



**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
February 21, 2018
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. November 15, 2017 Regular Meeting (Exhibit 1) B. December 20, 2017 Regular Meeting (Exhibit 2) 4. Action Items <ol style="list-style-type: none"> A. L 4-18 – Street Tree Removal (Exhibit 3) 707 NW Alder Street B. L 5-18 – Landscape Plan (Exhibit 4) 1315 NE Macy Street / 1234 NE 14th Street 5. Discussion Items <ol style="list-style-type: none"> A. Tree City USA – Tree Planting Event 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

November 15, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Josh Kearns, and Tim McDaniel

Members Absent: Sharon Gunter and Rob Stephenson

Staff Present: Chuck Darnell – Associate Planner

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

1. Call to Order

The meeting was called to order at 12:00 pm.

2. Citizen Comments – None.

3. Approval of Minutes – None.

4. Action/Docket Item (repeat if necessary)

A. L 37-17 – Revised Landscape Plan

Associate Planner Darnell said last month the Committee reviewed the plan for the mini storage facility adjacent to Lowe's near the intersection of Highway 18 and Highway 99W. The Committee had concerns with the compatibility of the proposed landscaping with the scale of the site and building. There was also concern regarding the screening on the west and south sides of the building. The applicant had submitted a revised plan to address these concerns. The main changes were to add plant material to the west and south sides of the building with variation and an alternating pattern of shrubs. More trees were added to the frontage as well. Instead of field grass close to the building, there would be river rock. They proposed to keep field grass on the east side of the building. He thought the changes were a vast improvement to the original application and staff recommended approval with conditions.

Committee Member McDaniel moved to approve L 37-17. The motion was seconded by Committee Member Kearns and passed 3-0.

B. L 30-17 – Street Tree Plan

Associate Planner Darnell discussed the street tree plan for the Aspire Phase 2 subdivision located on NE Atlantic Street and NE Cumulus Avenue.

Committee Member Caughran questioned the success of the community garden in this area. Associate Planner Darnell said that had already been approved and was not part of the street tree plan.

Associate Planner Darnell said the applicant was proposing October Glory and for under the utility lines Flowering Cherry trees. The subdivision had smaller lots around 2,000 and 3,000 square feet and staff had worked with McMinnville Water and Light to determine the proper spacing and locations for each of the trees. The proposed planting plan would include some variances for setbacks from utilities, based on the locations of the existing facilities and the small lot sizes. There would be a tree on almost every lot, but due to the placement of infrastructure there were a few lots that would not have a street tree. The plan would allow for placement of trees in locations that would minimize potential impacts to surrounding infrastructure, and reduce the need for tree removal in the future.

Committee Member Kearns moved to approve L 30-17. The motion was seconded by Committee Member McDaniel and passed 3-0.

5. Discussion Items**A. City Arborist and Street Tree Program**

This item would be discussed at the next meeting.

6. Old/New Business – None.**7. Committee/Commissioner Comments – None.****8. Staff Comments – None.****9. Adjournment**

The meeting was adjourned at 12:20 p.m.



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EXHIBIT 2 - MINUTES

December 20, 2017
Landscape Review Committee
Regular Meeting

1:30 pm
Community Development Center
McMinnville, Oregon

Members Present: Sharon Gunter, Tim McDaniel, and Rob Stephenson
Members Absent: Rose Marie Caughran and 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 1:30 pm.

2. Citizen Comments – None.

3. Approval of Minutes

- A. July 19, 2017 Meeting Minutes
- B. August 16, 2017 Meeting Minutes
- C. September 20, 2017 Meeting Minutes
- D. October 18, 2017 Meeting Minutes

Committee Member Gunter moved to approve the July 19, August 16, September 20, and October 18, 2017 meeting minutes. The motion was seconded by Committee Member McDaniel and passed 3-0.

4. Action/Docket Item (repeat if necessary)

- A. L 43-17 – Landscape Plan

Associate Planner Darnell said this was a landscape plan for a new parking lot on the north side of Cook School. The landscaping area would also be used as a storm water swale system to allow the School District to not have to install storm sewer infrastructure within the parking lot. The proposal was for Vine Maple, Redtwig Dogwood, and Golden Hanging Hair Grass dispersed throughout the parking lot in a staggered pattern. The applicant also added planting islands within the parking lots

to meet the requirements of the Northeast Gateway district, and each would have an Armstrong Red Maple tree. The trees near the entrance would be Kousa Dogwoods, which were a shorter tree appropriate for under power lines. There would be groundcover plantings throughout and a fixed head irrigation system. Staff recommended approval of the application.

Chair Stephenson moved to approve L 43-17. The motion was seconded by Committee Member Gunter and passed 3-0.

There was discussion regarding water and sewer charges for irrigation and how McMinnville Water and Light was in charge of drinking water and electricity and the City was in charge of wastewater and stormwater. Committee Member McDaniel was thinking about putting in a green roof and a separate meter for his home.

B. L 46-17 – Street Tree Plan

Associate Planner Darnell reviewed the street tree plan for the Heiser Addition subdivision on SW Redmond Hill Road.

There was discussion regarding the marijuana grow site near the development and the detention pond for the subdivision.

Chair Stephenson clarified there would be a 5 foot wide turf area with the street trees in it. The applicant gave a few varieties, stating he would use what was available at the time. Associate Planner Darnell said the applicant did not want to be tied down to one tree and the tree not be available. They had accepted this kind of proposal in the past.

Chair Stephenson wanted to make sure that the trees were 2 inch caliper. He asked if the park strip would be irrigated. Associate Planner Darnell said there was no requirement for a residential lot to be irrigated. There was a standard that the developer was responsible for maintaining the landscaping for the first year and after that it was the property owner's responsibility. The trees would be planted 30 feet apart on center, although driveways and utilities would need to be accounted for. There were overhead wires along Redmond Hill Road, and a condition of approval was suggested to require the applicant to select a species from the small tree list for those areas.

Chair Stephenson suggested planting columnar trees in those areas, such as pear or cherry.

Associate Planner Darnell recommended approval of the application.

Committee Member Gunter moved to approve L 46-17 with the planting standards and small columnar tree requirements as discussed. The motion was seconded by Chair Stephenson and passed 3-0.

5. Discussion Items

A. City Arborist and Street Tree Program

Associate Planner Darnell said staff had been in contact with an arborist company to provide an estimate of services to assist the City in tree removal applications. This company was based in Salem. He asked if the Committee recommended the City do an RFP process for local companies as well.

Chair Stephenson thought they should look into obtaining services from a retired forester. Mayor Hill suggested contacting McMinnville Water and Light as they had arborists help with the tree trimming around their lines and there might be a reduced rate.

6. **Old/New Business** – None.
7. **Committee/Commissioner Comments** – None.
8. **Staff Comments** – None.
9. **Adjournment**

Chair Stephenson adjourned the meeting at 2:10 pm.

DRAFT



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EXHIBIT 3 - STAFF REPORT

DATE: February 21, 2018
TO: McMinnville Landscape Review Committee
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4A: L 4-18

Report in Brief:

An application for a tree removal (L 4-18) to be reviewed by the Landscape Review Committee.

Background:

