



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
September 19, 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 4. Action Items <ol style="list-style-type: none"> A. L 25-18 – Street Tree Removal (Exhibit 1) 1306 NE Johnson Street B. L 26-18 – Landscape Plan (Exhibit 2) 1206 NE 11th Way C. L 29-18 – Street Tree and Landscape Plan (Exhibit 3) Whispering Meadows Subdivision D. L 32-18 – Landscape Plan (Exhibit 4) R4421BA04800 – NE 7th Avenue and NE Alpine Avenue E. L 33-18 – Landscape Plan (Exhibit 5) 2020 NW Birch Street 5. Discussion Items <ol style="list-style-type: none"> A. Street Tree List Update (Exhibit 6) 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 - STAFF REPORT

DATE: September 19, 2018
TO: McMinnville Landscape Review Committee
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4A: L 25-18

Report in Brief:

An application for a street tree removal (L 25-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Roxanne Simonson, submitted a street tree removal application to remove one (1) street tree from the property located at 1306 NE Johnson Street. The subject property is more specifically described as Tax Lot 2500, Section 16CD, T. 4 S., R. 4 W., W.M.

Discussion:

The subject property is a single family property northeast McMinnville at the corner of NE Johnson Street and NE 13th Street. 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 1306 NE Johnson Street



The applicant requested the removal of the street tree because it was dead and there was concern that the branches will fall causing damage to the power lines to the house. The tree in question was a *Pinus contorta* (Lodgepole Pine) that measures approximately 24" DBH (diameter at breast height) and approximately 30-40 feet in height. The tree was located on the south side of the property, along NE 13th Street.

After the application was submitted, the applicant contacted the Planning Department to notify staff that one of the large limbs was "dangerously close" to falling. As allowed by McMinnville Zoning Ordinance Section 17.58.060(A)-Permit Exemptions-Hazardous Tree, the Planning Director approved an emergency tree removal permit for one (1) street tree at 1306 NE Johnson Street due to the imminent danger the tree presented.

The following photos show the tree's health and condition:

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Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Removal at 1306 NE Johnson Street



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The applicant has not proposed to replace the tree.

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 tree in question seemed to be dead. The tree had 100% brown, dry needles and cones, no evidence of sapwood or new growth in the branches, and shows no sign of vigor. The adjacent street tree of the same species shows green foliage, live cones, sapwood in the new growth of branches, and normal vigor. The tree was previously heavily pruned for overhead power line clearance, and as a result the tree's previous growth was forced out. The tree had large branches that are at risk of failing, potentially causing damage to the overhead utilities and targets in the public right-of-way. Although no arborist report was submitted with the application, the evidence that the tree is dead is clear to a layman. The street tree removal request could be found to satisfy this criteria.

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

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The applicant has indicated that the branches of the dead tree are in conflict with overhead power lines, and could pose a hazard to the power lines if they were to fail. Therefore, the street tree removal request could be found to satisfy this criteria.

- 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 not propose to replace the dead tree as part of the application. A condition of approval has been included to require that the tree to be removed shall be replaced with a small street tree from the McMinnville Street Tree List that is suitable for a location under overhead utility lines. The replacement tree shall be a variety of Flowering Cherry (*Prunus sargentii*) such as ‘Okame’, ‘Akebono’, ‘Accolade’, ‘Rosea’, or ‘Mt. Fuji’.

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:

If the Landscape Review Committee finds that the proposed removal will result in the mitigation of current and future risk due to an unsafe, dead, or diseased tree, 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.

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Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Street Tree Removal at 1306 NE Johnson Street

2. That the tree's stump and remaining surface roots shall be removed at least six (6) inches below grade.
3. That the tree to be removed shall be replaced with a small street tree from the McMinnville Street Tree List that is suitable for a location under overhead utility lines. The replacement tree shall be a variety of Flowering Cherry (*Prunus sargentii*) such as 'Okame', 'Akebono', 'Accolade', 'Rosea', or 'Mt. Fuji'.
4. 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).
5. 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.
6. 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.
7. That the planter areas shall be restored to original grade immediately following the planting of the replacement trees.
8. That all costs and liability associated with the tree removal and replacement shall be borne by the applicant.
9. That the applicant shall complete the removal within six (6) months of this approval notification, or March 19, 2019.

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 25-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

JF:sjs

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 1306 NE Johnson Street



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
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**DECISION, CONDITIONS OF APPROVAL, AND FINDINGS OF FACT OF THE MCMINNVILLE
LANDSCAPE REVIEW COMMITTEE FOR THE APPROVAL OF A STREET TREE REMOVAL AT
1306 NE JOHNSON STREET**

DOCKET: L 25-18 (Street Tree Removal)

REQUEST: The applicant requested the removal one (1) street tree adjacent to the subject property.

LOCATION: The subject property is located at 1306 NE Johnson Street. The subject property is more specifically described as Tax Lot 2500, Section 16CD, T. 4 S., R. 4 W., W.M.

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

APPLICANT: Roxanne Simonson

STAFF: Jamie Fleckenstein, Associate Planner

DATE DEEMED COMPLETE: July 31, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: September 19, 2018

PROCEDURE: Any street tree removal is subject to review in accordance with procedures specified in Section 17.58-Trees of the McMinnville Zoning Ordinance. The application for street tree removal is subject to the procedures specified in Section 17.58.040 Tree Removal/Replacement.

CRITERIA: The applicable criteria are specified in Section 17.58.050 of the McMinnville Zoning Ordinance, McMinnville City Code.

APPEAL: The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.58.040(A) of the McMinnville Zoning Ordinance.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. 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 25-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
 Jamie Fleckenstein, Associate Planner

Date: _____

Planning Department: _____
Heather Richards, Planning Director

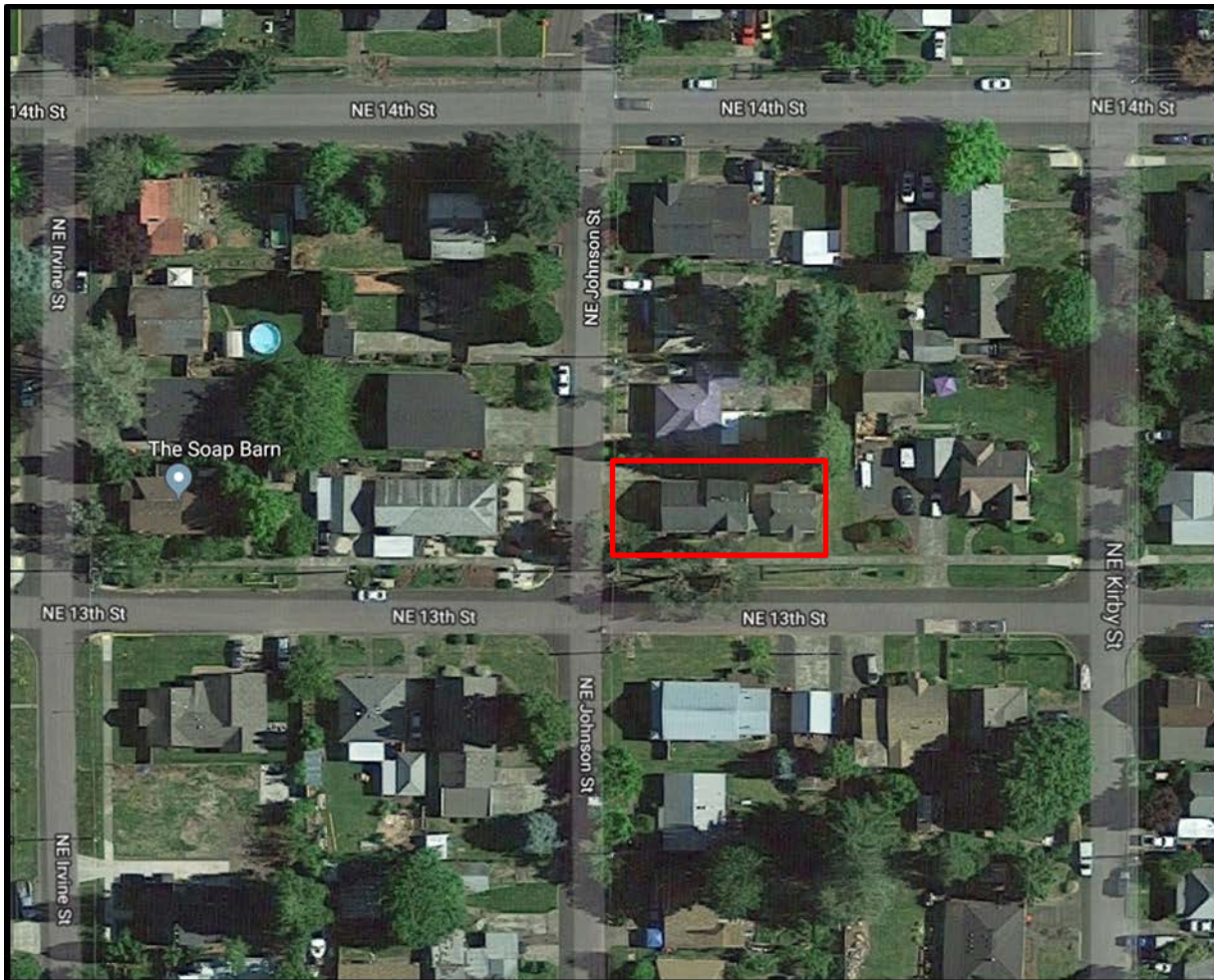
Date: _____

Attachments:
Attachment 1 – Application for Street Tree Removal

APPLICATION SUMMARY:

The applicant requested the removal of one (1) street tree adjacent to the subject property. The subject property is a single family property northeast McMinnville at the corner of NE Johnson Street and NE 13th Street. The tree requested for removal is located in the 13th Street public right-of-way adjacent to the subject property. 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 requested the removal of the street tree because it was dead and there was concern that the branches will fall causing damage to the power lines to the house. The tree in question was a *Pinus contorta*/Lodgepole Pine that measures approximately 24" DBH (diameter at breast height) and approximately 30-40 feet in height. The tree was located on the south side of the property, along NE 13th Street.

After the application was submitted, the applicant contacted the Planning Department to notify staff that one of the large limbs was "dangerously close" to falling. As allowed by McMinnville Zoning Ordinance Section 17.58.060(A)-Permit Exemptions-Hazardous Tree, the Planning Director approved an emergency tree removal permit for one (1) street tree at 1306 NE Johnson Street due to the imminent danger the tree presented.

Attachments:

Attachment 1 – Application for Street Tree Removal

The applicant has provided photos that show the tree's health.

The applicant has not proposed to replace the tree.

CONDITIONS OF APPROVAL:

L 25-18 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. That the tree to be removed shall be replaced with a small street tree from the McMinnville Street Tree List that is suitable for a location under overhead utility lines. The replacement tree shall be a variety of Flowering Cherry (*Prunus sargentii*) such as 'Okame', 'Akebono', 'Accolade', 'Rosea', or 'Mt. Fuji'.
4. 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).
5. 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.
6. 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.
7. That the planter areas shall be restored to original grade immediately following the planting of the replacement trees.
8. That all costs and liability associated with the tree removal and replacement shall be borne by the applicant.
9. That the applicant shall complete the removal within six (6) months of this approval notification, or February 15, 2019.

ATTACHMENTS:

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

COMMENTS:

Attachments:

Attachment 1 – Application for Street Tree Removal

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. Roxanne Simonson submitted a tree removal application requesting the removal of one (1) street tree. The removal of a tree within the public right-of-way requires City approval. The subject property is located at 1306 NE Johnson Street. The subject property is more specifically described as Tax Lot 2500, Section 16CD, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned R-3 (Two 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 August 15, 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 one (1) replacement tree is being required to be replanted in this location. Conditions of approval are included to ensure that the replacement tree is planted to the City's current standards, which will minimize impacts to surrounding infrastructure in the future. The planting of the replacement tree 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.

Attachments:

Attachment 1 – Application for Street Tree Removal

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 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 one tree that is hazardous in that the tree is dead and at risk of branch failure into overhead utility lines or into the public right-of-way. The permitted removal of the existing tree and replacement with a healthy tree that meets 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 tree being removed is 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

Attachments:

Attachment 1 – Application for Street Tree Removal

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 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

Attachments:

Attachment 1 – Application for Street Tree Removal

been included to require one (1) replacement tree to be planted in place of the tree that has been removed. Conditions of approval are included to ensure that the replacement tree is planted to the City's current standards, which will minimize impacts to surrounding infrastructure in the future.

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

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

Finding: The tree in question was dead. The tree had 100% brown, dry needles and cones, no evidence of sapwood or new growth in the branches, and shows no sign of vigor. The adjacent street tree of the same species shows green foliage, live cones, sapwood in the new growth of branches, and normal vigor. The tree was previously heavily pruned for overhead power line clearance, and as a result the tree's previous growth was forced out. Now the tree has large branches that are at risk of failing, potentially causing damage to the overhead utilities and targets in the public right-of-way. Although no arborist report was submitted with the application, the evidence that the tree was dead is clear to a layman.



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Attachment 1 – Application for Street Tree Removal

B. The tree is in conflict with public improvements.

Finding: The applicant has indicated that the branches of the dead tree are in conflict with overhead power lines, and could pose a hazard to the power lines if they were to fail.

JF:sjs

**Planning Department**

231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
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Office Use Only:

File No. L 25-18
Date Received 7/6/18
Fee 0
Receipt No. 0
Received by SP

Street Tree Removal

Applicant Information

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

Applicant Name ROXANNE SIMONSON Phone 303 521 8891

Contact Name _____ Phone _____
(If different than above)

Address 715 NE Ford Street
City, State, Zip McMinnville OR 97128
Contact Email roxmaria@gmail.com

Property Owner Information

Property Owner Name Brian Simonson Phone 415.680.5386
(If different than above)

Contact Name 1306 NE Johnson St Phone _____

Address 615 Tennessee, #201
City, State, Zip San Francisco CA 94107

Contact Email brian.simonson@gmail.com

Site Location and Description

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

Property Address 1306 n.e. Johnson St.
(Property nearest to tree(s) for removal)

Assessor Map No. R4 416 - CD - 02500 Total Site Area 0.11

Subdivision Oak Park Addition Block 52 Lot 1

Comprehensive Plan Designation Res Zoning Designation R-3

Additional Information

1. How many trees are requested for removal? one
2. What type (species) of tree(s) are they? conifer (?)
3. What is the diameter of the tree(s), measured four feet above ground level? _____
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. _____

tree is dead & branches are
in between power lines to house

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.

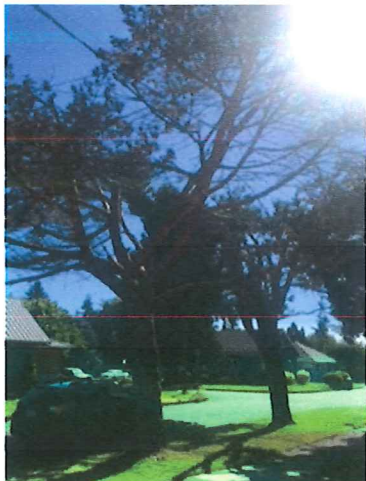
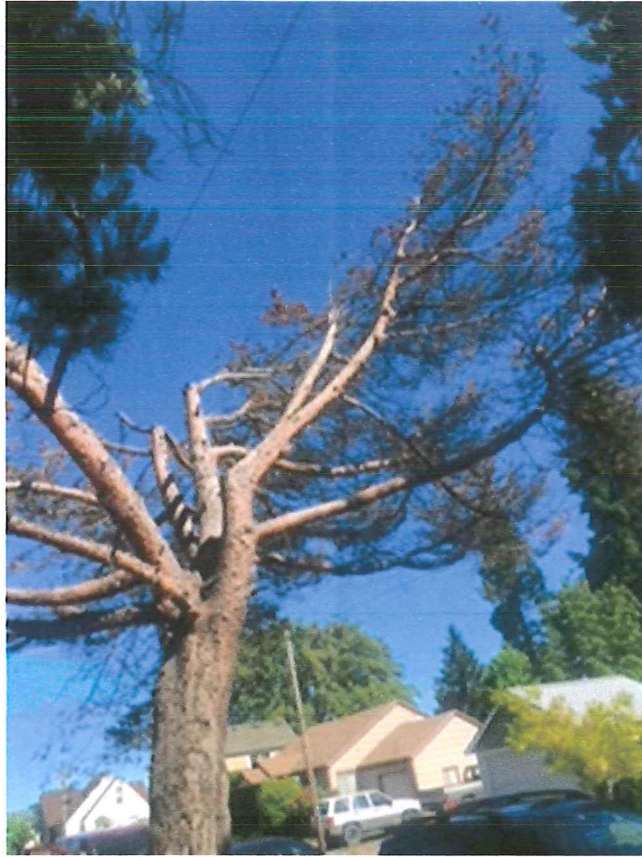
I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date





measurement:

- A) Parkway 12' street to sidewalk
- B) Telephone Pole to tree 50'
- C) Distance between trees 18'

- D) DISTANCE From house to tree 22'-6"
House to sidewalk = 14'
- E) width of sidewalk = 4'-6"
sidewalk to tree = 4'
tree to street 4'-6"
- F) water main plate is 25' to the east of tree







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EXHIBIT 2 - STAFF REPORT

DATE: September 19, 2018
TO: McMinnville Landscape Review Committee
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4B: L 26-18

Report in Brief:

An application for a Landscape Plan Review of a landscape plan for new addition to an industrial building (L 26-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Troy Haworth of Haworth, Inc., submitted a landscape plan for a proposed addition to an industrial building. The subject site is located in the NE Gateway District, at 1206 NE 11th Way, and is more specifically described as Tax Lot 7001, Section 16DC, T. 4 S., R. 4 W., W.M.

The addition is currently under NE Gateway District Development Review, Docket NEG 2-18.

Discussion:

The applicant is proposing to build an approximately 3,720 square foot addition to an industrial building to serve as additional warehousing/storage space. Also proposed are five (5) new required off street parking spaces and one (1) new required truck loading bay. The subject site is zoned M-2 (General Industrial). The approximate location of the subject site can be seen below, outlined in red, and the area of proposed addition is indicated by the hatched area:

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

SITE REFERENCE MAP



The subject site is zoned M-2 PD (General Commercial, Planned Development) and is within the Northeast Gateway District Planned Development Overlay Zone. MMC Section 17.57.070(A)(5) (Area Determination-Planning Factors) requires landscaping when an addition to or expansion of an existing structure or parking lot results in additional lot coverage. The calculation for additional required landscaping can be seen below:

Minimum Required Landscaping 17.57.070(A)				Building Area (s.f.)						Required Parking & Loading (s.f.)				Lot Coverage				Area Determination Formula ¹ 17.57.070(A)(5)		
Address	Zone	%	Gross Lot Area (s.f.)	Structure #1	Structure #2	Standard 8.5x19	Compact 8x16	HC 12x19	Loading Bay 12x35									Not-To-Exceed Area ² 17.57.070(A)(5)	Required Landscaping 17.57.070(A)(5)	
1206 NE 11th Way	M-2	7%	14,000	Existing	3,700				1						3,928			1234	346	346
				Additional	3,720		5			1					4,948					

¹ [ALC (additional lot coverage)/ELC (existing lot coverage)] x (% required landscaping) x (total lot area)

² ALC (additional lot coverage) x (% required landscaping)

Attachments:

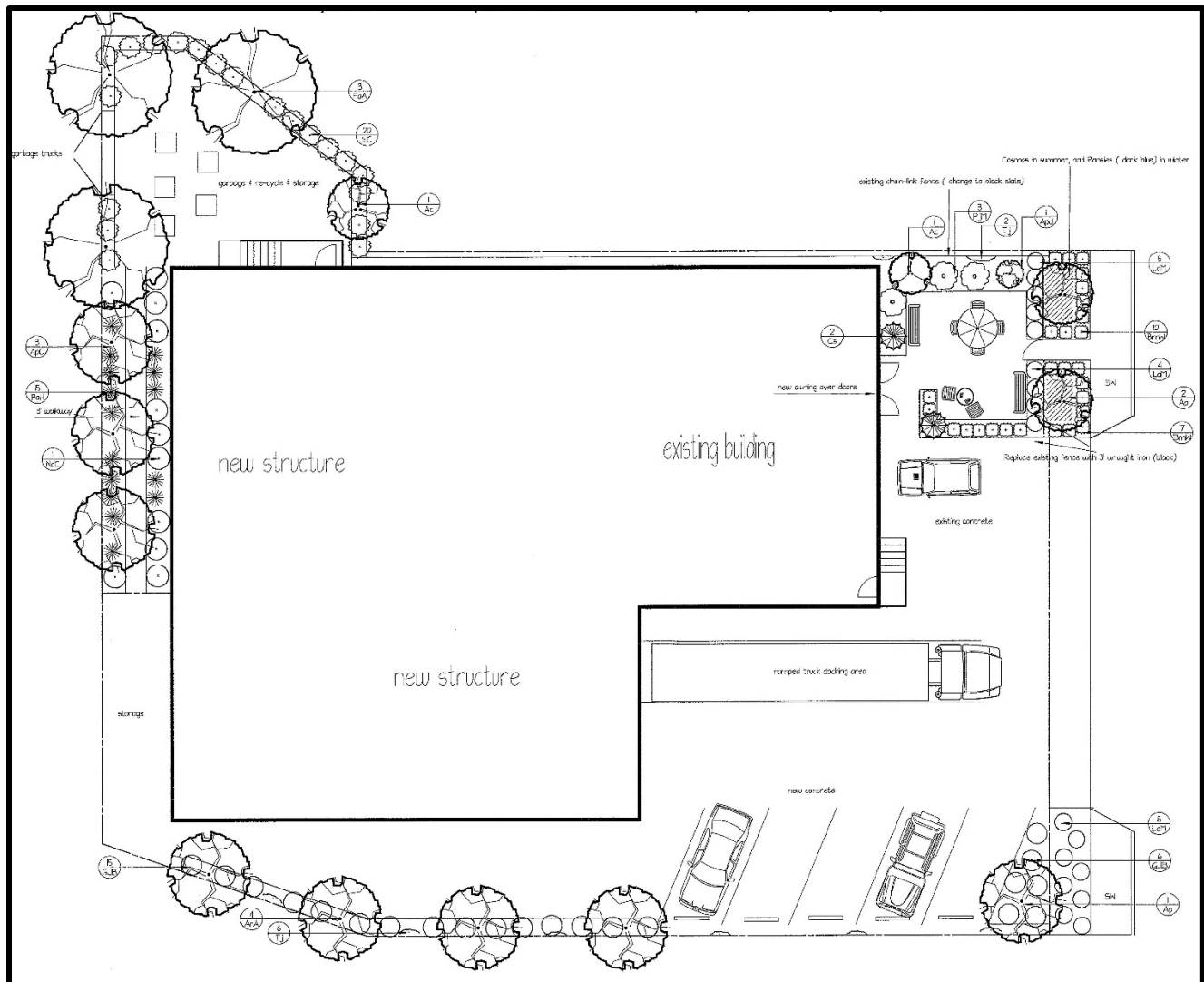
Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

Based on the formula calculation in MMC Section 17.57.070(A)(5) (Area Determination-Planning Factors), 346 square feet of new landscaping is required based on the 3,720 square foot addition to an existing industrial structure and additional parking to meet minimum off street parking and loading requirements. The applicant has proposed 475 square feet of landscaping.

