



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

www.mcminnvilleoregon.gov

EXHIBIT 1 - MINUTES

May 16, 2018
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Rose Marie Caughran, Sharon Gunter, and Rob Stephenson
Members Absent: Josh Kearns and Tim McDaniel
Staff Present: Chuck Darnell – Associate Planner and Heather Richards – Planning Director
Guests Present: Scott Hill – Mayor, Morgan Will

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

A. January 17, 2018 Meeting Minutes

Committee Member Gunter moved to approve the January 17, 2018 meeting minutes. The motion was seconded by Committee Member Caughran and passed 3-0.

4. Action/Docket Item (repeat if necessary)

A. L 1-18 – Street Tree and Landscape Plan

Associate Planner Darnell presented the street tree and landscape plan for the Baker Creek West and Baker Creek East subdivisions. The Baker Creek West development consisted of 125 single family residential lots and one lot for multi-family development. The Baker Creek East development consisted of 83 single family lots. For the Baker Creek East development Hornbeam was proposed for the street trees. There was also an open space area for the residents and some existing trees by the open space which would be preserved. The perimeter of the detention ponds would be lined with Red Cedar trees and the interior would have a water quality seed mix. An additional pedestrian accessway would be included through the detention and natural drainage area. The pedestrian path would be landscaped along the perimeter where possible, and there would be a pedestrian boardwalk over the actual wetland areas as well.

There would be one Homeowners Association for Baker Creek East, and one for Baker Creek West. These associations would maintain the landscaping and trees. The Hornbeam was on the City's Street Tree List as a medium tree with a maximum spacing standard of 30 feet. In the plan most of the locations were not meeting the 30 foot maximum due to driveway locations and where water meter and services were. Staff suggested a condition that the applicant would follow the 30 foot spacing where possible.

Chair Stephenson said with this type of columnar tree, it would never achieve a tree canopy with the larger spacing. He suggested looking at a different variety of tree that would be more expansive.

There was discussion regarding creating a condition that a different street tree be chosen that had a wider canopy. The Committee also thought more Cedar trees should be added to reduce the spacing. They were in favor of denser landscaping.

Associate Planner Darnell pointed out areas where proposed trees were in conflict with services as reported by McMinnville Water and Light. Staff suggested that a condition be added to allow for the trees that were in conflict to not be installed in those locations and to add those trees to other areas in the development.

Morgan Will, applicant, said the utilities were being installed and sites were being paved and the streets were in. He asked that the application not be sent back to be redesigned as it would seriously delay the project. There might be conflicts now with the tree locations as it was possible things had been changed in the field during construction. He thought there could be a condition stating at the time of the building permit these trees would be put in where there was opportunity and a condition that stated where more plantings could be added, the applicant would add more. If the Committee wanted a different street tree, he was open to that as well.

There was discussion regarding the plans for irrigation for the development. There was further discussion regarding why the street tree species was chosen when it did not meet the spacing standard and the trees that were in conflict with the services.

Chair Stephenson said the Committee was asking for a larger canopy tree and tightening up the plan as much as possible to include more trees.

Associate Planner Darnell said McMinnville Water and Light agreed to allow trees to be closer than ten feet to the water meters if there was a root barrier installed. Due to the closeness of the planting strips and driveways, he suggested root barriers be installed anywhere where a tree was located less than ten feet from a water meter, and in every location where a tree was completely bounded by pavement at driveway approaches.

Committee Member Gunter thought this should be sent back to be redesigned, but suggested to give staff the authorization to approve it if the changes the Committee recommended were made. They could also hold a special meeting to review the redesigned plan.

Associate Planner Darnell then reviewed the Baker Creek West proposal. These were smaller and narrower lots and there were more conflicts with utilities, driveways, and street trees. The applicant proposed to use Red Sunset Maple trees that had a wider canopy. Where there were not driveways and utilities, the applicant met the 30 foot spacing standard. For the other locations, there were larger gaps of 35-40 feet.

Mr. Will explained the widths of the lots, utility locations, and the plans for the street trees. He agreed with the condition to add root barriers for all of the trees.

Associate Planner Darnell discussed the comments made by McMinnville Water and Light which included some conflicts with the proposed street trees and street lights, water meters, and fire hydrants. In some cases the trees would not be able to be installed. For the open space tracts, the applicant was proposing to install turf grass, which staff was supportive of as it would be usable space for the residents. Katsura trees would be planted along the outer perimeter of the open space tracts and the detention area would have Red Cedar on the outer perimeter. The details of the play equipment had been reviewed by staff and it was approved. There would be pedestrian accessways that provided accessibility within the subdivision and to connect other areas outside of the subdivision and he explained the landscaping for those areas.