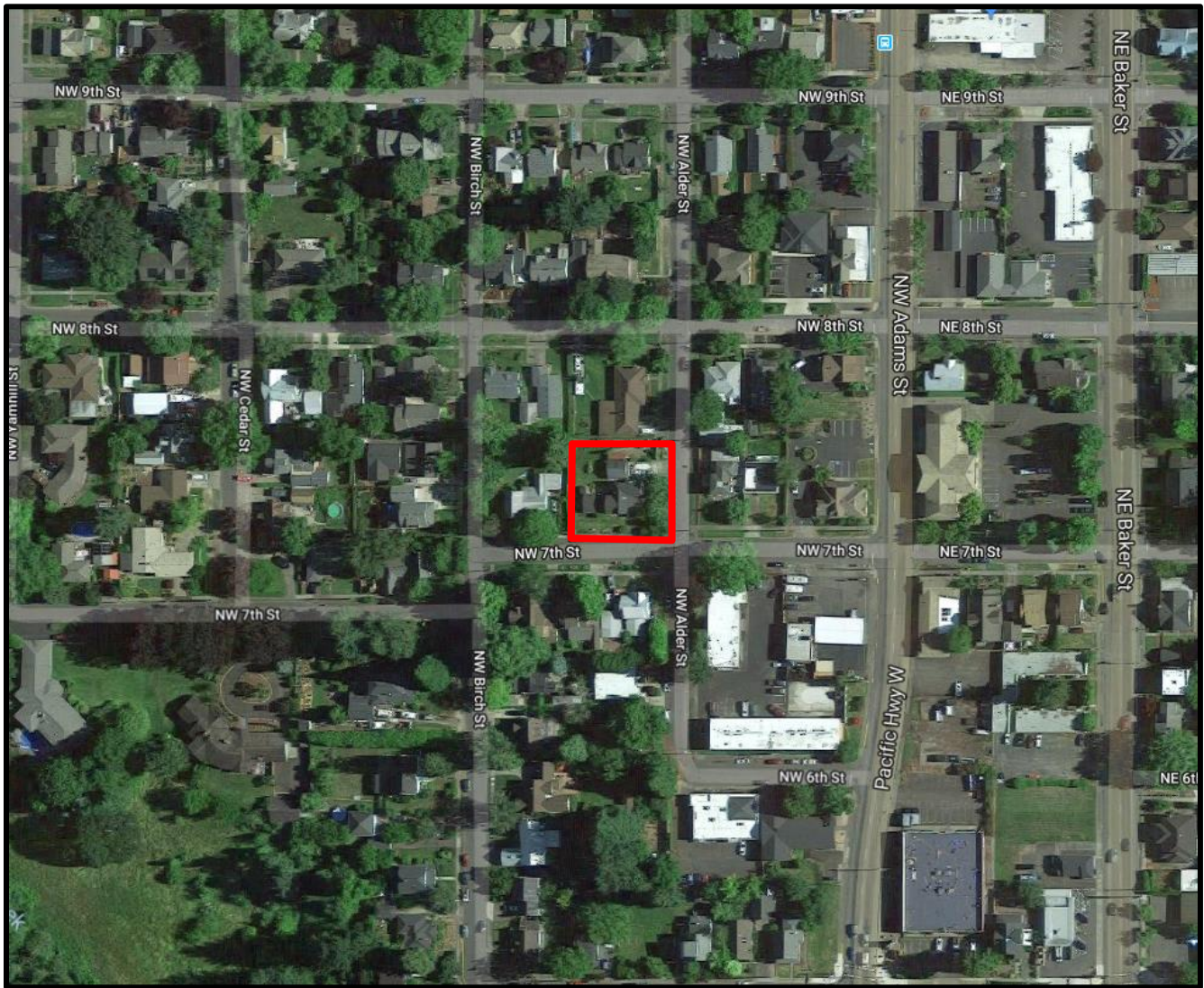
The applicant, Martin Brown, submitted a street tree removal application to remove three (3) street trees from the property located at 707 NW Alder Street. The subject property is more specifically described as Tax Lot 12400, Section 20AA, T. 4 S., R. 4 W., W.M.

Discussion:

The subject property is a single family property in the Baker and Martin's Addition subdivision, which is a more established residential area northwest of downtown McMinnville. The subject site can be seen below as a red outlined area:

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Removal at 707 NW Alder Street



The applicant is requesting the removal of three (3) street trees due to the trees causing damage to the sidewalks adjacent to the property. The trees in question are a maple variety that are about 25 feet in height and measuring at approximately 12, 10, and 11 inches in diameter at breast height. The trees are located on the east side of the property, fronting NW Alder Street. The applicant has provided photos that show the trees' impacts to the sidewalks adjacent to the property.

The applicant is proposing to replace the sidewalks and driveway, and is also proposing to replace the trees with a species acceptable to the Landscape Review Committee.

The property owner had submitted a street tree removal application in 2015 to remove the same three (3) street trees. The application was reviewed and approved by the Landscape Review Committee in April 2015, but the property owner never completed the removal. The previous approval included a condition of approval that required the replacement of three (3) street trees in place of those being removed. The Planning Department requested that the property owner submit a new application so that the removal request could be reviewed against the street tree removal criteria and replacement standards that are in place at this point in time.

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Review Criteria:

Section 17.58.050 (Review Criteria) of the McMinnville Zoning Ordinance states that street tree removals may be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.

The trees in question do not display any obvious evidence of health issues, significant distress, or structural issues. Therefore, this criteria is not applicable.

- B. The tree is in conflict with public improvements.

The applicant has provided evidence of the damage that has been caused by tree roots to the sidewalks adjacent to the property. The trees have shallow root systems, with some surface roots of up to three (3) inches in diameter that are running beneath the sidewalks immediately adjacent to the trees. This has caused significant lifting and cracking of the sidewalk panels along the entire property frontage.

Upon inspection of the site, Public Works staff determined that the street tree roots appear to have also damage the curb, gutter, and driveway approach as well. Therefore, the street tree removal request satisfies this criteria, as the trees are in conflict with numerous public improvements adjacent to the subject property.

- C. The proposed removal or pruning is part of an approved development project, a public improvement project where no alternative is available, or is part of a street tree improvement program.

This criteria is not applicable, as the tree is not part of an approved development or public improvement project.

Tree Replacement:

Section 17.58.040(D) (Tree Removal/Replacement) of the McMinnville Zoning Ordinance states that “Approval of a request to remove a tree may be conditioned upon replacement of the tree with another tree approved by the city, or a requirement to pay to the city an amount sufficient to fund the planting and establishment by the city of a tree, or trees, of similar value.”

The applicant did propose to replace the street trees as part of their application. The planting strip where the existing trees are located can accommodate replacement trees. The planting strip is about six (6) feet wide and nearly 60 feet in length. The property’s sewer lateral is located on the property frontage on NW 7th Street (not in the planting strip where the existing trees are located), and there are no overhead utilities over the planting strip. Therefore, staff is recommending that three (3) replacement trees be planted in the same planting strip as the trees being removed, should the Landscape Review Committee approve the tree removal request. As this is a more established neighborhood, there is not a specific street tree plan for the area. Therefore, staff is suggesting that the applicant be required to plant a columnar species from the Medium Trees section of the McMinnville Street Tree List. This could include any of the following species:

- Chanticleer Pear (*Pyrus calleryana* ‘Chanticleer’) – Height of 25’ – 35’; Width of 13’ – 16’
- Capital Pear (*Pyrus calleryana* ‘Capital’) – Height of 25’ – 35’; Width of 8’ – 12’
- Columnar Sargent Cherry (*Prunus sargentii* ‘Columnaris’) – Height of 35’; Width of 15’
- Crimson Sentry Norway Maple (*Acer platanoides* ‘Crimson Sentry’) – Height of 25’; Width of 15’

Attachments:

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- Columnar Norway Maple (*Acer platanoides* ‘Columnare’) – Height of 35’; Width of 15’
- Bowhall Red Maple (*Acer rubrum* ‘Bowhall’) – Height of 40’; Width of 15’

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 removal 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 this process.
2. That the trees’ stumps and remaining surface roots shall be removed at least six (6) inches below grade.
3. The applicant shall use caution when removing the trees. The applicant shall take care to not come into contact with the electrical power line running from the overhead utilities to the home. The applicant shall contact McMinnville Water and Light at (503) 472-6158 if there are any falling branches that make contact with the wire to verify that the wire has not been damaged.
4. That the applicant shall plant three (3) street trees in place of the trees being removed. The replacement trees shall be a columnar species from the Medium Trees section of the McMinnville Street Tree List.
5. That the replacement 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 the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, the tree shall be provided with deep watering tubes to promote deep root growth (see enclosed detail).
6. That the applicant shall contact the McMinnville Public Works Superintendent, David Renshaw, at (503) 434-7316 to discuss specific staking, watering tube requirements, and to schedule a planting inspection prior to backfilling.
7. That the applicant is reminded that trees are not to be planted within:

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- 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.
8. That the planter areas shall be restored to original grade immediately following the planting of the replacement trees.
 9. That all costs and liability associated with the tree removal and replacement shall be borne by the applicant.
 10. That the applicant shall complete the removal within six (6) months of this approval notification, or August 21, 2018.

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 4-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

CD:sjs

Attachments:

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**DECISION, CONDITIONS OF APPROVAL, AND FINDINGS OF FACT OF THE MCMINNVILLE
LANDSCAPE REVIEW COMMITTEE FOR APPROVAL OF A STREET TREE REMOVAL AT 707
NW ALDER STREET**

DOCKET: L 4-18 (Street Tree Removal)

REQUEST: The applicant requested the removal of three (3) street trees. The removal of a tree within the public right-of-way requires City approval.

LOCATION: The subject property is located at 707 NW Alder Street. The subject property is more specifically described as Tax Lot 12400, Section 20AA, T. 4 S., R. 4 W., W.M

ZONING: R-2 (Single Family Residential)

APPLICANT: Martin Brown

STAFF: Chuck Darnell, Associate Planner

**DATE DEEMED
COMPLETE:** January 26, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: February 21, 2018. 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.