Ordinance 4971 – Northeast Gateway Planned Development Overlay Section 10 Landscaping requires landscaping to be provided between the public street right-of-way and the front building line, designed to provide interest to pedestrians and maintained at a height of no more than three (3) feet so as not to be sight-obscuring. Off-street parking is required to be screened through a continuous row of shrubs between three (3) and four (4) feet high.

The proposed landscape plan and plant list can be seen below:

1206 NE 11th WAY LANDSCAPE PLAN



Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

1206 NE 11th WAY PLANT SCHEDULE

Key	Qty	Botanical Name	Common Name	Remarks
Trees				
Ac	2	<i>Acer circinatum</i>	VINE MAPLE	8-10' multi-stem
Ap	3	<i>Acer palmatum</i>	JAPANESE MAPLE green	8-10'
Apd	1	<i>Acer palmatum dissectum</i> 'Dissectum'	DISSECTUM JAPANESE THREADLEAF MAPLE	green 24-36"
ApC	3	<i>Acer platanoides</i> 'Columnare'	COLUMNARE MAPLE	2" Cal.
ArA	4	<i>Acer rubrum</i> 'Autumn Spire'	AUTUMN SPIRE RED MAPLE	2" Cal.
Cs	2	<i>Cupressus sempervirens</i>	ITALIAN CYPRESS	8-10'
FoA	3	<i>Fraxinus americana</i> 'Autumn Applause'	AUTUMN APPLAUSE WHITE ASH	2" Cal.
Shrubs				
BmW	27	<i>Buxus microphylla</i> 'Winter Gem'	WINTER GEM BOXWOOD	2-3 Gal.
lcC	20	<i>Ilex crenata</i> 'Compacta'	COMPACTA BOX LEAVED HOLLY	2-3 Gal.
LaM	17	<i>Lavandula angustifolia</i> 'Munstead'	MUNSTEAD TRUE LAVENDER	1 Gal.
NdC	11	<i>Nandina domestica</i> 'Compacta Nana'	GULFSTREAM HEAVENLY BAMBOO	2-3 Gal.
PjM	3	<i>Pieris japonica</i> 'Mt. Fire'	MT. FIRE JAPANESE PIERIS	2-3 Gal.
Ornamental Grasses				
PaH	15	<i>Pennisetum alopecuroides</i> 'Hamelin'	HAMELIN FOUNTAIN GRASS	1 Gal.
Perennials and Annuals				
GJB	21	<i>Geranium</i> 'Johnsons Blue'	JOHNSONS BLUE CRANESBILL	1 Gal.
Vines				
Tj	8	<i>Trachelospermum jasminoides</i>	STAR JASMINE	2-3 Gal.

Note: Court yard and front beds shall be fixed spray, all other beds may be drip irrigation

In reviewing a landscape plan, MMC Section 17.57.050(B) (Area Determination – Planning Factors) requires the Landscape Review Committee to 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 zoned M-2 (General Industrial) and located in the Northeast Gateway District. All abutting properties are also zoned M-2. The property to the northwest, adjacent to the railroad tracks, is an outdoor storage/junk yard. The properties to the southeast, at the corner of 11th Way and Alpine Avenue, and across 11th Way are self-storage unit/warehousing facilities. Several commercial uses are located on the property to the southeast, including McMinnville CrossFit and Blue Raven Pies. The property immediately behind the subject site to the southwest is a parking lot serving the nearby businesses.

The goal of the Northeast Gateway District Planned Development is to guide the transition of an industrial area to a vital, mixed-use, pedestrian friendly neighborhood. The courtyard between the front entry of the building and the public right-of-way is in response to zoning requirement for active frontages and landscaping between the building and right-of-way. In the two planters between the sidewalk and courtyard, the applicant is proposing an evergreen hedge of *Buxus microphylla* 'Winter Gem' (Winter Gem Boxwood), with an *Acer palmatum* (Japanese Maple) and seasonal annuals for color. Winter Gem Boxwood can grow to 4'x4' or more if left in its natural form. Japanese Maple trees grow to 25' tall and wide, often with unique branching patterns. The landscape plan indicates the courtyard is enclosed by fencing – chain link with privacy slats along the property line to the northwest, and 3' height wrought iron fencing along the right-of-way and adjacent to parking. The courtyard features a large seating area in the center, with planting areas between the seating and the fencing. Behind the wrought iron fencing,

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

Lavandula angustifolia 'Munstead' (Munstead Lavender) and Winter Gem Boxwood are proposed. Munstead Lavender is a low growing evergreen shrub, reaching 18"x18". Along the taller chain-link fence to the northwest (adjacent to the junk yard) the landscape plan specifies taller shrubs and trees for additional screening and buffering. Proposed plants include the evergreen shrub *Pieris japonica* 'Mountain Fire' (Mountain Fire Pieris), deciduous trees *Acer circinatum* (Vine Maple) and *Acer palmatum* var. *dissectum* 'Dissectum' (Dissectum Japanese Threadleaf Maple), and the evergreen tree *Cupressus sempervirens* (Italian cypress) against the building by the entry. Mountain Fire Pieris grows to 6'x6' or more. Vine Maples reach 25' to 30' tall and wide, and the Dissectum Japanese Threadleaf Maple will grow 6' to 8' tall and wide. The Italian cypress is a columnar tree reaching 40' tall or more while staying narrow and compact in width. The landscape plan also calls for *Trachelospermum jasminoides* (Star Jasmine), a spreading, evergreen vine, to be planted next to the chain-link fence.

Through the Northeast Gateway Development Design Review, the applicant is requesting a waiver for the courtyard area from the zoning requirement that all landscaping between the front building line and the right-of-way be maintained at a height of three (3) feet or less. The waiver would allow the taller shrubs and trees along the NW property line to provide more buffering and screening from the adjacent use, the junk yard. Staff recommends a condition of approval that if the Northeast Gateway Development Design Review waiver for height of landscaping along the northwest property line is not granted, that the applicant shall provide a revised landscape plan for the courtyard showing landscaping that will be maintained at or below the three (3) foot maximum height to the Planning Department for staff approval.

Along the southeast property line, the proposed development includes the addition of five (5) new off-street parking spaces. Off-street parking is required to be screened by a continuous row of shrubs between three (3) and four (4) in height. In the planter next to the sidewalk in the public-right-of-way, a mass of Munstead Lavender is proposed. In the planting area within the site adjacent to the parking, one (1) Japanese Maple is proposed, with a mass of *Geranium x 'Johnson's Blue'* (Johnson's Blue Cranebill) below. Johnson's Blue Geranium is an herbaceous flowering perennial growing to a height of 18". To meet the NE Gateway District requirement that landscaping between the front building line and the right-of-way be 3' height or less, staff recommends a condition of approval that the *Acer palmatum* (Japanese Maple) in the planting area southeast of the new off-street parking be moved to the planting area in the adjacent right-of-way. To meet the NE Gateway District requirement that and that the parking be screened by a hedge between 3' and 4' height, staff recommends a condition of approval that the evergreen shrub *Buxus microphylla* 'Winter Gem' (Winter Gem Boxwood) be substituted for the six (6) *Geranium x 'Johnson's Blue'* (Johnson's Blue Cranebill) between the new parking and the 11th Way right-of-way, and maintained at a height of three (3').

Between the proposed off-street parking and the southwest property corner, an approximately 30" to 36" wide planter is proposed with four (4) *Acer rubrum* 'Autumn Spire' (Autumn Spire Red Maple) planted at approximately 20' on center, and Johnson's Blue Cranesbill between them. Star Jasmine is proposed to be planted at approximately 20' on center for the length of the fence. Given that the minimum recommended width of planting strip for red maples in the public right-of-way is five (5) feet, staff recommends a condition of approval that the width of the planter along the southeast property line be increased to five (5) feet.

Behind the proposed addition is a landscaped area with a walkway leading to the garbage/recycling/storage area in the northwest corner of the site. The 3' wide walkway is flanked by groupings of the evergreen shrub *Nandina domestica* 'Compacta Nana' (Gulf Stream Heavenly Bamboo) and the ornamental grass *Pennisetum alopecuroides* 'Hameln' (Dwarf Fountain Grass). Gulf Stream Heavenly Bamboo grows to 3'x3' and Dwarf Fountain Grass grows to 2'x2'. Three (3) deciduous *Acer platanoides* 'Columnare' (Columnar Norway Maple) trees spaced approximately 14' apart line the walkway in a 4' wide planting bed. Around the perimeter of the garbage/recycle/storage area, a 2' wide planting strip is proposed with three (3) deciduous *Fraxinus americana* 'Autumn Applause' (Autumn

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

Applause White Ash) and one (1) Vine Maple. Autumn Applause White Ash grows to 40' tall and 25' wide. Between the trees are groupings of *Ilex crenata* 'Compacta' (Compact Japanese Holly), an evergreen shrub growing to 6'x6'. Staff believes the 2' wide planting area is not appropriate to accommodate the proposed trees and Compact Japanese Holly. Staff recommends a condition of approval that the width of the planter along the perimeter of the garbage/recycle/storage area in the northwest corner of the site be increased to a minimum of (4) feet, to match the adjacent planter with trees.

Overall, the proposed landscape, with the requested NE Gateway Development Design waiver and staff recommended conditions of approval, 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.

A goal of the NE Gateway District where the subject site is located is to create a pedestrian friendly neighborhood. This is accomplished in part by landscaping requirements that call for landscaping between the front of the building and the right-of-way that is not sight-obscuring and is maintained at a height of no more than three (3) feet. The applicant is proposing a waiver from NE Gateway Design standards to allow taller plants in the courtyard area to provide appropriate screening and buffering from the adjacent use to the northwest.

The proposed building addition and associated uses will be screened to the southeast and west by fencing, often with vines planted nearby to provide vegetative screening, evergreen shrubs, and deciduous trees that will provide overhead canopy and shade.

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 are no existing trees or natural areas on the site. This criterion does not apply.

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

Five (5) new standard off-street parking spaces and one (1) new truck loading bay are proposed with the new building addition. Proposed planting areas at each end of the new off-street parking bay provide space for trees to shade the new parking. Evergreen shrubs (as recommended by staff through a condition of approval) between the public right-of-way and the parking, and climbing vines on the fence adjacent to the parking will provide additional screening.

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.

Street tree planting is required for new industrial development on lots fronting on a public roadway which has a designated curb-side planting strip. There is no curb-side planting strip adjacent to the subject lot, so street tree planting is not required.

There are, however, trees proposed for planting in the public right-of-way, in the planter between the sidewalk and subject site. The proposed trees are three (3) *Acer palmatum* (Japanese Maple). The proposed Japanese Maple is the standard species that grows to over 20' in height. As such, it is a

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

recommended street tree in the Small Tree section of the McMinnville Street Tree List, and an appropriate tree for use in the public right-of-way.

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

The landscape plan indicates that an irrigation system is to be installed in the planting areas. Irrigation in the courtyard and front beds are to be fixed spray, and other beds may be drip irrigation.

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 landscape plan be approved with the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated August, 2018.
2. That if the Northeast Gateway Development Design Review waiver for height of landscaping along the northwest property line is not granted, that the applicant shall provide a revised landscape plan for the courtyard showing landscaping that will be maintained at or below the three (3) foot maximum height to the Planning Department for staff approval.
3. That the *Acer palmatum* (Japanese Maple) in the planting area southeast of the new off-street parking be moved to the planting area in the adjacent right-of-way.
4. That the evergreen shrub *Buxus microphylla* 'Winter Gem' (Winter Gem Boxwood) be substituted for the six (6) Geranium x 'Johnson's Blue' (Johnson's Blue Cranebill) between the new parking and the 11th Way right-of-way, and maintained at a height of three (3').
5. That the width of the planter along the southeast property line be increased to five (5) feet.
6. That the width of the planter along the perimeter of the garbage/recycle/storage area in the northwest corner of the site be increased to a minimum of (4) feet.
7. The applicant shall obtain utility locates for all planting work within the public right of way.
8. That all trees planted within the public right of way shall be planted as per the approved City detail, and shall be a minimum of 2" in caliper.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)

9. That the applicant shall contact Public Works at (503) 434-7316 for an inspection prior to backfilling trees planted within the right-of-way.
10. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
11. 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.

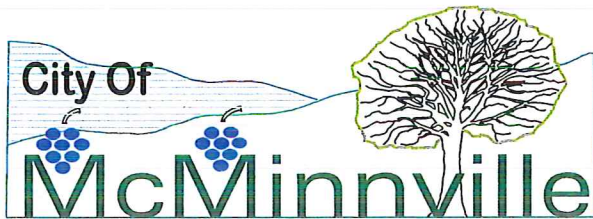
Suggested Motion:

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 26-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

JF:sjs

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 1206 NE 11th Way (L 26-18)



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. 502-18

Date Received 7/13/18

Fee 1450

Receipt No. 1800571

Received by [Signature]

Landscape Plan Review Application

Applicant Information

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

Applicant Name Hawarth Inc Phone 503-550-3272

Contact Name Troy Hawarth Phone Same
(If different than above)

Address 13500 SW Hwy 99W

City, State, Zip McMinnville OR 97128

Contact Email troy@hawarthinc.net

Property Owner Information

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

Contact Name EO DeRaue Phone _____

Address PO BOX 3

City, State, Zip McMinnville OR 97128

Contact Email ed@lndelectrical.com

Site Location and Description

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

Property Address 1206 NE 11th way

Assessor Map No. R4 - - Total Site Area APPROX. 14,000 sf.

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Landscaping Information

1. Total Landscaped Area: 475 sf.
2. Percent Landscaped: 3
3. Building Floor Area:
New Structure: _____ Existing Structure: _____ Addition: 3600
4. Architect Name Haworth Inc. Phone 503-472-2452
(Landscape Architect; Engineer; or Other Designer)
Contact Name Troy Haworth Phone 503-550-3272
Address 13500 SW Hwy 99W
City, State, Zip Medford, OR 97528
Contact Email troy@haworthinc.net

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

7/13/18
Date


Property Owner's Signature

7-13-18
Date



ATTACHMENT A

**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 LANDSCAPE PLAN FOR A PROPOSED
ADDITION TO AN INDUSTRIAL BUILDING AT 1206 NE 11TH WAY**

DOCKET: L 26-18

REQUEST: The applicant requested the approval of a landscape plan for proposed addition to an industrial building.

LOCATION: The subject site is located in the NE Gateway District, at 1206 NE 11th Way, and is more specifically described as Tax Lot 7001, Section 16DC, T. 4 S., R. 4 W., W.M.

ZONING: M-2 (General Industrial)

APPLICANT: Troy Haworth

STAFF: Jamie Fleckenstein, Associate Planner

DATE DEEMED COMPLETE: August 22, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: September 19, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

PROCEDURE: Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.

CRITERIA: The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.

APPEAL: The applicant may appeal a disapproval within 15 days of the date the decision as specified in Section 17.57.100 of the McMinnville Zoning Ordinance.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. 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 26-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
 Jamie Fleckenstein, Associate Planner

Date: _____

Planning Department: Heather Richards
Heather Richards, Planning Director

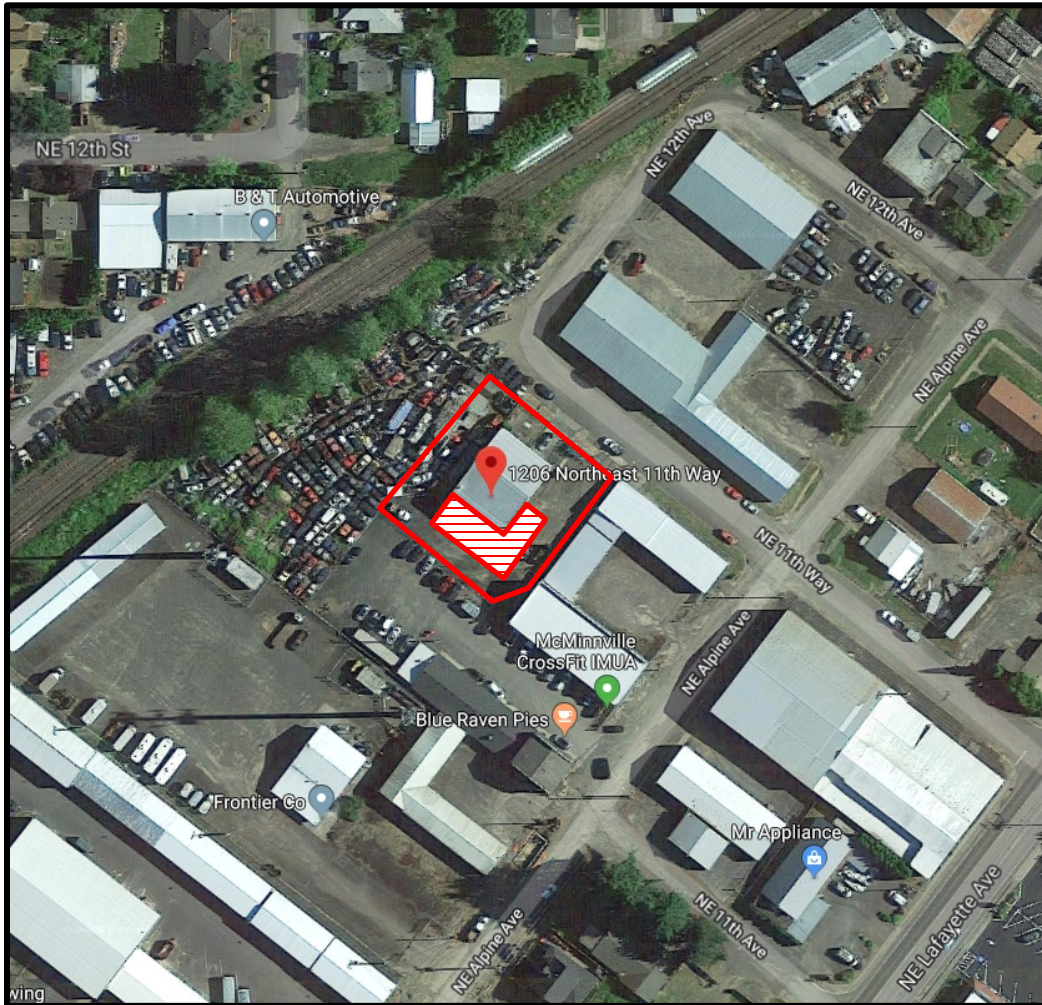
Date: _____

Attachments:

Attachment 1 – Application and Attachments

APPLICATION SUMMARY:

The applicant is proposing to build an approximately 3,720 square foot addition to an industrial building to serve as additional warehousing/storage space in the Northeast Gateway District. Also proposed are five (5) new required off street parking spaces and one (1) new required truck loading bay. The subject site is zoned M-2 (General Industrial). The approximate location of the subject site can be seen below, outlined in red, and the area of proposed addition is indicated by the hatched area:

**CONDITIONS OF APPROVAL:**

L 26-18 is **approved** subject to the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated August, 2018.
2. That if the Northeast Gateway Development Design Review waiver for height of landscaping along the northwest property line is not granted, that the applicant shall provide a revised landscape plan for the courtyard showing landscaping that will be maintained at or below the three (3) foot maximum height to the Planning Department for staff approval.
3. That the *Acer palmatum* (Japanese Maple) in the planting area southeast of the new off-street parking be moved to the planting area in the adjacent right-of-way.

Attachments:

Attachment 1 – Application and Attachments

4. That the evergreen shrub *Buxus microphylla* 'Winter Gem' (Winter Gem Boxwood) be substituted for the six (6) Geranium x 'Johnson's Blue' (Johnson's Blue Cranebill) between the new parking and the 11th Way right-of-way, and maintained at a height of three (3').
5. That the width of the planter along the southeast property line be increased to five (5) feet.
6. That the width of the planter along the perimeter of the garbage/recycle/storage area in the northwest corner of the site be increased to a minimum of (4) feet.
7. The applicant shall obtain utility locates for all planting work within the public right of way.
8. That all trees planted within the public right of way shall be planted as per the approved City detail, and shall be a minimum of 2" in caliper.
9. That the applicant shall contact Public Works at (503) 434-7316 for an inspection prior to backfilling trees planted within the right-of-way.
10. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
11. 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 (on file with the Planning Department)

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. Troy Haworth of Haworth, Inc., submitted a landscape plan for a proposed addition to an industrial building. The subject site is located in the NE Gateway District, at 1206 NE 11th Way, and is more specifically described as Tax Lot 7001, Section 16DC, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned M-2 (General Industrial), and is designated as Industrial on the McMinnville Comprehensive Plan Map, 1980.
3. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.
4. A public meeting was held by the Landscape Review Committee on September 19, 2018 to review the application and proposed landscape plan. No comments in opposition were provided by the public prior to the public meeting.

Attachments:

Attachment 1 – Application and Attachments

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 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.

17.57.070 Area Determination—Planning factors.

Attachments:

Attachment 1 – Application and Attachments

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 zoned M-2 (General Industrial) and located in the Northeast Gateway District. All abutting properties are also zoned M-2. The property to the northwest, adjacent to the railroad tracks, is an outdoor storage/junk yard. The properties to the southeast, at the corner of 11th Way and Alpine Avenue, and across 11th Way are self-storage unit/warehousing facilities. Several commercial uses are located on the property to the southeast, including McMinnville CrossFit and Blue Raven Pies. The property immediately behind the subject site to the southwest is a parking lot serving the nearby businesses.

