) feet apart on center, unless adequate space is not available due to locations of utilities.
4. That all trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade.
5. 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.
6. That each street tree shall be provided with root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of each tree and the curb side of each tree. The root barrier protection shall be placed in 10-foot lengths, centered on each tree, and to a depth of eighteen (18) inches. In addition, all trees shall be provided with deep watering tubes to promote deep root growth (see enclosed detail).
7. That the applicant shall schedule an inspection with the McMinnville Public Works Superintendent of the installed root barrier and water 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, David Renshaw, at (503) 434-7316 to schedule a planting inspection prior to backfilling.
8. That the applicant is reminded that 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.
9. That the street trees shall be continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.

ATTACHMENTS:

1. Application for Street Tree Removal

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. Comments were received by the Planning Department and have been incorporated into the conditions of approval.

FINDINGS OF FACT

1. Denny Elmer requested the approval of a street tree plan for a new subdivision. Street trees are required to be planted in any new residential subdivision that has a dedicated planting strip. The subject property is located on the south side of SW Redmond Hill Road, just west of

the West Hills Neighborhood Park. The subject property is more specifically described as Tax Lot 1200, Section 24, T. 4 S., R. 5 W., W.M.

2. The site is currently zoned R-1 (Single Family Residential), and is designated as Residential on the McMinnville Comprehensive Plan Map, 1980.
3. This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. No comments in opposition have been provided, and the comments provided by the Public Works Department and McMinnville Water and Light have been incorporated into the conditions of approval.
4. A public meeting was held by the Landscape Review Committee on December 20, 2017 to review the application and proposed street tree plan. No comments in opposition were provided by the public prior to the public meeting.

CONCLUSIONARY FINDINGS:

McMinnville's Comprehensive Plan:

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

Policy 122.00: The City of McMinnville shall encourage the following provisions for each of the three functional road classifications:

- 1. Major, minor arterials.*
–Landscaping should be encouraged along public rights-of-way.
- 2. Major, minor collectors.*
–Landscaping should be encouraged along public rights-of-way.
- 3. Local Streets*
–Landscaping should be encouraged along public rights-of-way.

Finding: Goal VI 1 and Policy 122.00 are satisfied in that trees will be installed along the public right-of-way along SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The trees will be located within curb side planting strips, and will be of a species from the approved McMinnville Street Tree List. Conditions of approval have been included to ensure that the planting of the street trees meets all necessary street tree standards.

Policy 132.24.00: The safety and convenience of all users of the transportation system including pedestrians, bicyclists, transit users, freight, and motor vehicle drivers shall be accommodated and balanced in all types of transportation and development projects and through all phases of a project so that even the most vulnerable McMinnville residents – children, elderly, and persons with disabilities – can travel safely within the public right-of-way. Examples of how the Compete Streets policy is implemented:

- 1. Incorporate features that create a pedestrian friendly environment, such as: [...]*
g. Street furniture, street trees, and landscaping

Finding: Policy 132.24.00 is satisfied in that trees will be installed along the public right-of-way along SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The trees will be located within curb side planting strips, and will be of a species from the approved McMinnville Street Tree List. Conditions

of approval have been included to ensure that the planting of the street trees meets all necessary street tree standards.

Policy 132.38.00: Aesthetics and streetscaping shall be a part of the design of McMinnville's transportation system. Streetscaping, where appropriate and financially feasible, including public art, shall be included in the design of transportation facilities. Various streetscaping designs and materials shall be utilized to enhance the livability in the area of a transportation project.

Finding: Policy 132.38.00 is satisfied in that trees will be installed along the public right-of-way along SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The trees will be located within curb side planting strips, and will be of a species from the approved McMinnville Street Tree List. Conditions of approval have been included to ensure that the planting of the street trees meets all necessary street tree standards.

Policy 132.43.05: Encourage Safety Enhancements – In conjunction with residential street improvements, the City should encourage traffic and pedestrian safety improvements that may include, but are not limited to, the following safety and livability enhancements:

- 3. Landscaping barriers between roadway and non-motorized uses;*
- 4. Landscaping that promotes a residential atmosphere;*

Finding: Policy 132.43.05 is satisfied in that trees will be installed along the public right-of-way along SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The trees will be located within curb side planting strips, and will be of a species from the approved McMinnville Street Tree List. Conditions of approval have been included to ensure that the planting of the street trees meets all necessary street tree standards. The street trees will promote a residential atmosphere within the subdivision.