DECISION

Based on the findings and conclusions, the Landscape Review Committee recommends **APPROVAL** of the street tree removal (L 4-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
Chuck Darnell, Associate Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

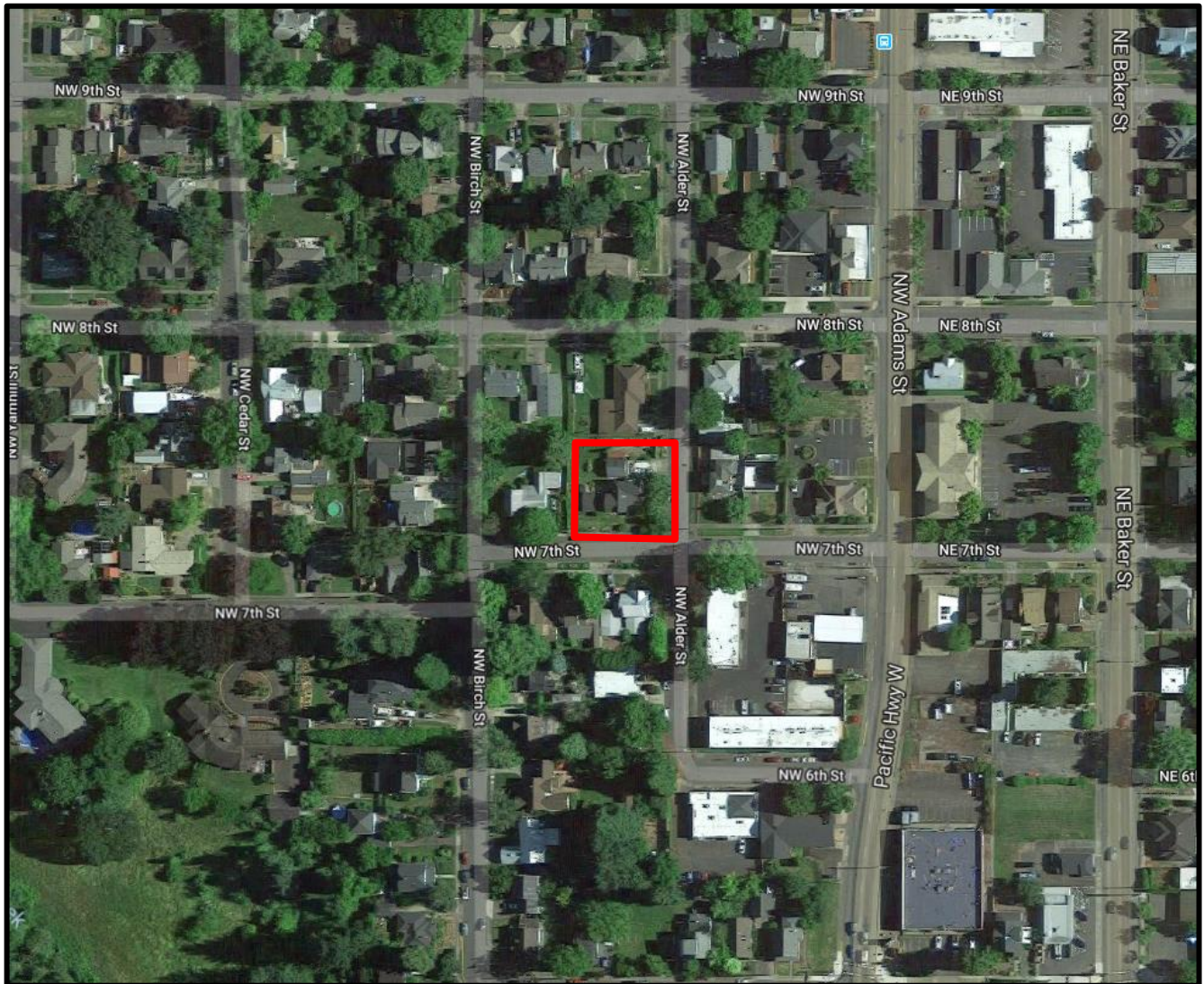
Date: _____

Attachments:
Attachment 1 – Application for Street Tree Removal

APPLICATION SUMMARY:

The applicant requested the removal of three (3) street trees. The removal of a tree within the public right-of-way requires City approval.

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



The applicant is requesting the removal of three (3) street trees due to the trees causing damage to the sidewalks adjacent to the property. The trees in question are a maple variety that area about 25 feet in height and measuring at approximately 12, 10, and 11 inches in diameter at breast height. The trees are located on the east side of the property, fronting NW Alder Street. The applicant has provided photos that show the trees' impacts to the sidewalks adjacent to the property.

The applicant is proposing to replace the sidewalks and driveway, and is also proposing to replace the trees with a species acceptable to the Landscape Review Committee.

The property owner had submitted a street tree removal application in 2015 to remove the same three (3) street trees. The application was reviewed and approved by the Landscape Review Committee in April 2015, but the property owner never completed the removal. The previous approval included a

Attachments:

Attachment 1 – Application for Street Tree Removal

condition of approval that required the replacement of three (3) street trees in place of those being removed. The Planning Department requested that the property owner submit a new application so that the removal request could be reviewed against the street tree removal criteria and replacement standards that are in place at this point in time.

CONDITIONS OF APPROVAL:

L 4-18 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 this process.
2. That the trees' stumps and remaining surface roots shall be removed at least six (6) inches below grade.
3. The applicant shall use caution when removing the trees. The applicant shall take care to not come into contact with the electrical power line running from the overhead utilities to the home. The applicant shall contact McMinnville Water and Light at (503) 472-6158 if there are any falling branches that make contact with the wire to verify that the wire has not been damaged.
4. That the applicant shall plant three (3) street trees in place of the trees being removed. The replacement trees shall be a columnar species from the Medium Trees section of the McMinnville Street Tree List.
5. That the replacement 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 the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, the tree shall be provided with deep watering tubes to promote deep root growth (see enclosed detail).
6. That the applicant shall contact the McMinnville Public Works Superintendent, David Renshaw, at (503) 434-7316 to discuss specific staking, watering tube requirements, and to schedule a planting inspection prior to backfilling.
7. 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.
8. That the planter areas shall be restored to original grade immediately following the planting of the replacement trees.
9. That all costs and liability associated with the tree removal and replacement shall be borne by the applicant.
10. That the applicant shall complete the removal within six (6) months of this approval notification, or August 21, 2018.

ATTACHMENTS:

1. Application for Street Tree Removal (on file with the Planning Department)

Attachments:

Attachment 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. Martin Brown submitted a tree removal application requesting the removal of three (3) street trees. The removal of a tree within the public right-of-way requires City approval. The subject property is located at 707 NW Alder Street. The subject property is more specifically described as Tax Lot 12400, Section 20AA, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned R-2 (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 February 21, 2018 to review the application and proposed street tree removal request. 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 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: GOAL VI 1 and Policy 132.38.00 are satisfied in that three (3) replacement trees are being required to be replanted in this location. Conditions of approval are included to ensure that the replacement trees are planted to the City's current standards, which will minimize impacts to surrounding infrastructure in the future. The planting of the replacement trees will enhance the streetscape and livability in the surrounding area.

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

Attachments:

Attachment 1 – Application for Street Tree Removal

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 Landscape Review Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville'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 approval of the removal request will allow for the removal of trees that are causing damage to adjacent public infrastructure. The removal of the existing trees and replacement with healthy trees that meet the City's planting standards will carry out the purpose of the Trees chapter of the McMinnville Zoning Ordinance.

17.58.020 Applicability. The provisions of this ordinance shall apply to:

- A. Individual significant or historic trees as defined in this ordinance
- B. All trees planted in or upon any public area or right-of-way;
- C. All trees planted in or upon any private property which directly affect public infrastructure including but not limited to sewers, water mains, sidewalks, streets, public property, or clear vision distances at street intersections;
- D. All trees on developable land and subject or undergoing development review such as site plan review, tentative subdivision review, or partition review.

Finding: The trees being removed are located within the public right-of-way. Therefore, provisions of the Trees chapter of the McMinnville Zoning Ordinance apply and the removal of any tree within the public right-of-way requires City approval.