The goal of the Northeast Gateway District Planned Development is to guide the transition of an industrial area to a vital, mixed-use, pedestrian friendly neighborhood. The courtyard between the front entry of the building and the public right-of-way is in response to zoning requirement for active frontages and landscaping between the building and right-of-way. In the two planters between the sidewalk and courtyard, the applicant is proposing an evergreen hedge of *Buxus microphylla* 'Winter Gem' (Winter Gem Boxwood), with an *Acer palmatum* (Japanese Maple) and seasonal annuals for color. Winter Gem Boxwood can grow to 4'x4' or more if left in its natural form. Japanese Maple trees grow to 25' tall and wide, often with unique branching patterns. The landscape plan indicates the courtyard is enclosed by fencing – chain link with privacy slats along the property line to the northwest, and 3' height wrought iron fencing along the right-of-way and adjacent to parking. The courtyard features a large seating area in the center, with planting areas between the seating and the fencing. Behind the wrought iron fencing, *Lavandula angustifolia* 'Munstead' (Munstead Lavender) and Winter Gem Boxwood are proposed. Munstead Lavender is a low growing evergreen shrub, reaching 18"x18". Along the taller chain-link fence to the northwest (adjacent to the junk yard) the landscape plan specifies taller shrubs and trees for additional screening and buffering. Proposed plants include the evergreen shrub *Pieris japonica* 'Mountain Fire' (Mountain Fire Pieris), deciduous trees *Acer circinatum* (Vine Maple) and *Acer palmatum* var. *dissectum* 'Dissectum' (Dissectum Japanese Threadleaf Maple), and the evergreen tree *Cupressus sempervirens* (Italian cypress) against the building by the entry. Mountain Fire Pieris grows to 6'x6' or more. Vine Maples reach 25' to 30' tall and wide, and the Dissectum Japanese Threadleaf Maple will grow 6' to 8' tall and wide. The Italian cypress is a columnar tree reaching 40' tall or more while staying narrow and compact in width. The landscape plan also calls for *Trachelospermum jasminoides* (Star Jasmine), a spreading, evergreen vine, to be planted next to the chain-link fence.

Through the Northeast Gateway Development Design Review, the applicant is requesting a waiver for the courtyard area from the zoning requirement that all landscaping between the front building line and the right-of-way be maintained at a height of three (3) feet or less. The waiver would allow the taller shrubs and trees along the NW property line to provide more buffering and screening from the adjacent use, the junk yard. Staff recommends a condition of approval that if the Northeast Gateway Development Design Review waiver for height of landscaping along the northwest property line is not granted, that the applicant shall provide a revised landscape plan for the courtyard showing landscaping that will be maintained at or below the three (3) foot maximum height to the Planning Department for staff approval.

Along the southeast property line, the proposed development includes the addition of five (5) new off-street parking spaces. Off-street parking is required to be screened by a continuous row of shrubs between three (3) and four (4) in height. In the planter next to the sidewalk in the public-right-of-way, a mass of Munstead Lavender is proposed. In the planting area within the site adjacent to the parking,

Attachments:

Attachment 1 – Application and Attachments

one (1) Japanese Maple is proposed, with a mass of *Geranium x 'Johnson's Blue'* (Johnson's Blue Cranebill) below. Johnson's Blue Geranium is an herbaceous flowering perennial growing to a height of 18". To meet the NE Gateway District requirement that landscaping between the front building line and the right-of-way be 3' height or less, staff recommends a condition of approval that the *Acer palmatum* (Japanese Maple) in the planting area southeast of the new off-street parking be moved to the planting area in the adjacent right-of-way. To meet the NE Gateway District requirement that and that the parking be screened by a hedge between 3' and 4' height, staff recommends a condition of approval that the evergreen shrub *Buxus microphylla 'Winter Gem'* (Winter Gem Boxwood) be substituted for the six (6) *Geranium x 'Johnson's Blue'* (Johnson's Blue Cranebill) between the new parking and the 11th Way right-of-way, and maintained at a height of three (3').

Between the proposed off-street parking and the southwest property corner, an approximately 30" to 36" wide planter is proposed with four (4) *Acer rubrum 'Autumn Spire'* (Autumn Spire Red Maple) planted at approximately 20' on center, and Johnson's Blue Cranesbill between them. Star Jasmine is proposed to be planted at approximately 20' on center for the length of the fence. Given that the minimum recommended width of planting strip for red maples in the public right-of-way is five (5) feet, staff recommends a condition of approval that the width of the planter along the southeast property line be increased to five (5) feet.

Behind the proposed addition is a landscaped area with a walkway leading to the garbage/recycling/storage area in the northwest corner of the site. The 3' wide walkway is flanked by groupings of the evergreen shrub *Nandina domestica 'Compacta Nana'* (Gulf Stream Heavenly Bamboo) and the ornamental grass *Pennisetum alopecuroides 'Hameln'* (Dwarf Fountain Grass). Gulf Stream Heavenly Bamboo grows to 3'x3' and Dwarf Fountain Grass grows to 2'x2'. Three (3) deciduous *Acer platanoides 'Columnare'* (Columnar Norway Maple) trees spaced approximately 14' apart line the walkway in a 4' wide planting bed. Around the perimeter of the garbage/recycle/storage area, a 2' wide planting strip is proposed with three (3) deciduous *Fraxinus americana 'Autumn Applause'* (Autumn Applause White Ash) and one (1) Vine Maple. Autumn Applause White Ash grows to 40' tall and 25' wide. Between the trees are groupings of *Ilex crenata 'Compacta'* (Compact Japanese Holly), an evergreen shrub growing to 6'x6'. Staff believes the 2' wide planting area is not appropriate to accommodate the proposed trees and Compact Japanese Holly. Staff recommends a condition of approval that the width of the planter along the perimeter of the garbage/recycle/storage area in the northwest corner of the site be increased to a minimum of (4) feet, to match the adjacent planter with trees.

Overall, the proposed landscape, with the requested NE Gateway Development Design waiver and staff recommended conditions of approval, 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: A goal of the NE Gateway District where the subject site is located is to create a pedestrian friendly neighborhood. This is accomplished in part by landscaping requirements that call for landscaping between the front of the building and the right-of-way that is not sight-obscuring and is maintained at a height of no more than three (3) feet. The applicant is proposing a waiver from NE Gateway Design standards to allow taller plants in the courtyard area to provide appropriate screening and buffering from the adjacent use to the northwest.

The proposed building addition and associated uses will be screened to the southeast and west by fencing, often with vines planted nearby to provide vegetative screening, evergreen shrubs, and deciduous trees that will provide overhead canopy and shade.

Attachments:

Attachment 1 – Application and Attachments

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 are no existing trees or natural areas on the site. This criterion does not apply.

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

Finding: Five (5) new standard off-street parking spaces and one (1) new truck loading bay are proposed with the new building addition. Proposed planting areas at each end of the new off-street parking bay provide space for trees to shade the new parking. Evergreen shrubs (as recommended by staff through a condition of approval) between the public right-of-way and the parking, and climbing vines on the fence adjacent to the parking will provide additional screening.

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: Street tree planting is required for new industrial development on lots fronting on a public roadway which has a designated curb-side planting strip. There is no curb-side planting strip adjacent to the subject lot, so street tree planting is not required.

There are, however, trees proposed for planting in the public right-of-way, in the planter between the sidewalk and subject site. The proposed trees are three (3) *Acer palmatum* (Japanese Maple). The proposed Japanese Maple is the standard species that grows to over 20' in height. As such, it is a recommended street tree in the Small Tree section of the McMinnville Street Tree List, and an appropriate tree for use in the public right-of-way.

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

Finding: The landscape plan indicates that an irrigation system is to be installed in the planting areas. Irrigation in the courtyard and front beds are to be fixed spray, and other beds may be drip irrigation.

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

Finding: The application indicates that watering the proposed plants will be done by hose. 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.

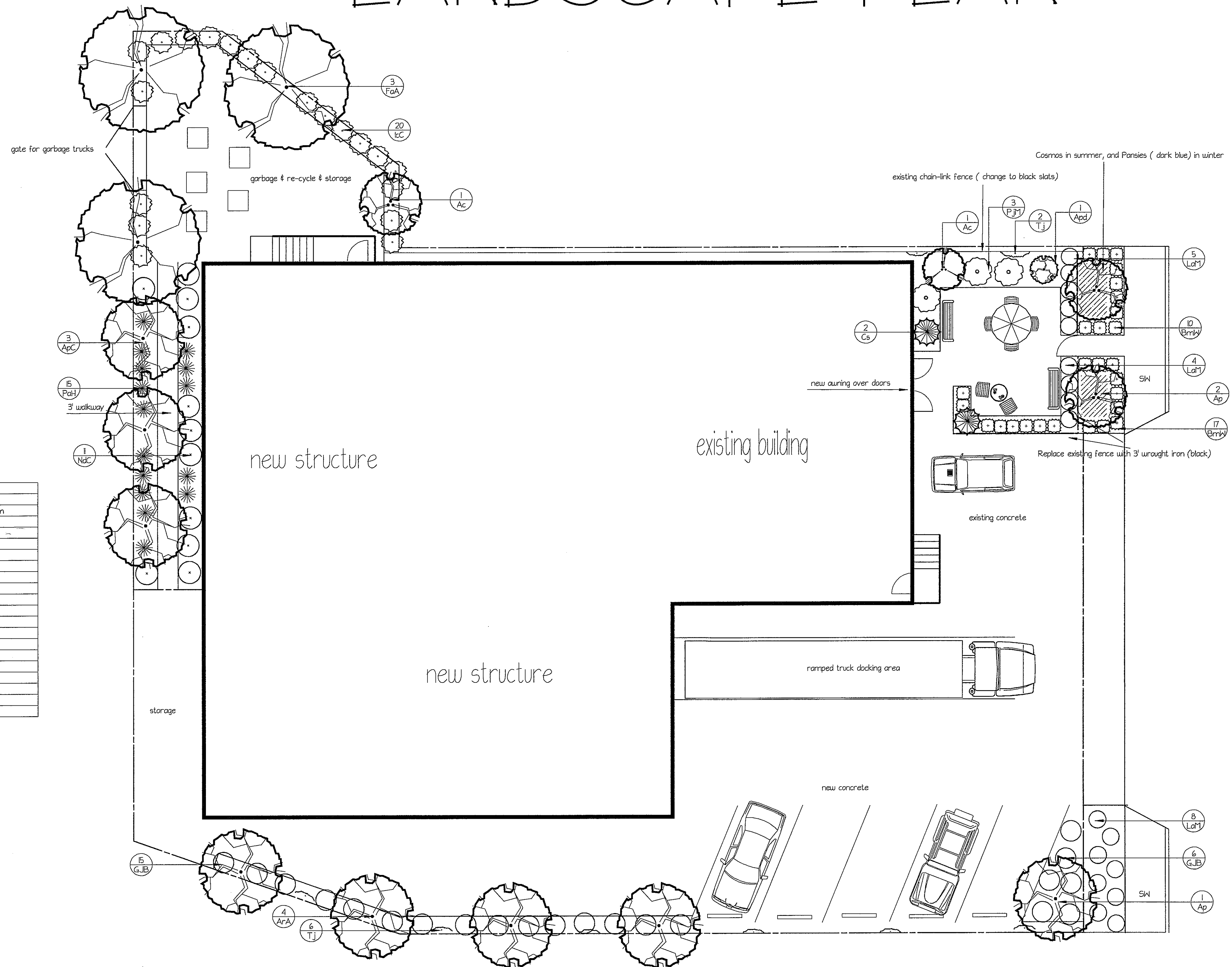
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LANDSCAPE PLAN

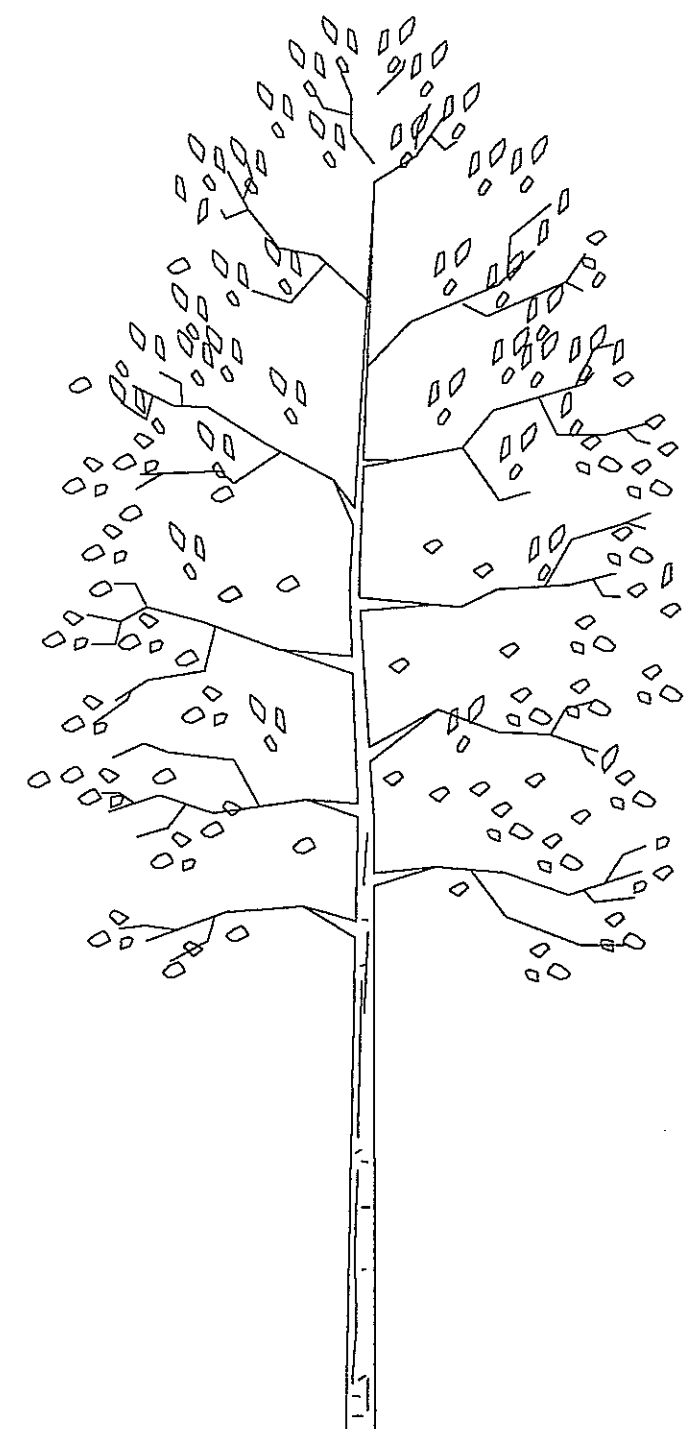
PLANT LIST

Key	Qty	Botanical Name	Common Name	Remarks
Trees				
Ac	2	<i>Acer circinatum</i>	VINE MAPLE	8-12' multi-stem
Ap	3	<i>Acer palmatum</i>	JAPANESE MAPLE green	8-12'
Apd	1	<i>Acer palmatum dissectum</i> 'Dissectum'	DISSECTUM JAPANESE THREADLEAF MAPLE	green 24-36"
ApC	3	<i>Acer platanoides</i> 'Columnare'	COLUMNARE MAPLE	2' Cal
ARA	4	<i>Acer rubrum</i> 'Autumn Spire'	AUTUMN SPIRE RED MAPLE	2' Cal
Cs	2	<i>Cupressus sempervirens</i>	ITALIAN CYPRESS	8-12'
FaA	3	<i>Fraxinus americana</i> 'Autumn Applause'	AUTUMN APPLAUSE WHITE ASH	2' Cal
Shrubs				
Brrk	27	<i>Buxus microphylla</i> 'Winter Gem'	WINTER GEM BOXWOOD	2-3 Gal.
kC	20	<i>Ilex crenata</i> 'Compacta'	COMPACTA BOX LEAVED HOLLY	2-3 Gal
LaT	17	<i>Lavandula angustifolia</i> 'Munstead'	MUNSTEAD TRUE LAVENDER	1 Gal.
NdC	11	<i>Nandina domestica</i> 'Compacta Nana'	GULFSTREAM HEAVENLY BAMBOO	2-3 Gal
PJ1	3	<i>Pieris japonica</i> 'Mt. Fire'	MT. FIRE JAPANESE PERIS	2-3 Gal.
Ornamental Grasses				
PaH	15	<i>Pennisetum alopecuroides</i> 'Hameli'	HAMELI FOUNTAIN GRASS	1 Gal.
Perennials and Annuals				
GJB	21	<i>Geranium</i> 'Johnsons Blue'	JOHNSONS BLUE CRANESBILL	1 Gal.
Vines				
TJ	8	<i>Trachelospermum jasminoides</i>	STAR JASMINE	2-3 Gal.

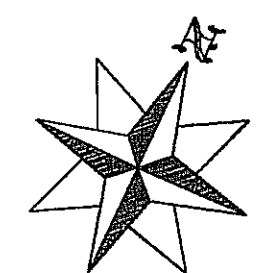
Note: Court yard and front beds shall be fixed spray, all other beds may be drip irrigation



NOTES



No.	Date	Description
REVISIONS		



DERAEVE ADDITION

Ed Deraeve

1206 11th. Way

McMinnville, Or.97128

SCALE	1"=8'
DRAWN BY	Rob Stephenson
CHECKED BY	RHS
DATE	Aug 2018
DATE OF PRINT	8/9/18

PROJECT NO.	268-B
SHEET NO.	1



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

www.mcminnvilleoregon.gov

EXHIBIT 3 - STAFF REPORT

DATE: September 19, 2018
TO: McMinnville Landscape Review Committee
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4C: L 29-18

Report in Brief:

An application for a Landscape Plan Review of a street tree plan and landscape plan for the Whispering Meadows subdivision (L 29-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Theresa Smith of Yamhill Community Development Corporation, submitted a landscape/street tree plan for the Whispering Meadows subdivision. The subject site is located north of NE Cumulus Avenue, south of the South Yamhill River, and between the River Park subdivision to the west, and the Parkland Village assisted living development and the Craftsman Landing townhome development to the east, and is more specifically described as Tax Lot 300, Section 22DD, T. 4 S., R 4 W., W.M.

Docket S 3-15, permitting a 29-lot single family residential subdivision on the subject site, was approved with the following conditions:

9. That the applicant shall submit a street tree plan for the subdivision for review and approval by the McMinnville Landscape Review Committee. The plan shall identify species, caliper size, and spacing for each tree to be planted within the curbside planting strips. [...]
11. That the applicant shall submit a detailed landscape plan for the area within Tract "A" for review and approval by the McMinnville Landscape Review Committee. At a minimum the proposed pedestrian walkway within this tract shall be five feet in width; a solid, sight obscuring fence or wall shall be provided along the southern edge of Lots 1 – 3; and appropriate lighting and irrigation shall be installed. All required landscaping, irrigation, lighting, fencing, and hardscape as shown on the plan approved by the Landscape Review Committee shall be installed prior to release of the final plat.

Discussion:

Whispering Meadows is a new subdivision being developed in NE McMinnville. The subdivision will have 29 single family residential lots on a 7.19 acre site located north of NE Cumulus Avenue, south of the South Yamhill River, and between the River Park subdivision to the west, and the Parkland Village

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

assisted living development and the Craftsman Landing townhome development to the east. The approximate location of the subject site can be seen below, outlined in red:

SITE REFERENCE MAP



The land use decision permitting the subdivision (Docket S 3-15) was approved with conditions requiring a street tree plan for the entirety of the subdivision, as well as a landscape plan for Tract “A”.

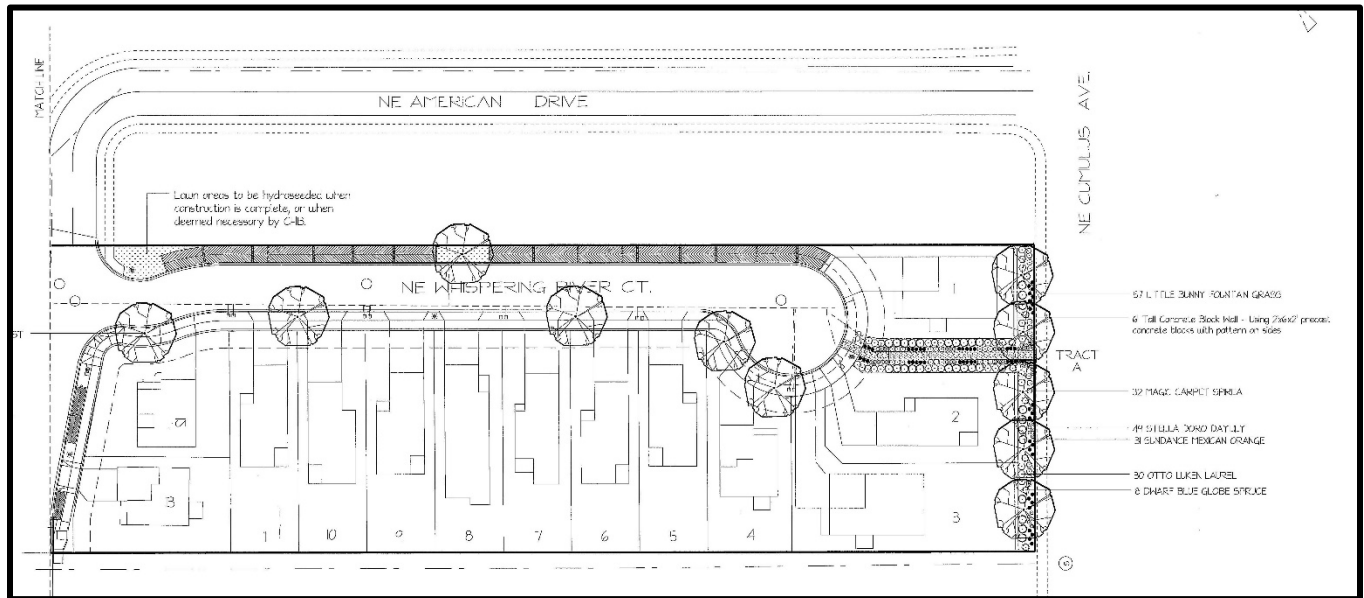
The local residential streets serving the development, NE Whispering River Court and NE Whispering Cliff Court, were improved as “green” streets with an open bio-swale drainage system constructed along the eastern and western street edges, respectively. The bio-swale drainage system replaced the public sidewalk and street tree planting along those edges where there are no adjacent residences in the subdivision.