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.

Finding: Goal X 1 and Policy 188.00 are satisfied in that 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 Planning Commission and/or McMinnville City Council review of the request and recommendation at an advertised public hearing. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville's City Code:

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

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; 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 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.

Finding: The street tree plan will establish tree cover on new public right-of-way to be dedicated to the City as the multi-family site is developed. The street tree plan as proposed will provide for tree-lined streets within the new residential neighborhood and will enhance the appearance of the City. Conditions of approval have been included to ensure that the planting of the street trees meets all necessary street tree standards, which will result in the appropriate planting and maintenance of the street trees.

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

Finding: The street tree plan as proposed will include street trees adjacent to the lots created as part of the subdivision, and the street trees will be installed in a designated curb-side planting strip fronting each new and existing public right-of-way.

17.58.090 Street Tree Standards.

- 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.

Finding: The applicant is proposing to install a variety of Red Maple varieties of trees, including October Glory Red Maple (*Acer rubrum* 'October Glory'), Red Sunset Maple (*Acer rubrum* 'Red Sunset'), and Autumn Blaze Red Maple (*Acer rubrum* 'Autumn Blaze'). The trees will be planted within curb-side planting strips adjacent to SW Redmond Hill Road, SW Heath Street, and SW Grayson Street. The McMinnville Street Tree List lists Red Maple varieties as approved street tree species, and considers these types of trees to be "medium trees" based on their mature height.

McMinnville Water and Light did notify the Planning Department that there is overhead utilities on SW Redmond Hill Road adjacent to the subdivision. The proposed Red Maple tree varieties would not be permitted along SW Redmond Hill Road because their mature height would cause conflicts with the overhead utilities. Therefore, a condition of approval has been included to require that the street trees planted along SW Redmond Hill Road be of a species from the Small Trees section of the McMinnville Street Tree List, all of which have been deemed appropriate for planting underneath overhead utility lines.

- 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.

Finding: The applicant is proposing to install two (2) inch caliper trees. A condition of approval is included to specify that the trees 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.

- 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. [...]

Finding: The street tree plan shows an evenly spaced planting pattern. The Red Maple trees proposed are considered a medium sized tree based on their mature height of about 40 feet and their mature canopy width of about 35 feet. Based on that size, the trees should be spaced no greater than 30 feet apart. The applicant is proposing to plant the trees at a standard spacing of 30 feet. However, specific locations of driveways are not known at this point in the subdivision process. Therefore, a condition of approval is included to allow for minor variations in the spacing to meet required setbacks from driveway infrastructure.

The street trees along SW Redmond Hill Road, which will be a species from the Small Trees section of the McMinnville Street Tree List, should be planted at the standard spacing of 20 feet apart. A condition of approval is included to require that those trees along SW Redmond Hill Road be planted at no more than 20 feet apart.

- 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.

Finding: The subdivision includes local residential streets. The applicant is proposing to include a four (4) foot wide planting strip along, which is greater than the three (3) foot minimum requirement.

- 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.

Finding: Utilities were not identified on the original street tree plan, but McMinnville Water and Light noted on the submittal that some of the trees will conflict with water meters and hydrants. Therefore, a condition of approval is included to require that the setbacks from utilities be maintained. Minor variations in the locations of the trees as shown on the plan will be allowed to allow for the required setbacks from utilities and infrastructure to be maintained.

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.

Finding: A condition of approval has been included to ensure that the street trees are continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.