17.58.040 Tree Removal/Replacement

- A. The removal or major pruning of a tree, if applicable under Section 17.58.020, shall require City approval, unless specifically designated as exempt by this ordinance. Persons wishing to remove or prune such trees shall file an application for a permit with the McMinnville Planning Department. The applicant shall include information describing the location, type, and size of the subject tree or trees, and the reasons for the desired action, and the costs associated with tree removal, replacement, and repair of any other public infrastructure impacted by the tree removal or major pruning. Requests for tree removal or pruning of trees outside of the Downtown Tree Zone shall be forwarded to the McMinnville Landscape Review Committee for a decision within 30 (thirty) days of submittal. Requests for tree removal within the Downtown Tree Zone shall be submitted to the McMinnville Planning Department. Such requests shall be acted upon as soon as practicable, with consideration given to public safety, value of the tree to the public, and work schedules. The Planning Director or their designee should attempt to make decisions on such requests within five

Attachments:

Attachment 1 – Application for Street Tree Removal

calendar days of submittal. The Landscape Review Committee or Planning Director, as appropriate, may approve, approve with conditions, or deny the request based on the criteria stated in Section 17.58.050. A decision of the committee or Director may be appealed to the Planning Commission if written notice of the appeal is filed with the Planning Department within 15 (fifteen) days of the committee's or Director's decision. A decision made by the Planning Director in response to a request to remove an unsafe tree, or a tree causing repeated and excessive damage to sidewalks or other public or private improvements or structures shall be final, unless appealed by the applicant; no other party shall have standing to appeal.

- B. Trees subject to this ordinance shall be removed or pruned following accepted pruning standards adopted by the City. The Planning Director, after consultation with appropriate city staff and/or a certified arborist, shall direct removal of downtown trees that are identified in a current Downtown Tree Zone inventory assessment as unhealthy, dangerous to the public, inappropriate for the downtown area, or otherwise in need of removal.
- C. The applicant shall be responsible for all costs associated with the tree removal or pruning, or as otherwise required by this ordinance, and shall ensure that all work is done in a manner which ensures safety to individuals and public and private property.
- D. Approval of a request to remove a tree may be conditioned upon replacement of the tree with another tree approved by the city, or a requirement to pay to the city an amount sufficient to fund the planting and establishment by the city of a tree, or trees, of similar value. The value of the existing tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. Every attempt should be made to plant replacement trees in the same general location as the tree being removed. In the event that a replacement tree cannot be planted in the same general location, a condition of approval may be required to allow for the replacement tree to be planted in another location in the City as part of the City's annual tree planting program.
- E. The applicant is responsible for grinding stumps and surface roots at least six inches below grade. At least a two inch thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and shall be raked smooth. The applicant shall restore any damaged turf areas and grades due to vehicular or mechanical operations. The area shall be re-seeded.
- F. The applicant shall complete the tree removal, and tree replacement if required, within six months of receiving notification of the Landscape Review Committee's decision. The Landscape Review Committee may allow for additional time to complete the tree replacement to allow for planting in favorable seasons and to promote tree survivability.
- G. Other conditions may be attached to the permit approval by the McMinnville Landscape Review Committee as deemed necessary.
- H. The planting of street trees shall be subject to the design drawings and specifications developed by the City in May 2014. Specific design drawings and specifications have been developed for trees outside the Downtown Tree Zone. Such design specifications may be periodically updated by the City to include specifications such as tree root barriers, watering tubes or structures, tree grates, and removable pavers, and shall graphically describe the proper method for planting trees to minimize the potential for sidewalk / tree root conflict.

Finding: The provisions above are satisfied in that the applicant has requested a street tree removal to be reviewed by the Landscape Review Committee. The provisions related to standards to be followed in removing the trees are included as conditions of approval. A condition of approval has also been included to require three (3) replacement trees to be planted in place of the trees being removed. Conditions of approval are included to ensure that the replacement trees are planted to the City's current standards, which will minimize impacts to surrounding infrastructure in the future.

Attachments:

Attachment 1 – Application for Street Tree Removal

17.58.050 Review Criteria. A permit for major pruning or tree removal shall be granted if any of the following criteria apply:

B. The tree is in conflict with public improvements.

Finding: The applicant has provided evidence of the damage that has been caused by tree roots to the sidewalks adjacent to the property. The trees have shallow root systems, with some surface roots of up to three (3) inches in diameter that are running beneath the sidewalks immediately adjacent to the trees. This has caused significant lifting and cracking of the sidewalk panels along the entire property frontage.

Upon inspection of the site, Public Works staff determined that the street tree roots appear to have also damage the curb, gutter, and driveway approach as well. Therefore, the street tree removal request satisfies this criteria, as the trees are in conflict with numerous public improvements adjacent to the subject property.

Photos of the damage caused by the tree roots (as provided by the applicant) are provided below:

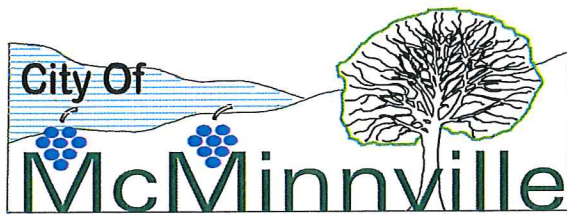


Attachments:

Attachment 1 – Application for Street Tree Removal



CD:sjs



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. L4-18

Date Received 1-25-18

Fee 0

Receipt No. -

Received by SP

Street Tree Removal

Applicant Information

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

Applicant Name MARTIN BROWN Phone 503-434-2952

Contact Name _____ Phone _____
(If different than above)

Address 707 NW Alder St

City, State, Zip McMinnville, OR 97128

Contact Email Martin.maryb@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 707 NW Alder St.
(Property nearest to tree(s) for removal)

Assessor Map No. R4 420 - AA - 12400 Total Site Area _____

Subdivision Baker + MARTINS Block 10 Lot 7+8

Comprehensive Plan Designation Res Zoning Designation R-2

Additional Information

1. How many trees are requested for removal? THREE (3)
2. What type (species) of tree(s) are they? Maple (Flame Maple?)
3. What is the diameter of the tree(s), measured four feet above ground level? 12, 10, 11 (North to South)
4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application.
Trees have damaged sidewalk. Road also compromised.
Roots under street lifting pavement, impounding water
(see photos) Roots under driveway and in yard up to house.
Plan to replace Garage, Driveway, Sidewalk this spring
and Summer.
Would like to replace trees with approved species.

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

- ☒ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.
- ☒ Arborist report, photographs, and/or other information which would help substantiate or clarify your request. _____

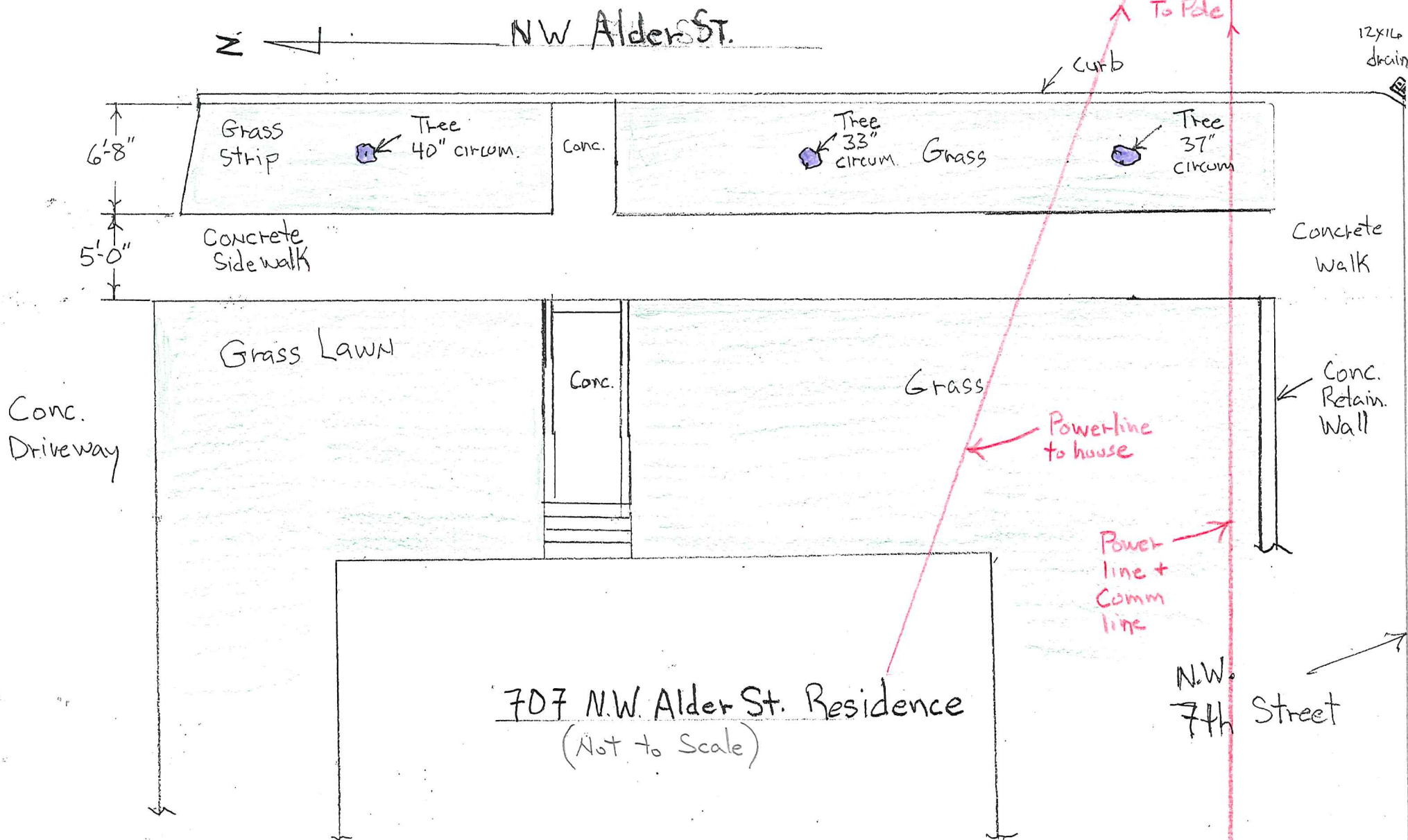
I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Munte E B
Applicant's Signature