Tract “A” is a commonly owned tract in the subdivision providing pedestrian access between the development and NE Cumulus Avenue, as well as an area for buffering the proposed development from Highway 18 and NE Cumulus Avenue. The proposed landscape for Tract “A” and street tree plans for NE Whispering River Court and NE Whispering Cliff Court can be seen below:

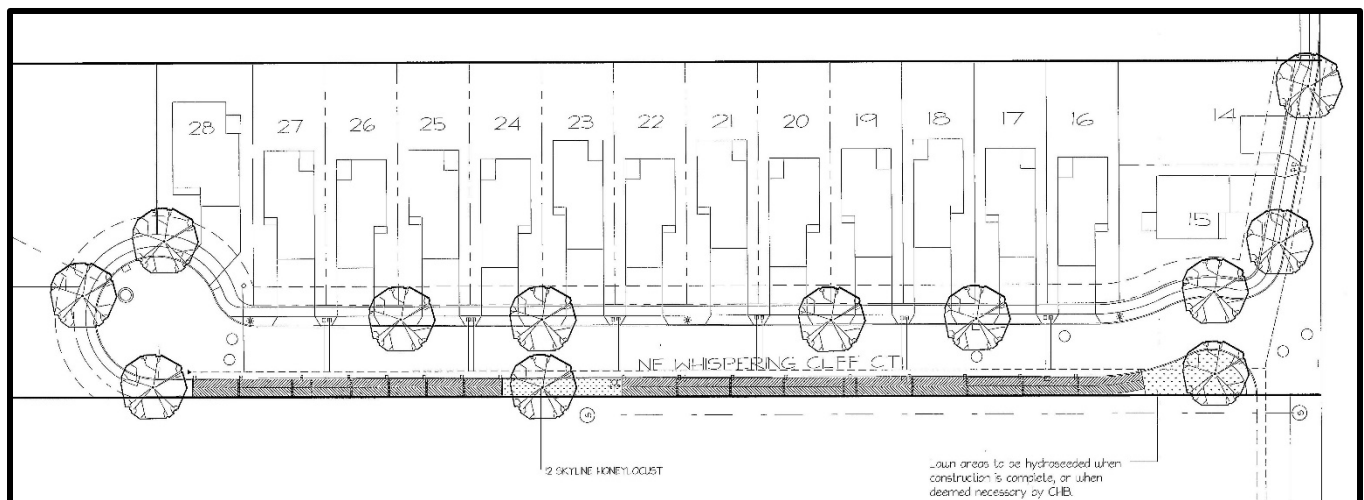
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NE WHISPERING RIVER COURT STREET TREE PLAN / TRACT “A” LANDSCAPE PLAN



NE WHISPERING RIVER CLIFF STREET TREE PLAN



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 *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) trees as the street tree species in the Whispering Meadows subdivision. This tree species is listed on the McMinnville Street Tree list as approved species, and is considered to be medium sized trees on the McMinnville Street Tree list.

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- 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 street tree plan specifies the size of the proposed trees at the time of planting to be two (2) inch caliper. 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. The condition of approval also states that 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 Whispering Meadows subdivision is located on a long, narrow site adjacent to NE Cumulus Avenue. Because of the shape of the site, the development pattern of streets and lots within the subdivision was approved with exceptions to City standards. The two cul-de-sacs serving the subdivision lots have been pushed to the eastern and western edges of the development site, respectively. The cul-de-sacs each serve the residential lots to one side of the street, with City standard sidewalks, planting strips, and utilities. The other side of each street adjacent to the edge of the subdivision was improved with an open bio-swale drainage system, since there were no adjacent lots requiring sidewalks or utilities. The residential lots along the cul-de-sacs have minimum widths of 40 feet and the driveway curb-cuts are generally ganged together in pairs on the narrow lots to maximize the open space between the pairs. However, when taking into account the location of water meters, light posts, fire hydrants, and the required setbacks for trees, the suitable locations for street trees in the planting strip in front of the single family residences are reduced. On the other side of the streets where the bio-swale drainage system is located, opportunities for street trees are limited to the ends of the swale, or at a mid-street break in the bio-swale.

Based on all of the infrastructure conflicts, the required street tree spacing for medium trees, as the *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) is described in the McMinnville Street Tree List, cannot be achieved in most locations in the Whispering Meadows subdivision. The street tree spacing throughout the subdivision varies, and is inconsistent. The nature of the site, street and lot layout, and location of utilities and the bio-swale drainage system presents limited suitable locations for street trees with inconsistent spacing between them. The street tree plan does take advantage of suitable locations to place as many street trees in the public right-of-way as is practical despite an inconsistent spacing standard.

- 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.

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Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

The subdivision includes local residential streets. The applicant has provided a five (5) foot wide planting strip along all streets within the subdivision, which is greater than the three (3) foot minimum requirement. The species of street trees being proposed is considered a “medium” sized trees in the McMinnville Street Tree List. Medium sized trees require a five (5) foot wide planter strip based on the requirements of the McMinnville Street Tree List, and this is being satisfied with the proposed planter strip.

- 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.

The proposed street trees conform to setbacks to utilities identified on the street tree plan for Whispering Meadows subdivisions, and a condition of approval is included to require that the setbacks from utilities be maintained.

Landscape Plan Review:

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

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

The Whispering Meadows subdivision is located on a long, narrow site adjacent to NE Cumulus Avenue. Because of the shape of the site, the development pattern of streets and lots within the subdivision was approved with exceptions to City standards. The two cul-de-sacs serving the subdivision lots have been pushed to the eastern and western edges of the development site, respectively. The cul-de-sacs each serve the residential lots to one side of the street, with City standard sidewalks, planting strips, and utilities. The other side of each street adjacent to the edge of the subdivision was improved with an open bio-swale drainage system, since there were no adjacent lots requiring sidewalks or utilities. The residential lots along the cul-de-sacs have minimum widths of 40 feet and the driveway curb-cuts are generally ganged together in pairs on the narrow lots to maximize the open space between the pairs. However, when taking into account the location of water meters, light posts, fire hydrants, and the required setbacks for trees, the suitable locations for street trees in the planting strip in front of the single family residences are reduced. On the other side of the streets where the bio-swale drainage system is located, opportunities for street trees are limited to the ends of the swale, or at a mid-street break in the bio-swale. The nature of the site, street and lot layout, and location of utilities and the bio-swale drainage system presents limited suitable locations for street trees with inconsistent spacing between them. The street tree plan does take advantage of suitable locations to place as many street trees in the public right-of-way as is practical. The street tree selected for Whispering Meadows is *Gleditsia triacanthos inermis* ‘Skyline’ (Skyline Honeylocust). The Skyline Honeylocust is a broad canopied tree that grows to 30 to 50 feet in height. The tree does not require a lot of water after establishment, can tolerate heat, and has deep roots that tend to stay below the surface. These characteristics make the Skyline Honeylocust a desirable street tree.

The landscape plan also identifies planting in the bio-swales that are in the public right-of-way. The bio-swales are to be planted with a combination of *Carex obnupta* (Slough Sedge), *Juncus patens* (Spreading Rush), and *Camassia leichtlinii* (Camas). All three species are native to the Pacific Northwest and suitable for planting in moist or wet areas such as drainage swales. These plants are all grass-like in character, and will capably perform functions in the bio-swale such as slowing down stormwater runoff to

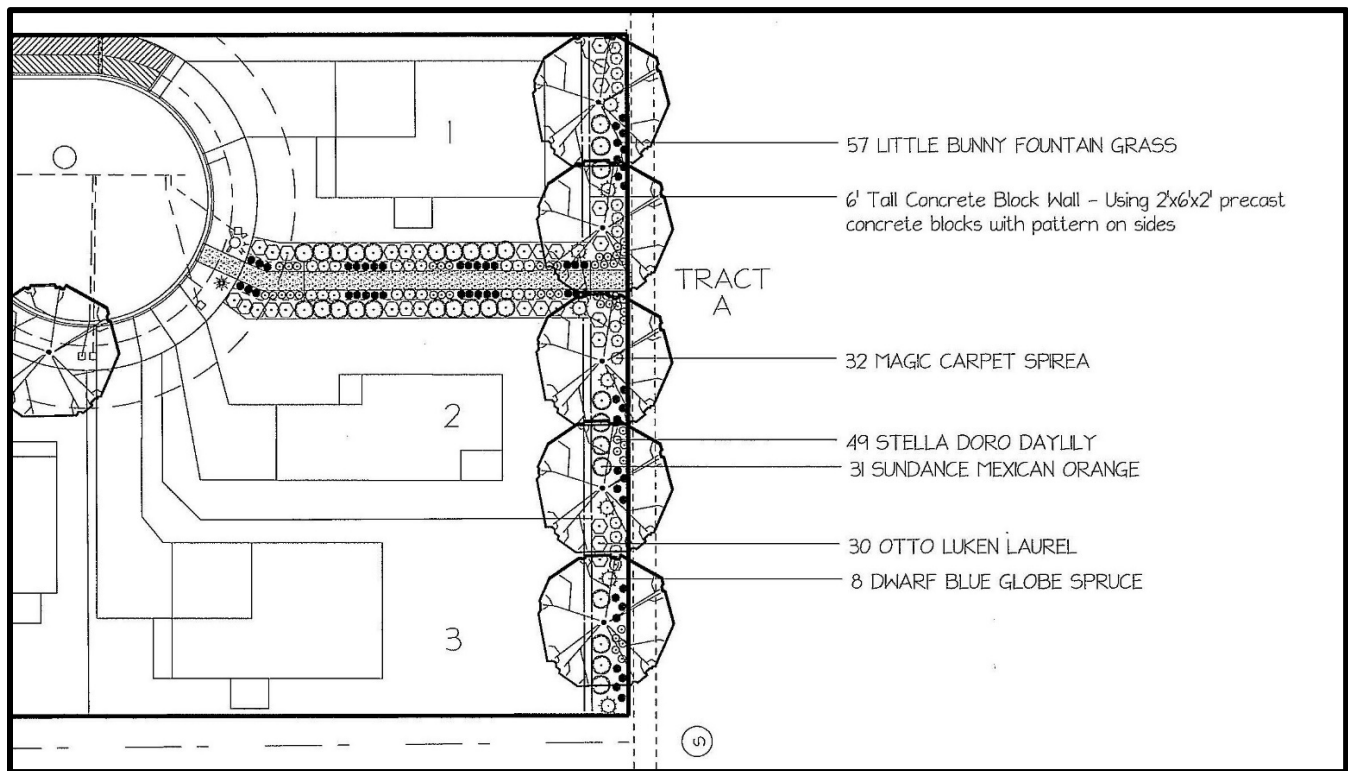
Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

allow sediment to settle out. Staff finds the street tree plan and landscaping in the public right-of-way is compatible with the proposed project and the abutting properties and uses.

Tract "A" is a commonly-owned tract in the subdivision providing pedestrian access between the development and NE Cumulus Avenue, as well as an area for buffering the proposed development from Highway 18 and NE Cumulus Avenue. The portion of Tract "A" fronting Cumulus Avenue is 10 feet wide, and the pedestrian connection from Cumulus Avenue to the NE Whispering River Court cul-de-sac is 20 feet wide. An enlargement of the Tract "A" landscape plan can be seen below:

TRACT "A" LANDSCAPE PLAN ENLARGEMENT



The Tract "A" landscaping along Cumulus Avenue and the pedestrian walkway is a combination of deciduous and evergreen shrubs, and perennial plants. The evergreen shrubs are *Choisya ternata* 'Sundance' (Sundance Mexican Orange), *Prunus laurocerasus* 'Otto Luyken' (Otto Luyken Laurel), and *Picea pungens globosa* (Dwarf Blue Globe Spruce). Sundance Mexican Orange and Dwarf Blue Globe Spruce both grow to 5' height and 5' width. Otto Luyken Laurel grows to 3'x6'. *Spiraea japonica* 'Walbuma' (Magic Carpet Spirea) is a deciduous shrub growing 2'x2'. *Pennisetum alopecuroides* 'Little Bunny' (Little Bunny Fountain Grass) is a perennial grass that reaches 12" in height. *Hemerocallis x* 'Stella De Oro' (Stella De Oro Dwarf Daylily) is a flowering perennial that will reach 12"-30" in height. Also proposed for the Cumulus Avenue frontage is five (5) Skyline Honeylocust trees to match the proposed street trees, spaced at approximately 35' on center. All the proposed plants are drought tolerant and require only occasional water once established. The planting along Cumulus Avenue is designed to have a character and density appropriate for its location along a minor collector street and at a place of high visibility. The planting is compatible with that of adjacent subdivisions.

A condition of approval of Docket S 3-15 requires that at a minimum the proposed pedestrian walkway within Tract "A" shall be five feet in width. The landscape plan indicates the proposed walkway is 5' in width. The landscaping along the pedestrian walkway is designed to provide seasonal interest and clear

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sight lines along the length of the walkway, creating an aesthetically appealing and safe pedestrian experience.

Staff finds the landscaping proposed for Tract “A” is compatible with the proposed project and the abutting properties and uses.

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

Tract “A” is specifically identified as an area for buffering the proposed development from Highway 18 and NE Cumulus Avenue. The planting proposed for the Cumulus Avenue frontage has characteristics that will serve this purpose. A variety of medium (or taller) evergreen shrubs and a row of street-tree type shade trees will help provide a visual and physical buffer from the noise and activity of Highway 18 and Cumulus Avenue. A condition of approval of Docket S 3-15 requires that a solid, sight obscuring fence or wall shall be provided along the southern edge of Lots 1 – 3 to provide further screening from the adjacent road(s). The applicant has proposed a 6’ tall wall constructed of 2’ x 6’ x 2’ pre-cast, patterned concrete blocks. An image of the proposed wall material can be seen below:

PROPOSED SIGHT-OBSCURING WALL



The applicant notes that this material and wall construction would offer sound barrier qualities and low maintenance that wood or composite fences would not.

Staff finds that this large concrete block material and wall design is not appropriate for a subdivision wall and the proposed design is not consistent with other fences and walls found at adjacent subdivisions and throughout the City of McMinnville. The proposed concrete block units are typical to large earthwork or retaining wall projects, such as a large retaining wall along the side of a highway, and not a free-standing wall or fence. It is also not clear to staff how the ends of the wall would be treated and detailed. Staff cites other examples of subdivision walls along minor arterials and collector streets in McMinnville as more suitable materials and design that achieve the same sound buffering and sight obscuring goals. An example might be a 6’ height wall built out of brick, CMU block, or a combination of the two. Staff notes that pillars of the same or complimentary material(s) are commonly found at the ends of such walls, or in breaks in the wall such as at the pedestrian walkway access through Tract “A”.

Staff finds the combination of a solid wall built of masonry material and the proposed plant material would provide sufficient screening and buffering of the subdivision from Cumulus Avenue and Highway 18.

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Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

However, staff recommends a condition of approval to require the applicant to submit a new design for the required solid, sight-obscuring wall that utilizes smaller scale masonry materials and construction methods with distinct architectural features at wall ends for Planning Department staff approval.

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 are no existing trees or existing natural features in the areas being proposed for landscaping. This criterion does not apply.

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

There are no parking areas included in the proposed landscaping. This criterion does not apply.

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 street tree species proposed for the NE Whispering River Court and NE Whispering Cliff Court rights-of-way is *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust). *Gleditsia triacanthos inermis* is an approved medium street tree species found on the City of McMinnville Street Tree List. The proposed size at the time of planting is 2" caliper. The Skyline Honeylocust is a broad canopied tree that grows to 30 to 50 feet in height. The tree does not require a lot of water after establishment, can tolerate heat, and has deep roots that tend to stay below the surface. It is a thornless variety of Honeylocust. These characteristics make the Skyline Honeylocust a desirable street tree. Staff finds that *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) is a suitable street tree for the Whispering Meadows subdivision.

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

The landscape plan indicates that a design-build irrigation system is to be installed in the Tract "A" planting areas. A temporary design-build irrigation system is specified for the bio-swale planters. Drip irrigation is recommended for both design build systems.

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.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

Recommendation/Suggested Motion:

Based on the findings described above, 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 August 15, 2018.
2. 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.
3. That the tree species approved for the planting strips in the Whispering Meadows subdivision is *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust).'
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.
10. That the applicant shall submit a new design for the required solid, sight-obscuring wall in Tract "A" that utilizes smaller scale masonry materials and construction methods with distinct architectural features at wall ends for Planning Department staff approval.
11. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)

adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.

12. 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 29-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

JF:sjs

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape and Street Tree Plan for Whispering Meadows Subdivision (L 29-18)



ATTACHMENT A

**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 STREET TREE PLAN AND LANDSCAPE
PLAN FOR WHISPERING MEADOWS SUBDIVISION**

DOCKET: L 29-18

REQUEST: The applicant requested the approval of a street tree plan and landscape plan for Whispering Meadows subdivision.

LOCATION: The subject site is located north of NE Cumulus Avenue, south of the South Yamhill River, and between the River Park subdivision to the west, and the Parkland Village assisted living development and the Craftsman Landing townhome development to the east, and is more specifically described as Tax Lot 300, Section 22DD, T. 4 S., R 4 W., W.M.

ZONING: R-4 FP (Multi-Family Residential, Flood Plain)

APPLICANT: Theresa Smith, Yamhill Community Development Corporation

STAFF: Jamie Fleckenstein, Associate Planner

DATE DEEMED COMPLETE: August 20, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: September 19, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

PROCEDURE: Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.

CRITERIA: The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.

APPEAL: The applicant may appeal a disapproval within 15 days of the date the decision as specified in Section 17.57.100 of the McMinnville Zoning Ordinance.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. 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 29-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Planning Staff: _____
 Jamie Fleckenstein, Associate Planner

Date: _____

Planning Department: Heather Richards
Heather Richards, Planning Director

Date: _____

APPLICATION SUMMARY:

The applicant is proposing to build Whispering Meadows, a new residential subdivision being developed in NE McMinnville. The subdivision will have 29 single family residential lots on a 7.19 acre site located north of NE Cumulus Avenue, south of the South Yamhill River, and between the River Park subdivision to the west, and the Parkland Village assisted living development and the Craftsman Landing townhome development to the east. The land use decision permitting the subdivision (Docket S 3-15) was approved with conditions requiring a street tree plan for the entirety of the subdivision, as well as a landscape plan for Tract “A”, a commonly owned tract in the subdivision providing pedestrian access between the development and NE Cumulus Avenue. The approximate location of the subject site can be seen below, outlined in red:

SITE REFERENCE MAP**CONDITIONS OF APPROVAL:**

L 29-18 is **approved** subject to the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated August 15, 2018.
2. 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.

Attachments:

Attachment 1 – Application for Landscape Plan Review

3. That the tree species approved for the planting strips in the Whispering Meadows subdivision is *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust).'
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.
10. That the applicant shall submit a new design for the required solid, sight-obscuring wall in Tract "A" that utilizes smaller scale masonry materials and construction methods with distinct architectural features at wall ends for Planning Department staff approval.
11. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
12. 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 (on file with the Planning Department)

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. Theresa Smith of Yamhill Community Development Corporation, submitted a landscape/street tree plan for the Whispering Meadows subdivision. The subject site is located north of NE Cumulus Avenue, south of the South Yamhill River, and between the River Park subdivision to the west, and the Parkland Village assisted living development and the Craftsman Landing townhome development to the east, and is more specifically described as Tax Lot 300, Section 22DD, T. 4 S., R 4 W., W.M.
2. The site is currently zoned R-4 FP (Multi-Family Residential, Flood Plain), and is designated as Residential on the McMinnville Comprehensive Plan Map, 1980.
3. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.
4. A public meeting was held by the Landscape Review Committee on September 19, 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 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 all new streets within the new subdivision. 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

Attachments:

Attachment 1 – Application for Landscape Plan Review

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 all new streets within the new subdivision. 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 all new streets within the new subdivision. 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 all new streets within the new subdivision. 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 McMINNIVILLE.

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

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:

Attachments:

Attachment 1 – Application for Landscape Plan Review

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.

17.57.070 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 Whispering Meadows subdivision is located on a long, narrow site adjacent to NE Cumulus Avenue. Because of the shape of the site, the development pattern of streets and lots within the subdivision was approved with exceptions to City standards. The two cul-de-sacs serving the subdivision lots have been pushed to the eastern and western edges of the development site, respectively. The cul-de-sacs each serve the residential lots to one side of the street, with City standard sidewalks, planting strips, and utilities. The other side of each street adjacent to the edge of the subdivision was improved with an open bio-swale drainage system, since there were no adjacent lots requiring sidewalks or utilities. The residential lots along the cul-de-sacs have minimum widths of 40 feet and the driveway curb-cuts are generally ganged together in pairs on the narrow lots to maximize the open space between the pairs. However, when taking into account the location of water meters, light posts, fire hydrants, and the required setbacks for trees, the suitable locations for street trees in the planting strip in front of the single family residences are reduced. On the other side of the streets where the bio-swale drainage system is located, opportunities for street trees are limited to the ends of the swale, or at a mid-street break in the bio-swale. The nature of the site, street and lot layout, and location of utilities and the bio-swale drainage system presents limited suitable locations for street trees with inconsistent spacing between them. The street tree plan does take advantage of suitable locations to place as many street trees in the public right-of-way as is practical. The street tree selected for Whispering Meadows is *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust). The Skyline Honeylocust is a broad canopied tree that grows to 30 to 50 feet in height. The tree does not require a lot of water after establishment, can tolerate heat, and has deep roots that tend to stay below the surface. These characteristics make the Skyline Honeylocust a desirable street tree.

The landscape plan also identifies planting in the bio-swales that are in the public right-of-way. The bio-swales are to be planted with a combination of *Carex obnupta* (Slough Sedge), *Juncus patens* (Spreading Rush), and *Camassia leichtlinii* (Camas). All three species are native to the Pacific Northwest and suitable for planting in moist or wet areas such as drainage swales. These plants are all grass-like in character, and will capably perform functions in the bio-swale such as slowing down stormwater runoff to allow sediment to settle out. Staff finds the street tree plan and landscaping in the public right-of-way is compatible with the proposed project and the abutting properties and uses.

Tract “A” is a commonly-owned tract in the subdivision providing pedestrian access between the development and NE Cumulus Avenue, as well as an area for buffering the proposed development from Highway 18 and NE Cumulus Avenue. The portion of Tract “A” fronting Cumulus Avenue is 10 feet wide, and the pedestrian connection from Cumulus Avenue to the NE Whispering River Court cul-de-sac is 20 feet wide.

