



Landscape Review Committee
Hybrid In-Person & ZOOM Online Meeting
Wednesday, January 15, 2025 - 12:00 PM

Please note that this meeting will be conducted in-person at the Community Development Center Large Conference Room, 231 NE Fifth Street, and via ZOOM.

Join ZOOM Meeting online via the following link:

<https://mcminnvilleoregon.zoom.us/j/88138973805?pwd=dPNSRkb5dMDeGssb2682IKX3j3iMVq.1>
<https://mcminnvilleoregon.zoom.us/j/88386294719?pwd=scv5MYeVbh95oeIWvzZQaMePnMsWJZ.1>

Meeting ID: 881 3897 3805 Passcode: 766657

Or join ZOOM Meeting by phone via the following number: 1-669-44-9171

Committee Members	Agenda Items
Jamie Fleckenstein, Chair	1. Call to Order and Roll Call
Brian Wicks, Vice Chair	2. Swearing-In of New Committee Member
Carlton Davidson	3. Selection of Chair and Vice Chair (<i>Exhibit 1</i>)
Lee McCollins	4. Minutes: None
Eva Reutinger	5. Citizen Comments
	6. Action Items
	7. Discussion Items
	A. L 47-24: Landscape Plan Review for HFT Mayfair, LLC at 540 NE Highway 99W, Tax Lot R4416CB 00400 (<i>Exhibit 2</i>)
	B. 2025 Work Plan Implementation (<i>Exhibit 3</i>)
	8. Committee Member Comments
	9. Staff Comments
	10. 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.

EXHIBIT 1 - STAFF REPORT

DATE: January 15, 2025
TO: Landscape Review Committee Members
FROM: Taylor Graybehl, Senior Planner
SUBJECT: Election of Committee Officers

The annual election of officers has been placed on your January 17, 2024 meeting agenda. As part of this process, the Landscape Review Committee shall elect a Chair and Vice-Chair at the first meeting of each year. The Chair presides over the meeting and public hearings. The Vice-Chair will preside over the meetings and public hearings in the Chair's absence.

The following outline is provided to help guide you through this election process.

Nominations of chair and vice-chair:

1. Begin with the nominations for the position of the chair. Any Committee member may nominate another member. Committee members can also nominate themselves. Nominations do not have to be seconded. If a nominee does not wish to be considered, that person can decline the nomination. When nominations stop, the chair will call for any more nominations. When no other nominations are forthcoming, the chair will state that the nominations are closed. Once the nominations are closed, the chair will state the names of the nominees. Each member must state their vote for the chair. If one person receives a majority of the vote, the chair will declare the result of the vote. If no one receives a majority of the vote, the vote must be done again. No person can be eliminated as a nominee, but any nominee can withdraw their nomination. The voting will continue until one person receives a majority of the vote.
2. The vice-chair will then be elected in the same manner.
3. At the close of the elections, the new chair will preside over the remainder of the meeting.

EXHIBIT 2 - STAFF REPORT

DATE: January 15, 2025
TO: Landscape Review Committee Members
FROM: Taylor Graybehl, Senior Planner
SUBJECT: Landscape Plan Review Application L 47-24

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsibly & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This proceeding is a review by the Landscape Review Committee (LRC) of an application submitted by Melinda VerMeer, on December 16, 2024 for proposed landscaping located at 540 NE Highway 99W, Tax Lot No. R4416CB 00400.

Staff has reviewed the application for consistency with the applicable criteria and recommends denial, subject to the findings specified in the attached Decision Document.

Discussion:

Please refer to the Decision Document for the conclusionary findings, maps, plans, and background information.

Application Summary

The Landscape Plan Review application is a request for modification of a previously approved Landscape Plan (L 38-17) to allow for the placement of a food cart pod at the northeast corner of the site.

Figure 1. Vicinity Map

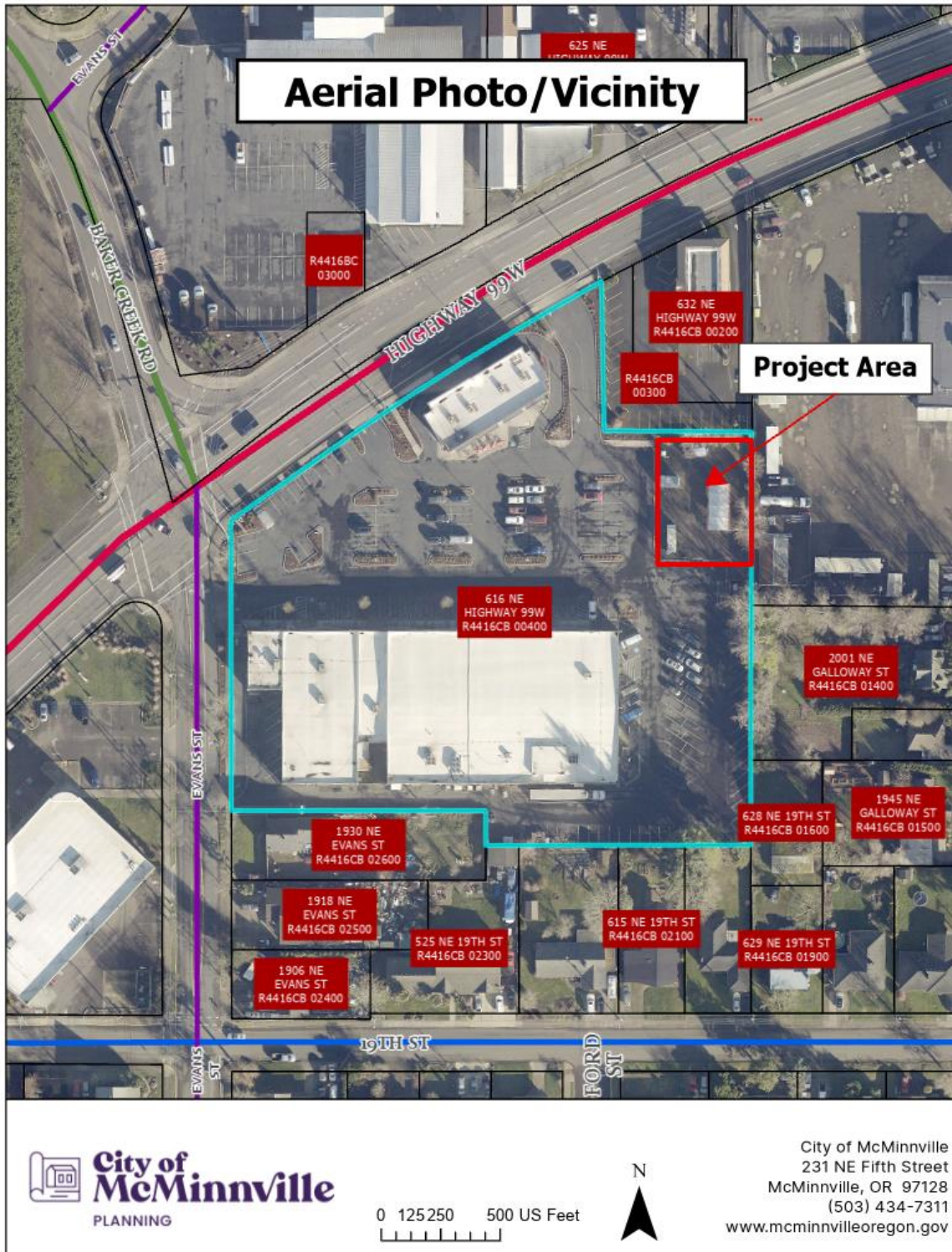


Figure 1 The subject site (540 NE Highway 99W) is outlined in blue, with a red arrow and box identifying the project area.

Figure 2. Landscape Plan

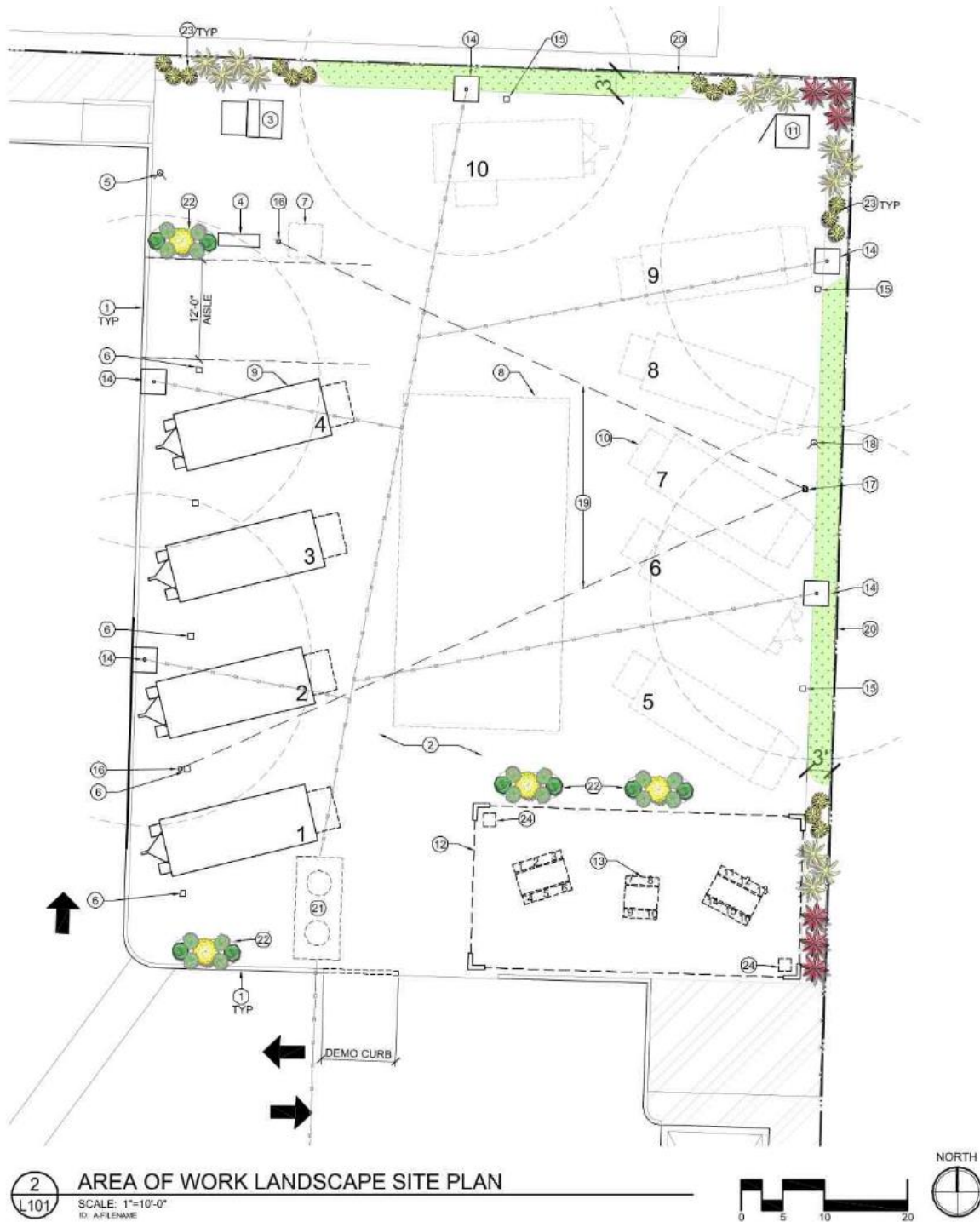


Figure 2 Please see the attached Decision Document for the complete plan in the application materials.

Review Process

The application was received December 16, 2024, and notice was sent to the McMinnville Public Works Department, McMinnville Engineering, and McMinnville Water and Light. The City of McMinnville did not provide public notice of the application. Landscape Plan Review applications are reviewed by the process described in Chapter 17.57 of the McMinnville Zoning Ordinance, which does not require public notification. No public comments were received prior to the public meeting.