Chair Stephenson was unsure about the use of Katsura in a turf irrigated area.

Associate Planner Darnell said the applicant would need to follow the City's direction for the tree pattern on the Hill Road frontage.

Chair Stephenson declared that he had designed the street tree pattern on Hill Road.

Associate Planner Darnell noted some typos in the conditions. He clarified the Committee had concerns regarding the spacing standard and the location of utilities and the application would be sent back for adjustments. A different street tree should be chosen for Baker Creek East and more trees should be planted around the detention ponds.

There was discussion regarding the irrigation for the sites and how the trees would be preserved on Baker Creek Road.

Chair Stephenson cautioned that those trees had not been maintained and some were dead or dying. Associate Planner Darnell said there could be condition that the applicant provide an assessment of the trees and if there were some that were dead that they would be replaced. He would provide the applicant with the comments from McMinnville Water and Light and the Street Tree List. They could hold a special meeting to review the revised plans.

The Committee suggested using Sycamore trees as an alternative.

Chair Stephenson also recommended a brick wall running down Hill Road for consistency.

There was discussion regarding the development, trees, and fencing and how it was an important area in the community and had to be done right.

Committee Member Gunter moved to continue the application to allow the plans to be updated in response to the committee's concerns with utility setbacks and tree species. Motion was seconded by Committee Member Caughran and passed 3-0. Chair Stephenson told the applicant that they would be willing to hold a special meeting to review the revised plans if they were provided in a timely manner.

B. L 10-18 – Landscape Plan

Associate Planner Darnell reviewed the landscape plan for the expansion of an existing industrial site and facility on NE Riverside Drive. The applicant planned to add more mini-storage buildings. He was proposing to install four Autumn Spire Red Maple trees in the linear planting strip. Between the trees, the applicant was proposing a variety of smaller shrubs to fill out the planter area. In addition, the applicant was proposing to install a lawn and landscaped area along the site's frontage on Riverside Drive. This was consistent with what had been done on the site

previously. The BPA tower easement included some limitations on height due to the overhead wires, so the applicant proposed a variety of smaller shrubs to be installed in this area.

Committee Member Caughran moved to approve L 10-18. The motion was seconded by Chair Stephenson and passed 3-0.

C. L 11-18 – Street Tree Removal

Associate Planner Darnell discussed the application to remove seven street trees on NW Troon Court due to the trees causing lifting and cracking of the sidewalks adjacent to the property. An arborist had looked at the trees as well and stated that there was cracking and minor sidewalk heaving. No maintenance could be done without damaging the trees and the arborist recommended removal. Associate Planner Darnell also pointed out that there was one tree within 8 feet of a street light and one within 5 feet of the water meter. The Public Works' staff said interim measures could be taken, such as grinding the sidewalk. The applicant was trying to get out in front of additional damage that might occur and suggested planting five replacement trees.

There was discussion about the current condition of the sidewalks, which was minor cracking and lifting. The Committee did not think the damage was extensive enough to warrant removal. The applicant could grind the sidewalk down if there was a safety concern.

There was further discussion regarding removing the tree that was encroaching the water meter and replacing it with a tree of the same variety that was seven feet away from the water meter with a root barrier.

The Committee was not in favor of taking out all of the trees due to the impact to the neighborhood.

Chair Stephenson moved to approve removal of the one tree by the water meter and to have it replaced with another same species tree with a root barrier and to grind the sidewalk areas down to normal grade. The motion was seconded by Committee Member Gunter and passed 3-0.

D. L 12-18 – Landscape Plan

Associate Planner Darnell reviewed the application for a landscape plan for the renovation of an existing single family home into a school building for the McMinnville Montessori School on SE Brooks Street. The applicant was not proposing any changes to the backyard and the trees on the west property line would remain. The applicant did propose to clean up and maintain the existing vegetation in the front yard and to install some new shrubs to update the planter area. The driveway would also be extended to allow for the required parking and a pedestrian walkway would be required. A condition was included to require all new landscape planters and lawn areas to be irrigated.

Committee Member Gunter moved to approve L 12-18. The motion was seconded by Committee Member Caughran and passed 3-0.

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 1:31 p.m.