CD



Planning Department

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

Office Use Only:

File No. L46-17
Date Received 145⁰⁰ 11/17/17
Fee 145⁰⁰
Receipt No. 17000343
Received by SJS

Landscape Plan Review Application

Applicant Information

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

Applicant Name Heiser Addition Phone 971-237-6752

Contact Name Denny Elmer Phone _____
(If different than above)

Address P.O. Box 237

City, State, Zip McMinnville OR 97128

Contact Email Dennyelmer@gmail.com

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

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

Property Address 2946 SW Redmond Hill Rd, McMinnville OR 97128

Assessor Map No. R4 524 - 1200 Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Res Zoning Designation R-1

Landscaping Information

1. Total Landscaped Area: Street trees for Plant Strips
2. Percent Landscaped: _____
3. Building Floor Area:
New Structure: _____ Existing Structure: _____ Addition: _____
4. Architect Name _____ Phone _____
(Landscape Architect, Engineer, or Other Designer)
Contact Name _____ Phone _____
Address _____
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.

[Signature]
Applicant's Signature

Date

[Signature]
Property Owner's Signature

Date

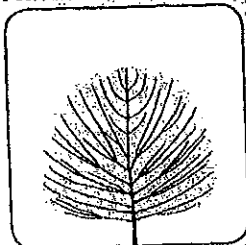
> Street trees are to be planted after homes are built, approx spring 2018

> STREET TREES ARE BASED UPON AVAILABILITY AT the time of planting, But will consist of EITHER:

- OCTOBER GLORY
 - RED SUNSET MAPLE
 - Autumn Blaze MAPLE.
- ("2 caliper)

> planting subject to driveways & UTILITIES.

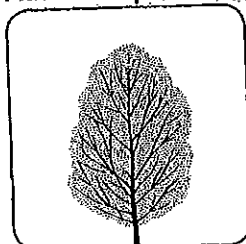
Acer rubrum 'Autumn Flame'
Autumn Flame® Maple



Zone: 3b
Height: 35'
Spread: 35'
Shape: Dense, rounded with spreading branches
Foliage: Medium green
Fall Color: Bright red

Autumn Flame® is one of the hardiest of Red Maples, is seedless, and is the first to color in the fall. Although its color doesn't hold as long as Red Sunset®, which colors about a week later, it reliably produces a brilliant red. Slower growing with smaller leaves than most, Autumn Flame® produces a very symmetrical, rounded crown.

Acer rubrum 'Autumn Spire' PP 7803
Autumn Spire Maple



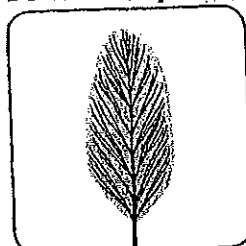
Zone: 3
Height: 40'
Spread: 25'
Shape: Narrow oval to oval
Foliage: Green
Fall Color: Bright red

Selected by Dr. Harold Pellett, this seedless University of Minnesota introduction features excellent cold hardiness. Upright oval form and early bright red fall color make it an excellent street tree for northern locations.



New World Maple

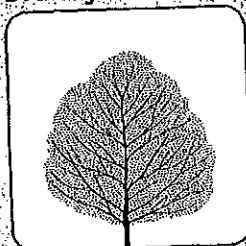
Acer rubrum 'Bowhall'
Bowhall Maple



Zone: 4
Height: 40'
Spread: 15'
Shape: Upright, very narrow
Foliage: Medium green
Fall Color: Yellow-orange to reddish-orange

Bowhall is a tightly formed, sturdy, narrow tree excellent for street plantings. It stays smaller than Armstrong and has better foliage color in both summer and fall.

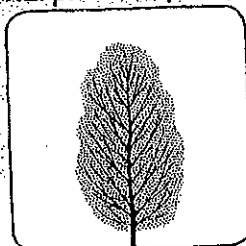
Acer rubrum 'Brandywine'
Brandywine Maple



Zone: 4
Height: 40'
Spread: 30'
Shape: Oval
Foliage: Dark green
Fall Color: Deep red

Introduced by the National Arboretum, Brandywine is a cross of October Glory® and Autumn Flame®. Seedless, it produces deep red fall color ten days later than most red maple and has proven to be well adapted in the South.

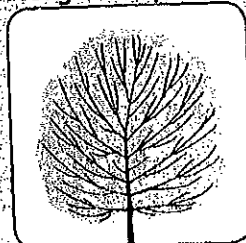
Acer rubrum 'Karpick'
Karpick® Maple



Zone: 4
Height: 40'
Spread: 20'
Shape: Narrow oval
Foliage: Green
Fall Color: Yellow to orange

Narrow when young, becoming oval with age, it has an excellent form for use as a street tree.

