



**City of McMinnville**  
**Planning Department**  
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# MINUTES

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**February 19, 2020**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** John Hall, Sharon Gunter, Josh Kearns, and Tim McDaniel  
**Members Absent:** Rob Stephenson  
**Staff Present:** Jamie Fleckenstein - Associate Planner  
**Guests Present:** Scott Hill – Mayor, Zach Geary and Kellie Menke – City Councilors

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

A. August 21, 2019

Committee Member McDaniel moved to approve the August 21, 2019 meeting minutes. The motion was seconded by Committee Member Hall and passed unanimously.

## 4. Action/Docket Item (repeat if necessary)

A. L 32-19 – Landscape Plan Review - 2019 NE Highway 99W

Associate Planner Fleckenstein discussed the Landscape Plan for a new commercial building on NE Highway 99W. There were overhead power lines along the property and existing Honey Locust trees below the power lines. No other significant plantings were on the site. He reviewed the approval criteria. The Landscape Plan showed considerable landscaping around the perimeter. There was a residential neighborhood across from 27<sup>th</sup> Street from the site and screening and vegetation would be required. The existing trees provided some screening and the Landscape Plan called for additional understory plantings and removal and replacement of two of the trees underneath the power lines. Honey Locust trees could grow tall and there was a condition of approval that any of the existing trees be replaced with an appropriately sized tree from the street tree list. There was discussion regarding replacing all five Honey Locust trees.

Associate Planner Fleckenstein said the perimeter landscaping was appropriate for the use and surrounding properties. There would be appropriate screening between the residential use across the street and the site. They were proposing to preserve three of the five Honey Locust trees. There were ample plantings around the edges of the parking and in front of the parking between 99W and the parking lot. It was a combination of small deciduous trees, evergreen shrubs, and ornamental plantings. The evergreen shrubs were positioned where they would shield headlights from the right-of-way or the adjacent property to the east. A condition of approval would require a planting island centrally located in the bank of parking adjacent to the building. There were 12 parking stalls proposed without a planting island and there was room to include a five foot wide island to break up the expanse of the parking stalls. Street trees were not required for this project. An automatic irrigation system was proposed and there was a condition requiring landscaping around three sides of the trash enclosure. Staff recommended approval of the application with conditions.

Committee Member McDaniel thought the Plan enhanced the aesthetic environment and view from 99W looking in. He did not see the need for more plantings. Associate Planner Fleckenstein said the trees adjacent to the parking lot were small and would not provide as much shade and inclusion of a planting island would improve the shading and cooling of the parking lot.

Committee Member Hall suggested putting the larger specimens on the ends of the buildings to soften the architectural edges and have a smaller tree that would not block the signage.

Committee Member Kearns moved to approve L 32-19 with the conditions proposed by staff. The motion was seconded by Committee Member McDaniel and passed unanimously.

#### B. L 1-20 – Landscape Plan Review - NE Alpine Avenue & NE 9<sup>th</sup> Street

Associate Planner Fleckenstein presented the Landscape Plan for the Boutique Retreat project on the corner of NE Alpine Avenue and NE 9<sup>th</sup> Street. There were nine tiny home cottages proposed around the perimeter of the property; eight would be rental units and one would be the office. Interior to the cottages would be access pathways and outdoor gathering spaces. About 51% of the site was landscaping. The entrances would be gated and coded. No on-site parking, parking islands, or plantings were required. He then discussed the review factors. The landscaping responded to the arrangement of the cottages and site design. To the north was a residential use and additional screening was required along the northern property line with evergreen trees and slatted chain link fence. That carried along to the eastern property line as well where there was an alley and another commercial site. There would be lower landscaping along the rights-of-way that would not obstruct views into the property and it would match what was currently on Alpine. New street trees would be provided along NE 9<sup>th</sup>. Those trees would be Red Sunset Maple trees, which were appropriate for the planter strip and spacing proposed. There were no existing trees or natural areas on the site to be preserved. Irrigation would be included in all of the landscape areas. There would be a trash enclosure located off of the alley in between cottages 5 and 6 and there was a condition that landscaping be put in on three sides of the enclosure. There were some additional requirements for NE Gateway District landscaping. One was that the landscaping adjacent to the right-of-way be maintained at the three foot or less height to maintain visibility and a pedestrian friendly feel along the rights-of-way, and this landscaping plan met that requirement. It also required lighting of the landscaping and exterior of the buildings to be shielded or directed away from property lines. There was a condition that required the landscape lighting to be directed into the site and away from property lines. Several trees would be planted in the interior that would provide shade and canopy. Staff recommended approval with conditions.

Committee Member Kearns stated he had created this Landscape Plan.

There was discussion regarding the parking and design of the project.

Vice Chair Gunter moved to approve L 1-20 with the conditions proposed by staff. The motion was seconded by Committee Member Hall and passed unanimously with Committee Member Kearns abstaining.

#### C. L 2-20 – Landscape Plan Review - 1805/1815 NE Colvin Court

Associate Planner Fleckenstein explained the Landscape Plan for an industrial warehouse development on NE Colvin Court. Currently there were two buildings on the western side of the site and a parking lot accessed on the eastern side. He discussed the review factors. The application was compatible with the industrial use of the property. The proposal was for shrubs and trees around the perimeter. In the public utility easement on Colvin Court, there was a large sewer force main and there was a condition that ensured the trees were planted at least ten feet away from the force main. Depending on where the force main was located there might not be room to shift the trees and if that was the case they would not be planted.

There was discussion regarding locations for the trees and trash enclosure plantings.

Associate Planner Fleckenstein thought the trees on Colvin Court near the easement would most likely need to be eliminated from the plan. He did not know the depth of the force main.

Committee Member Kearns suggested a tree variety change to be something from the small tree list or putting in root barriers between the sewer line and the trees.

Associate Planner Fleckenstein suggested a condition that would require a species change with approval from the Engineering Department.

There was discussion regarding how the root barriers worked.

Associate Planner Fleckenstein said the trees around the perimeter would provide screening and buffering of the property assuming they would all be planted. The Vine Maples and Willow shrubs on the west and north sides would provide a continuous screening. In the northeast corner of the site there were seven small existing trees that would be removed due to the needed improvements to the site. There were four and a half planting islands proposed for the parking lot each with a small deciduous tree and evergreen shrubs. No street trees were shown on the plan and there was a condition to require street trees in the planter strip.

Committee Member Kearns pointed out the planter strip was not quite four feet wide. It depended on where the sidewalks and sewer main were located. He had suggested lawn, but the applicant did not want to maintain any lawn.

Associate Planner Fleckenstein read from the code which stated that when adjacent to a local residential street or minor collector street, street trees would be planted in a curbside landscape strip measuring a minimum of 3 feet in width. If the sewer main was located anywhere other than right under the sidewalk or against the property line, the trees would be potentially gone. Without that landscaping, there would be nothing on that side other than the planting islands.

Committee Member Kearns thought if the sewer main was west of the sidewalk, the sidewalk could be moved a little bit to give more space to the planter strip.

Committee Member Hall thought they should continue this application to determine what was possible along the Colvin Court frontage.

Committee Member Kearns stated he had created this Landscape Plan.

Vice Chair Gunter moved to continue L 2-20. The motion was seconded by Committee Member McDaniel and passed unanimously with Committee Member Kearns abstaining.

**5. Discussion Items**

None

**6. Old/New Business**

None

**7. Committee Comments**

None

**8. Staff Comments**

None

**9. Adjournment**

Vice Chair Gunter adjourned the meeting at 1:04 p.m.