



CITY OF DONALD

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Planning Commission Action Agenda Summary Thursday, June 27, 2019 6:45pm at City Hall

Open Meeting: Planning Commission Chair Cammi Hungate opened the meeting of the Donald Planning Commission on June 27, 2019 at 6:50pm.

Pledge of Allegiance

Roll Call:

Present: Chair Cammi Hungate, Vice Chair Neil Strathdee, Commissioners: Don Saxton, Daniel Afonin, John Crawford, and Jim Peters

Absent: Commissioner Mike Mader

Staff Present: City Planner Holly Byram and City Manager Heidi Bell (was not physically at the meeting but attended via telephone.)

Add/Delete Agenda Items

Approval of Action Agenda Summary: February 2019 and May 2019

In the February 2019 Action Agenda Summary Chair Cammi Hungate's name is misspelled should be no "e".

- ✓ Commissioner Saxton motioned and Vice Chair Strathdee seconded to approve the Action Agenda Summaries from February 2019, as amended, and May 2019. No discussion. Vote: 6-0-0. Motion carried.

General Comments from the Public: None

City Planner's Report and Training: City Planner Byram gave a presentation about the Council of Governments and that she is available with a team of five planners to serve as a resource to the City.

Everyone introduced themselves and talked about why they joined the Planning Commission.

Planner Byram discussed her goal to help them understand their roles as Planning Commissioners and understand Oregon Planning better. Here is a brief account of what Planner Byram discussed:

- The Oregon Statewide Planning Goals
- Donald's Comprehensive Plan
 - Cities have to plan for 20 years of growth and be able to provide enough land for both businesses and residential.
- Development Code with its goals
- Two maps: zoning map (implements comprehensive plan) vs. comprehensive map (foundation)
- Types of land-use applications, how the Commissioners process them, timelines for applicant to receive a decision and the steps taken to produce the staff report.
 - Site Development Review (someone wants to develop a whole property)
 - Land Divisions, Partitions (3 or 4 lots) and Subdivisions (4 or more lots).
 - Variances (cannot meet code standards, needs City permission, it is a plan that will vary slightly from the Code but still upholds the integrity and intentions of the zone.)
 - Conditional Uses – are allowed in a zone only with special permission as long as they do not make too much of an impact on the community.
- The order of Planning Commission Meetings, timelines for application completion and Public Hearings.
 - An applicant is entitled to a decision within 120 days of the application being complete.
 - Public Hearing Notices before the Planning Commission must be posted or published in the newspaper not less than 10 days' prior to the hearing.
- Next Steps for Planner, sending out Requests for Comments and providing Staff Report to Planning Commission
 - Staff reports are provided to the Commission and available to the public one week prior to Planning Commission meeting. Reports include all the Development Code standards that apply to that application/request, staff findings, and comments from City Departments and State/County agencies.

- All population forecasting for cities in Oregon are done by Portland State University.
- The role of a Planning Commissioner: for this section Planner Byram provided handouts (attached). Discussion of declarations of ex-parte contact, bias or conflicts of interest. It is important that Commissioner's decisions are 'clear and objective' and 'fair and impartial'. Byram encouraged Commissioner's to avoid possible conflicts by inviting people that are speaking to them individually and privately to write a letter to the whole Planning Commission or to come to the Planning Commission and speak so the whole Commission is informed.
- If there is an appeal made at the City Council meeting, the appeal would then go to Land Use Board of Appeals (LUBA).
 - LUBA uses procedures that are decided by Oregon Revised Statute (ORS) and Oregon Administrative Rules (OAR).
- Donald Zoning Map. City Limits vs. Urban Growth Boundary (UGB).
 - UGB: a city's 20-year supply of land.
 - City Limit: this is the incorporated area that the City provides services to such as water, sewer and stormwater and the property owners pay property taxes.
- Explanation of the Urban Growth Boundary process that happened last year.
 - UGB was expanded because the City did not have enough residential land to meet the need to serve a 20-year population forecast.
 - Just because land was brought into the UGB does not mean growth will happen quickly. The land will have to be annexed into the City's limits and a series of developmental applications will need to occur, along with addressing infrastructure capacity issues.
- Discussion of the Downtown Mixed Use Zone (DMU)
 - A new designed to be a pleasant downtown pedestrian experience.
 - DMU Zone has design standards.
- Zone Maps and difference between Industrial and Employment Industrial Zoning. Generally:
 - Industrial can be more warehouse space or square footage.
 - Employment Industrial focused on creating more jobs per square footage.
- It is possible to change the zoning of a property; however the change needs to

correspond with underlying Comprehensive Plan.

- The City is in the final stages of approving new Water and Wastewater Master Plans. These Plans are used to determine what a capacity and service-related issues for providing public utilities for future growth.
- System Development Charges (SDC's) are calculated using the Water and Wastewater Master Plans. SDC's are charges developers pay to be added to the system (or reimbursements to the current systems) and for public infrastructure improvements.
- General information about how the Donald Development Code (DDC) is organized. The DDC had substantial revisions completed last year.

New Business: None.

Old Business: None.

Commissioners' Discussion

- I. **Goals and Ideas for 2019-2020:** The Planning Commission discussed new ideas for a project. Commissioner Strathdee shared that there is a book called *Oak Grove on French Prairie, A History of Donald, Oregon*. According to the book, there are a lot of Donald historical records that were submitted to the Willamette Heritage Center. Commissioner Strathdee intends to visit the Heritage Center and see what they have. Heidi will send out a presentation from SHPO (website link) in a Friday Journal.
- II. **Donald Beautification Group (DBG) Work Update:** Continued to work on the grant for the Little City Hall Park and what kind of playground equipment is available. The idea of using giant tractor tires and creating some kind of play area has been discussed as well as a coloring contest for families to participate in. There is also new "Welcome to Donald" street signs being made by GK Machine and are being edited by the DBG. The DBG is also working on getting more Donald businesses involved with the group. Another project the group is working on includes a page on the City's website where residents will be able to submit ideas to the group.

Mayor's Communication with Commission: The Goal Setting will be Saturday, July 27, 2019 from 10am to 2pm and the Mayor hopes the Planning Commissioners are able to make it.

City Manager's Report: City Manager Bell referred to her report that was included in the Planning Commission packet which included an update on four planning applications that are under review. The City-Wide Garage Sale event will be Friday August 2, through Sunday, August 4. Please help with advertising by coming to City Hall and picking up some posters. Commissioner Peters needs to be setup with an email. Manager Bell asked if the Commission wanted to go back to printed packets. Chair Hungate shared that she preferred printed maps since they are bigger, but everything else electronic is fine. The rest of the Commission would like to receive printed packets. Manger Bell shared that she had a meeting with former Commissioner Webster-Warren and that she is doing well and says "hi."

Adjourn

- ✓ Commissioner Saxton motioned and Commissioner Crawford seconded to adjourn the meeting at 8:07pm. No discussion. Vote: 6-0-0. Motion carried.

Date: July 25, 2019

Signed: 
Cammi Hungate, Chair

ATTEST:

Date: July 25, 2019

Signed: 
Heidi Bell, City Manager