01-25-18
Date

Munte E B
Property Owner's Signature

01-25-18
Date



1/8" = 1 foot
01/25/2018
MB



















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

www.mcminnvilleoregon.gov

EXHIBIT 4 - STAFF REPORT

DATE: February 21, 2018
TO: Landscape Review Committee Members
FROM: Chuck Darnell, Associate Planner
SUBJECT: Agenda Item 4B: L 5-18

Report in Brief:

An application for a landscape plan for a new structure to serve as a housing shelter (L 5-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Harold Washington on behalf of Yamhill County Gospel Rescue Mission, submitted a landscape plan review application to install landscaping on the site of a new structure that will serve as the men's housing facility on the Yamhill County Gospel Rescue Mission site. The property is located at 1234 NE 14th Street and is more specifically described as Tax Lot 1500, Section 16DC, T. 4 S., R. 4 W., W.M. The subject property is part of the larger Yamhill County Gospel Rescue Mission site, which is addressed at 1315 NE Macy Street.

Discussion:

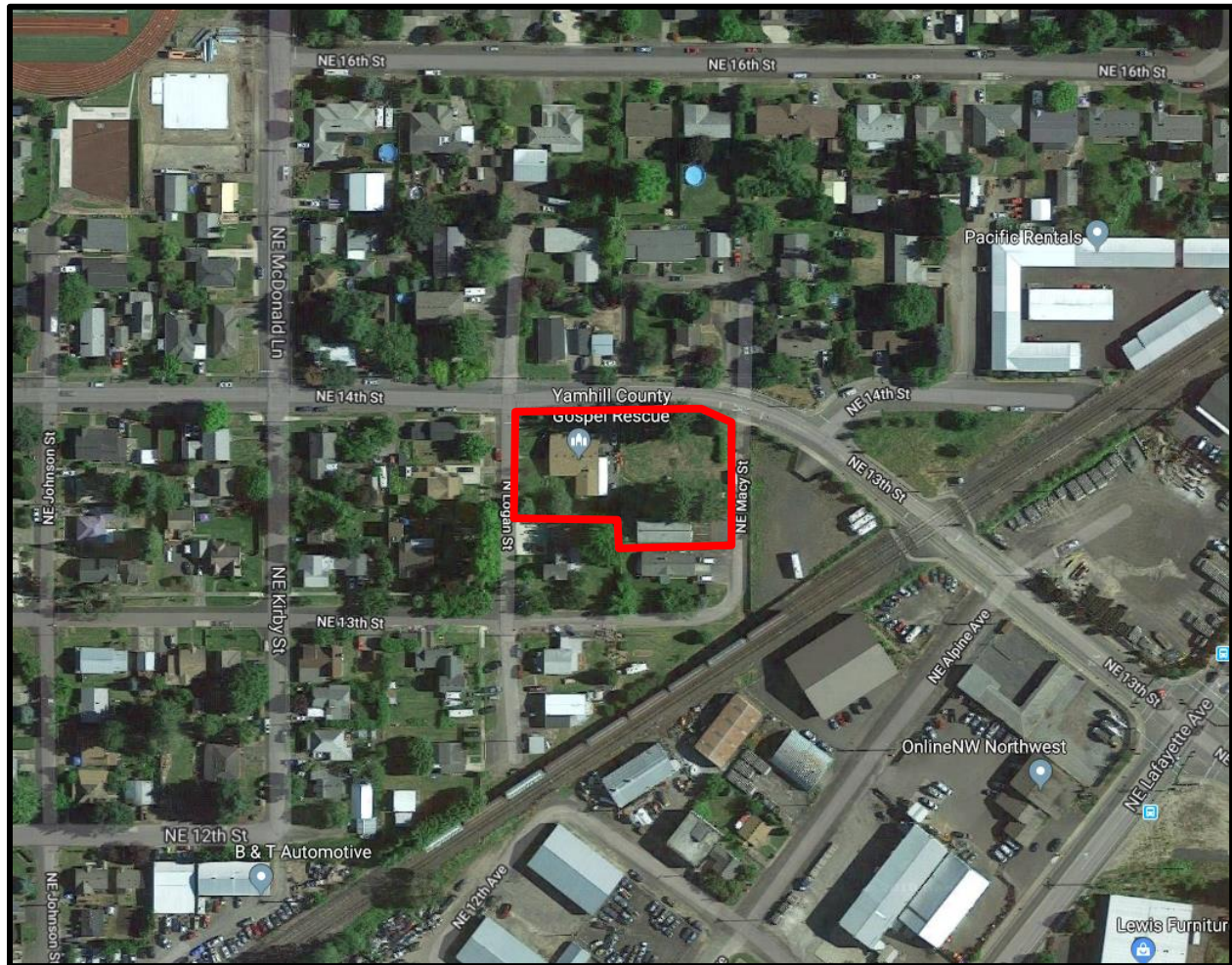
The subject property is zoned R-3 (Two-Family Residential), and the use of the overall site (which includes two other parcels immediately adjacent) as a group residential facility was approved as a conditional use in 2015. The Yamhill County Gospel Rescue Mission is proposing to add a new structure to the site located near the intersection of 14th Street and Macy Street. The new structure will serve as the men's residential facility. The other two buildings on the site will then serve as a women's residential facility and an emergency housing facility. The new men's facility building will be constructed on site as a permanent building, rather than as a modular unit as was previously discussed during the conditional use review. The conditional use approval did allow for stick-built construction as an alternative to the previously proposed modular unit, so the proposed new building is still consistent with the conditional use approval.

A map of the subject site is provided 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 Residential Facility at 1315 NE Macy Street & 1234 NE 14th Street