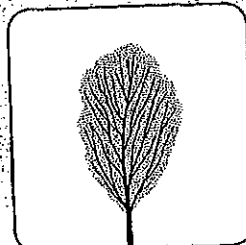
Acer rubrum 'Morgan' C.O.P.F.
Morgan Maple



Zone: 4
Height: 45'
Spread: 40'
Shape: Broadly oval
Foliage: Medium green
Fall Color: Orange-red to red, reliable

An extremely vigorous cultivar, it calipers well in the nursery. Selected at Macdonald College in Quebec, it colors very well even in mild climates.

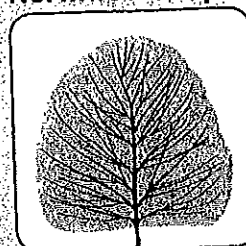
Acer rubrum 'New World'
New World Maple



Zone: 4
Height: 40'
Spread: 20'
Shape: Upright, narrow oval
Foliage: Dark green
Fall Color: Orange yellow to orange red

An attractive feature of this seedless U.S. National Arboretum release is reliably bright fall color in mixed shades of orange. When compared to the similarly shaped, upright and narrow Scarlet Sentinel® Maple, this cultivar has a more relaxed habit. Maine seed source.

Acer rubrum 'Northwood'
Northwood Maple



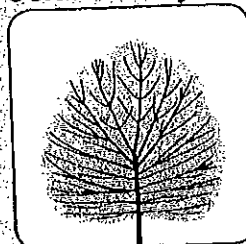
Zone: 3
Height: 40'
Spread: 35'
Shape: Broadly oval to rounded
Foliage: Medium to dark green
Fall Color: Reddish

Selected from a Northern Minnesota seed source by the University of Minnesota, Northwood is probably the hardiest of the Red Maples. It has a straight trunk and good branch angles. Its fall color is not as reliable as some of the other Red Maples.



Red Sunset Maple

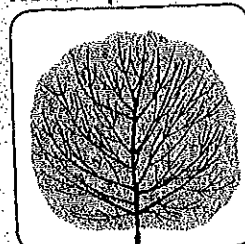
Acer rubrum 'October Glory'
October Glory® Maple



Zone: 4b
Height: 40'
Spread: 35'
Shape: Broadly oval to round
Foliage: Medium green, glossy
Fall Color: Deep red to reddish-purple