Summary of Criteria and Issues

Decisions and/or recommendations for approval of the land use application are dependent upon whether the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

McMinnville Municipal Code (MMC)

As required in 17.57.070(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.
2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.
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.
4. The development and use of islands and plantings therein to break up parking areas.
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.
6. Suitable watering facilities or irrigation systems must be included in or near all planted areas.

The applicant will also be responsible for obtaining other permits for the proposed project. Staff will ensure that future permits comply with the approved landscape plan or will require the applicant to return for approval of a revised landscape plan review.

Staff recommends approval of the landscape plan with revisions/conditions to identify and protect trees with a diameter over six (6) inches at four and a half (4.5) feet in height, avoid light glare on neighboring residential properties, identify fence heights at or below that maximally permitted, trash and recycling enclosures, how to obtain a building permit and final occupancy, and ongoing maintenance requirements.

Attachments:

Attachment A – *Decision Document (L 47-24)*

Attachments

1. Decision Document with Attached Application

Landscape Review 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.

Staff Recommendation:

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions specified in the attached Decision Document, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL** of the application, subject to the conditions specified in the attached Decision Document.

Suggested Motion:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE DECISION DOCUMENT AND APPROVE THE LANDSCAPE PLAN REVIEW APPLICATION (L 47-24) SUBJECT TO THE CONDITIONS SPECIFIED IN THE DECISION DOCUMENT

Attachments:

Attachment A – Decision Document (L 47-24)



**CITY OF MCMINNVILLE
COMMUNITY DEVELOPMENT**
231 NE FIFTH STREET
MCMINNVILLE, OR 97128
503-434-7311
www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A LANDSCAPE PLAN REVIEW FOR PROPERTY AT 540 NE HIGHWAY 99W

- DOCKET:** L 47-24 (Landscape Plan Review)
- REQUEST:** Approval of a Landscape Plan Review for property at 540 NE Highway 99W
- LOCATION:** 540 NE Highway 99W, Tax Lot R4416CB 00400
- ZONING/Overlay:** C-3 (General Commercial)
- APPLICANT:** Melinda VerMeer, Baysinger Partners, Matthew Lillard
- PROPERTY OWNER:** HFT Mayfair, LLC
- STAFF:** Taylor Graybehl, Senior Planner
- DATE DEEMED COMPLETE:** December 16, 2024
- DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.
- MEETING DATE & LOCATION:** January 15, 2025, McMinnville Community Development Center, 231 NE 5th Street, and via Zoom online meeting
- 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 decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.57.170 of the McMinnville Zoning Ordinance.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided in this document. 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 conclusionary findings, the Landscape Review Committee finds the applicable criteria are satisfied with conditions and recommends **APPROVAL** of the Landscape Plan (L 47-24) **subject to the conditions of approval provided in Section II of this document.**

////////////////////////////////////
DECISION: APPROVAL WITH CONDITIONS
////////////////////////////////////

Planning Staff: _____ Date: _____
Taylor Graybehl, Senior Planner

Planning Department: _____ Date: _____
Heather Richards, Planning Director

I. APPLICATION SUMMARY:

Subject Property

The project area is located at 540 NE Highway 99W, Tax Lot R4416CB 00400. **See Figure 1 (Vicinity Map)**. The property is zoned C-3 (General Commercial) **See Figure 2 (Zoning Map)**.

Application

The applicant requests approval for a landscape plan to revise a previously approved landscape plan (L 38-17) for a food cart pod to be placed within the site of an existing shopping center. 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. Beyond landscaping, the application references additional proposed actions: replacing a sign panel, placing a temporary banner sign, relocating a dining tent and portable toilet, and installing a grease interceptor, kitchen sanitary waste dump, water dispenser, power connections, and light poles. These proposed actions require separate permit applications and will be reviewed for compliance with standards at the time of application.

The landscape plan indicates the food cart pod will be located in the northeast corner of the site. The project area does not abut a public right-of-way and has been identified as 9,000 square feet in size, with 638 square feet (or 7.09%) proposed as landscaping. Of the 638 square feet of landscaping, 550 square feet are proposed in the ground, with 88 square feet in planters. All plants are proposed to be irrigated by a fully automatic, permanent irrigation system.

The plan proposes a landscape buffer of approximately three (3) feet along the northern and eastern property lines adjacent to the project area with new black vinyl-coated chain-link fencing with black privacy slats. Landscaping is proposed within these buffer areas in both raised and in-ground planters. Raised planters are proposed within the project area. **See Figure 3 (Landscape Plan)**.

Staff recommends approval of the landscape plan with revisions/conditions to identify and protect trees with a diameter over six (6) inches at four and a half (4.5) feet in height, avoid light glare on neighboring residential properties, identify fence heights at or below that maximally permitted, trash and recycling enclosures, how to obtain a building permit and final occupancy, and ongoing maintenance requirements.

Attachments :

Attachment 1 – Application and Attachments

Figure 1: Aerial Photo/Vicinity Map

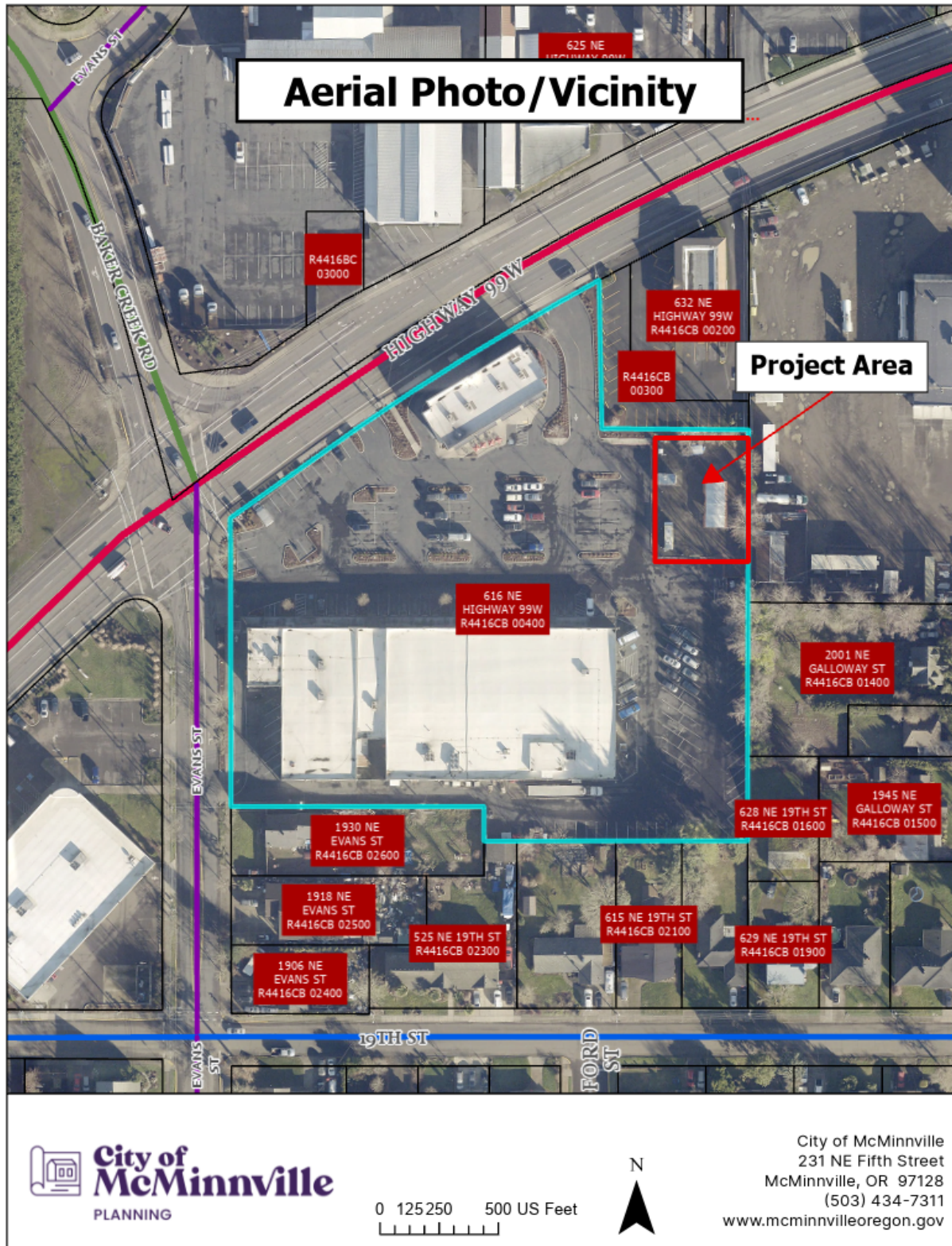
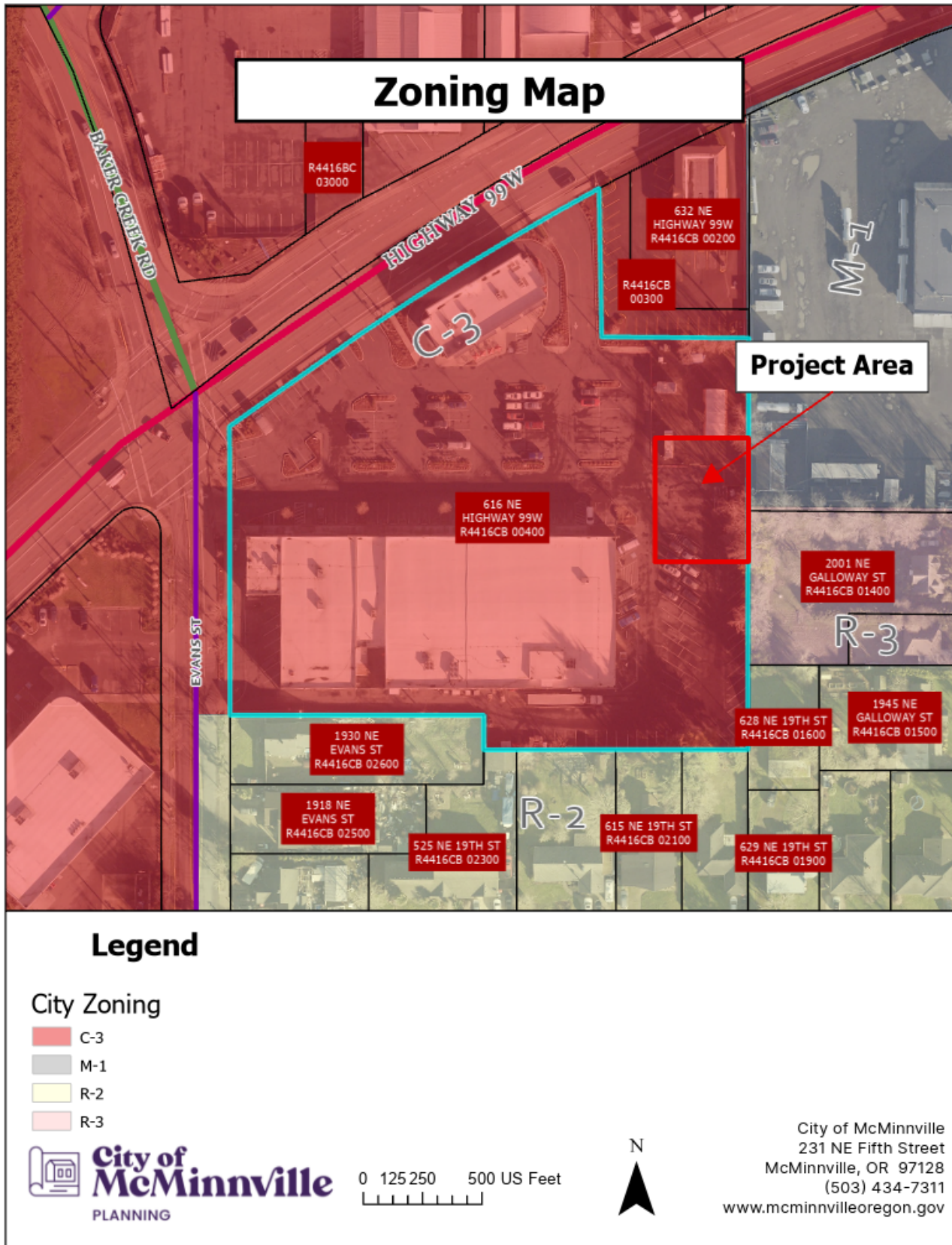


Figure 1 The subject site (540 NE Highway 99W) is outlined in blue, with a red arrow and box identifying the project area.