Site Reference Map

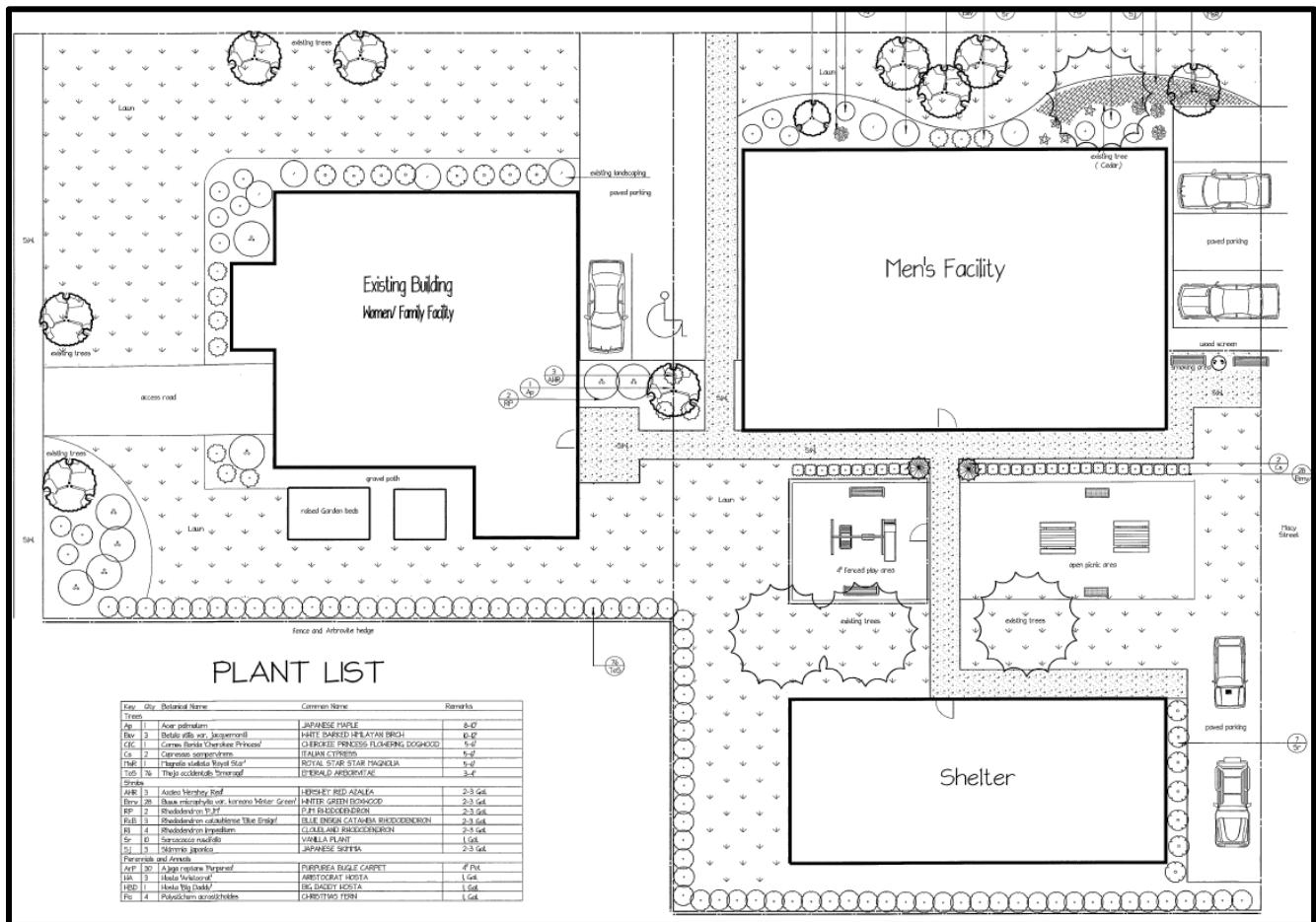


The Landscaping chapter of the McMinnville Zoning Ordinance requires that at least 25 percent of the gross area of a site being developed be landscaped (Section 17.57.050(A) (Area Determination – Planning Factors)). The landscape plan as proposed greatly exceeds those requirements, as about 50 percent of the site 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 Residential Facility at 1315 NE Macy Street & 1234 NE 14th Street



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 subject site is surrounded by mainly single family homes to the north, west, and south. To the east, there is an existing vacant property that is zoned for industrial use. Past this vacant property, the railroad corridor exists with heavier industrial uses located on the opposite side of the railroad tracks from the subject site. The applicant is proposing to install landscaping primarily along the northern property line, between the men's facility and the emergency shelter, and along the southern property line to provide screening between the use and the adjacent residential uses.

On the north side of the men's facility, a variety of shrubs and perennials will be installed along the building in a planter area. There will be lawn installed between the planter area and the sidewalk, with trees installed in the lawn area to provide additional screening. Specifically, the shrubs in this planter area will include two varieties of rhododendron (Cloudland and Blue Ensign Catawba), Vanilla Plant, Japanese Skimma, two varieties of hostas (Aristocrat and Big Daddy), and Christmas Fern. One existing Cedar tree will be retained on the site, which will also be located in the planter area. The applicant is proposing to install Purpurea Bugle Carpet as groundcover underneath the existing cedar tree. In addition, the applicant is proposing to install five (5) trees in this area in both the planter area and in the lawn area. The trees will include one (1) Cherokee Princess Flowering Dogwood and one

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(1) Royal Star Magnolia on each end of the building, and three (3) White Barked Himalayan Birch trees in the lawn area. The property owners did apply for a street tree removal to remove a large existing spruce tree. That street tree removal was reviewed and approved by the Landscape Review Committee in January 2018. A condition of approval of the tree removal was that the property owners plant at least three (3) replacement trees in the same general area. The five (5) trees being proposed actually exceeds this replacement requirement.

On the south side of the men's facility building, the applicant is proposing to install a continuous row of Winter Green Boxwood. The row of Boxwood shrubs will provide some buffering between the men's facility and a larger lawn area that will also include a fenced play area and an open picnic area. These areas will provide needed open space within the site for the people staying in the residential facilities. Two (2) Italian Cypress trees will be installed at each end of the rows of Boxwood shrubs, which will define the pedestrian pathway between the men's facility and the emergency shelter.

Overall, the proposed landscape plan is compatible with the proposed project and the surrounding and abutting properties.

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

The applicant is proposing to retain some existing landscaping around the main existing facility near the corner of 14th Street and Logan Street. The landscaping and trees in this area provide for some screening of the site. The proposed planting of five (5) new trees on the north side of the new men's facility will provide for screening of the subject site from the properties to the north. Along the entire southern boundary of the site, the applicant is proposing to install a continuous row of Emerald Arborvitae. These arborvitae will grow to form a full hedge, which will provide a generous amount of screening between the subject site and the adjacent residential properties. There is also an existing fence along the southern boundary of the site. The variety of plant types proposed, along with the fence along the southern boundary of the site, will provide adequate screening of the proposed use.

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.

The applicant is proposing to retain many of the existing trees and natural areas on the site. Specifically, the landscaping, lawn, and existing trees around the main existing facility near the corner of 14th Street and Logan Street will be retained. Also, the existing Cedar tree near the northeast corner of the site will be retained, which will provide for some larger vegetation on this portion of the site early after site development.

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

The proposed site plan does not include a large amount of parking, as the parking requirement for the proposed use is somewhat low. There will be six (6) parking spaces created along the east side of the men's facility, and two parallel parking spaces located further south adjacent to the emergency shelter. The landscaped planter area along the north side of the men's facility will provide some screening of the parking adjacent to the men's facility, and there will be a row Vanilla Plants installed between the two parallel parking spaces and the emergency shelter. These plantings will provide for some buffering of the parking areas from the structures and pedestrian walkways on the site.

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 Residential Facility at 1315 NE Macy Street & 1234 NE 14th Street

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 in the public right-of-way. However, the trees to be installed along the north side of the men's facility will be located near the public right-of-way on 14th Street. These trees will appear and function as street trees, and the species proposed (Royal Star Magnolia and White Barked Himalayan Birch) are both listed on the McMinnville Street Tree List.

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

The applicant did not include any indication on the landscape plan that all planting beds and lawn areas will be irrigated. Therefore, a condition of approval has been included to require that all new landscape planters and lawn areas be irrigated with some type of fixed irrigation system.

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 landscape plan dated January 8, 2018.
2. That the applicant shall ensure that the three (3) White Barked Himalayan Birch (*Betula jacquemontii*) trees are installed within the subject site and outside of the public right-of-way.
3. That all new landscape planters and lawn areas be irrigated with a fixed irrigation system.
4. 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:

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 Residential Facility at 1315 NE Macy Street & 1234 NE 14th Street

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 5-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

CD:sjs

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 Residential Facility at 1315 NE Macy Street & 1234 NE 14th Street



**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 RESIDENTIAL FACILITY AT 1315 NE MACY STREET AND 1234 NE 14TH STREET

DOCKET: L 5-18

REQUEST: The applicant requested the approval of a landscape plan for the development of a new structure that will serve as a residential housing facility. 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 1234 NE 14th Street and is more specifically described as Tax Lot 1500, Section 16DC, T. 4 S., R. 4 W., W.M.

ZONING: The subject site is zoned R-3 (Two-Family Residential).

APPLICANT: Harold Washington on behalf of Yamhill County Gospel Rescue Mission

STAFF: Chuck Darnell, Associate Planner

DATE DEEMED COMPLETE: February 2, 2018

DECISION-MAKING BODY: McMinnville Landscape Review Committee

DATE & TIME: February 21, 2018. 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.

DECISION

Based on the findings and conclusions, the Landscape Review Committee recommends **APPROVAL** of the landscape plan (L 5-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
Chuck Darnell, Associate Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

Attachments:
Attachment 1 – Application for Landscape Plan Review

APPLICATION SUMMARY:

The applicant requested the approval of a landscape plan for the development of a new structure that will serve as a residential housing facility. 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 Yamhill County Gospel Rescue Mission is proposing to add a new structure to the site located near the intersection of 14th Street and Macy Street. The new structure will serve as the men's residential facility. The other two buildings on the site will then serve as a women's residential facility and an emergency housing facility. The new men's facility building will be constructed on site as a permanent building, rather than as a modular unit as was previously discussed during the conditional use review. The conditional use approval did allow for stick-built construction as an alternative to the previously proposed modular unit, so the proposed new building is still consistent with the conditional use approval.

A map of the subject site is provided below:



Attachments:

Attachment 1 – Application for Landscape Plan Review

[illegible]

L 5-18 is **approved** subject to the following conditions:

1. Application for Landscape Plan Review (on file with the Planning Department)

Page 41 of 48

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. Harold Washington submitted a landscape plan review application to install landscaping on the site of a residential housing facility at 1234 NE 14th Street. The property is more specifically described as Tax Lot 1500, Section 16DC, 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-3 (Two-Family Residential).
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 February 21, 2018 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 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 Landscape Review Committee 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

Attachments:

Attachment 1 – Application for Landscape Plan Review

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.