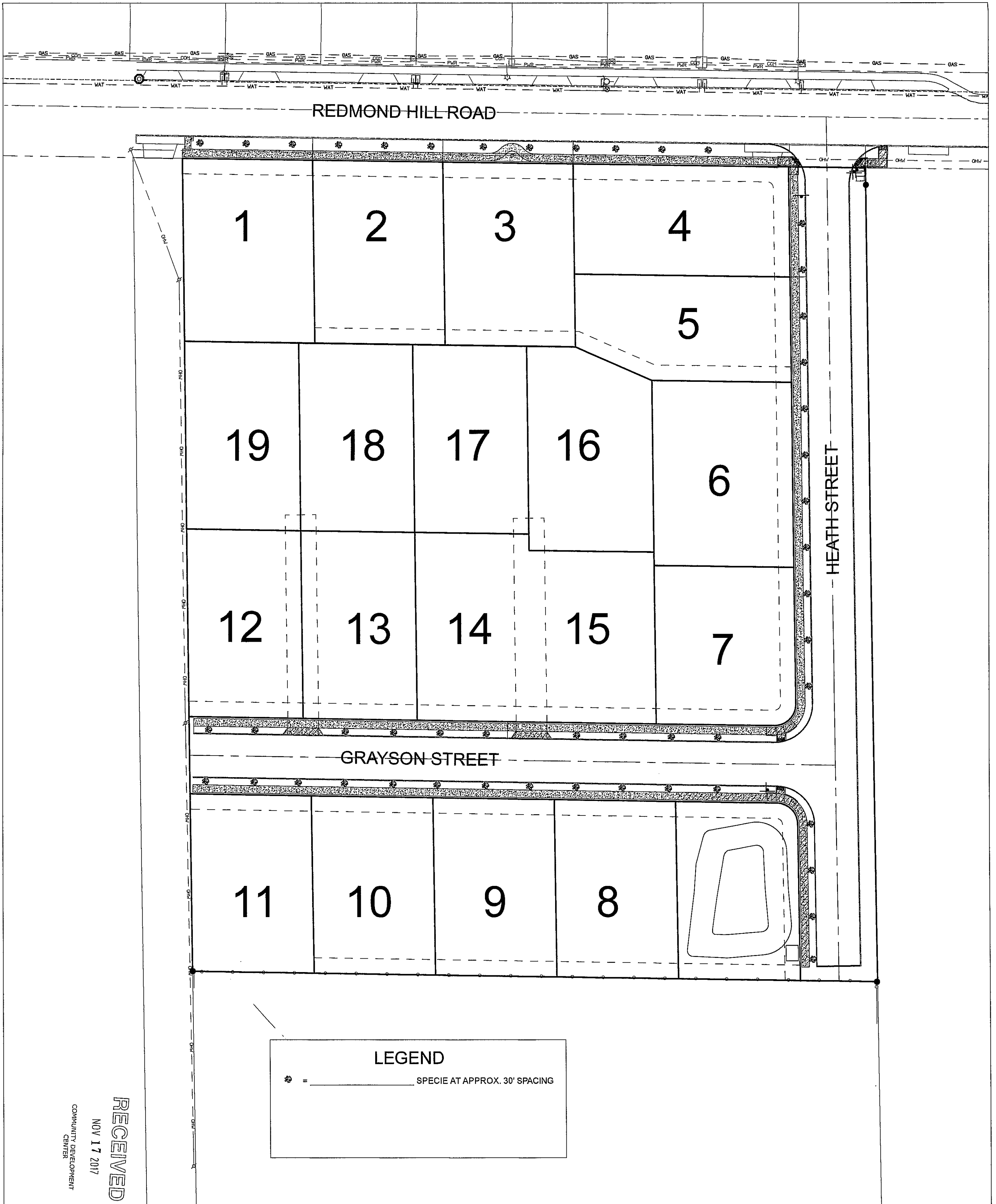
October Glory® is a round headed selection which is the last cultivar to color in the fall. While it is less cold hardy than most cultivars, it seems to be better adapted to areas with mild winters and hot summer temperatures.

Acer rubrum
Red Maple



Zone: 4
Height: 40'
Spread: 40'
Shape: Broadly oval to round
Foliage: Green
Fall Color: Yellowish orange to bright red

Native to eastern U.S., this tree is well adapted to city conditions and wet soils. This is the parent species of numerous cultivars.



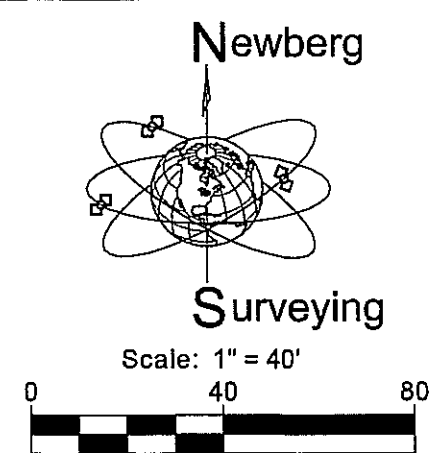
RECEIVED
NOV 17 2017
COMMUNITY DEVELOPMENT
CENTER

LEGEND
* = SPECIES AT APPROX. 30' SPACING

REGISTERED
PROFESSIONAL
LAND SURVEYOR
John G. Newberg
OREGON
JUNE 30, 1997
JOHN G. NEWBERG
2838
RENEWS: 12-31-2018

Newberg Surveying, Inc.
1205 NE Evans
McMinnville, OR 97128
(503)-474-4742 (971)-237-1956 Cell
(503)-474-3752 Fax newberg@viclink.com

HEISER ADDITION
LANDSCAPE PLAN
MCMINNVILLE, YAMHILL COUNTY, OREGON
SE 1/4 SECTION 24, T.4 S., R. 5 W., WM,
TAX LOT: 4524-1200
DATE: NOVEMBER, 2017



SHEET 1 OF 1
JOB #1504