Attachments :

Attachment 1 – Application and Attachments

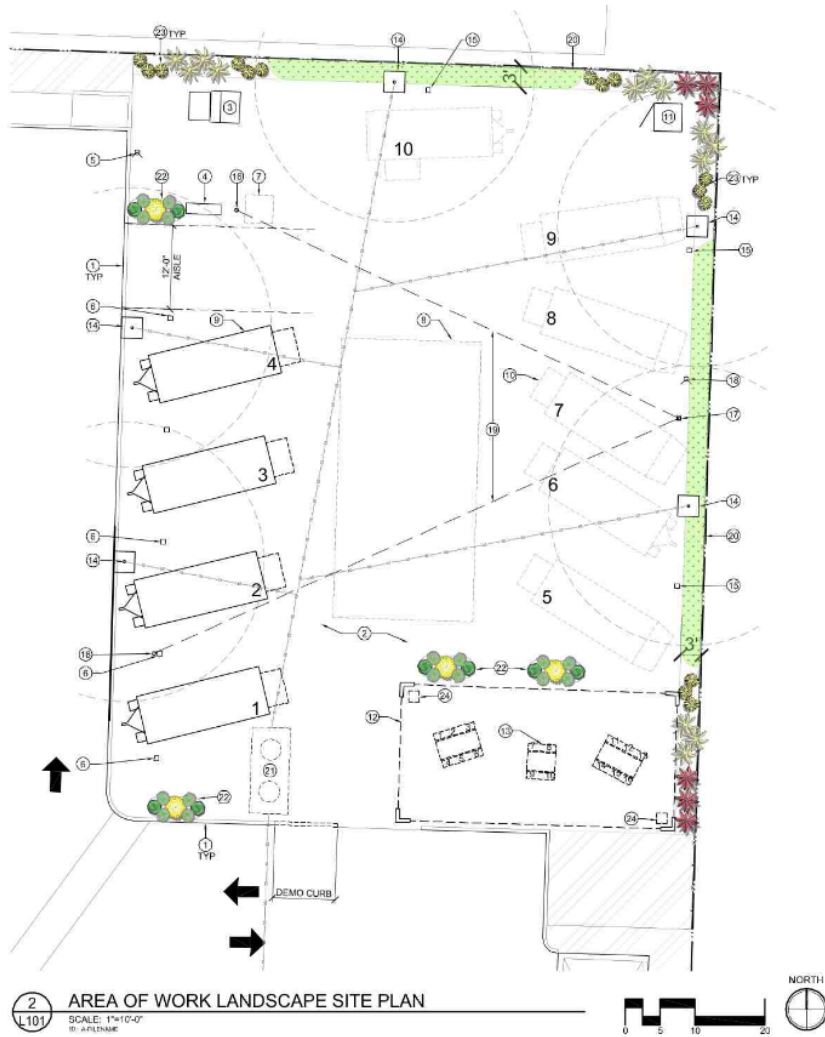
Figure 2: Zoning Map



Attachments :

Attachment 1 – Application and Attachments

Figure 3. Landscape Plan (cont. to next page)



- 22. NEW SWAILED GALVANIZED PLANTERS CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- 23. NEW LANDSCAPE, CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- 24. HEAVY DUTY TRASH CAN

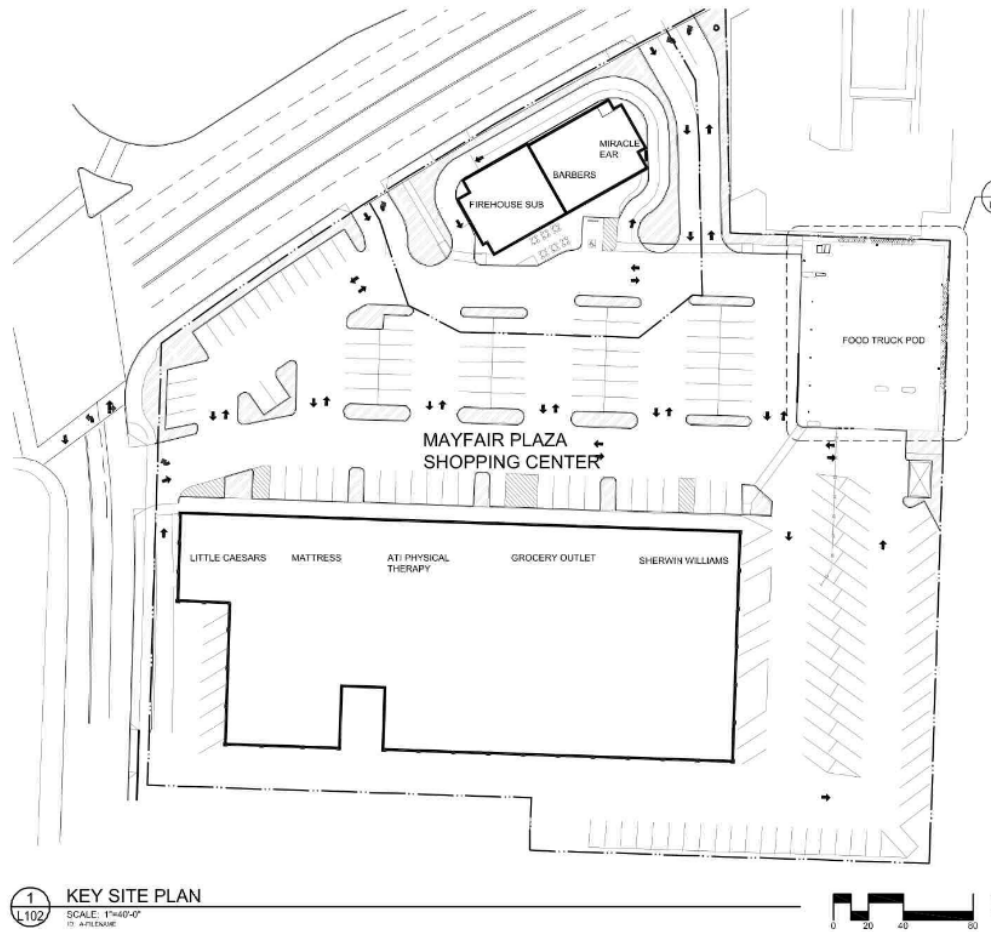
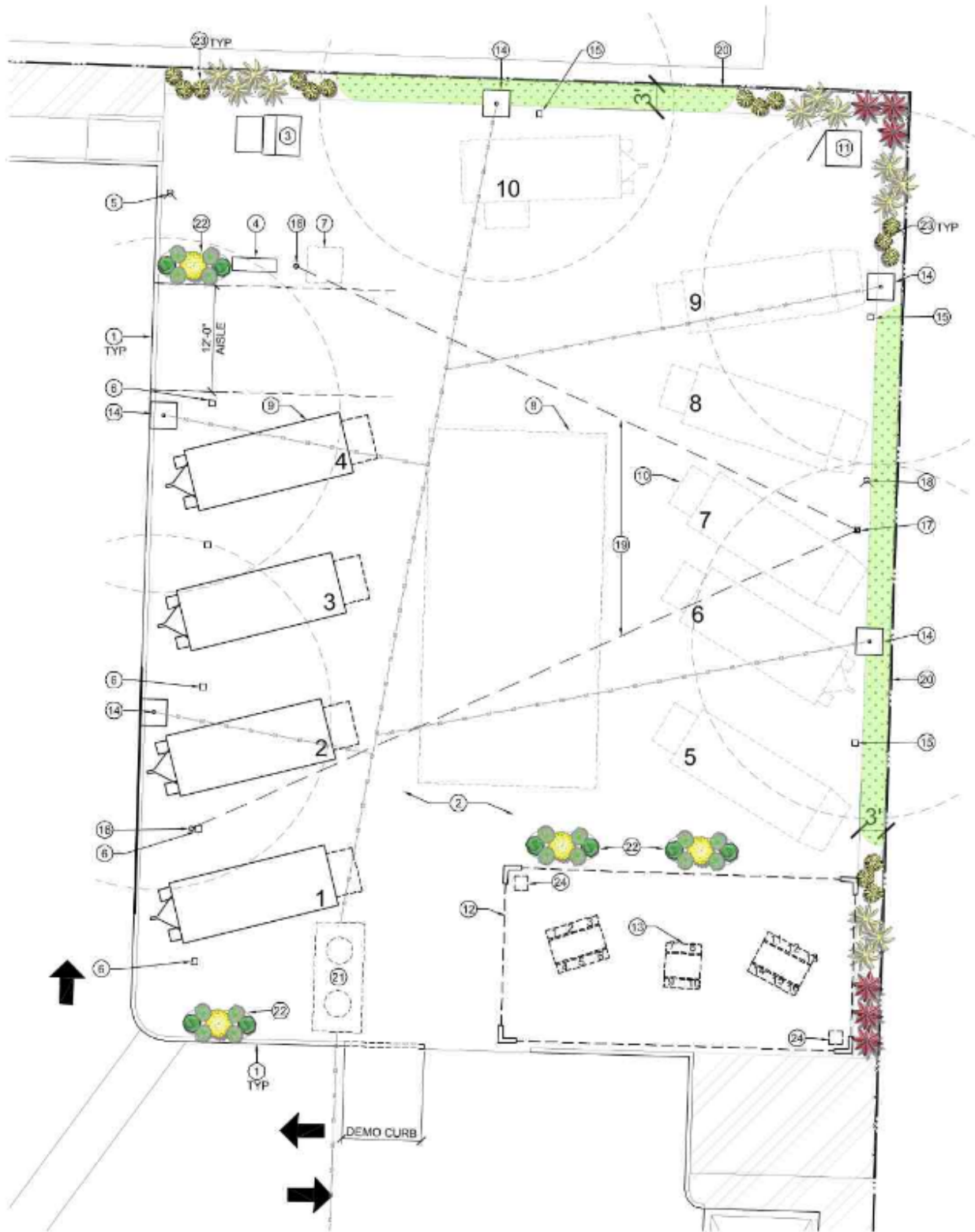


Figure 3. Landscape Plan (cont.)



2 AREA OF WORK LANDSCAPE SITE PLAN
L101 SCALE: 1"=10'-0"
ID: AFILENAME



Figure 3. Landscape Plan (cont.)