17.57.070 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 subject site is surrounded by mainly single family homes to the north, west, and south. To the east, there is an existing vacant property that is zoned for industrial use. Past this vacant property, the railroad corridor exists with heavier industrial uses located on the opposite side of the railroad tracks from the subject site. The applicant is proposing to install landscaping primarily along the northern property line, between the men's facility and the emergency shelter, and along the southern property line to provide screening between the use and the adjacent residential uses.

On the north side of the men's facility, a variety of shrubs and perennials will be installed along the building in a planter area. There will be lawn installed between the planter area and the sidewalk, with trees installed in the lawn area to provide additional screening. Specifically, the shrubs in this planter area will include two varieties of rhododendron (Cloudland and Blue Ensign Catawba), Vanilla Plant, Japanese Skimma, two varieties of hostas (Aristocrat and Big Daddy), and Christmas Fern. One existing Cedar tree will be retained on the site, which will also be located in the planter area. The applicant is proposing to install Purpurea Bugle Carpet as groundcover underneath the existing cedar tree. In addition, the applicant is proposing to install five (5) trees in this area in both the planter area and in the lawn area. The trees will include one (1) Cherokee Princess Flowering Dogwood and one (1) Royal Star Magnolia on each end of the building, and three (3) White Barked Himalayan Birch trees in the lawn area. The property owners did apply for a street tree removal to remove a large existing spruce tree. That street tree removal was reviewed and approved by the Landscape Review Committee in January 2018. A condition of approval of the tree removal was that the property owners plant at least three (3) replacement trees in the same general area. The five (5) trees being proposed actually exceeds this replacement requirement.

On the south side of the men's facility building, the applicant is proposing to install a continuous row of Winter Green Boxwood. The row of Boxwood shrubs will provide some buffering between the men's facility and a larger lawn area that will also include a fenced play area and an open picnic area. These

Attachments:

Attachment 1 – Application for Landscape Plan Review

areas will provide needed open space within the site for the people staying in the residential facilities. Two (2) Italian Cypress trees will be installed at each end of the rows of Boxwood shrubs, which will define the pedestrian pathway between the men's facility and the emergency shelter.

Overall, the proposed landscape plan is compatible with the proposed project and the surrounding and abutting properties.

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

Finding: The applicant is proposing to retain some existing landscaping around the main existing facility near the corner of 14th Street and Logan Street. The landscaping and trees in this area provide for some screening of the site. The proposed planting of five (5) new trees on the north side of the new men's facility will provide for screening of the subject site from the properties to the north. Along the entire southern boundary of the site, the applicant is proposing to install a continuous row of Emerald Arborvitae. These arborvitae will grow to form a full hedge, which will provide a generous amount of screening between the subject site and the adjacent residential properties. There is also an existing fence along the southern boundary of the site. The variety of plant types proposed, along with the fence along the southern boundary of the site, will provide adequate screening of the proposed use.

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: The applicant is proposing to retain many of the existing trees and natural areas on the site. Specifically, the landscaping, lawn, and existing trees around the main existing facility near the corner of 14th Street and Logan Street will be retained. Also, the existing Cedar tree near the northeast corner of the site will be retained, which will provide for some larger vegetation on this portion of the site early after site development.

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

Finding: The proposed site plan does not include a large amount of parking, as the parking requirement for the proposed use is somewhat low. There will be six (6) parking spaces created along the east side of the men's facility, and two parallel parking spaces located further south adjacent to the emergency shelter. The landscaped planter area along the north side of the men's facility will provide some screening of the parking adjacent to the men's facility, and there will be a row Vanilla Plants installed between the two parallel parking spaces and the emergency shelter. These plantings will provide for some buffering of the parking areas from the structures and pedestrian walkways on the site.

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 in the public right-of-way. However, the trees to be installed along the north side of the men's facility will be located near the public right-of-way on 14th Street. These trees will appear and function as street trees, and the species proposed (Royal Star Magnolia and White Barked Himalayan Birch) are both listed on the McMinnville Street Tree List.

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

Attachments:

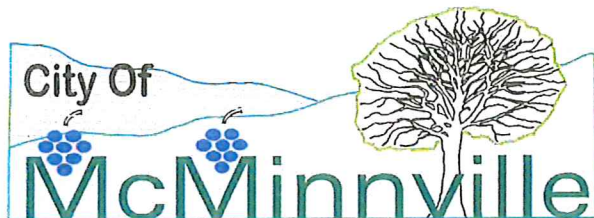
Attachment 1 – Application for Landscape Plan Review

Finding: The applicant did not include any indication on the landscape plan that all planting beds and lawn areas will be irrigated. Therefore, a condition of approval has been included to require that all new landscape planters and lawn areas be irrigated with some type of fixed 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:sjs



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. 15-18

Date Received 2/1/18

Fee 450

Receipt No. 180080

Received by KJ

Landscape Plan Review Application

Applicant Information

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

Applicant Name Harold Washington / Washington Roofing Company Phone 503-472-7663 / 971-237-3730

Contact Name _____ Phone _____

(If different than above)

Address 1700 SW Hwy 18

City, State, Zip McMinnville, OR 97128

Contact Email harold@onlinemac.com

Property Owner Information

Property Owner Name Yamhill County Gospel Rescue Mission Phone 503-472-9766

(If different than above)

Contact Name Kaye Sawyer Phone 971-237-1999

Address 1340 NE Logan

City, State, Zip McMinnville, OR 97128

Contact Email _____

Site Location and Description

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

Property Address 1315 NE Macy St.

Assessor Map No. R4 T45 - R4W - WM Total Site Area 10,752 sq ft

Subdivision Oaks Park Addition Block 58 Lot 5, 6

Comprehensive Plan Designation _____ Zoning Designation _____


Landscaping Information

1. Total Landscaped Area: 5,500 sq ft
2. Percent Landscaped: 50%
3. Building Floor Area:
New Structure: 3,456 sq ft Existing Structure: 0 Addition: na
4. Architect Name Robert Stephenson Landscape Design Phone 503-434-0114
(Landscape Architect, Engineer, or Other Designer)
Contact Name Rob Stephenson Phone _____
Address 105 NE 3rd St.
City, State, Zip McMinnville, OR 97128
Contact Email roberthstephenson@me.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.