The Tract “A” landscaping along Cumulus Avenue and the pedestrian walkway is a combination of deciduous and evergreen shrubs, and perennial plants. The evergreen shrubs are *Choisya ternata* ‘Sundance’ (Sundance Mexican Orange), *Prunus laurocerasus* ‘Otto Luyken’ (Otto Luyken Laurel), and *Picea pungens globosa* (Dwarf Blue Globe Spruce). Sundance Mexican Orange and Dwarf Blue Globe Spruce both grow to 5’ height and 5’ width. Otto Luyken Laurel grows to 3’x6’. *Spiraea japonica* ‘Walburna’ (Magic Carpet Spirea) is a deciduous shrub growing 2’x2’. *Pennisetum alopecuroides* ‘Little Bunny’ (Little Bunny Fountain Grass) is a perennial grass that reaches 12” in height. *Hemerocallis* x ‘Stella De Oro’ (Stella De Oro Dwarf Daylily) is a flowering perennial that will reach 12”-30” in height. Also proposed for the Cumulus Avenue frontage is five (5) Skyline Honeylocust trees to match the proposed street trees, spaced at approximately 35’ on center. All the proposed plants are drought tolerant and require only occasional water once established. The planting along Cumulus Avenue is designed to have a character and density appropriate for its location along a minor collector street and at a place of high visibility. The planting is compatible with that of adjacent subdivisions.

A condition of approval of Docket S 3-15 requires that at a minimum the proposed pedestrian walkway within Tract “A” shall be five feet in width. The landscape plan indicates the proposed walkway is 5’ in width. The landscaping along the pedestrian walkway is designed to provide seasonal interest and clear sight lines along the length of the walkway, creating an aesthetically appealing and safe pedestrian experience.

Staff finds the landscaping proposed for Tract “A” is compatible with the proposed project and the abutting properties and uses.

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

Finding: Tract “A” is specifically identified as an area for buffering the proposed development from Highway 18 and NE Cumulus Avenue. The planting proposed for the Cumulus Avenue frontage has characteristics that will serve this purpose. A variety of medium (or taller) evergreen shrubs and a row of street-tree type shade trees will help provide a visual and physical buffer from the noise and activity of Highway 18 and Cumulus Avenue. A condition of approval of Docket S 3-15 requires that a solid, sight obscuring fence or wall shall be provided along the southern edge of Lots 1 – 3 to provide further screening from the adjacent road(s). The applicant has proposed a 6’ tall wall constructed of 2’ x 6’ x 2’ pre-cast, patterned concrete blocks. The applicant notes that this material and wall construction would offer sound barrier qualities and low maintenance that wood or composite fences would not.

Staff finds that this large concrete block material and wall design is not appropriate for a subdivision wall and the proposed design is not consistent with other fences and walls found at adjacent subdivisions and throughout the City of McMinnville. The proposed concrete block units are typical to

large earthwork or retaining wall projects, such as a large retaining wall along the side of a highway, and not a free-standing wall or fence. It is also not clear to staff how the ends of the wall would be treated and detailed. Staff cites other examples of subdivision walls along minor arterials and collector streets in McMinnville as more suitable materials and design that achieve the same sound buffering and sight obscuring goals. An example might be a 6' height wall built out of brick, CMU block, or a combination of the two. Staff notes that pillars of the same or complimentary material(s) are commonly found at the ends of such walls, or in breaks in the wall such as at the pedestrian walkway access through Tract "A".

Staff finds the combination of a solid wall built of masonry material and the proposed plant material would provide sufficient screening and buffering of the subdivision from Cumulus Avenue and Highway 18. However, staff recommends a condition of approval to require the applicant to submit a new design for the required solid, sight-obscuring wall that utilizes smaller scale masonry materials and construction methods with distinct architectural features at wall ends for Planning Department staff approval.

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 are no existing trees or existing natural features in the areas being proposed for landscaping. This criterion does not apply.

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

Finding: There are no parking areas included in the proposed landscaping. This criterion does not apply.

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 street tree species proposed for the NE Whispering River Court and NE Whispering Cliff Court rights-of-way is *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust). *Gleditsia triacanthos inermis* is an approved medium street tree species found on the City of McMinnville Street Tree List. The proposed size at the time of planting is 2" caliper. The Skyline Honeylocust is a broad canopied tree that grows to 30 to 50 feet in height. The tree does not require a lot of water after establishment, can tolerate heat, and has deep roots that tend to stay below the surface. It is a thornless variety of Honeylocust. These characteristics make the Skyline Honeylocust a desirable street tree. Staff finds that *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) is a suitable street tree for the Whispering Meadows subdivision.

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

Finding: The landscape plan indicates that a design-build irrigation system is to be installed in the Tract "A" planting areas. A temporary design-build irrigation system is specified for the bio-swale planters. Drip irrigation is recommended for both design build systems.

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

Finding: The application indicates that watering the proposed plants will be done by hose. A condition of approval will require that all landscaping approved by the Landscape Review Committee and required

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as conditions of approval shall be maintained, including necessary watering, weeding, pruning, mowing, and replacement.

Chapter 17.58 – Trees

17.58.010 Purpose. The purpose of this ordinance is to establish and maintain the maximum amount of tree cover on public and private lands in the city; 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 public right-of-way. 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 *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) trees as the street tree species in the Whispering Meadows subdivision. This tree species is listed on the McMinnville Street Tree list as approved species, and is considered to be medium sized trees on the McMinnville Street Tree list.

- 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 street tree plan specifies the size of the proposed trees at the time of planting to be two (2) inch caliper. 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. The condition of approval also states that 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 Whispering Meadows subdivision is located on a long, narrow site adjacent to NE Cumulus Avenue. Because of the shape of the site, the development pattern of streets and lots within the subdivision was approved with exceptions to City standards. The two cul-de-sacs serving the subdivision lots have been pushed to the eastern and western edges of the development site, respectively. The cul-de-sacs each serve the residential lots to one side of the street, with City standard sidewalks, planting strips, and utilities. The other side of each street adjacent to the edge of the subdivision was improved with an open bio-swale drainage system, since there were no adjacent lots requiring sidewalks or utilities. The residential lots along the cul-de-sacs have minimum widths of 40 feet and the driveway curb-cuts are generally ganged together in pairs on the narrow lots to maximize the open space between the pairs. However, when taking into account the location of water meters, light posts, fire hydrants, and the required setbacks for trees, the suitable locations for street trees in the planting strip in front of the single family residences are reduced. On the other side of the streets where the bio-swale drainage system is located, opportunities for street trees are limited to the ends of the swale, or at a mid-street break in the bio-swale.

Based on all of the infrastructure conflicts, the required street tree spacing for medium trees, as the *Gleditsia triacanthos inermis* 'Skyline' (Skyline Honeylocust) is described in the McMinnville Street Tree List, cannot be achieved in most locations in the Whispering Meadows subdivision. The street tree spacing throughout the subdivision varies, and is inconsistent. The nature of the site, street and lot layout, and location of utilities and the bio-swale drainage system presents limited suitable locations for street trees with inconsistent spacing between them. The street tree plan does take advantage of suitable locations to place as many street trees in the public right-of-way as is practical despite an inconsistent spacing standard.

- 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 has provided a five (5) foot wide planting strip along all streets within the subdivision, which is greater than the three (3) foot minimum requirement. The species of street trees being proposed is considered a "medium" sized trees in the McMinnville Street Tree List. Medium sized trees require a five (5) foot wide planter strip based on the requirements of the McMinnville Street Tree List, and this is being satisfied with the proposed planter strip.

- 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: The proposed street trees conform to setbacks to utilities identified on the street tree plan for Whispering Meadows subdivisions, and a condition of approval is included to require that the setbacks from utilities be maintained.

17.58.120 Street Tree Maintenance.

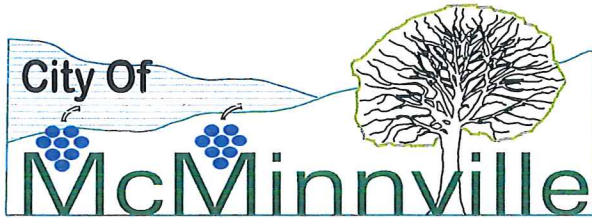
Attachments:

Attachment 1 – Application for Landscape Plan Review

- 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.

JF: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. L 29-18

Date Received 7/27/18

Fee \$145.00

Receipt No. 18M0153

Received by CD

Landscape Plan Review Application

Applicant Information

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

Applicant Name VanHill Community Development Corporation Phone 503-434-5265

Contact Name TERESA SMITH Phone 971-237-7239
(If different than above)

Address 2195 NE 27TH ST

City, State, Zip McMinnville, OR 97128

Contact Email teresa.smith58@outlook.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 3055 NE Cumulus Ave McMinnville, OR 97128

Assessor Map No. R44 -2200 - 00300 Total Site Area 7.19 AC

Subdivision WHISPERING MEADOWS Block _____ Lot _____

Comprehensive Plan Designation RESIDENTIAL Zoning Designation R-4 Multi-Family RESIDENTIAL

Landscaping Information

1. Total Landscaped Area: 111,559 sq ft.
2. Percent Landscaped: 42.35%
3. Building Floor Area:
New Structure: 20,046 sq ft Existing Structure: N/A Addition: N/A
4. Architect Name Emily Osborn - C.D. Landscaping Phone 503-864-3551
(Landscape Architect, Engineer, or Other Designer)
Contact Name Emily Osborn Phone 503-864-3551
Address _____
City, State, Zip Dayton, OR
Contact Email emily@canddlandscape.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.

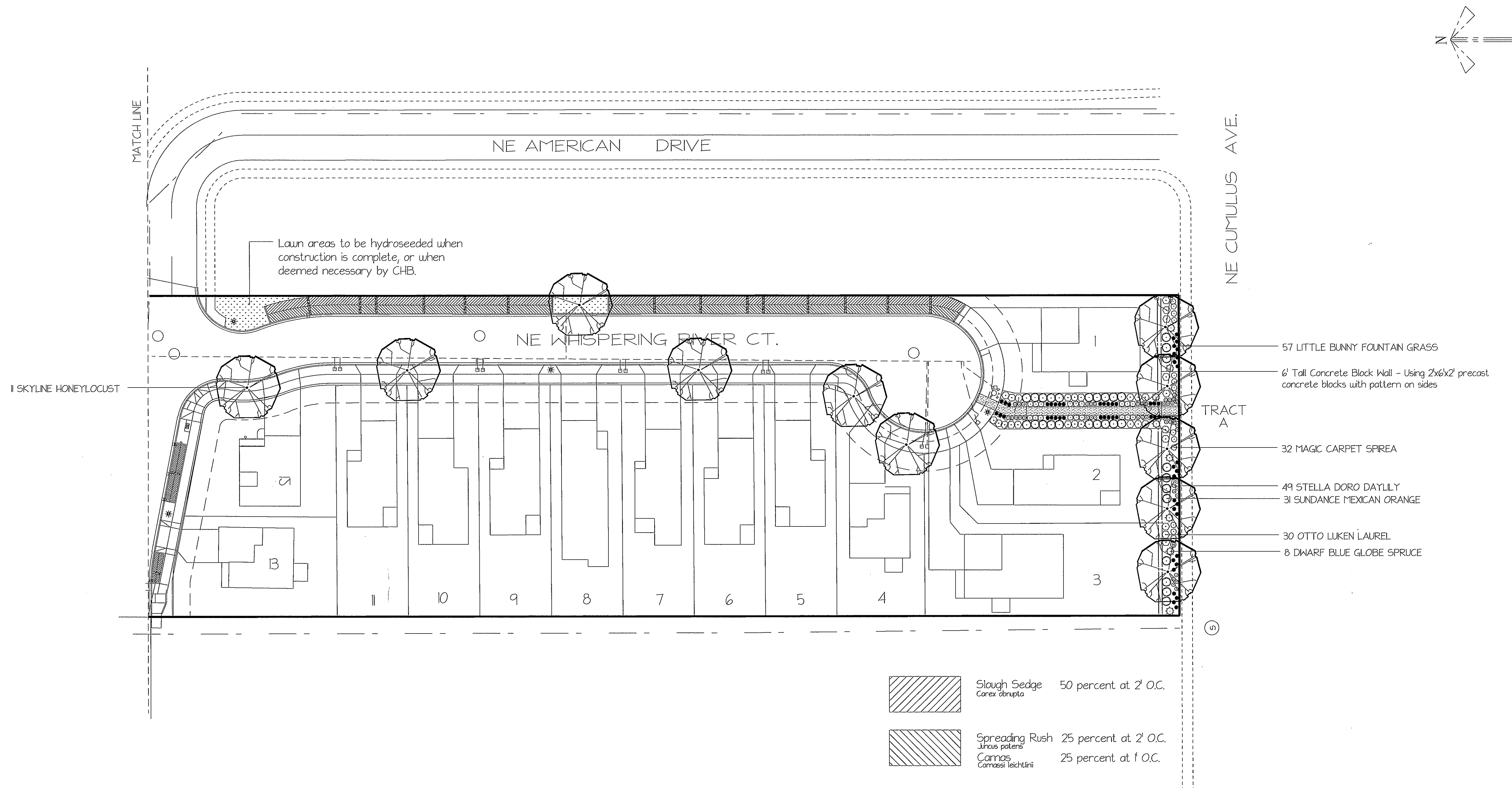
I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Jesse Smith for YCDC
Applicant's Signature President

7-27-2018
Date

Jesse Smith for YCDC
Property Owner's Signature President

7-27-2018
Date



II SKYLINE HONEYLOCUST

MATCH LINE

NE AMERICAN DRIVE

NE WHISPERING RIVER CT.

NE CUMULUS AVE.

TRACT A

- 57 LITTLE BUNNY FOUNTAIN GRASS
- 6' Tall Concrete Block Wall - Using 2x6x2' precast concrete blocks with pattern on sides
- 32 MAGIC CARPET SPREA
- 49 STELLA DORO DAYLILY
- 31 SUNDANCE MEXICAN ORANGE
- 30 OTTO LUKE LAUREL
- 8 DWARF BLUE GLOBE SPRUCE

- Slough Sedge 50 percent at 2' O.C.
Carex disrupta
- Spreading Rush 25 percent at 2' O.C.
Juncus patens
- Camass 25 percent at 1' O.C.
Camassia leichtlinii

Key	Qty	Botanical Name	Common Name	Size/Condition
Trees				
GU	1	Gleditsia triacanthos 'Inermis Skyline'	SKYLINE HONEYLOCUST	2" CAL
Shrubs				
CIS	31	Chalaia ternata 'Sundance'	SUNDANCE MEXICAN ORANGE	5 gal
Phy	10	Phlox paniculata 'Glossa'	DWARF BLUE GLOBE SPRUCE	5 gallon
Pho	30	Phoradendron 'Otto Lukey'	OTTO LUKE LAUREL	3 GAL
SJA	32	Spiraea japonica 'Mabumai'	MAGIC CARPET SPREA	2 GAL
Ornamental Grasses				
Pol	57	Pennisetum alopecuroides 'Little Bunny'	LITTLE BUNNY FOUNTAIN GRASS	1 gal
Perennials and Annuals				
Hsd	49	Hemerocallis 'Stella d'Oro'	STELLA DORO DAYLILY	1 GAL

NOTE:
In Stormwater planters a temporary irrigation system to be installed. Irrigation system to be used during the 2 year establishment period during the months of June and October. The temporary system to be a design-build system by the Landscape Contractor and follow all jurisdictional requirements.

A design-build irrigation system to be installed to provide water efficient irrigation to the Tract A plantings and hydroseeded lawn areas. Landscape Contractor to provide approved backflow valves, permits and controllers for system.

A drip irrigation system is recommended and to take into consideration plant placement, and water efficiency to reduce overspray on hard surfaces and non-irrigated areas.

All street trees to follow city planting standards with deep watering tubes and 2' root barrier installed during planting. Root barrier to extend 10' on either side of tree.

Bark mulch to be spread in all planting strips after trees are installed.

RECEIVED
AUG 15 2018
COMMUNITY DEVELOPMENT
CENTER

NOTES

Whispering Meadows Community Home Builders

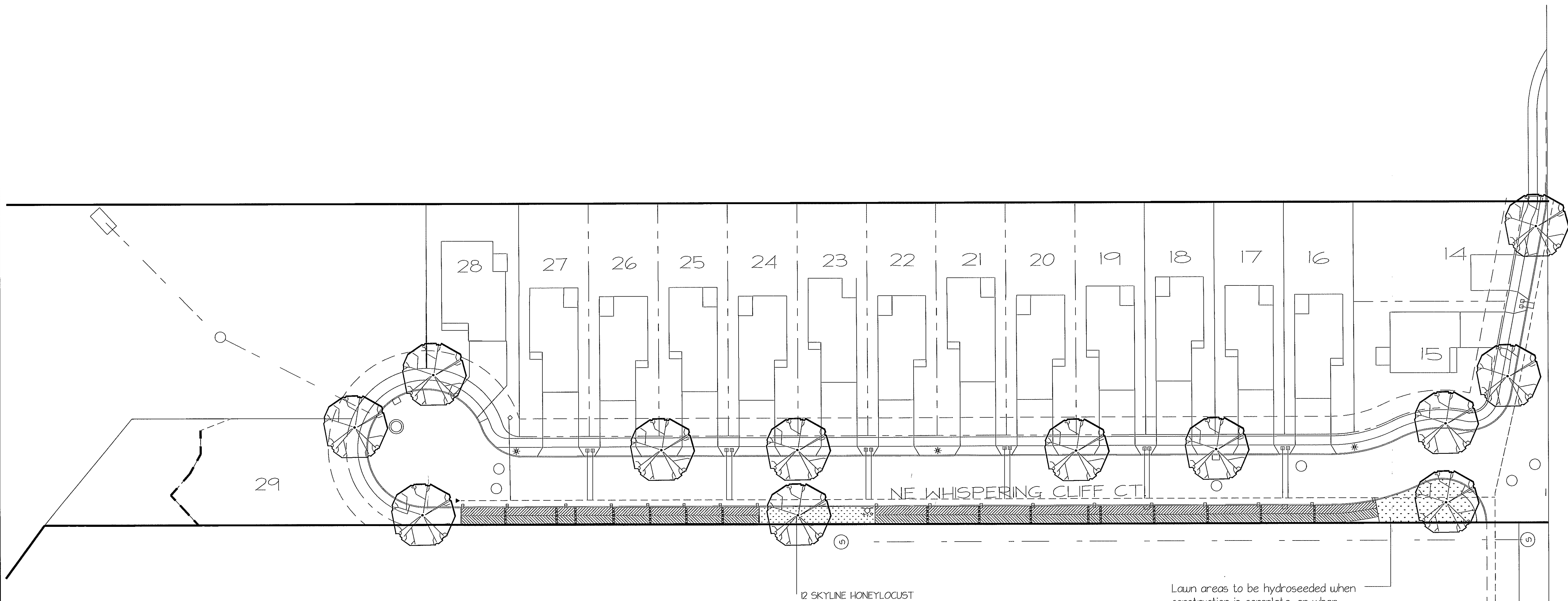
1/19/2018	Changes to Swales by Sausal Engineering	
3/1/2018	Utilities adjustments	
5/10/2018	Swales 5 and 6 and adjustments to lots 12 and 13	
No.	Date	Description
REVISIONS		

C and D Landscape Co.

SCALE	1" = 30'-0"	PROJECT NO.	217-027
DRAWN BY	Emily Osborn	SHEET NO.	L 1
CHECKED BY			
DATE	6/9/2017		
DATE OF PRINT			

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66 of 117



12 SKYLINE HONEYLOCUST

Lawn areas to be hydroseeded when construction is complete, or when deemed necessary by CHB.

- Slough Sedge 50 percent at 2' O.C.
Carex obnupta
- Spreading Rush 25 percent at 2' O.C.
Juncus patens
- Camass 25 percent at 1' O.C.
Camassia leichtlinii

Key	Qty	Botanical Name	Common Name	Size/Condition
Trees				
GL	12	Gleditsia triacanthos var. 'Skyline'	SKYLINE HONEYLOCUST	2' CAL

NOTE:
In Stormwater planters a temporary irrigation system to be installed. Irrigation system to be used during the 2 year establishment period during the months of June and October. The temporary system to be a design-build system by the Landscape Contractor and follow all jurisdictional requirements.

A design-build irrigation system to be installed to provide water efficient irrigation to the Tract A plantings and hydroseeded lawn areas. Landscape Contractor to provide approved backflow valves, permits and controllers for system.

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NOTES

Whispering Meadows Community Home Builders

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No.	Date	Description
REVISIONS		

C and D Landscape Co.

RECEIVED
AUG 15 2018
COMMUNITY DEVELOPMENT
CENTER

SCALE	1" = 30'-0"
DRAWN BY	Emily Osborn
CHECKED BY	
DATE	6/9/2017
DATE OF PRINT	

PROJECT NO.	217-027
SHEET NO.	L 2



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

www.mcminnvilleoregon.gov

EXHIBIT 4 - STAFF REPORT

DATE: September 19, 2018
TO: McMinnville Landscape Review Committee
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4D: L 32-18

Report in Brief:

An application for a Landscape Plan Review of a landscape plan for new modular pre-school building (L 32-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Rhonda Thompson, submitted a landscape plan for the proposed Little Roots Preschool. The subject site is located in the NE Gateway District, on NE 7th Avenue between NE Alpine Avenue and NE Lafayette Avenue, and is more specifically described as Tax Lot 4800, Section 21BA, T. 4 S., R. 4 W., W.M.

Little Roots Preschool was approved as a conditional use for this site in the NE Gateway District by the Planning Commission, Docket CU 1-18.

Discussion:

The applicant is proposing to place a new 360 square foot modular building on a commercially zoned lot in the NE Gateway District to use as a new pre-school classroom. The pre-school will accommodate up to eight students aged 3-5 years per class period, with one to two class periods per day.

The subject site is a portion of the undeveloped lot behind Buchanan Cellars in the Northeast Gateway District. The northwestern half of the site is an undeveloped gravel lot. An old concrete building pad from a previously demolished development exists on the southeastern half of the site, surrounded by a low fence. The proposed development of the pre-school is limited to the southeastern fenced portion of the site that is entirely surfaced with concrete.

The approximate location of the subject site can be seen below, outlined in red, and the area of development is indicated by the hatched area:

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

SITE REFERENCE MAP



The subject site is zoned C-3 PD (General Commercial, Planned Development) and is within the Northeast Gateway District Planned Development Overlay Zone. McMinnville Municipal Code (MMC) Section 17.57.070(A) (Area Determination-Planning Factors) requires that for commercial development, at least seven (7) percent of the gross area of a site being developed be landscaped. The landscape plan as proposed exceeds that requirement, as over 18 percent of the development site is proposed to be newly landscaped. The application indicates the area being developed is approximately 1,619 square feet, including the proposed preschool classroom building, which is 360 square feet, and the total area being proposed for new landscaping is approximately 296 square feet. The applicant is proposing to maintain approximately 444 square feet of previously unmaintained existing plant material around the perimeter fence. When considering this, the area of landscaping is 740 square feet, or approximately 45 percent of the gross area of development.

