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Planning Department
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EXHIBIT 4 - MINUTES

October 18, 2017
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

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

Members Absent: Rose Marie Caughran

Staff Present: Chuck Darnell – Associate Planner

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

1. Call to Order

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

2. Citizen Comments – None

3. Approval of Minutes – None

4. Action/Docket Item (repeat if necessary)

A. L 2-17 – Revised Landscape Plan

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

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

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

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

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

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

B. L 36-17 – Landscape Plan

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

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

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

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

C. L 37-17 – Landscape Plan

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

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

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

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

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

D. L 38-17 – Landscape Plan

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

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

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

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

E. L 39-17 – Street Tree Removal

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

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

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

F. L 42-17 – Landscape Plan

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

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

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

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

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

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

G. L 44-17 – Street Tree Removal

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

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

H. L 34-17 – Revised Landscape Plan

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

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

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

I. L 24-17 – Revised Landscape Plan

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

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

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

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

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

5. Discussion Items – None

6. Old/New Business – None

7. Committee/Commissioner Comments – None

8. Staff Comments – None

9. Adjournment

Chair Stephenson adjourned the meeting at 1:42 pm.