SUMMARY:

LANDSCAPE IMPROVEMENTS AT FOOD TRUCK POD AREA OF SITE. WORK INCLUDES RELOCATING THE EXISTING DINING TENT, RELOCATING THE PORTABLE TOILET, INSTALLING A GREASE INTERCEPTOR, INSTALLING KITCHEN SANITARY WASTE DUMP STATIONS PLUMBED TO THE GREASE INTERCEPTOR, INSTALL NEW WATER DISPENSER, INSTALL NEW POWER CONNECTIONS FOR FUTURE TRUCKS, INSTALL (3) LIGHT POLES
 NO STORMWATER MODIFICATIONS WILL BE PERFORMED WITH THIS WORK

EXSTG		EXISTING LANDSCAPING TO REMAIN
IN GROUND PLANTERS		LIRIOPE MUSCARI 'VARIEGATA' / VARIGATED LILY TURF 1GAL CONT. FULL PLANTS 24" OC
		CALAMAGROSTIS ACUTIFLORA 'KARL FORESTER' / KARL FORESTER FEATHER REED GRASS 2GAL CONT. FULL PLANTS, 3' OC
		NASSELLA TENUISSIMA / MEXICAN FEATHER GRASS 2GAL CONT. FULL PLANTS, 3' OC
		RUDBECKIA HIRTA 'TOTO' / TOTO BLACK EYED SUSAN 1GAL CONT. FULL PLANTS 18" OC
RAISED PLANTERS		ABELIA X GRANDIFLORA 'FRANCIS MASON' / FRANCIS MASON GLOSSY ABELIA 2GAL CONT. FULL PLANTS 3' OC
		AUBRIETA / ROCK CRESS 1QT FULL PLANS 12" OC
		HEUCHERA 'LIME MARMALADE' / HEUCHERA LIME MARMALADE CORAL BELL 1GAL FULL PLANS, 2'OC

Figure 3. Landscape Plan (cont.)

LANDSCAPE NOTES:

- ALL CONSTRUCTION TO BE PERFORMED IN ACCORDANCE WITH CURRENT CITY OF MCMINNVILLE STANDARDS AND OREGON STRUCTURAL SPECIALTY CODE
- INSTALL EROSION CONTROL SYSTEMS IN ACCORDANCE WITH THE CITY OF MCMINNVILLE STANDARDS PRIOR TO BEGINNING SITE AND LANDSCAPE WORK
- MARK AND PROTECT ALL UTILITIES WITHIN THE WORK AREA
- CONTRACTOR TO PROVIDE TOP SOIL, SOIL AMENDMENTS AND EROSION CONTROL
- CONTRACTOR IS RESPONSIBLE FOR ANY AMENDMENTS TO SOIL PH FERTILITY AND/OR DRAINAGE CONDITIONS NECESSARY TO ENSURE PROPER GROWING CONDITIONS FOR PROPOSED PLANTINGS
- ALL PLANTS TO BE INSTALLED PER AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1) AS WELL AS DRAWING SPECIFICATIONS
- ALL PLANTS TO BE IRRIGATED BY A FULLY AUTOMATIC, PERMANENT IRRIGATION SYSTEM, TIED INTO EXISTING SHOPPING CENTER'S IRRIGATION SYSTEM
- CONTRACTOR IS TO DESIGN THE MODIFICATIONS TO THE EXISTING IRRIGATION SYSTEM CONNECTION
- CONTRACTOR IS TO DISPOSE OF ALL DEMOLISHED MATERIALS ACCORDING TO THE CITY STANDARDS AND ALL OTHER REGULATIONS
- PRIOR TO FINAL ACCEPTANCE, CONTRACTOR SHALL PROVIDE OWNER WITH AS-BUILT PLANS OF THE INSTALLATION, COPIES OF ALL OPERATION MANUALS AND WARRANTY DOCUMENTS
- ALL NEW PLANS IN LANDSCAPE AREAS TO BE WARRANTED FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE

SIGNAGE

- REPLACE SIGN PANEL IN EXISTING PYLON SIGN
- TEMPORARY BANNER SIGN MAY BE PLACED 5 FT FROM PROPERTY LINE
- MAXIMUM 16 SF AREA FOR SIGN
- MAXIMUM OF 3 (THREE) TEMPORARY SIGNS ALLOWED, CONFIRM NUMBER OF TEMPORARY SIGNS CURRENTLY BEING USED

KEYNOTES:

1. EXISTING CURB
2. EXISTING PAVEMENT
3. EXISTING TRANSFORMER
4. EXISTING ELECTRICAL METER/PANEL
5. EXISTING WATER SUPPLY
6. EXISTING 220V ELECTRICAL CONNECTION ON BOLLARD
7. EXISTING PORTABLE TOILET, TO BE RELOCATED
8. EXISTING TENT STRUCTURE, TO BE RELOCATED
9. TYPICAL FOOD TRUCK/TRAILER
10. TYPICAL FUTURE FOOD TRUCK/TRAILER
11. RELOCATED PORTABLE TOILET LOCATION
12. RELOCATED TENT LOCATION, SECURE TO TO PAVEMENT PER TENT VENDOR REQUIREMENTS
13. SEATING
14. NEW SANITARY DUMP CONNECTION LOCATION, DASHED LINE INDICATING DRAIN HOSE ACCESS
15. NEW BOLLARD WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION
16. NEW 18' LIGHT POLE WITH 110V OUTLET AT TOP OF POLE FOR STRING LIGHTS
17. NEW 18' LIGHT POLE WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION AT 36"
18. NEW WATER SUPPLY AT 36"
19. STRING LIGHTS SECURED AND POWERED FROM TOP OF LIGHT POLES, MAINTAIN MINIMUM 12' CLEAR FROM GROUND
20. NEW BLACK VINYL COATED CHAINLINK FENCING WITH BLACK PRIVACY SLATS
21. NEW GREASE INTERCEPTOR
22. NEW 3Wx8Lx2H GALVANIZED PLANTERS CONNECTED TO SITE'S LANDSCAPE IRRIGATION
23. NEW LANDSCAPE, CONNECTED TO SITE'S LANDSCAPE IRRIGATION
24. HEAVY DUTY TRASH CAN

Attachments :

Attachment 1 – Application and Attachments

Summary of Criteria

Decisions and/or recommendations for approval of the land use application are dependent upon whether the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The proposed development is on land zoned C-3 (General Commercial). McMinnville Municipal Code (MMC) Section 17.57.030 requires landscaping in the C-3 zone. Therefore, landscaping is required subject to the criteria and standards described in MMC Chapter 17.57-Landscaping.

II. CONDITIONS:

1. Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan in compliance with the conditions of approval and receive approval of the landscape plan. (MMC 17.57.050(A)(1))
2. Any proposed modifications to the landscape plan shall be indicated and specified on the landscape plan and agreed to in writing by the applicant prior to the issuance of the building permit. (MMC 17.57.050(C))
3. A temporary occupancy permit may be issued prior to the complete installation of all required landscaping subject to the standards of MMC 17.57.050(D).
4. Prior to the issuance of a certificate of occupancy or return of security, landscaping shall be inspected by the Planning Director or their designee and found to be in compliance with the approved plans. Minor alterations to the landscape plan may be allowed as determined by the Planning Director or their designee as long as they do not alter the character and aesthetics of the approved plans. (MMC 17.57.050(E))
5. Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan that indicates the location of trees over six (6) inches in diameter at four and a half (4.5) feet in height, their variety, and if they are to remain or be removed or add to plans that there are no trees measured over six (6) inches in diameter at four and a half (4.5) feet in height. (MMC 17.57.060(A))
6. Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan regarding the method of shielding/downcast lighting to demonstrate artificial lighting which may be provided shall be deflected as not to shine or create glare in any residential zone or on any adjacent dwelling.
7. Prior to the issuance of a building permit, the applicant shall submit a revised landscaping plan identifying the height of all proposed fencing, with fence heights less than the maximum height permitted, including seven (7) feet at the interior property line. (MMC 8.10.210)
8. Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan indicating that trees over six (6) inches in diameter at four at half (4.5) feet in height are to remain. If the tree is to be removed, a tree shall be planted elsewhere in the project

area. New trees shall not be prohibited trees as defined in MMC 17.57.070(B)(5) and of a mature height of less than twenty-five (25) feet if located below a powerline.

9. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement in compliance with MMC 17.57.070(C).
10. Prior to the issuance of a building permit, the applicant shall submit written proof from the collection agency that the existing on-site containers are sufficient for the proposed food truck pod. If insufficient, the applicant shall submit an Enclosure Plan designed in compliance with MMC 17.61.030 and revise the landscape plan. (MMC 17.61.040)
11. The applicant shall contact the appropriate utility-locate service (dial 811) prior to any planting excavation to ensure that underground utilities are not damaged.
12. This approval is for landscaping only, and the applicant is responsible for obtaining any other required permits, including but not limited to signage, plumbing, and electrical.

III. ATTACHMENTS:

1. **Attachment 1** - L 47-24 Application and Attachments (on file with the Planning Department)
2. **Attachment 2** – MW&L Comments

IV. COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light.

City of McMinnville Public Works:

No concerns.

McMinnville Water and Light

Water: This site is served by a 1" water meter (C18313736) – Contact MW&L Engineering if this meter needs to upsize.

Electric: MW&L has reviewed the proposed landscape plan. Please see attached drawing red lines for MW&L comments regarding power. More discussion and review will be needed when proposed projects outside of the landscape plan change move forward. Contact McMinnville Water and Light for any questions or clarification on markups (see **Attachment 2 – MW&L Comments**).

- Underground primary and secondary power located along the northern portion of the project area, call in locates prior to digging.

Attachments:

Attachment 1 – Application and Attachments

McMinnville Engineering

- If final approved civil plans conflict with previously approved landscape and irrigation plans, the landscape and irrigation plans will need to be revised to reflect final civil design.
- Any landscape and irrigation required for any stormwater detention facilities will be reviewed by the City Engineering Department with the civil engineering design submittal.

Public Comments

No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance which does not require public notification. No public comments were received prior to the Planning Director's decision.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The application was submitted on December 16, 2024.
2. The application was deemed complete on January 15, 2025. Based on that date, the application is subject to a 30-day review timeframe.
3. Notice of the application was referred to the following public agencies for comment on December 18, 2024 McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. Comments received from public agencies are addressed in the Decision Document.
4. No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance, which does not require public notification. No public comments were received prior to the public meeting.
5. A public meeting was held by the Landscape Review Committee on January 15, 2024, to review the proposed landscape plan.

VI. FINDINGS OF FACT - GENERAL FINDINGS

1. **Location:** 540 NE Highway 99W, Tax Lot R4416CB 00400
2. **Project Area:** The lot is approximately 9,000 square feet
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C-3 (General Commercial)
5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Shopping Center
7. **Inventoried Significant Resources:**
 - a. **Historic Resources:** None
 - b. **Other:** None
8. **Other Features:** There are no identified significant or distinguishing natural features associated with this portion of the property.

Attachments :

Attachment 1 – Application and Attachments

- 9. Utilities:** Utilities are available to the site. Underground utilities run east to west along the northern portion of the project area.
- 10. Transportation:** The property is accessed from two (2) driveways from Highway 99W, identified as a Major Arterial and one (1) from Evans Street, identified as a minor collector.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable planning factors for a Landscape Plan Review are specified in Section 17.57.070 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated but are to be undertaken in relation to all applicable land use requests.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

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.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. 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 Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance provide criteria applicable to the request:

Chapter 17.57 Landscaping

Attachments :

Attachment 1 – Application and Attachments

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. The City recognizes the value of landscaping in achieving the following objectives:*

- A. *Provide guidelines and standards that will:*
 - 1. *Reduce soil erosion and the volume and rate of discharge of storm water runoff.*
 - 2. *Aid in energy conservation by shading structures from energy losses caused by weather and wind.*
 - 3. *Mitigate the loss of natural resources.*
 - 4. *Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use.*
 - 5. *Create safe, attractively landscaped areas adjacent to public streets.*
 - 6. *Require the planting of street trees along the City's rights-of-way.*
 - 7. *Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods.*
 - 8. *Provide shade, and seasonal color.*
 - 9. *Reduce glare, noise and heat.*
- B. *Promote compatibility between land uses by reducing the visual noise and lighting impacts of specific developments on users of the site and abutting properties.*
- C. *Unify development and enhance and define public and private places.*
- D. *Preserve existing mature trees.*
- E. *Enhance the urban forest and tree canopy.*
- F. *Encourage the use of plants native to the Willamette Valley to the maximum extent feasible, in order to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.*
- G. *Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.*
- H. *Support McMinnville as a community that cares about its appearance.*

It is further recognized that landscaping increases property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum standards for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020.