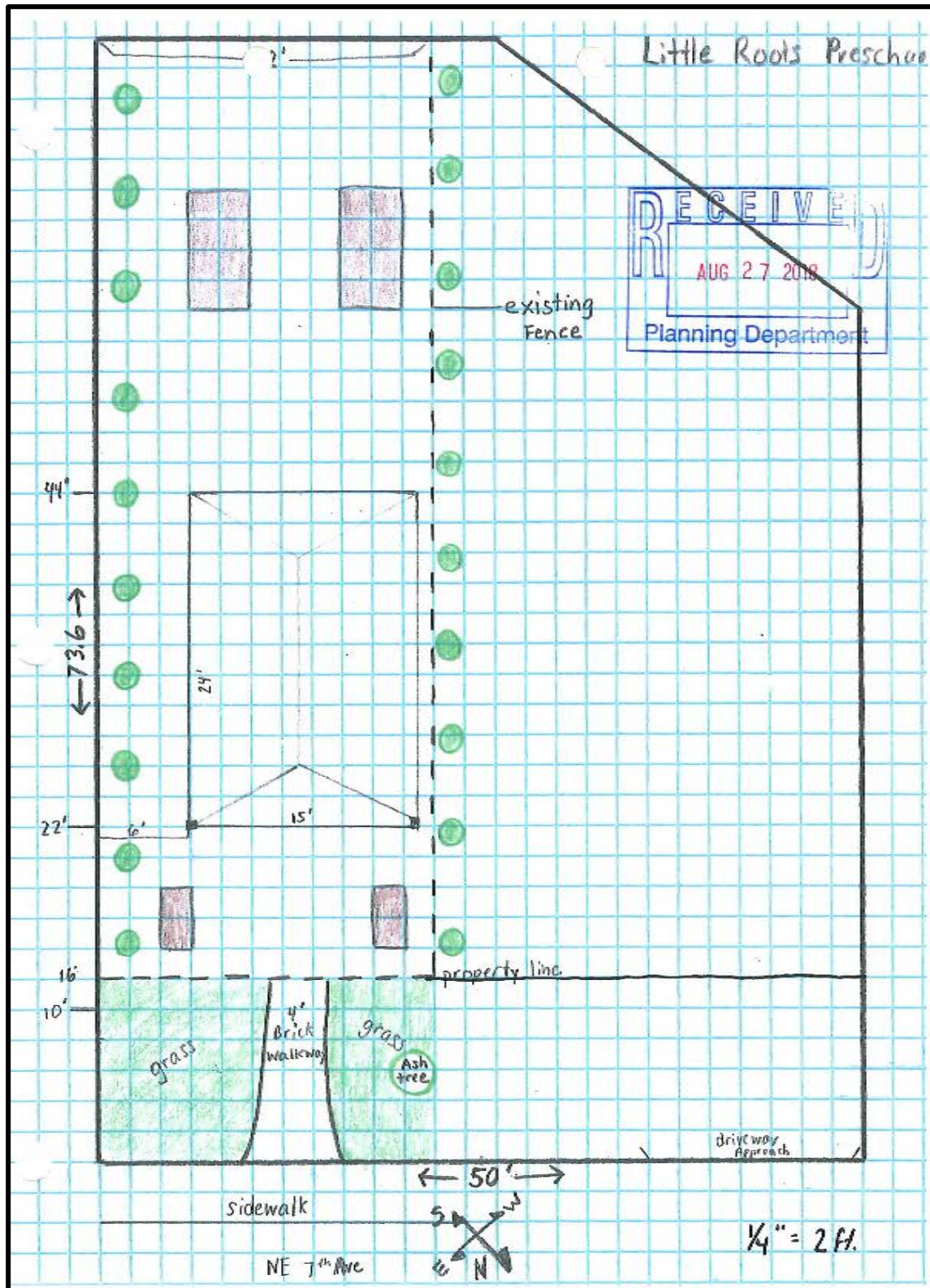
Ordinance 4971 – Northeast Gateway Planned Development Overlay Section 10(A) Landscaping requires landscaping to be provided between the public street right-of-way and the front building line, designed to provide interest to pedestrians and maintained at a height of no more than three (3) feet so as not to be sight-obscuring.

The proposed landscape plan, garden box detail, proposed plant lists, and existing vegetation on 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 Landscape Plan for Little Roots Preschool (L 32-18)

LITTLE ROOTS PRESCHOOL LANDSCAPE PLAN



Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

LITTLE ROOTS PRESCHOOL GARDEN BOX DETAIL AND PLANT LISTS

Proposed plants for raised garden boxes:

BUTTERFLY GARDEN– alyssum, butterfly bush, cornflower, cosmos, salvia, purple larkspur, delphinium, lavender, lupine, poppy, daylily, phlox, lantana, hollyhock, Shasta daisy, nasturtium, yarrow, blood grass, dianthus, verbenas

SPRING VEGETABLE GARDEN– pumpkins, zucchini, carrots

ANNUALS GARDEN– petunias, marigolds, zinnias, lobelia, snapdragons

PERIANNALS GARDEN– black-eyed susan, peonies, sedum, coral bells, chrysanthemum,

- Dwarf evergreen boxwoods mixed in all garden boxes.
- Garden beds would be built of galvanized metal and pressure treated 2x4 and 4x4's.

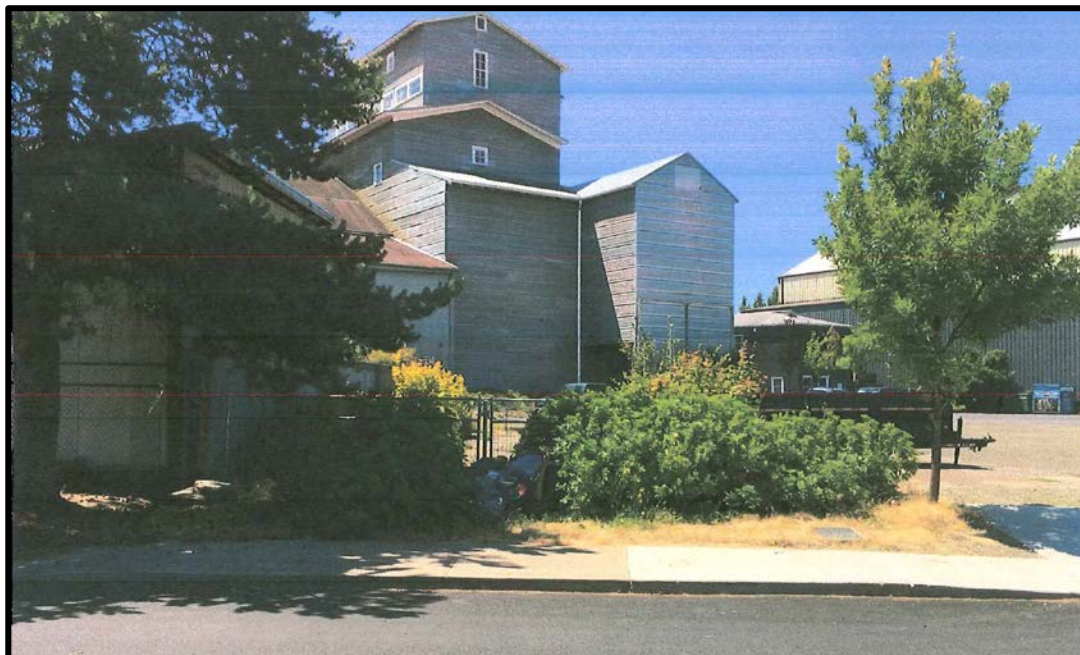


- Perennial ryegrass would also be planted between the sidewalk and concrete pad.
- Pathway leading from sidewalk to concrete pad will be roughly 6x9 concrete pavers.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

EXISTING VEGETATION



Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

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

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

The proposed use on the subject site is a pre-school with classes of up to 8 children aged 3-5 years. The area of development on the site is fenced, and the ground surface within the fence is a concrete building pad left from a previous development. Surrounding the concrete pad and fence is a row of existing plants that have been unmaintained for the recent past. The subject site is adjacent to a property to the southeast that serves as storage for a nearby thrift store. A solid 6' height fence separates and screens the two lots. To the northeast of the site is the NE 7th Avenue right-of-way. Immediately adjacent to the site on the west side is an undeveloped gravel lot, often used for parking in the Granary District. Buchanan Cellars and the Grain Station Brew Works are nearby.

The proposed landscaping interior to the fenced portion of the lot consists of raised garden boxes in front and behind the classroom building. Because of the concrete ground surface, planting in the ground is not feasible inside the fenced area of development. The two (2) garden boxes in the front measure 2'x4' and the two (2) garden boxes in the rear of the building measure 4'x8'. They are to be constructed of wood and galvanized metal, consistent with the urban farmhouse theme of the proposed building and pre-school. The applicant indicates that the four (4) raised garden boxes will have themes that can be used in the pre-school curriculum: Butterfly Garden, Spring Vegetable Garden, Annual Garden, and Perennial Garden. The plants proposed for each garden type are listed above, and are generally annual and perennial herbaceous flowering plants. Also in each garden box, dwarf boxwoods are proposed to provide year round color and structure to plantings that are anticipated to change seasonally. The raised garden boxes are located to provide functional outdoor spaces that the pre-school can use for outdoor play, learning, and transition spaces for students and parents between classes.

The proposed landscape plan also includes the improvement and maintenance of existing vegetation found on the subject site. Because it has been unmaintained, much of the existing vegetation around the perimeter of the development is overgrown and exceeds the 3' height maximum for landscaping in the front of a building in the NE Gateway District. By pruning and maintaining the existing plants, the applicant hopes to keep the appearance of a mature landscape around the new development that provides immediate screening and buffering from the surrounding gravel lot.

In the adjacent 7th Avenue right-of-way, the applicant proposes to keep an existing Ash tree, and install new turf lawn between the sidewalk and existing planting at the fence. Also proposed is a required 4' wide paver walkway. The goal is to reinforce the pedestrian/residential scale and the urban farmhouse theme of the development.

Overall, the proposed landscape plan appears to meet visibility requirements for the NE Gateway District, which also help create a safe outdoor environment for the pre-school, and uses the proposed landscaping to create educational opportunities tied to the use. Staff finds that the proposed landscaping is compatible with the pre-school use of the site, is appropriate for the site given the ground plane planting restriction, and compatible with the abutting properties. To ensure compliance to NE Gateway District landscaping requirements, staff recommends a condition of approval that the raised garden boxes between the front building line and the public right-of-way have a height of 18 inches maximum, to allow the overall height of the garden boxes and plants to stay at or below the three (3) foot maximum height limit.

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

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A goal of the NE Gateway District where the subject site is located is to create a pedestrian friendly neighborhood. This is accomplished in part by landscaping requirements that call for landscaping between the front of the building and the right-of-way that is not sight-obscuring and is maintained at a height of no more than three (3) feet. This assures visibility into the developed site. The proposed landscaping between the front building line and the right-of-way meets this requirement. Maintenance of the existing, overgrown vegetation will provide screening and buffering from adjacent lots. The existing Ash tree that is to be retained in the public right-of-way along NE 7th Avenue will continue to grow to provide shade, overhead canopy, and screening.

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 fenced portion of the site that is being developed for the pre-school use has existing vegetation from the prior development around the perimeter of the concrete building pad and fence. The existing vegetation includes evergreen shrubs like *Choisya ternata* (Mexican Mock Orange), *Arctostaphylos spp.* (Manzanita), and *Berberis spp.* (Mahonia). Two varieties of trees exist on site, one (1) *Fraxinus spp* (Ash) in the right-of-way and several *Acer circinatum* (Vine Maple) along the southeast and northwest fencelines. The existing vegetation has been unmaintained for the recent past. The applicant is proposing, as part of the landscape plan, to preserve and maintain the existing mature vegetation along the sides of the developed area. The existing shrubs in the public right-of-way are proposed to be replaced with lawn. A requirement of the NE Gateway District is that landscaping between the public right-of-way and the front building line be designed to provide interest to pedestrians and be maintained at a three (3) foot height or less. Staff recommends a condition of approval that any existing shrubs between the front building line and public right-of-way be pruned and maintained at a maximum height of three (3) feet. If the existing mature plant material cannot be maintained at a maximum height of three (3) feet, new plants shall be installed that can be maintained at a maximum height of three (3) feet, and the applicant shall provide a proposed plant list to the Planning Department for staff approval.

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

There are no parking areas included in the proposed development or landscape plan. This criterion does not apply.

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.

Street tree planting is required for new commercial development on lots fronting on a public roadway which has a designated curb-side planting strip. There is no curb-side planting strip adjacent to the subject lot, so street tree planting is not required. An existing Ash tree is located in the public right-of-way in the planting area between the sidewalk and the subject site. Public Works identified this existing tree as a suitable street tree, and therefore suitable to remain in the right-of-way given the conditions of the site.

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

The landscape plan does not indicate that suitable watering facilities or an irrigation system is to be installed in or near the planting areas. Staff recommends a condition of approval that suitable watering facilities or an irrigation system be included in or near all planting areas.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

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 landscape plan be approved with the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated August 27, 2018.
2. That the raised garden boxes between the front building line and the public right-of-way have a maximum height of 18 inches.
3. That any existing shrubs between the front building line and public right-of-way be pruned and maintained at a maximum height of three (3) feet. If the existing plant material cannot be maintained at a maximum height of three (3) feet, new plants shall be installed that can be maintained at a maximum height of three (3) feet, and the applicant shall provide a proposed plant list to the Planning Department for staff approval.
4. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
5. That suitable watering facilities or an irrigation system be included in or near all planting areas.
6. 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, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)

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 32-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

JF:sjs

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for Little Roots Preschool (L 32-18)



**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 LANDSCAPE PLAN FOR NEW MODULAR PRE-SCHOOL BUILDING on NE 7th AVENUE BETWEEN NE ALPINE AVENUE AND NE LAFAYETTE AVENUE

DOCKET: L 32-18

REQUEST: The applicant requested the approval of a landscape plan for a new modular pre-school building.

LOCATION: The subject site is located in the NE Gateway District, on NE 7th Avenue between NE Alpine Avenue and NE Lafayette Avenue, and is more specifically described as Tax Lot 4800, Section 21BA, T. 4 S., R. 4 W., W.M.

ZONING: C-3 PD (General Commercial, Planned Development)

APPLICANT: Rhonda Thompson

STAFF: Jamie Fleckenstein, Associate Planner

DATE DEEMED COMPLETE: August 20, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: September 19, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

PROCEDURE: Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.

CRITERIA: The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.

APPEAL: The applicant may appeal a disapproval within 15 days of the date the decision as specified in Section 17.57.100 of the McMinnville Zoning Ordinance.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works Department and McMinnville Water and Light. 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 32-18) **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

Date: _____

Date: _____

APPLICATION SUMMARY:

The applicant is proposing to place a new 360 square foot modular building on a commercially zoned lot in the NE Gateway District to use as a new pre-school classroom. The subject site is a portion of the undeveloped lot behind Buchanan Cellars in the Northeast Gateway District. The northwestern half of the site is an undeveloped gravel lot. An old concrete building pad from a previously demolished development exists on the southeastern half of the site, surrounded by a low fence. The proposed development of the pre-school is limited to the southeastern fenced portion of the site that is entirely surfaced with concrete. The approximate location of the subject site can be seen below, outlined in red, and the area of development is indicated by the hatched area:

SITE REFERENCE MAP**CONDITIONS OF APPROVAL:**

L 32-18 is **approved** subject to the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated August 27, 2018.
2. That the raised garden boxes between the front building line and the public right-of-way have a maximum height of 18 inches.

Attachments:

Attachment 1 – Application for Landscape Plan Review

3. That any existing shrubs between the front building line and public right-of-way be pruned and maintained at a maximum height of three (3) feet. If the existing plant material cannot be maintained at a maximum height of three (3) feet, new plants shall be installed that can be maintained at a maximum height of three (3) feet, and the applicant shall provide a proposed plant list to the Planning Department for staff approval.
4. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
5. That suitable watering facilities or an irrigation system be included in or near all planting areas.
6. 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 (on file with the Planning Department)

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. Rhonda Thompson submitted a landscape plan for a new modular pre-school building. The subject site is located in the NE Gateway District, on NE 7th Avenue between NE Alpine Avenue and NE Lafayette Avenue, and is more specifically described as Tax Lot 4800, Section 21BA, T. 4 S., R. 4 W., W.M.
2. The subject site is zoned C-3 PD (General Commercial, Planned Development), is within the Northeast Gateway District Planned Development Overlay Zone, and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
3. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.
4. A public meeting was held by the Landscape Review Committee on September 19, 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:

Attachments:

Attachment 1 – Application for Landscape Plan Review

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.

17.57.070 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 proposed use on the subject site is a pre-school with classes of up to 8 children aged 3-5 years. The area of development on the site is fenced, and the ground surface within the fence is a

Attachments:

Attachment 1 – Application for Landscape Plan Review

concrete building pad left from a previous development. Surrounding the concrete pad and fence is a row of existing plants that have been unmaintained for the recent past. The subject site is adjacent to a property to the southeast that serves as storage for a nearby thrift store. A solid 6' height fence separates and screens the two lots. To the northeast of the site is the NE 7th Avenue right-of-way. Immediately adjacent to the site on the west side is an undeveloped gravel lot, often used for parking in the Granary District. Buchanan Cellars and the Grain Station Brew Works are nearby.

The proposed landscaping interior to the fenced portion of the lot consists of raised garden boxes in front and behind the classroom building. Because of the concrete ground surface, planting in the ground is not feasible inside the fenced area of development. The two (2) garden boxes in the front measure 2'x4' and the two (2) garden boxes in the rear of the building measure 4'x8'. They are to be constructed of wood and galvanized metal, consistent with the urban farmhouse theme of the proposed building and pre-school. The applicant indicates that the four (4) raised garden boxes will have themes that can be used in the pre-school curriculum: Butterfly Garden, Spring Vegetable Garden, Annual Garden, and Perennial Garden. The plants proposed for each garden type are listed above, and are generally annual and perennial herbaceous flowering plants. Also in each garden box, dwarf boxwoods are proposed to provide year round color and structure to plantings that are anticipated to change seasonally. The raised garden boxes are located to provide functional outdoor spaces that the pre-school can use for outdoor play, learning, and transition spaces for students and parents between classes.

The proposed landscape plan also includes the improvement and maintenance of existing vegetation found on the subject site. Because it has been unmaintained, much of the existing vegetation around the perimeter of the development is overgrown and exceeds the 3' height maximum for landscaping in the front of a building in the NE Gateway District. By pruning and maintaining the existing plants, the applicant hopes to keep the appearance of a mature landscape around the new development that provides immediate screening and buffering from the surrounding gravel lot.

In the adjacent 7th Avenue right-of-way, the applicant proposes to keep an existing Ash tree, and install new turf lawn between the sidewalk and existing planting at the fence. Also proposed is a required 4' wide paver walkway. The goal is to reinforce the pedestrian/residential scale and the urban farmhouse theme of the development.

Overall, the proposed landscape plan appears to meet visibility requirements for the NE Gateway District, which also help create a safe outdoor environment for the pre-school, and uses the proposed landscaping to create educational opportunities tied to the use. Staff finds that the proposed landscaping is compatible with the pre-school use of the site, is appropriate for the site given the ground plane planting restriction, and compatible with the abutting properties. To ensure compliance to NE Gateway District landscaping requirements, staff recommends a condition of approval that the raised garden boxes between the front building line and the public right-of-way have a height of 18 inches maximum, to allow the overall height of the garden boxes and plants to stay at or below the three (3) foot maximum height limit.

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

Finding: A goal of the NE Gateway District where the subject site is located is to create a pedestrian friendly neighborhood. This is accomplished in part by landscaping requirements that call for landscaping between the front of the building and the right-of-way that is not sight-obscuring and is maintained at a height of no more than three (3) feet. This assures visibility into the developed site. The proposed landscaping between the front building line and the right-of-way meets this requirement. Maintenance of the existing, overgrown vegetation will provide screening and buffering from adjacent lots. The existing Ash tree that is to be retained in the public right-of-way along NE 7th Avenue will continue to grow to provide shade, overhead canopy, and screening.

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 fenced portion of the site that is being developed for the pre-school use has existing vegetation from the prior development around the perimeter of the concrete building pad and fence. The existing vegetation includes evergreen shrubs like *Choisya ternata* (Mexican Mock Orange), *Arctostaphylos spp.* (Manzanita), and *Berberis spp.* (Mahonia). Two varieties of trees exist on site, one (1) *Fraxinus spp.* (Ash) in the right-of-way and several *Acer circinatum* (Vine Maple) along the southeast and northwest fencelines. The existing vegetation has been unmaintained for the recent past. The applicant is proposing, as part of the landscape plan, to preserve and maintain the existing mature vegetation along the sides of the developed area. The existing shrubs in the public right-of-way are proposed to be replaced with lawn. A requirement of the NE Gateway District is that landscaping between the public right-of-way and the front building line be designed to provide interest to pedestrians and be maintained at a three (3) foot height or less. Staff recommends a condition of approval that any existing shrubs between the front building line and public right-of-way be pruned and maintained at a maximum height of three (3) feet. If the existing mature plant material cannot be maintained at a maximum height of three (3) feet, new plants shall be installed that can be maintained at a maximum height of three (3) feet, and the applicant shall provide a proposed plant list to the Planning Department for staff approval.

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

Finding: There are no parking areas included in the proposed development or landscape plan. This criterion does not apply.

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: Street tree planting is required for new commercial development on lots fronting on a public roadway which has a designated curb-side planting strip. There is no curb-side planting strip adjacent to the subject lot, so street tree planting is not required. An existing Ash tree is located in the public right-of-way in the planting area between the sidewalk and the subject site. Public Works identified this existing tree as a suitable street tree, and therefore suitable to remain in the right-of-way given the conditions of the site.

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

Finding: The landscape plan does not indicate that suitable watering facilities or an irrigation system is to be installed in or near the planting areas. Staff recommends a condition of approval that suitable watering facilities or an irrigation system be included in or near all planting areas.

- 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.