Applicant's Signature

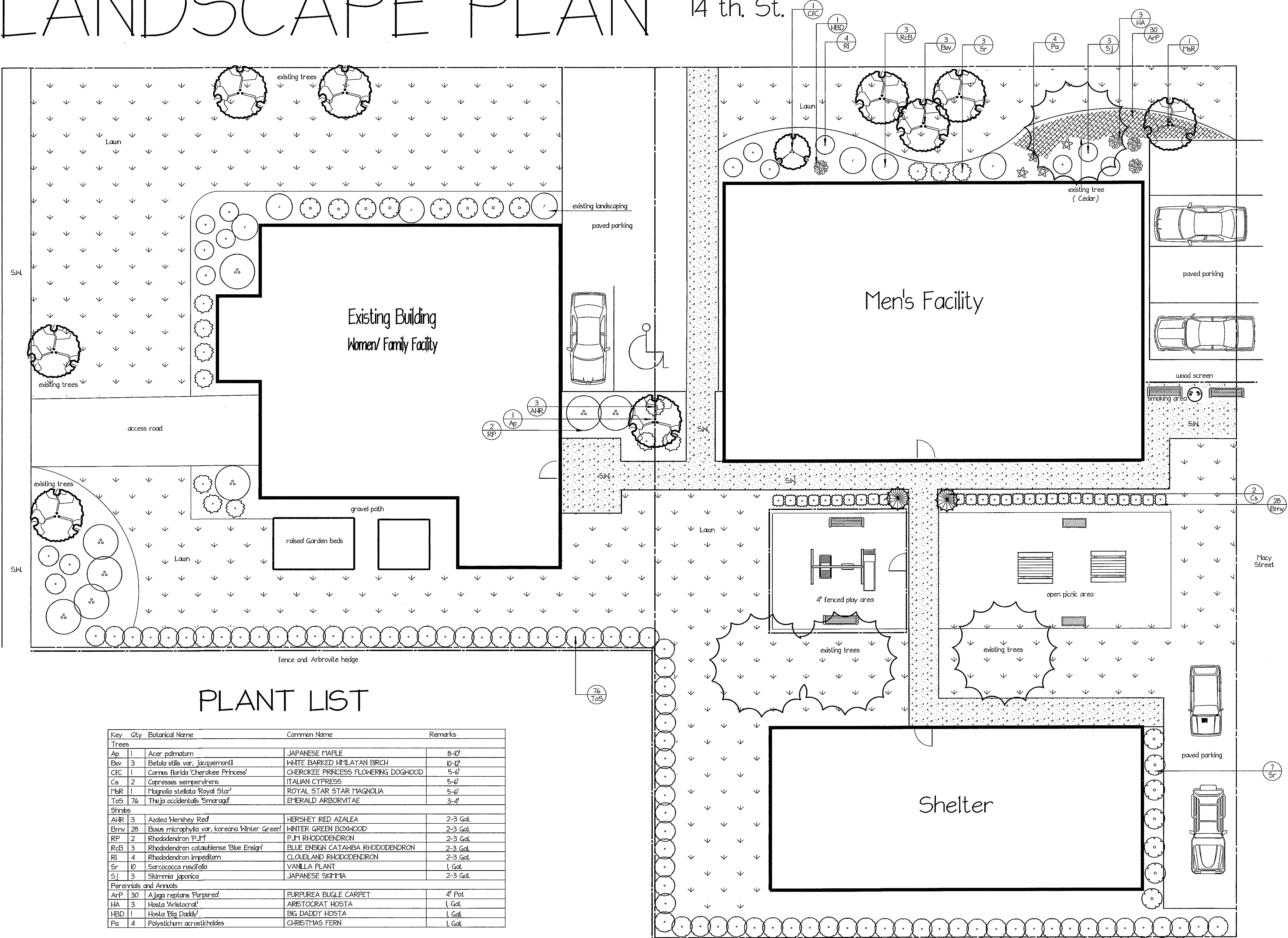
2-1-18
Date

Property Owner's Signature

Date

LANDSCAPE PLAN

14 th. St.



PLANT LIST

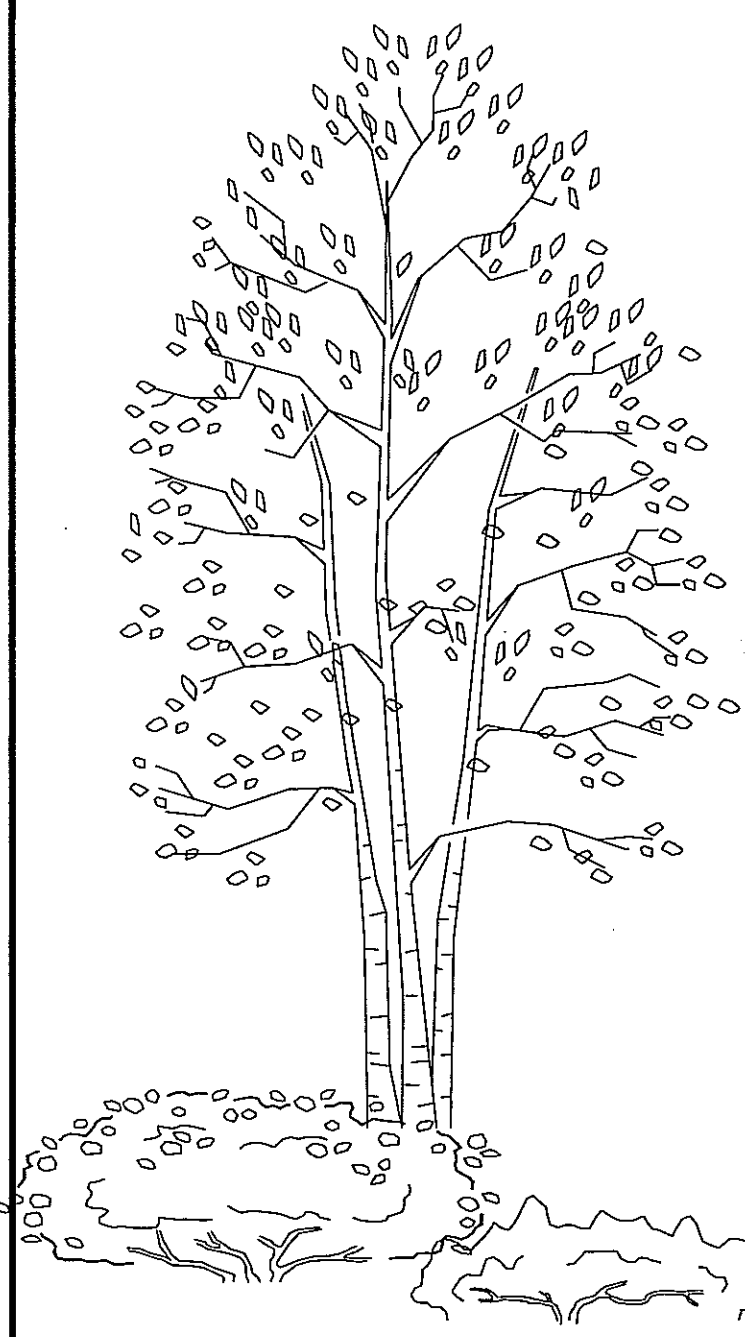
Key	Qty	Botanical Name	Common Name	Remarks
Trees				
Ap	1	Acer palmatum	JAPANESE MAPLE	8-10'
Bw	3	Betula utilis var. 'jacquemontii'	WHITE BARKED HIMALAYAN BIRCH	10-12'
CFC	1	Cornus florida 'Cherokee Princess'	CHEROKEE PRINCESS FLOWERING DOGWOOD	5-6'
Cs	2	Cupressus sempervirens	ITALIAN CYPRESS	5-6'
MaR	1	Magnolia stellata 'Royal Star'	ROYAL STAR STAR MAGNOLIA	5-6'
ToS	76	Thuja occidentalis 'Smaragd'	EMERALD ARBORVITAE	3-4'
Shrubs				
AHR	3	Azalea 'Hershey Red'	HERSHEY RED AZALEA	2-3 Gal.
Bmv	28	Buxus microphylla var. 'koreana Winter Green'	WINTER GREEN BOXWOOD	2-3 Gal.
RP	2	Rhododendron 'PJM'	PJM RHODODENDRON	2-3 Gal.
RcB	3	Rhododendron catawbiense 'Blue Ensign'	BLUE ENSIGN CATAWBA RHODODENDRON	2-3 Gal.
RI	4	Rhododendron impeditum	CLOUDLAND RHODODENDRON	2-3 Gal.
Sr	10	Sarcococca ruscifolia	VANILLA PLANT	1 Gal.
Sj	3	Skimmia japonica	JAPANESE SKIMMIA	2-3 Gal.
Perennials and Annuals				
ArP	30	Ajuga reptans 'Purpurea'	PURPUREA BUGLE CARPET	4" Pot.
HA	3	Hosta 'Aristocrat'	ARISTOCRAT HOSTA	1 Gal.
HBD	1	Hosta 'Big Daddy'	BIG DADDY HOSTA	1 Gal.
Pa	4	Polystichum acrostichoides	CHRISTMAS FERN	1 Gal.

NOTES

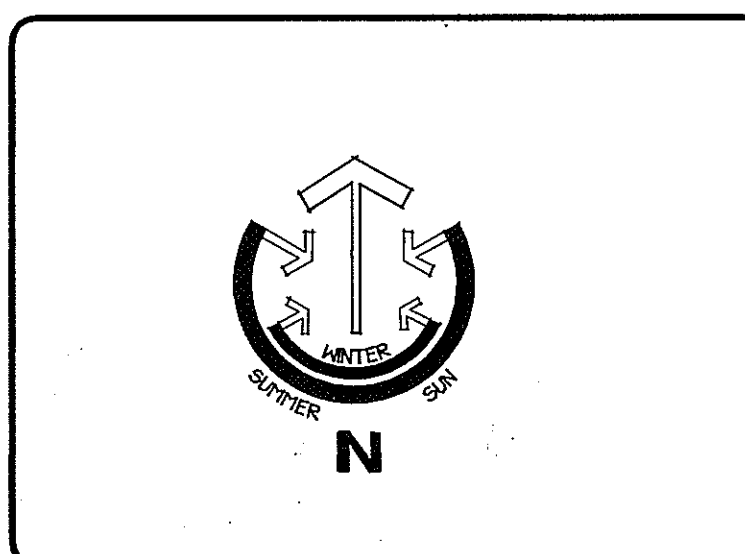
RECEIVED

FEB 01 2018

COMMUNITY DEVELOPMENT CENTER



No.	Date	Description
2		
REVISIONS		



Gospel Rescue Mission

Gospel Rescue Mission

NE 14th. St.

McMinnville, Or. 97128

SCALE: 1/8"	PROJECT NO. 254-B
DRAWN BY: Rob Stephenson	SHEET NO. 1
CHECKED BY: RKS	
DATE: Jan. 2018	
DATE OF PRINT: 1/8/18	