APPLICANT'S RESPONSE: None.

Attachments :

Attachment 1 – Application and Attachments

FINDING: SATISFIED WITH CONDITIONS. Subject to conditions of approval detailed below, the proposed landscape plan is consistent with the purpose of this chapter.

17.57.030 Zones where required. *Landscaping shall be required in the following zones except as otherwise noted:*

- A. R-4 (Multiple-Family Residential zone, except the construction of a Single-Family or Two-Family Residential unit);*
- B. C-1 (Neighborhood Business zone);*
- C. C-2 (Travel Commercial zone);*
- D. C-3 (General Commercial zone);*
- E. O-R (Office/Residential zone);*
- F. M-L (Limited Light Industrial zone);*
- G. M-1 (Light Industrial zone);*
- H. M-2 (General Industrial zone).*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED/APPLICABLE. The proposed development is within the C-3 (General Commercial) zone; therefore, landscaping is required subject to the landscaping requirements of commercial zones and the criteria and standards described in Chapter 17.57 – Landscaping.

17.57.050 Plans - *Submittal and Review – Approval – Completion Time Limit.*

- A. At the time the applicant applies for a building permit, they shall submit, for the Landscape Review Committee, two copies of a landscaping and plot plan. If the plot plan and landscaping plan are separate documents, two copies of each shall be submitted. These may be submitted to the Building Department to be forwarded to the Planning Department.*
 - 1. No building permit shall be issued until the landscaping plan has been approved.*
 - 2. The landscaping plan may be used as the plot plan required for a building permit, provided all information required for a building permit is provided;*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #1. The applicant must comply with the above standards by submitting a revised landscape plan that is in compliance with the conditions of approval prior to the issuance of a building permit.

CONDITIOIN OF APPROVAL #1. Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan in compliance with the conditions of approval and receive approval of the landscape plan. (MMC 17.57.050(A)(1))

- B. Landscaping review shall occur within 30 (thirty) days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action to be taken on the plans. A failure to review within 30 (thirty) days shall be considered as approval of the plan;*

APPLICANT'S RESPONSE: None.

Attachments :

Attachment 1 – Application and Attachments

FINDING: SATISFIED. The application and fee were received on December 16, 2024. Within 30 days of submission, the Landscape Review Committee met and heard on the proposal on January 15, 2025. The applicant was notified of the time and place of review.

- 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;*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #2. The proposed conditions of approval make the landscape plan compatible with this chapter's purpose, intent, and requirements. The applicant is required to submit a revised landscape plan for review and approval prior to the issuance of a building permit. If the applicant seeks modification of the approved landscape plan it must be agreed to in writing prior to the issuance of a building permit.

CONDITION OF APPROVAL #2: Any proposed modifications to the landscape plan shall be indicated and specified on the landscape plan and agreed to in writing by the applicant prior to the issuance of the building permit. (MMC 17.57.050(C))

- D. *Occupancy permits may be issued prior to the complete installation of all required landscaping if security equal to 120 percent of the cost of landscaping, as determined by the Planning Director is filed with the City assuring such installation within a time specified by the Planning Director, but not to exceed six months after occupancy. The applicant shall provide the estimates of landscaping materials and installation to the satisfaction of the Planning Director prior to approval of the security. "Security" may consist of a faithful performance bond payable to the City, cash, certified check, time certificate of deposit, or assignment of a savings account, and the form shall meet with the approval of the City Attorney. If the installation of the landscaping is not completed within the period specified by the Planning Director, or within an extension of time authorized by the Landscape Review Committee, the security may be used by the City to complete the installation. Upon completion of the installation, inspection, and approval, any portion of the remaining security deposited with the City shall be returned. The final landscape inspection shall be made prior to any security being returned. Any portions of the plan not installed, not installed properly, or not properly maintained shall cause the final inspection and/or approval to be postponed until the project is completed or cause the security to be used by the City;*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #3. The issuance of a temporary occupancy permit prior to the complete installation of landscaping may be permitted by the Planning Director. If permitted by the Planning Director, the amount of security, time frame, and potential use of the security to finalize landscaping must comply with this criterion.

Attachments :

Attachment 1 – Application and Attachments

CONDITION OF APPROVAL #3: A temporary occupancy permit may be issued prior to the complete installation of all required landscaping subject to the standards of MMC 17.57.050(D).

- E. *All completed landscape projects shall be inspected by the Planning Director or their designee. Said projects shall be found to be in compliance with the approved plans prior to the issuance of an occupancy certificate for the structure, or prior to any security or portion thereof being refunded to the applicant. Minor changes in the landscape plan shall be allowed, as determined by the Planning Director or their designee, as long as they do not alter the character and aesthetics of the original plan.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #4. Issuance of an occupancy permit or return of security requires the inspection of the landscape project by the Planning Director or their designee which finds the landscaping in compliance with the approved plans. Minor changes in the landscape plan shall be allowed by the Planning Director or their designee in some cases.

CONDITION OF APPROVAL #4: Prior to the issuance of a certificate of occupancy or return of security, landscaping shall be inspected by the Planning Director and designee and found to be in compliance with the approved plans. Minor alterations to the landscape plan may be allowed as determined by the Planning Director or their designee as long as they do not alter the character and aesthetics of the approved plans. (MMC 17.57.050(E))

17.57.060 Plans - *Information to be Included. The following information shall be included in the plans submitted under Section 17.57.050:*

- A. *Existing locations of trees over six inches in diameter, their variety (common or botanical name) and indication of whether they are to remain or to be removed from the site. In the event a large number of trees are to be retained and if no construction or construction access is required through or within the rip line of the trees, the general area with the number of trees involved may be given in lieu of listing and locating each tree;*
- B. *The location in which new plantings will be made and the variety (common or botanical name), and size of all new trees, shrubs, groundcover and lawns;*
- C. *The percentage of the gross area to be landscaped;*
- D. *Any equipment proposed for recreation uses;*
- E. *All existing and proposed site features including walkways, graveled areas, patios, courts, fences, decks, foundations, potted trees, raised planters, or other open spaces so that the review committee may be fully knowledgeable of the project when discussing the application;*
- F. *The location of watering facilities or irrigation systems, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed;*
- G. *All of the information on the plot plan for the building permit.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #5.

Attachments :

Attachment 1 – Application and Attachments

- A. **Satisfied with Condition:** Trees appear to be located along the northern and eastern portion of the subject site. The applicant is responsible for revising plans to identify trees, their variety, and if they are to remain or be removed, or add to plans that there are no six (6) inch-plus trees in the project area.
- B. **Satisfied:** The location and variety of new plantings has been identified.
- C. **Satisfied:** The applicant has indicated that the percentage of landscaping in the project area will be 7.09%.
- D. **Not Applicable:** No equipment for recreational uses is proposed.
- E. **Satisfied:** The project area is currently developed with pavement and will continue to be so, besides those locations for which inground planters are proposed. The applicant has also indicated the location of new raised planters.
- F. **Satisfied:** The applicant indicates that all plants are to be irrigated by a fully automatic, permanent irrigation system.
- G. **Satisfied:** The plans provide sufficient information, the applicant will be responsible for ensuring that future building permit plan applications comply with the approved landscape plans.

CONDITION OF APPROVAL #5: Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan that indicates the location of trees over six (6) inches in diameter at four and a half (4.5) feet in height, their variety, and if they are to remain or be removed or add to plans that there are no trees measured over six (6) inches in diameter at four and a half (4.5) feet in height. (MMC 17.57.060(A))

17.57.070 Area Determination – Planning Factors.

17.57.070(A). *Landscaping shall be accomplished within the following ranges:*

- 3. *Commercial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The applicant has proposed 638 square feet of landscaped area calculated at seven and point zero nine percent (7.09%) of the site landscaped. The applicant has exceeded the minimum seven percent (7%) requirement.

17.57.070(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:*

17.57.070(B)(1). *Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #6. The subject site is zoned C-3 (General Commercial), with sites zoned C-3 (General Commercial) to the north and west,

Attachments :

Attachment 1 – Application and Attachments

M-2 (General Industrial), R-2 and R-3 to the east, and R-2 to the south. Specific to the project area, C-3 is located to the north, and the M-2 zone is to the east; no residential zones are abutting in the project area. The area adjoining the project area is composed of commercial uses. The proposed use is compatible with the surrounding uses. The applicant has proposed additional lighting on the site, including an eighteen (18) foot tall lamp. To be compatible with the surrounding and nearby properties with a residential use and zone, the applicant shall shield lighting so as not to create glare onto those properties.

CONDITION OF APPROVAL #6: Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan regarding the method of shielding/downcast lighting to demonstrate artificial lighting which may be provided shall be deflected as not to shine or create glare in any residential zone or on any adjacent dwelling.

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

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #7. The project area is proposed to be enclosed within new black vinyl-coated chain link fencing with black privacy slats and a three (3) foot wide landscape strip. The applicant has not identified the height of the fence and will need to revise plans to identify the height; fences are required to comply with fence height requirements of Section 8.10.210 of the McMinnville Municipal Code (MMC). As discussed in item 17.57.070(B)(1) above, the project area is surrounded by commercial uses. The landscape plan complies with screening requirements.

CONDITION OF APPROVAL #7: Prior to the issuance of a building permit, the applicant shall submit a revised landscaping plan identifying the height of all proposed fencing, with fence heights less than the maximum height permitted, including seven (7) feet at the interior property line. (MMC 8.10.210)

17.57.070(B)(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.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #8. Trees are found along the northern and eastern portions of the project area. The applicant is conditioned to submit a revised landscape plan that shows the location of trees over six (6) inches in diameter at four and a half (4.5) feet in height, their variety, and whether they are to be removed or remain. Therefore, it is unclear if the existing trees will be incorporated into the development. To meet this criterion, the applicant shall protect those trees over six (6) inches in diameter at four and a half (4.5) in height in the project area. In addition, under the current condition, there is not a watering area equal to at least one-half of the crown area due to paving.

CONDITION OF APPROVAL #8: Prior to the issuance of a building permit, the applicant shall submit a revised landscape plan indicating that trees over six (6) inches in diameter at four at half (4.5) feet in height are to remain. If the tree is to be removed, a tree shall be planted

Attachments :

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elsewhere in the project area. New trees shall not be prohibited trees as defined in MMC 17.57.070(B)(5) and of a mature height of less than twenty-five (25) feet if located below a powerline.

17.57.070(B)(4). *The development and use of islands and plantings therein to break up parking areas.*

APPLICANT'S RESPONSE: None.

FINDING: NOT APPLICABLE. The applicant does not propose to expand or alter the existing parking area and therefore the criterion is satisfied.

17.57.070(B)(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.*

APPLICANT'S RESPONSE: None.

FINDING: NOT APPLICABLE. No new trees are proposed as part of the application.

17.57.070(B)(6). *Suitable watering facilities or irrigation systems must be included in or near all planted areas.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The landscape plan indicates all plants to be irrigated by a fully automated, permanent irrigation system. With the provision of this irrigation system, the criterion is satisfied.

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

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #9. This is a requirement of the Zoning Ordinance and has also been incorporated as a condition of approval.

CONDITION OF APPROVAL #9: All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement in compliance with MMC 17.57.070(C).

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; reduce costs for energy, stormwater management, and erosion control; 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 increase property values and build stronger ties within neighborhoods; to implement applicable adopted Downtown Improvement*

Attachments :

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Plan provisions; to promote a diverse, healthy, and sustainable community forest; and to educate the public regarding community forest issues.

APPLICANT'S RESPONSE: None.

FINDING: NOT APPLICABLE. The project area does not front a public roadway, and therefore, the standards of Chapter 17.58 Trees are not applicable.