JF: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. L32-18

Date Received 8-27-18

Fee \$145.00

Receipt No. KB0698

Received by gja

Landscape Plan Review Application

Applicant Information

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

Applicant Name Rhonda Thompson (Little Roots) Phone 971.237.2442

Contact Name _____ Phone _____
(If different than above)

Address 325 NW Hillcrest Ln.

City, State, Zip McMinnville, OR 97128

Contact Email daffodilgirls@yahoo.com

Property Owner Information

Property Owner Name McDonald Industrial Prop. Phone 503-209-9591
(If different than above)

Contact Name Kelly McDonald Phone _____

Address 845 NE 5th St. Suite 200

City, State, Zip McMinnville, OR 97128

Contact Email Kelly @ granary district.com

Site Location and Description

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

Property Address NE 7th Avenue

Assessor Map No. R4 4 - 21 - BA04800 Total Site Area 13,965 Sq. Ft.

Subdivision Oak Park Add Block 1 Lot _____

Comprehensive Plan Designation Com'l Northeast Gateway Dist Zoning Designation C-3 PD Zone 2

Lot dimensions being used -
73' x 22' = 1,606 sq. ft.

Landscaping Information

1. Total Landscaped Area: 700 Sq. Ft.
2. Percent Landscaped: 43%
3. Building Floor Area:
New Structure: 360 Sq. Ft. 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.

Rhonda J. Thompson
Applicant's Signature

7.10.18
Date

[Signature]
Property Owner's Signature

8/8/18
Date



LITTLE ROOTS

Preschool

Dear Landscape Committee,

Currently the property located on NE 7th Ave, has a mix of Manzanita and Vine Maples planted along both sides of the fence lines. And a very beautiful Ash tree located towards the front right-hand corner of the fencing. My proposal is to simply cleanup/prune the existing vegetation, plant rye grass in the front area between the side walk and concrete pad and add raised landscape beds in the front and back of the proposed building. Attached is a picture of what the proposed beds would look like and a list of perennials and shrubs to be planted in the raised beds. Due to the majority of this area being a concrete pad I have tried to utilize the space I have while having as much greenery and vegetation as possible. And keeping in mind kids will be using this area as their outdoor space.

If you have questions I can be reached at 971.237.2442. Thank you for working with me to help create a great and improved space in our city.

Sincerely,
Rhonda Thompson

Little Roots Preschool
littlerootspreschool@yahoo.com

Proposed plants for raised garden boxes:

BUTTERFLY GARDEN- alyssum, butterfly bush, cornflower, cosmos, salvia, purple larkspur, delphinium, lavender, lupine, poppy, daylily, phlox, lantana, hollyhock, Shasta daisy, nasturtium, yarrow, blood grass, dianthus, verben

SPRING VEGETABLE GARDEN- pumpkins, zucchini, carrots

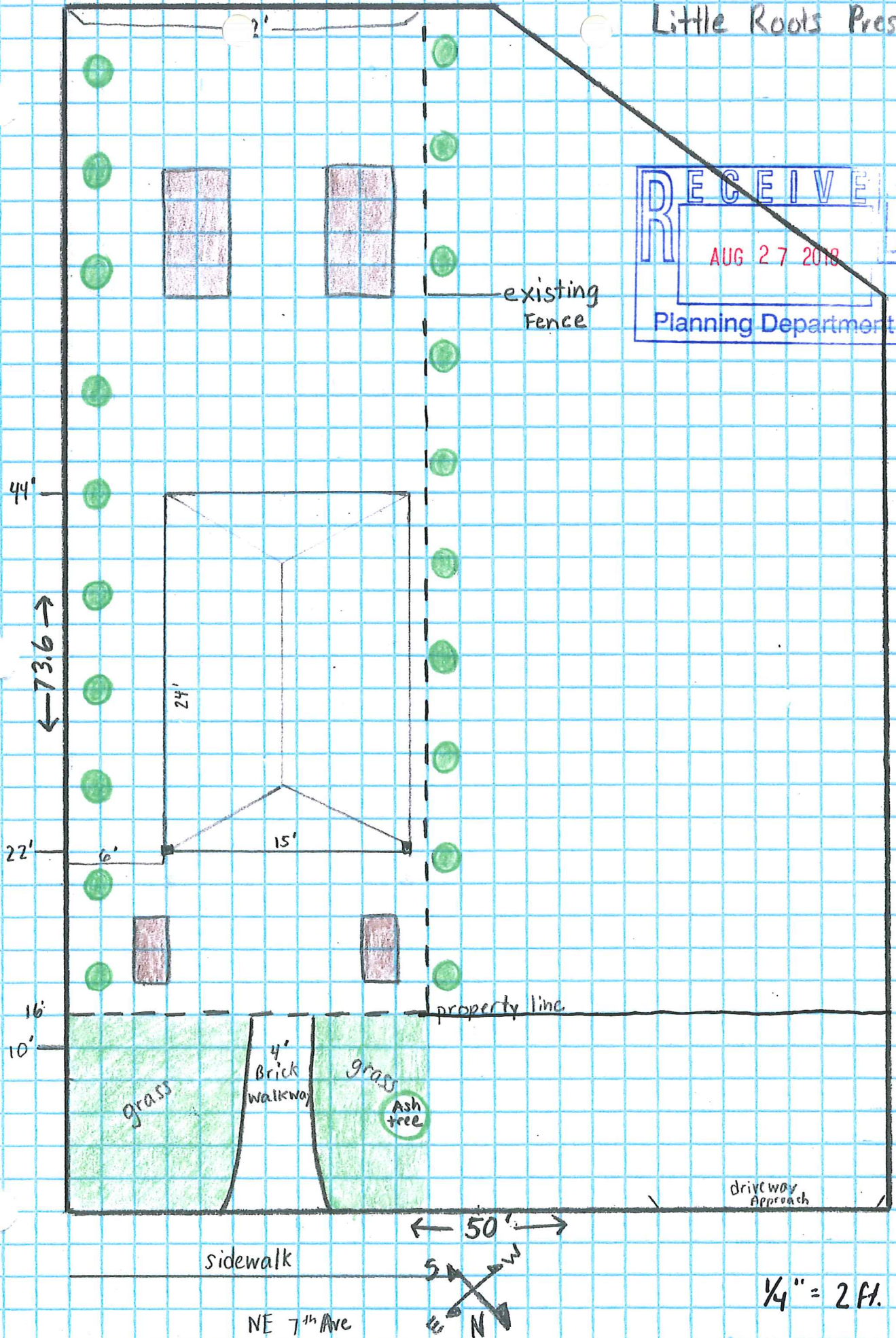
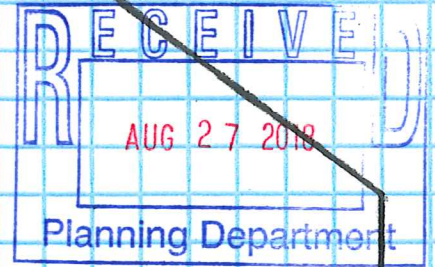
ANNUALS GARDEN- petunias, marigolds, zinnias, lobelia, snapdragons

PERIANNAULS GARDEN- black-eyed susan, peonies, sedum, coral bells, chrysanthemum,

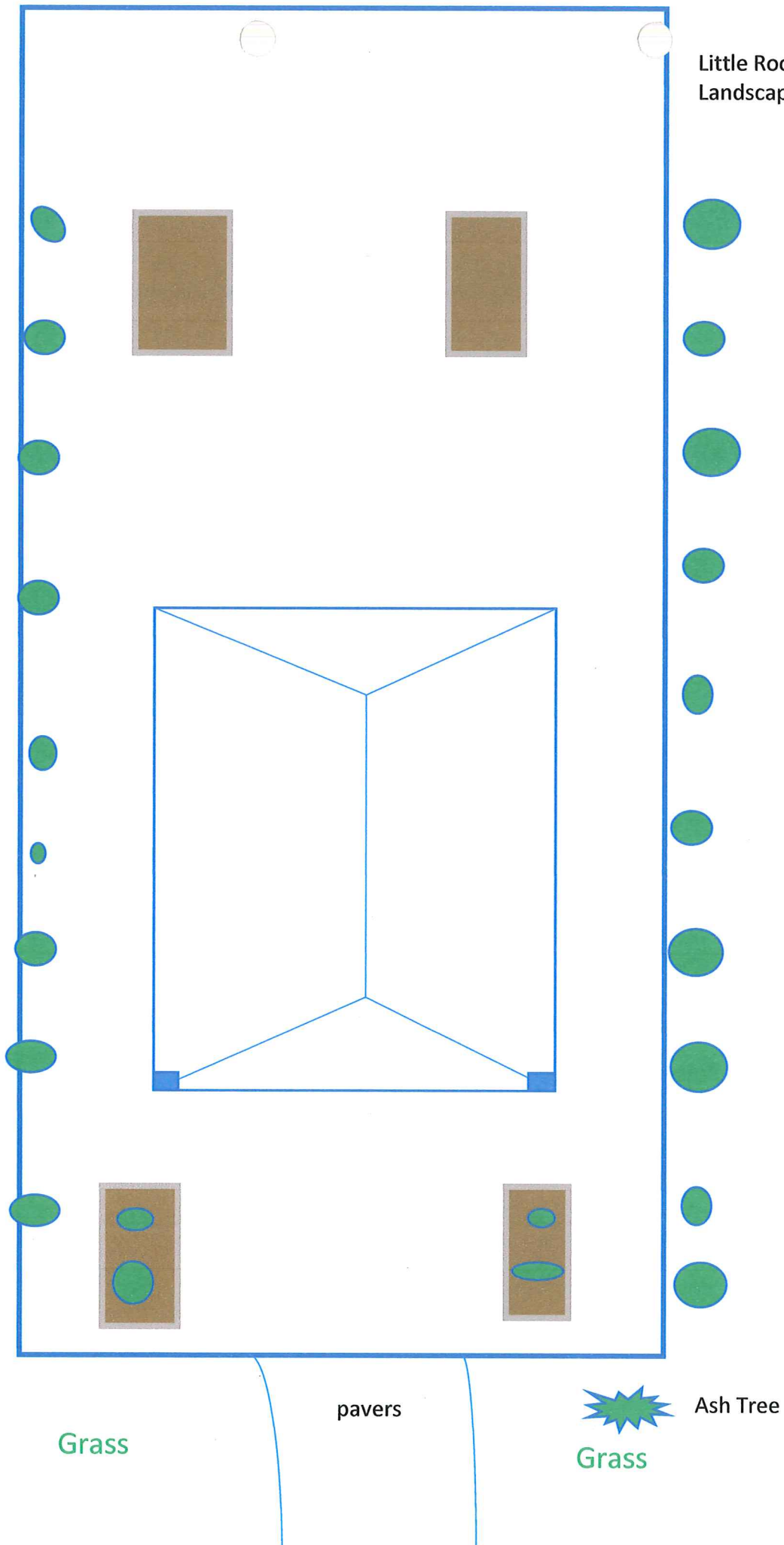
- Dwarf evergreen boxwoods mixed in all garden boxes.
- Garden beds would be built of galvanized metal and pressure treated 2x4 and 4x4's.



- Perennial ryegrass would also be planted between the sidewalk and concrete pad.
- Pathway leading from sidewalk to concrete pad will be roughly 6x9 concrete pavers.



Little Roots Preschool
Landscape Plan





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

www.mcminnvilleoregon.gov

EXHIBIT 5 - STAFF REPORT

DATE: September 19, 2018
TO: McMinnville Landscape Review Committee
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 4E: L 33-18

Report in Brief:

An application for a Landscape Plan Review of a landscape plan for a landscaping under a new sign at the Seventh Day Adventist Church (L 33-18) to be reviewed by the Landscape Review Committee.

Background:

The applicant, Craig Durbin, submitted a landscape plan for landscaping under a proposed sign at the Seventh Day Adventist Church. The subject site is located in the 2020 NW Birch Street, and is more specifically described as Tax Lot 2000, Section 17DA, T. 4 S., R. 4 W., W.M.

The Landscape Plan Review application is required by an application for a sign permit at the same site.

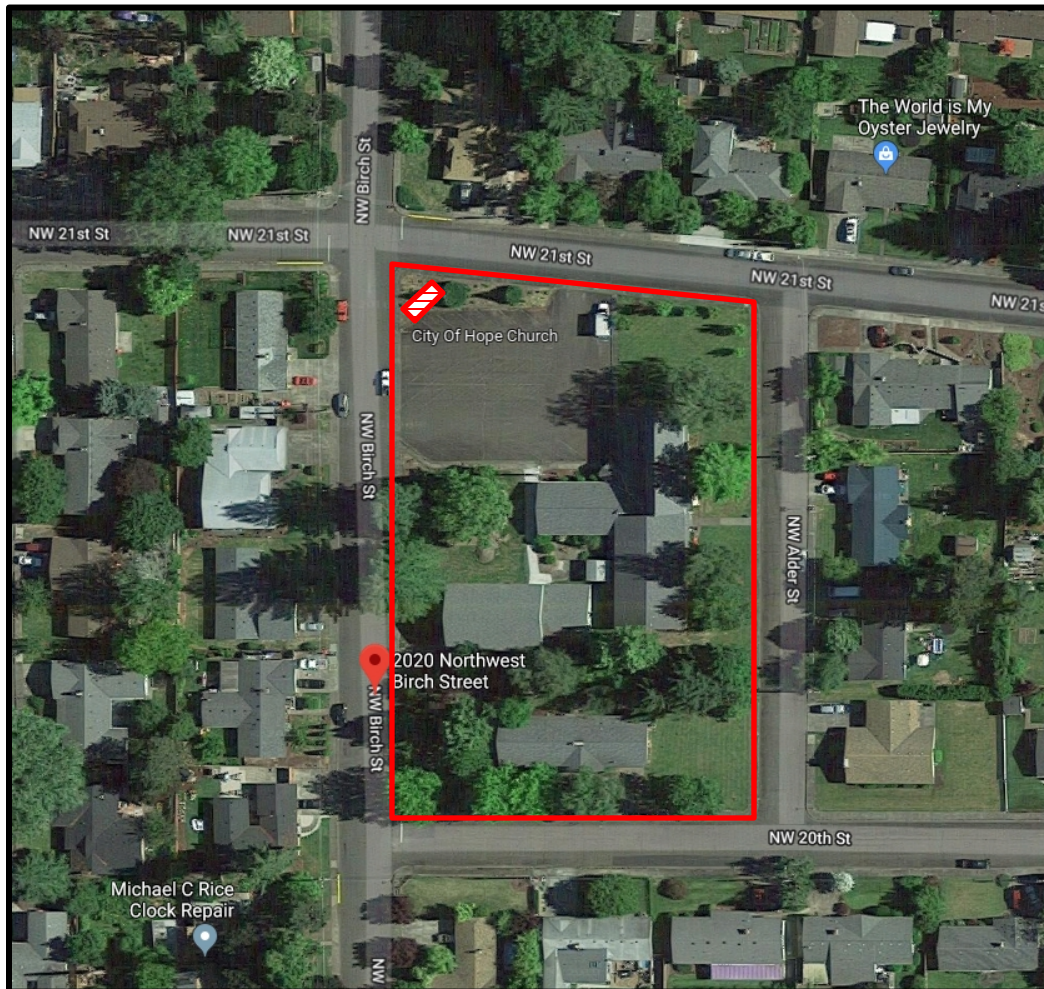
Discussion:

The applicant is proposing to build a new sign on church property at the corner of NW Birch Street and NW 21st Street and is required by McMinnville Municipal Code to provide landscaping at the base of the sign. The subject site is zoned R-2 (Single Family Residential). The approximate location of the subject site can be seen below, outlined in red, and the area of proposed sign and landscaping is indicated by the hatched area:

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 2020 NW Birch Street (L 33-18)

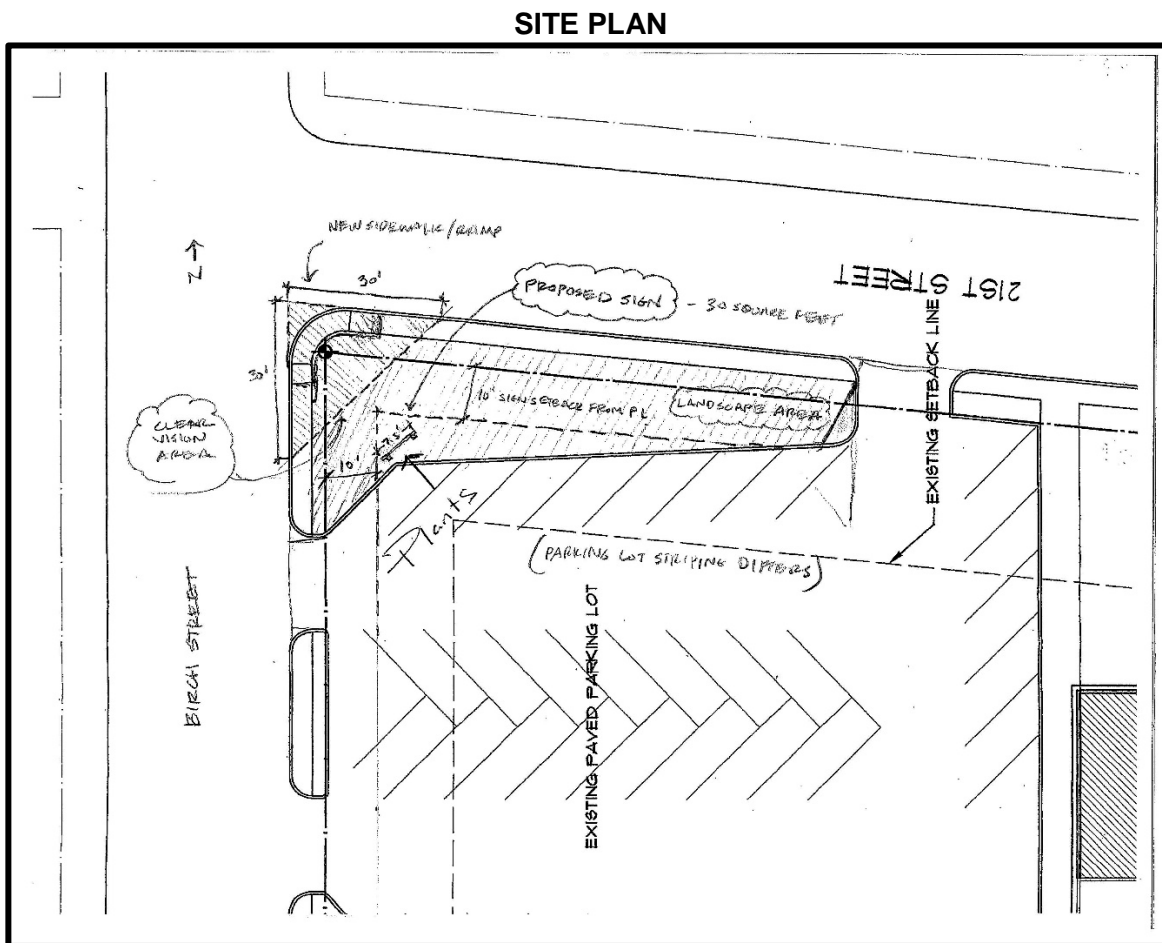
SITE REFERENCE MAP



Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 2020 NW Birch Street (L 33-18)

An enlarged site plan can be seen below:



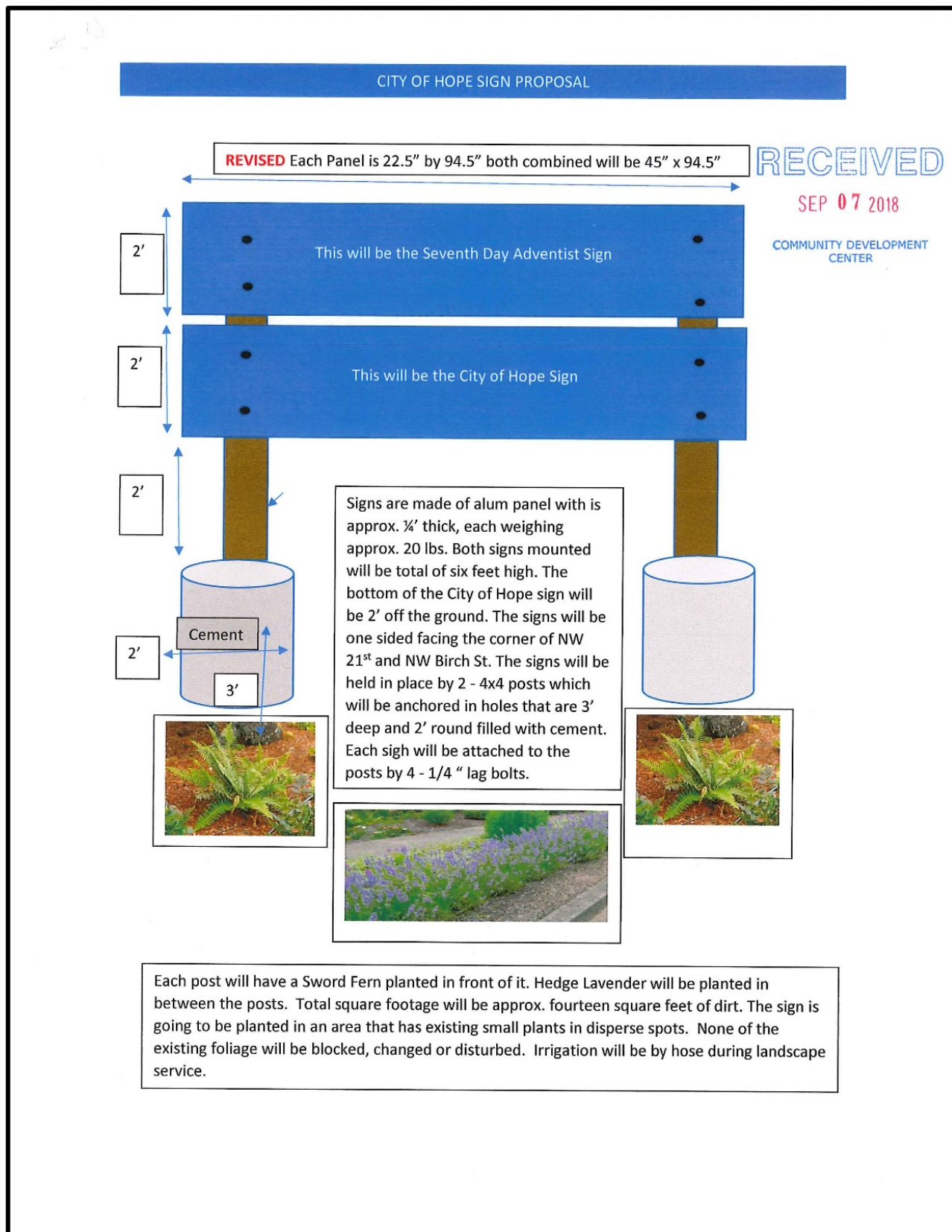
MMC Section 17.57.040(A) requires churches to be subject to the landscaping requirements of a multiple-family development when in a residential zone. The subject site is zoned R-2 (Single Family Residential). Based on MMC 17.57.070(A)(3) (Area Determination-Planning factors), 2 square feet of landscaping is required based on 7 square feet of gross development. The applicant has proposed 14 square feet of landscaping.