Chapter 17.42 C - 3 General Commercial Zone

17.33.030 Yard Requirements. *Except as provided in Section 17.54.050, and "A" and "B" below, there shall be no required yards in a C-3 zone:*

- A. Side yard shall not be less than twenty feet when adjacent to a residential zone;*
- B. Rear yard shall not be less than twenty feet when adjacent to a residential zone.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The subject site is adjacent to a residential zone; however, the project area is not adjacent to a residential zone. No side yard setback is required because the project area is not adjacent to a residential zone. The proposal complies with standards.

Chapter 17.61. Solid Waste and Recycling Enclosure Plan

17.61.020 Applicability and Exemptions.

- A. The requirements of this chapter shall apply to all new commercial, industrial and multi- dwelling developments of three (3) or more dwelling units.*
- B. Existing development is exempt from the above requirements. Change-of-use and tenant improvement applications will be assessed on an individual basis for their conformity to the enclosure requirements based on intensity of use and recommendations of the service provider.*
- C. When unique physical constraints exist on a property, the Planning Director has the authority to work with the property owner to establish an alternative trash and recycling enclosure plan while still preserving the intent of the requirements of this chapter. Additionally, the Planning Director, in consultation with the service provider, has the authority to grant an exception to the requirement for a solid waste and recycling enclosure if it is determined that the proposed use will not generate enough trash and recycling to necessitate the use of trash receptacles which require screening or if the receptacles are to be maintained inside the building.*

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #10. The project is a new commercial development on an existing site with an existing enclosure and is subject to the standards of this Chapter. However, if it is determined that the proposed use will not generate enough trash and recycling to necessitate an additional enclosure, the project may be exempt from the requirements of this section.

CONDITION OF APPROVAL #10: Prior to the issuance of a building permit, the applicant shall submit written proof from the collection agency that the existing on-site containers are

Attachments :

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sufficient for the proposed food truck pod. If insufficient, the applicant shall submit an Enclosure Plan designed in compliance with MMC 17.61.030 and revise the landscape plan. (MMC 17.61.040)

TG



Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. L 47-24
Date Received 12/16/2024
Fee \$2,055.00
Receipt No. 210816
Received by AW

569-24-000279-PLNG

Landscape Plan Review Application

Applicant Information

Applicant is: [] Property Owner [] Contract Buyer [] Option Holder [] Agent [x] Other Architect

Applicant Name Baysinger Partners, Matthew Lillard
Contact Name Melinda VerMeer Phone 503-546-1609
Address 2410 N Lombard St
City, State, Zip Portland, OR 97217
Contact Email melindav@baysingerpartners.com

Property Owner Information

Property Owner Name HFT Mayfair, LLC Phone
Contact Name Michael Horwitz Phone
Address 721 Northstar Drive
City, State, Zip Hailey ID 83333
Contact Email

Site Location and Description

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

Property Address 540 NE Highway 99
Assessor Map No. R4 4416CB00400 Total Site Area 165,720 sf
Subdivision Block Lot
Comprehensive Plan Designation Commercial Zoning Designation C-3

Landscaping Information

1. Total Landscaped Area: 638sf of 9,000sf site area

2. Percent Landscaped: 7.09%

3. Building Floor Area:
New Structure: 0 Existing Structure: 43,518sf Addition: 0

4. Architect Name Baysinger Partners Phone
(Landscape Architect; Engineer; or Other Designer)

Contact Name Melinda VerMeer Phone 503-546-1609

Address 2410 N Lombard St

City, State, Zip Portland, OR 97217

Contact Email melindav@baysingerpartners.com

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

Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.

Payment of the applicable review fee, which can be found on the Planning Department web page.

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



Applicant's Signature

Dec 10, 2024

Date



Property Owner's Signature

Dec 11 2024

Date

SUMMARY:
 LANDSCAPE IMPROVEMENTS AT FOOD TRUCK POD AREA OF SITE. WORK INCLUDES RELOCATING THE EXISTING DINING TENT, RELOCATING THE PORTABLE TOILET, INSTALLING A GREASE INTERCEPTOR, INSTALLING KITCHEN SANITARY WASTE DUMP STATIONS PLUMBED TO THE GREASE INTERCEPTOR, INSTALL NEW WATER DISPENSER, INSTALL NEW POWER CONNECTIONS FOR FUTURE TRUCKS, INSTALL (3) LIGHT POLES NO STORMWATER MODIFICATIONS WILL BE PERFORMED WITH THIS WORK

MAYFAIR PLAZA SHOPPING CENTER

540 NE HIGHWAY 99, MCMINNVILLE, OR



EXISTG	EXISTING LANDSCAPING TO REMAIN
	EXISTING LANDSCAPING TO REMAIN
	LIRIOPE MUSCARI 'VARIEGATA' / VARIGATED LILY TURF 1GAL. CONT. FULL PLANTS 24" OC
	CALAMAGROSTIS ACUTIFLORA 'KARL FORESTER' / KARL FORESTER FEATHER REED GRASS 2GAL. CONT. FULL PLANTS, 3" OC
	NASSELLA TENUISSIMA / MEXICAN FEATHER GRASS 2GAL. CONT. FULL PLANTS, 3" OC
	RUDBECKIA HIRTA 'TOTO' / TOTO BLACK EYED SUSAN 1GAL. CONT. FULL PLANTS 18" OC
	ABELIA X GRANDIFLORA 'FRANCIS MASON' / FRANCIS MASON GLOSSY ABELIA 2GAL. CONT. FULL PLANTS 3" OC
	AUBRIETA / ROCK CRESS 1QT FULL PLANTS 12" OC
	HEUCHERA 'LIME MARMALADE' / HEUCHERA LIME MARMALADE CORAL BELL 1GAL. FULL PLANTS, 20C

LANDSCAPE NOTES:

- ALL CONSTRUCTION TO BE PERFORMED IN ACCORDANCE WITH CURRENT CITY OF MCMINNVILLE STANDARDS AND OREGON STRUCTURAL SPECIALTY CODE
- INSTALL EROSION CONTROL SYSTEMS IN ACCORDANCE WITH THE CITY OF MCMINNVILLE STANDARDS PRIOR TO BEGINNING SITE AND LANDSCAPE WORK
- MARK AND PROTECT ALL UTILITIES WITHIN THE WORK AREA
- CONTRACTOR TO PROVIDE TOP SOIL, SOIL AMENDMENTS AND EROSION CONTROL
- CONTRACTOR IS RESPONSIBLE FOR ANY AMENDMENTS TO SOIL PH FERTILITY AND/OR DRAINAGE CONDITIONS NECESSARY TO ENSURE PROPER GROWING CONDITIONS FOR PROPOSED PLANTINGS
- ALL PLANTS TO BE INSTALLED PER AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1) AS WELL AS DRAWING SPECIFICATIONS
- ALL PLANTS TO BE IRRIGATED BY A FULLY AUTOMATIC, PERMANENT IRRIGATION SYSTEM, TIED INTO EXISTING SHOPPING CENTER'S IRRIGATION SYSTEM
- CONTRACTOR IS TO DESIGN THE MODIFICATIONS TO THE EXISTING IRRIGATION SYSTEM CONNECTION
- CONTRACTOR IS TO DISPOSE OF ALL DEMOLISHED MATERIALS ACCORDING TO THE CITY STANDARDS AND ALL OTHER REGULATIONS
- PRIOR TO FINAL ACCEPTANCE, CONTRACTOR SHALL PROVIDE OWNER WITH AS-BUILT PLANS OF THE INSTALLATION, COPIES OF ALL OPERATION MANUALS AND WARRANTY DOCUMENTS
- ALL NEW PLANTS IN LANDSCAPE AREAS TO BE WARRANTED FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE

KEYNOTES:

- EXISTING CURB
- EXISTING PAVEMENT
- EXISTING TRANSFORMER
- EXISTING ELECTRICAL METER/PANEL
- EXISTING WATER SUPPLY
- EXISTING 220V ELECTRICAL CONNECTION ON BOLLARD
- EXISTING PORTABLE TOILET, TO BE RELOCATED
- EXISTING TENT STRUCTURE, TO BE RELOCATED
- TYPICAL FOOD TRUCK/TRAILER
- TYPICAL FUTURE FOOD TRUCK/TRAILER
- RELOCATED PORTABLE TOILET LOCATION
- RELOCATED TENT LOCATION, SECURE TO TO PAVEMENT PER TENT VENDOR REQUIREMENTS
- SEATING
- NEW SANITARY DUMP CONNECTION LOCATION, DASHED LINE INDICATING DRAIN HOSE ACCESS
- NEW BOLLARD WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION AT 36"
- NEW 18" LIGHT POLE WITH 110V OUTLET AT TOP OF POLE FOR STRING LIGHTS
- NEW 18" LIGHT POLE WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION AT 36"
- NEW WATER SUPPLY AT 36"
- STRING LIGHTS SECURED AND POWERED FROM TOP OF LIGHT POLES, MAINTAIN MINIMUM 12' CLEAR FROM GROUND
- NEW BLACK VINYL COATED CHAINLINK FENCING WITH BLACK PRIVACY SLATS
- NEW GREASE INTERCEPTOR
- NEW 3Wx8Lx2H GALVANIZED PLANTERS CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- NEW LANDSCAPE, CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- HEAVY DUTY TRASH CAN

SITE SUMMARY

CHAPTER 17.33 C-3 GENERAL COMMERCIAL ZONE:
 § 17.33.030 YARD REQUIREMENTS
 A. >20 FEET FROM ANY RESIDENTIAL ZONE

CHAPTER 17.57 LANDSCAPING:
 § 17.57.070 AREA DETERMINATION - PLANNING FACTORS
 A.1 MIN 7% OF THE GROSS AREA.

CHAPTER 17.60 OFF - STREET PARKING AND LOADING:
 § 17.57.070 SPACES, NUMBER REQUIRED
 C.9 1 PER 4 SEATS

CHAPTER 17.60 SIGNS:
 § 17.62.060 TEMPORARY SIGNS
 A.4 SETBACK 5 FT FROM PROPERTY LINE
 B.2 COMMERCIAL ZONE: < 16 SF AND 1 / 250 FT OF STREET FRONTAGE

LANDSCAPE SUMMARY

LANDSCAPE REQUIREMENTS: 7% OF GROSS AREA
 AREA OF SITE: 9,000 SF
 MINIMUM LANDSCAPE REQUIRED: 630 SF
 LANDSCAPING PROVIDED:
 IN GROUND: 550 SF
 IN PLANTER (4@225F): 88 SF
 TOTAL: 638 SF ≥ 630 SF

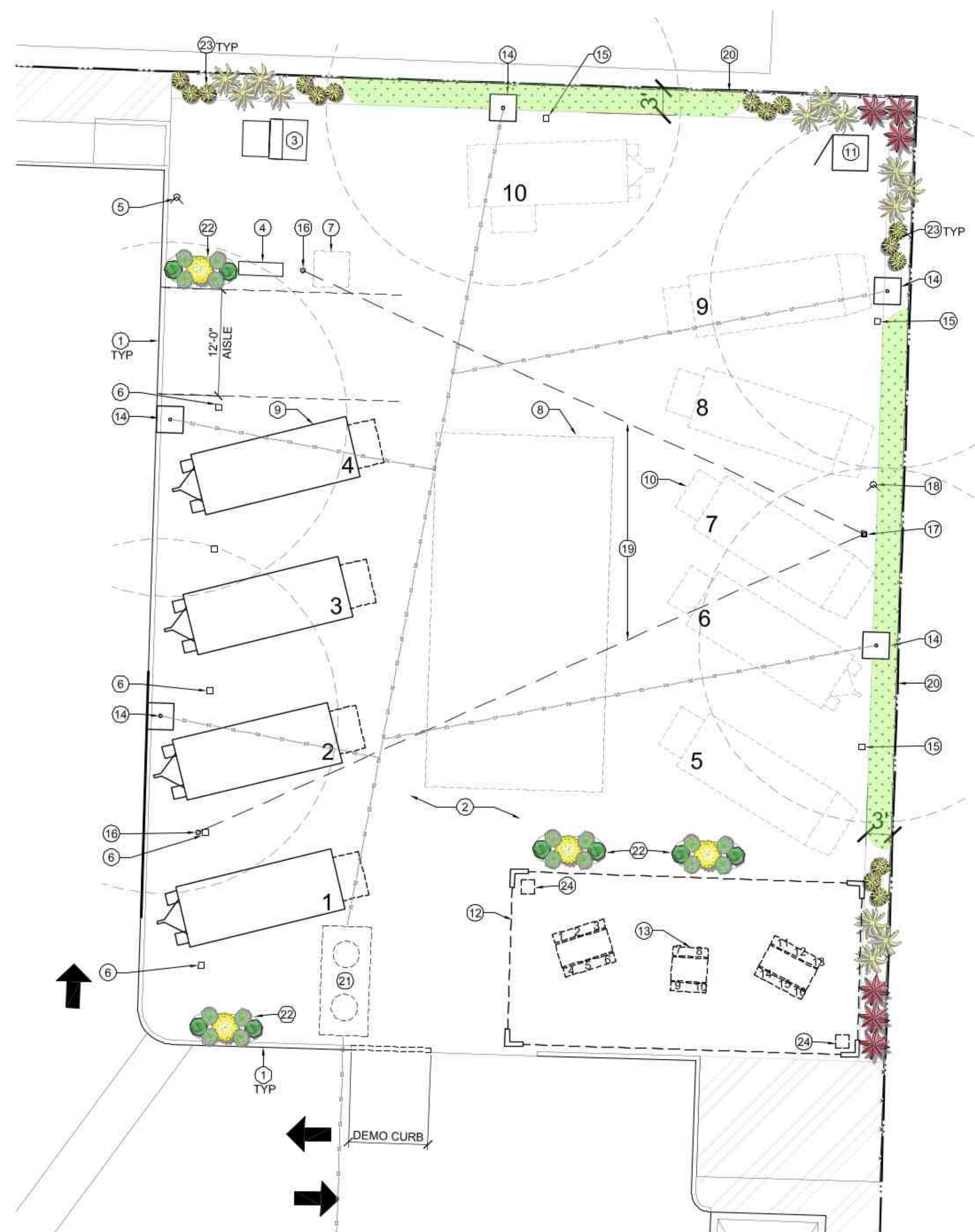
PARKING SUMMARY

PARKING REQUIREMENTS: 1 PER 4 SEATS
 NUMBER OF SEATS (CURRENT): 16
 MINIMUM PARKING REQUIRED: 4

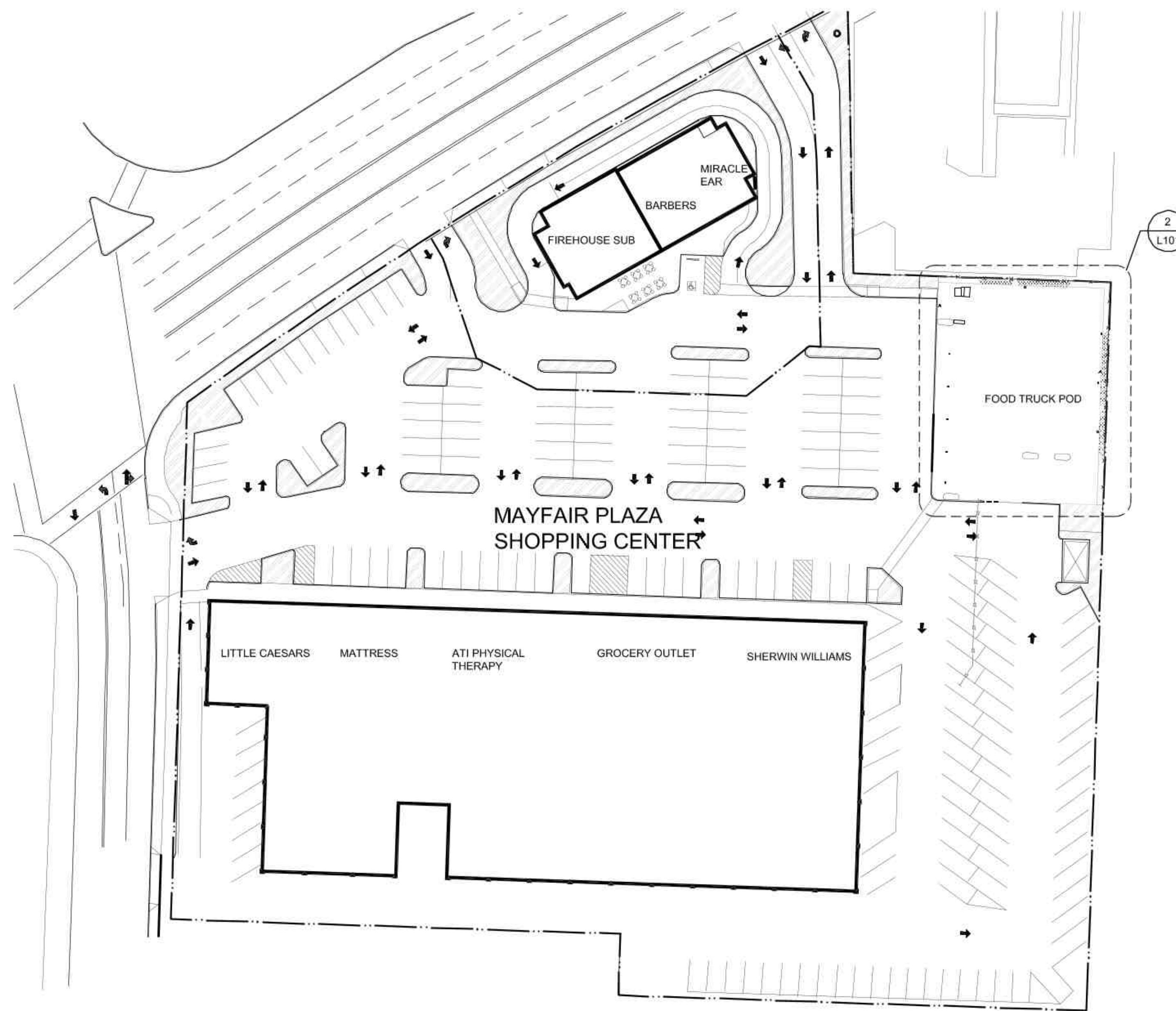
TOTAL SITE PARKING ANALYSIS:
 AVAILABLE SPACES: 174.0
 DRIVE-IN RESTAURANT 1:200: 4,213SF 21.07
 BULK SALES 1:500: 20,565SF 41.11
 RETAIL 1:250: 13,947SF 55.79
 BARBER 1:EMPL. 2/STATION: 12.00
 MEDICAL 1:200: 3,570SF 17.85
 FOOD CART POD 1:4SEATS: 4.00
 TOTAL PARKING REQUIRED: 152.0

SIGNAGE

- REPLACE SIGN PANEL IN EXISTING PYLON SIGN
- TEMPORARY BANNER SIGN MAY BE PLACED 5 FT FROM PROPERTY LINE
- MAXIMUM 16 SF AREA FOR SIGN
- MAXIMUM OF 3 (THREE) TEMPORARY SIGNS ALLOWED, CONFIRM NUMBER OF TEMPORARY SIGNS CURRENTLY BEING USED



2
L101
 AREA OF WORK LANDSCAPE SITE PLAN
 SCALE: 1"=10'-0"
 ID: A-FLENAME



1
L102
 KEY SITE PLAN
 SCALE: 1"=40'-0"
 ID: A-FLENAME



Baysinger Partners Architecture
 2410 N. Lombard Street
 Portland, OR 97217
 503-546-1600
 MelindaV@baysingerpartners.com



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 MAYFAIR PLAZA
**FOOD CARTS
 SITE UPDATES**

Revisions

CP24059
 Original Issue: 12/10/24
 Drawn/Check By: JL/MAY

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**LANDSCAPE
 PLAN**

L101
 LANDSCAPE REVIEW

**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. _____

Date Received _____

Fee _____

Receipt No. _____

Received by _____

Landscape Plan Review Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other Architect

Applicant Name Baysinger Partners, Matthew Lillard Phone _____Contact Name Melinda VerMeer Phone 503-546-1609*(If different than above)*Address 2410 N Lombard StCity, State, Zip Portland, OR 97217Contact Email melindav@baysingerpartners.com**Property Owner Information**Property Owner Name HFT Mayfair, LLC Phone _____*(If different than above)*Contact Name Michael Horwitz Phone _____Address 721 Northstar DriveCity, State, Zip Hailey ID 83333

Contact Email _____

Site Location and Description*(If metes and bounds description, indicate on separate sheet)*Property Address 540 NE Highway 99Assessor Map No. R4 4416CB00400 Total Site Area 165,720 sf

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Commercial Zoning Designation C-3

Landscaping Information

1. Total Landscaped Area: 638sf of 9,000sf site area

2. Percent Landscaped: 7.09%

3. Building Floor Area:
 New Structure: 0 Existing Structure: 43,518sf Addition: 0

4. Architect Name Baysinger Partners Phone _____
(Landscape Architect; Engineer; or Other Designer)
 Contact Name Melinda VerMeer Phone 503-546-1609
 Address 2410 N Lombard St
 City, State, Zip Portland, OR 97217
 Contact Email melindav@baysingerpartners.com

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

- Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

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



 Applicant's Signature

Dec 10, 2024

 Date



 Property Owner's Signature

Dec 11 2024

 Date

SUMMARY:
 LANDSCAPE IMPROVEMENTS AT FOOD TRUCK POD AREA OF SITE. WORK INCLUDES RELOCATING THE EXISTING DINING TENT, RELOCATING THE PORTABLE TOILET, INSTALLING A GREASE INTERCEPTOR, INSTALLING KITCHEN SANITARY WASTE DUMP STATIONS PLUMBED TO THE GREASE INTERCEPTOR, INSTALL NEW WATER DISPENSER, INSTALL NEW POWER CONNECTIONS FOR FUTURE TRUCKS, INSTALL (3) LIGHT POLES NO STORMWATER MODIFICATIONS WILL BE PERFORMED WITH THIS WORK

MAYFAIR PLAZA SHOPPING CENTER

540 NE HIGHWAY 99, MCMINNVILLE, OR



EXISTING	EXISTING LANDSCAPING TO REMAIN
	LIRIOPE MUSCARI 'VARIEGATA' / VARIGATED LILY TURF 1GAL CONT. FULL PLANTS 24" OC
	CALAMAGROSTIS ACUTIFLORA 'KARL FORESTER' / KARL FORESTER FEATHER REED GRASS 2GAL CONT. FULL PLANTS, 3' OC
	NASSELLA TENUISSIMA / MEXICAN FEATHER GRASS 2GAL CONT. FULL PLANTS, 3' OC
	RUDBECKIA HIRTA 'TOTO' / TOTO BLACK EYED SUSAN 1GAL CONT. FULL PLANTS 18" OC
	ABELIA X GRANDIFLORA 'FRANCIS MASON' / FRANCIS MASON GLOSSY ABELIA 2GAL CONT. FULL PLANTS 3' OC
	AUBRIETA / ROCK CRESS 1QT FULL PLANTS 12" OC
	HEUCHERA 'LIME MARMALADE' / HEUCHERA LIME MARMALADE CORAL BELL 1GAL FULL PLANTS, 2' OC

LANDSCAPE NOTES:

- ALL CONSTRUCTION TO BE PERFORMED IN ACCORDANCE WITH CURRENT CITY OF MCMINNVILLE STANDARDS AND OREGON STRUCTURAL SPECIALTY CODE
- INSTALL EROSION CONTROL SYSTEMS IN ACCORDANCE WITH THE CITY OF MCMINNVILLE STANDARDS PRIOR TO BEGINNING SITE AND LANDSCAPE WORK
- MARK AND PROTECT ALL UTILITIES WITHIN THE WORK AREA
- CONTRACTOR TO PROVIDE TOP SOIL, SOIL AMENDMENTS AND EROSION CONTROL
- CONTRACTOR IS RESPONSIBLE FOR ANY AMENDMENTS TO SOIL PH FERTILITY AND/OR DRAINAGE CONDITIONS NECESSARY TO ENSURE PROPER GROWING CONDITIONS FOR PROPOSED PLANTINGS
- ALL PLANTS TO BE INSTALLED PER AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1) AS WELL AS DRAWING SPECIFICATIONS
- ALL PLANTS TO BE IRRIGATED BY A FULLY AUTOMATIC, PERMANENT IRRIGATION SYSTEM, TIED INTO EXISTING SHOPPING CENTER'S IRRIGATION SYSTEM
- CONTRACTOR IS TO DESIGN THE MODIFICATIONS TO THE EXISTING IRRIGATION SYSTEM CONNECTION
- CONTRACTOR IS TO DISPOSE OF ALL DEMOLISHED MATERIALS ACCORDING TO THE CITY STANDARDS AND ALL OTHER REGULATIONS
- PRIOR TO FINAL ACCEPTANCE, CONTRACTOR SHALL PROVIDE OWNER WITH AS-BUILT PLANS OF THE INSTALLATION, COPIES OF ALL OPERATION MANUALS AND WARRANTY DOCUMENTS
- ALL NEW PLANS IN LANDSCAPE AREAS TO BE WARRANTED FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE

KEYNOTES:

- EXISTING CURB
- EXISTING PAVEMENT
- EXISTING TRANSFORMER
- EXISTING ELECTRICAL METER/PANEL
- EXISTING WATER SUPPLY
- EXISTING 220V ELECTRICAL CONNECTION ON BOLLARD
- EXISTING PORTABLE TOILET, TO BE RELOCATED
- EXISTING TENT STRUCTURE, TO BE RELOCATED
- TYPICAL FOOD TRUCK/TRAILER
- TYPICAL FUTURE FOOD TRUCK/TRAILER
- RELOCATED PORTABLE TOILET LOCATION
- RELOCATED TENT LOCATION, SECURE TO TO PAVEMENT PER TENT VENDOR REQUIREMENTS
- SEATING
- NEW SANITARY DUMP CONNECTION LOCATION, DASHED LINE INDICATING DRAIN HOSE ACCESS.**
- NEW BOLLARD WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION
- NEW 18' LIGHT POLE WITH 110V OUTLET AT TOP OF POLE FOR STRING LIGHTS
- NEW 18' LIGHT POLE WITH (2) LOCKABLE 14-50R 220V ELECTRICAL CONNECTION AT 36"
- NEW WATER SUPPLY AT 36"
- STRING LIGHTS SECURED AND POWERED FROM TOP OF LIGHT POLES, MAINTAIN MINIMUM 12' CLEAR FROM GROUND
- NEW BLACK VISIBLY-MOUNTED CHAINLINK FENCING WITH SPOCK PRIVACY SLATS
- NEW GREASE INTERCEPTOR
- NEW 3Wx8Lx2H GALVANIZED PLANTERS CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- NEW LANDSCAPE, CONNECTED TO SITE'S LANDSCAPE IRRIGATION
- HEAVY DUTY TRASH CAN

SITE SUMMARY

CHAPTER 17.33 C-3 GENERAL COMMERCIAL ZONE:
 § 17.33.030 YARD REQUIREMENTS
 A. >20 FEET FROM ANY RESIDENTIAL LOT

CHAPTER 17.57 LANDSCAPING:
 § 17.57.070 AREA DETERMINATION - PLANT FACTORS
 A.1 MIN 7% OF THE GROSS AREA.

CHAPTER 17.60 OFF - STREET PARKING LOADING:
 § 17.60.070 SPACES, NUMBER REQUIRED
 C.9 1 PER 4 SEATS

CHAPTER 17.60 SIGNS:
 § 17.62.060 TEMPORARY SIGNS
 A.4 SETBACK 5 FT FROM PROPERTY LINE
 B.2 COMMERCIAL ZONE: < 16 SF AND 10 FT STREET FRONTAGE

SIGNAGE

- REPLACE SIGN PANEL IN EXISTING PAVEMENT
- TEMPORARY BANNER SIGN MAY BE USED FROM PROPERTY LINE
- MAXIMUM 16 SF AREA FOR SIGN
- MAXIMUM OF 3 (THREE) TEMPORARY SIGNS ALLOWED, CONFIRM NUMBER OF TEMPORARY SIGNS CURRENTLY BEING USED

LANDSCAPE SUMMARY

LANDSCAPE REQUIREMENTS: 7% OF GROSS AREA

OF SITE: 9,000 SF
 NUM LANDSCAPE REQUIRED: 630 SF
 SCAPING PROVIDED:

GROUND: 550 SF
 PLANTER (4@22SF): 88 SF
 TOTAL: 638 SF ≥ 630 SF

LANDSCAPE SUMMARY

LANDSCAPE REQUIREMENTS: 1 PER 4 SEATS
 NUMBER OF SEATS (CURRENT): 16
 NUM PARKING REQUIRED: 4

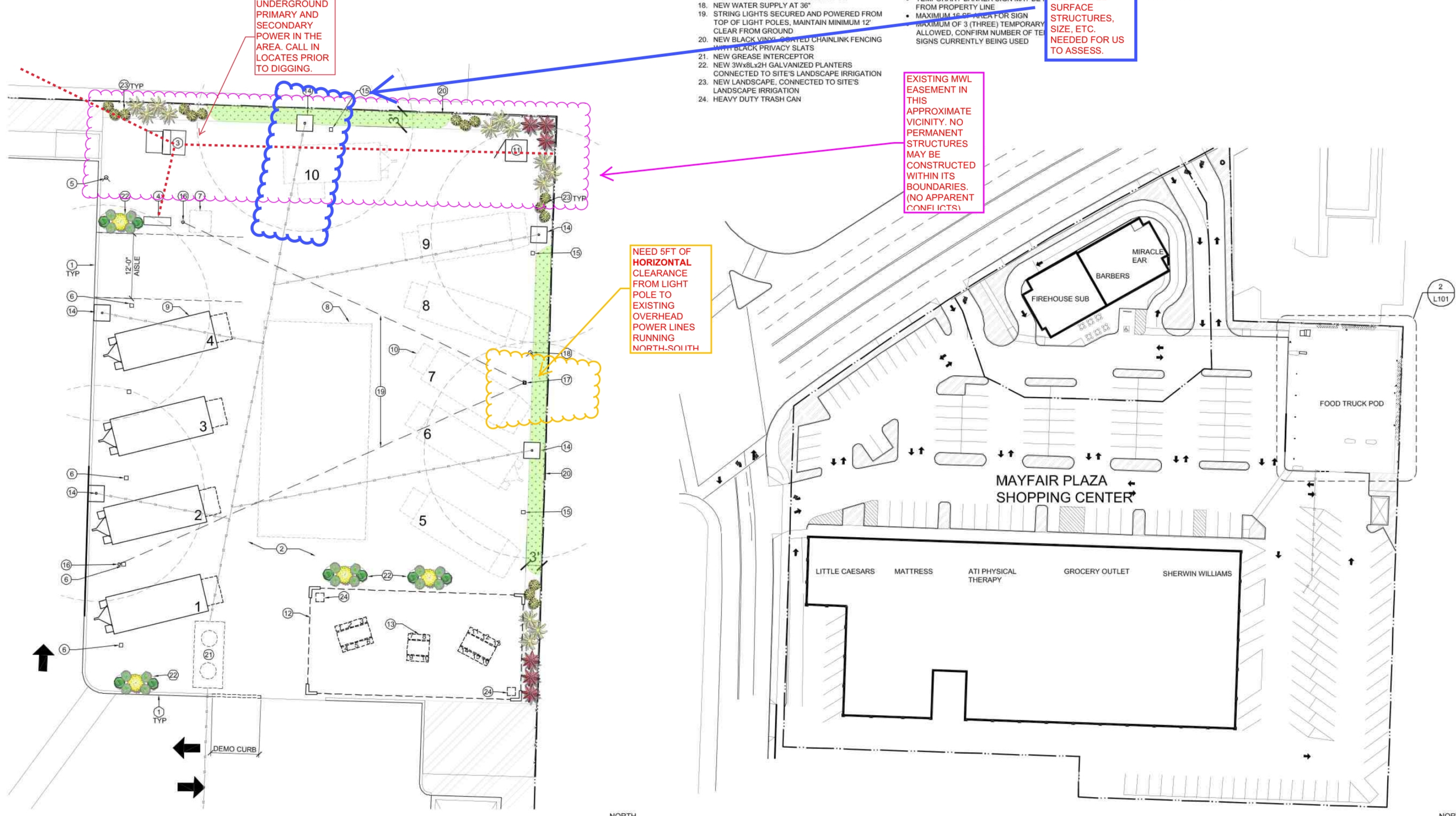
LANDSCAPE ANALYSIS:

AVAILABLE SPACES: 174.0
 MIN RESTAURANT 1:200: 4,213SF 21.07
 SALES 1:500: 20,555SF 41.11
 MIN 1:250: 13,947SF 55.79
 MIN 1:EMPL, 2/STATION: 12.00
 CAL 1:200: 3,570SF 17.85
 1 CART POD 1:4SEATS: 4.00
 TOTAL PARKING REQUIRED: 152.0

WHAT DOES THIS CONSIST OF? PROPOSED LOCATION IS WITHIN MW&L EASEMENT.

MWL WILL NEED TO SEE DESIGNS OUTLINING THE CROSSING IN OUR EASEMENT AREA BELOW PRIOR TO APPROVAL.

BURIAL DEPTH, ASSOCIATED SURFACE STRUCTURES, SIZE, ETC. NEEDED FOR US TO ASSESS.



2 AREA OF WORK LANDSCAPE SITE PLAN
 SCALE: 1"=10'-0"
 ID: A-FLENAME

1 KEY SITE PLAN
 SCALE: 1"=40'-0"
 ID: A-FLENAME

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**LANDSCAPE
 PLAN**

L101
 LANDSCAPE REVIEW

McMinnville Landscape Review Committee - 2025 Work Plan

GOAL : Evaluate & Enhance the McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Conduct a Comprehensive Inventory of McMinnville’s Street Trees	Develop/Recommend Plan for Implementation	Medium	Winter 2025	Staff/\$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Update Tree Regulations to Limit Future Impacts on Public Facilities	Update the Street Tree Planting Design and Drawing Specifications	High	Spring 2025	Staff	LRC/City
	Update McMinnville Street Tree List	High	Summer 2025	Staff	LRC/City
Amend Tree Chapter of McMinnville Zoning Ordinance	Recommend amendments for Street Tree separation standards from public facilities	Medium	Winter 2025	Staff	City/LRC

GOAL: Increase Awareness & Appreciation of McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2025	Staff	LRC/City
	Coordinate Arbor Day Tree Planting Event	High	Spring 2025	Staff/\$	LRC/City
Engage and Educate the Community	Develop and Implement Outreach Plan	Medium	Spring 2025	Staff	LRC/City

GOAL: Preserve McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2025	Staff	City/LRC
Maintain and Expand Street Tree Canopy Coverage	Explore and recommend programs for Street Tree replacement assistance.	High	Fall 2025	Staff	City/LRC
Protect Significant and Historic Trees	Identify significant and historic trees.	Medium	Fall 2025	Staff/\$	City/LRC