The proposed landscape plan and plant list 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 Landscape Plan for 2020 NW Birch Street (L 33-18)

2020 NW BIRCH STREET LANDSCAPE PLAN



Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 2020 NW Birch Street (L 33-18)

In reviewing a landscape plan, MMC Section 17.57.050(B) (Area Determination – Planning Factors) requires the Landscape Review Committee to 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 the location of the Seventh Day Adventist Church. The proposed project is construction of a new church sign near the intersection of 21st Street and Birch Street. The sign is between the church parking lot and the public right-of-way, in an area that has existing plants interspersed throughout. Properties across Birch Street and 21st Street and adjacent to the subject site are all single family homes on properties zoned R-2 (Single Family Residential).

The applicant is proposing to plant two (2) evergreen native ferns, *Polystichum munitum* (Western Sword Fern), one in front of each sign post. Between the posts and ferns, a row of evergreen *Lavandula spp.* (Lavender) is proposed. Western Sword Fern grows to approximately 3'x3', and Lavender can grow to 3'x3' depending on the specific variety. The proposed plantings will help screen the sign posts, and provide year round interest with evergreen foliage and seasonal blooms. The proposed landscaping is compatible with the proposed project and surrounding properties and uses.

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

The evergreen Western Sword Fern will provide some screening of the fence posts from the adjacent public right-of-way.

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 application indicates that the sign is being constructed in an area with existing small plants interspersed throughout the area, and that no existing plants will be blocked, changed, or disturbed by the proposed work.

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

No new parking is being proposed with this development. This criterion does not apply.

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.

Street tree planting is not required for new development on single family residential lots. This criterion does not apply.

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

The application indicates that watering the proposed plants will be done by hose.

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 2020 NW Birch Street (L 33-18)

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 landscape plan be approved with the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated September 7, 2018.
2. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
3. 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 33-18 WITH THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF.

JF:sjs

Attachments:

Attachment A – Decision, Conditions of Approval, and Findings of Fact of the McMinnville Landscape Review Committee for Approval of a Landscape Plan for 2020 NW Birch Street (L 33-18)



ATTACHMENT A

**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 LANDSCAPE PLAN FOR A NEW SIGN
AT THE 7TH DAY ADVENTIST CHURCH AT 2020 NW BIRCH STREET**

DOCKET: L 33-18

REQUEST: The applicant requested the approval of a landscape plan for the construction of a new sign at the 7th Day Adventist Church.

LOCATION: The subject property is located at 2020 NW Birch Street. The subject property is more specifically described as Tax Lot 2000, Section 17DA, T. 4 S., R. 4 W., W.M.

ZONING: R-2 (Single Family Residential)

APPLICANT: Craig Durbin

STAFF: Jamie Fleckenstein, Associate Planner

DATE DEEMED COMPLETE: September 7, 2018

HEARINGS BODY: McMinnville Landscape Review Committee

DATE & TIME: September 19, 2018. Meeting was held at the Community Development Center, 231 NE 5th Street, McMinnville, OR 97128

PROCEDURE: Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.

CRITERIA: The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.

APPEAL: The applicant may appeal a disapproval within 15 days of the date the decision as specified in Section 17.57.100 of the McMinnville Zoning Ordinance.

COMMENTS: 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 33-18) **subject to the conditions of approval provided in this document.**

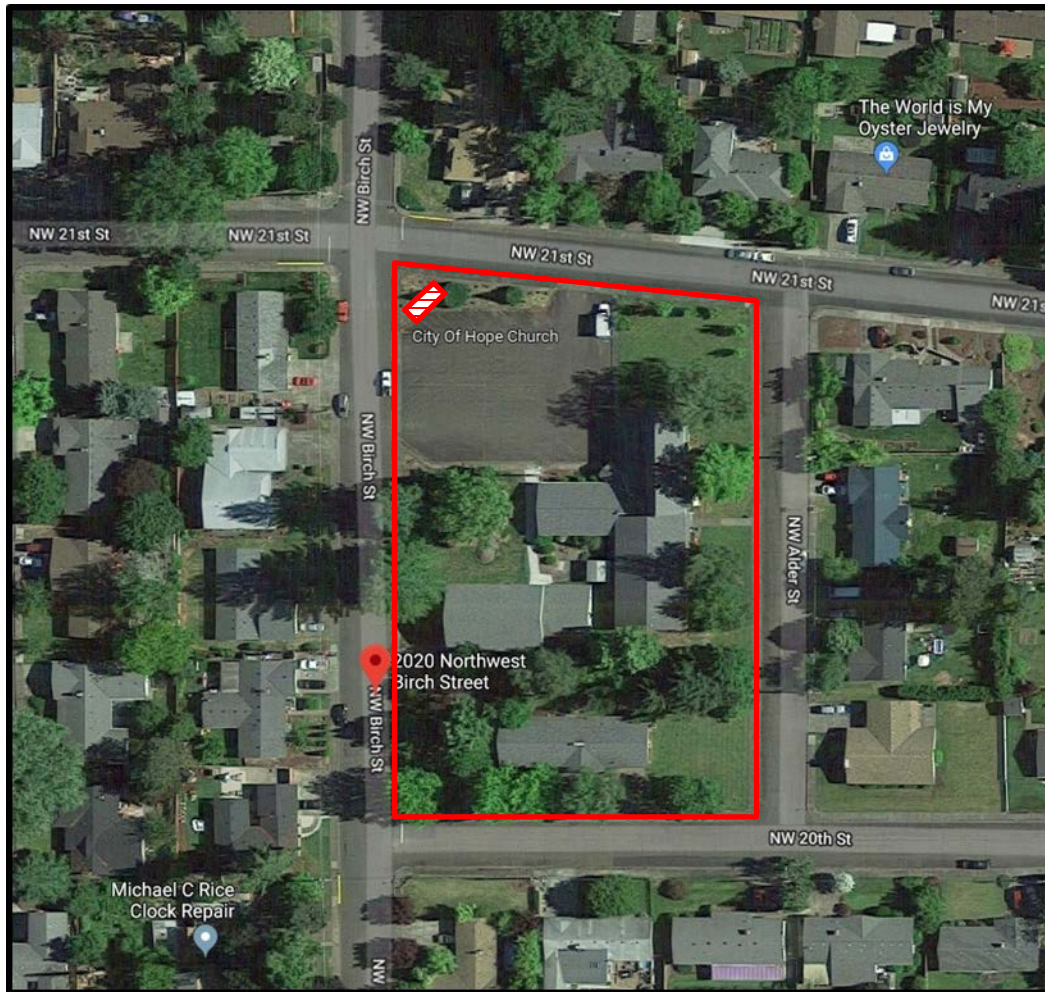
DECISION: APPROVAL WITH CONDITIONS

Date: _____

Date: _____

APPLICATION SUMMARY:

The applicant requested the approval of a landscape plan for the construction of a new sign at the 7th Day Adventist Church. The approximate location of the subject site can be seen below, outlined in red, and the area of proposed sign and landscaping is indicated by the hatched area:

**CONDITIONS OF APPROVAL:**

L 33-18 is **approved** subject to the following conditions:

1. That the applicant shall install landscaping as shown on the landscape plan dated September 7, 2018.
2. That the applicant shall maintain proper clearances around the existing and future water and electrical services that will be located on the site. Landscaping shall not be placed within four (4) feet of fire hydrants, within four (4) feet of water valves, within four (4) feet of vaults, within three (3) feet of the back or side of a transformer, or within one (1) foot of water meters. Minor adjustments in plant placement from the locations shown on the approved landscape plan are allowed if relocation is necessary to meet minimum clearances.
3. 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 1 – Application for Landscape Plan Review

ATTACHMENTS:

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

COMMENTS:

No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.

FINDINGS OF FACT:

1. Craig Durbin submitted a landscape plan review application for for the construction of a new sign at the 7th Day Adventist Church. The subject site is located at 2020 NW Birch Street, and is more specifically described as Tax Lot 2000, Section 17DA, 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. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.
4. A public meeting was held by the Landscape Review Committee on September 19, 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 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

Attachments:

Attachment 1 – Application for Landscape Plan Review

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.

17.57.070 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 the location of the Seventh Day Adventist Church. The proposed project is construction of a new church sign near the intersection of 21st Street and Birch Street. The sign is between the church parking lot and the public right-of-way, in an area that has existing plants interspersed throughout. Properties across Birch Street and 21st Street and adjacent to the subject site are all single family homes on properties zoned R-2 (Single Family Residential).

The applicant is proposing to plant two (2) evergreen native ferns, *Polystichum munitum* (Western Sword Fern), one in front of each sign post. Between the posts and ferns, a row of evergreen *Lavandula spp.* (Lavender) is proposed. Western Sword Fern grows to approximately 3'x3', and Lavender can grow to 3'x3' depending on the specific variety. The proposed plantings will help screen the sign posts, and provide year round interest with evergreen foliage and seasonal blooms. The proposed landscaping is compatible with the proposed project and surrounding properties and uses.

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

Finding: The evergreen Western Sword Fern will provide some screening of the fence posts from the adjacent public right-of-way.

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 application indicates that the sign is being constructed in an area with existing small plants interspersed throughout the area, and that no existing plants will be blocked, changed, or disturbed by the proposed work.

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

Finding: No new parking is being proposed with this development. This criterion does not apply.

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: There are no street trees proposed for the subject site. The portion of the site being developed with the modular classroom building is internal to the larger Memorial Elementary School site.

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

Finding: Street tree planting is not required for new development on single family residential lots. This criterion does not apply.

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

Finding: The application indicates that watering the proposed plants will be done by hose. 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.

JF: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. L33-18
Date Received 9-7-18
Fee 145.00
Receipt No. 18m0186
Received by gjs

Landscape Plan Review Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☒ Other Co-Church

Applicant Name Craig Durbin Phone (503) 857-7998

Contact Name _____ Phone _____
(If different than above)

Address 2020 Birch St

City, State, Zip McMinnville, Or 97218

Contact Email cityofhopeor@gmail.com

Property Owner Information

Property Owner Name Seventh Day Adventist Phone (503) 602-9316
(If different than above)

Contact Name Pedro Phone _____

Address 2020 Birch St

City, State, Zip McMinnville Or 97128

Contact Email _____

Site Location and Description

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

Property Address 2020 Birch St McMinnville Or 97128

Assessor Map No. R4 417 - DA - 01700 Total Site Area _____

Subdivision Baker Creek Park Add Block 3 Lot 1-8

Comprehensive Plan Designation Res Zoning Designation R-2

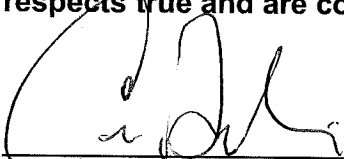
Landscaping Information

1. Total Landscaped Area: of Sign 14^{sq}ft
2. Percent Landscaped: Front corner of parking lot has
3. Building Floor Area: dispersed plants.
New Structure: N/A Existing Structure: _____ Addition: _____
4. Architect Name N/A 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.


Applicant's Signature

9/7/15
Date

Property Owner's Signature

Date

BIRCH STREET



CLEAR
VISION
AREA

NEW SIDEWALK / RAMP

PROPOSED SIGN

- 30 SOURCE FOOT

LANDSCAPE AREA

10' SIGN SETBACK FROM PL

PLANT

(PARKING LOT SIDEWALK DIFFERENCES)

EXISTING PAVED PARKING LOT

EXISTING SETBACK LINE

21ST STREET



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: September 19, 2018
TO: Landscape Review Committee Members
FROM: Jamie Fleckenstein, Associate Planner
SUBJECT: Agenda Item 5A: Street Tree List update

Report in Brief:

The City of McMinnville requires species of street trees planted within public rights-of-way to be chosen from an approved street tree list. The purpose of this discussion is to determine if an update and revision to the approved street tree list is needed.

Background:

The current McMinnville Street Tree List was adopted by resolution on May 10, 2016. The list provides general characteristics desirable in street trees in McMinnville and lists several recommended street trees generally acceptable for use as street trees. The list is not a comprehensive collection of suitable street trees and lacks specific information about the tree species recommended for use as a street tree. Inclusion of more tree species their specific characteristics may help facilitate the choice of the “Right tree for the right place”. Recent tree removal applications have also called into question the long-term suitability of some tree species recommended for use as a street tree.

Discussion:

Staff will facilitate a discussion with the Landscape Review Committee at the September 19, 2018 meeting to determine if an update to the McMinnville Street Tree List is warranted and to determine the process for updating the list, if warranted.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

No motion required. The Landscape Review Committee may provide guidance to staff in planning for an update to the McMinnville Street Tree List.

JF

Attachments:

Attachment 1: McMinnville Street Tree List

RESOLUTION NO. 2016 - 22

A Resolution establishing a recommended, conditionally permitted, and prohibited street tree list for the City of McMinnville.

RECITALS:

WHEREAS, Section 17.58.090 (Street Tree Standards) of the McMinnville Zoning Ordinance requires that, except where approved by the Landscape Review Committee, the species of street trees to be planted within public rights-of-way -shall be chosen from an approved street tree list; and,

WHEREAS, to satisfy this requirement, City staff has prepared such a list (Exhibit "A"), which has been subsequently reviewed by the McMinnville Landscape Review Committee, the Oregon Department of Forestry, and McMinnville Water and Light, all of whom are in support of the proposed list; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF McMINNVILLE, OREGON AS FOLLOWS:

The "McMinnville Street Tree List", attached as Exhibit "A," is hereby approved as the guiding document in the selection of street trees for planting within public rights-of-way in McMinnville.

Adopted by the McMinnville City Council at a regular meeting held the 10th day of May 2016 by the following votes:

Ayes: Drabkin, Hill, Jeffries, Menke, Ruden, Yoder

Nays: _____

Approved this 10th day of May 2016.



MAYOR

Approved as to form:



CITY ATTORNEY

Exhibit “A”

McMinnville Street Tree List

Recommended, Conditionally Permitted, and Prohibited Street Trees

Section 17.58.090 (Street Tree Standards) of the McMinnville Zoning Ordinance notes that the species of street trees to be planted in McMinnville shall be chosen from the “approved street tree list” unless approval of another species is given by the McMinnville Landscape Review Committee. The purpose of this document is to provide such a list for use by those proposing to plant trees within the public rights-of-way of McMinnville.

Within the McMinnville Zoning Ordinance, street trees are defined as *“a living, standing woody plant typically having a single trunk at least 1.5 inches in diameter at a point six inches above mean ground level at the base of the trunk that is located within the street right-of-way.”* Such trees are regulated by the standards put forth in Chapters 17.57 (Landscaping) and 17.58 (Trees) of the McMinnville Zoning Ordinance; further guidelines regarding their use and placement are provided in this document.

In general, McMinnville’s street trees should have the following characteristics:

- Single trunked to allow for adequate vision clearance;
- Growth characteristics that allow for the lower branching to be maintained at a minimum of eight feet above grade to allow for adequate vision and pedestrian clearance;
- Non-columnar to provide the maximum amount of tree canopy (some exceptions);
- Relatively deeper rooting system to protect sidewalks, lawns, and utilities;
- Not brittle or weak-wooded;
- Deciduous;
- Do not drop excessive amounts of litter (fruits, nuts), have thorns, or excessive sap; and
- Not listed as a prohibited tree.

The street trees recommended below were selected for their general adherence to these basic principles. It is important to note, however, that each site is unique and

while in most cases these trees will be appropriate, at other times they may not be due to soil conditions, drainage, specific cultivar, streetscape design considerations, vertical and horizontal space availability, or the presence of nearby utilities and structures. In those cases, alternate species may be permitted or required by the Landscape Review Committee.

This list is subject to modification as additional observations are made regarding growth characteristics of tree varieties within street tree conditions, as well as with the introduction of new and appropriate cultivars.

When considering tree spacing, please note that the spacing noted below are maximums. The purpose of the street tree ordinance is, in part, to “establish and maintain the maximum amount of tree cover on public and private lands in the City.” This objective is taken into consideration when reviewing specific tree variety spacing, especially concerning more columnar varieties where closer spacing may be required.

RECOMMENDED STREET TREES –

The following tree species are generally acceptable for use as street trees:

Small Trees

Typically:

- Small or narrow stature trees (less than 25 feet in height).
- Minimum planting strip width: four feet.
- Spaced to provide a continuous canopy at maturity.
- Appropriate for planting underneath overhead utility lines.

Cherries and Plums

Flowering Cherry (varieties such as: Okame, Akebono, Accolade, Rosea, and Mt Fuji)	Prunus sargentii
Flowering Plum (varieties such as: Thundercloud, Allred, Mt. St. Helens)	Prunus x blireiana

Maples

Tartarian Maple	Acer tataricum
Trident Maple	Acer buergeranum
Japanese Maple (varieties over 20' tall)	Acer palmatum

Other

Flowering Dogwood	Cornus florida/kousa
Forest Pansy Redbud	Cercis canadensis 'Forest Pansy'
Japanese Tree Lilac	Syringa reticulata
Tall Stewartia	Stewartia monadelpha

Medium Trees

Typically:

- Mature height of 25-40 feet
- Minimum planting strip width: five feet.
- Spaced to provide a continuous canopy at maturity.

Cherries and Pears

Flowering Pear (varieties such as Capital, Aristocrat, Redspire, Trinity)	<i>Pyrus calleryana</i>
Flowering Cherry (varieties such as Kwanzan, Royal Burgundy, Yoshino)	<i>Prunus serrulata</i>
Sargent Cherry	<i>Prunus sargentii</i>

Maples

Norway Maple (varieties such as Cleveland, Crimson King, Deborah)	<i>Acer platanoides</i>
David's Maple	<i>Acer davidii</i>
Hedge Maple	<i>Acer campestre</i>
Red Maple (varieties such as Red Sunset, October Glory, Autumn Spire)	<i>Acer rubrum</i>

Other

American Hophornbeam	<i>Ostrya virginiana</i>
Eastern Redbud	<i>Cercis canadensis</i>
European Hornbeam	<i>Carpinus betulus</i>
Goldenrain Tree	<i>Koelreuteria paniculata</i>
Honeylocust (thornless variety)	<i>Gleditsia triacanthos</i> 'inermis'
Jacquemontii Birch	<i>Betula jacquemontii</i>
Japanese Snowbell	<i>Styrax japonicus</i>
Pacific Dogwood	<i>Cornus nuttallii</i>
Tricolor Beech	<i>Fagus sylvatica</i> 'Tricolor'
Yellow Wood	<i>Cladrastis lutea</i>

Large Trees

Typically:

- Large trees with mature height over 40 feet.
- Minimum planting strip width: six feet.
- Spaced to provide a continuous canopy at maturity.

Other

Accolade Elm	<i>Ulmus japonica</i> 'Morton'
Bur Oak	<i>Quercus macrocarpa</i>
Chinese Elm, Alee and Athena Classic	<i>Ulmus parvifolia</i> 'Emer I' and 'Emer II'
Chinese Pistache	<i>Pistachia chinensis</i>

Ginkgo (male variety)
Hackberry
Japanese Pagoda Tree
Katsura Tree
Sawleaf Zelkova
Tulip tree

Ginkgo biloba
Celtis occidentalis
Sophora japonica
Cercidiphyllum japonica
Zelkova serrata
Liriodendron tulipifera

CONDITIONALLY PERMITTED STREET TREES –

The following trees are not generally recommended for use as street trees in that they may exhibit one or more of the following characteristics:

1. Invasive root systems;
2. Weak wood;
3. Branch patterns that cause visibility issues; or
4. Susceptible to insect damage.

Use of these trees may be permitted under special circumstances and only after approval is granted by the Landscape Review Committee and only if the problems are satisfactorily met and accepted by the owner, and so noted on the approved plan.

Big leaf maple	Acer macrophyllum – Very large
Birches	Betula spp – Low branching, invasive roots, susceptible to aphids
Black Tupelo	Nyssa sylvatica – Female varieties have small fruit
Box Elder	Acer Negundo – Subject to wind damage
Conifers	Needles, low branching
Elm, DED resistant	Ulmus – Susceptible to pests and storm damage
European Beech	Fagus sylvatica – Some nuts, surface roots
Kentucky Coffee Tree	Gymnocladus dioica – Litter
Lindens	Tilia, spp- Susceptible to aphids
London Plane Tree	Platanus acerifolia – Large seed pods, aggressive roots
Magnolia	Magnolia virginiana/soulangiana – Litter
Mountain ash	Sorbus aucuparia – Litter
Pin Oak	Quercus palustris – Low branching
Red Alder	Alnus rubra – Short lived, brittle, pest prone
Scarlet Oak	Quercus coccinea – Nuts
Shumard Oak	Quercus shumardii – Nuts
Silk Tree	Albizia julibrissi – Litter, aggressive roots
Silver Maple	Acer saccharinum – Subject to wind damage, large surface roots
Sycamore	Platanus acerifolia – Aggressive roots, prone to disease

PROHIBITED STREET TREES –

The following trees exhibit one or more of the following characteristics and are therefore not permitted as street trees:

1. Low or weeping branches which cause visibility problems;
2. Invasive root system which may damage underground utilities;
3. Subject to disease or insects;
4. Poisonous; or
5. Fruit drop which causes messy sidewalks and pavement.

Ash	Emerald ash borer disease
Catalpas	Catalpa spp
Cottonwoods, Poplars, Aspens	Populus spp
Fruit trees	All commercial and large fruiting varieties
Ginkgo (female variety)	Ginkgo biloba
Goldenchain Tree	Laburnum watererii
Hawthorns	Crataegus spp
Locusts	Robinia spp
Nut trees	All commercial and fruiting varieties
Pin Oak	Quercus palustris
Sweetgums	Liquidambar spp
Tree-of-Heaven	Ailanthus
Willows	Salix spp