



CITY OF DONALD

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Planning Commission Action Agenda Summary Thursday, February 21, 2019 6:45pm at City Hall

OPEN MEETING: Chair Cammi Hungate opened the Planning Commission Meeting Thursday, February 21, 2019 at 6:45 pm at Donald City Hall.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Chair Cammi Hungate, Vice Chair Neil Strathdee and Commissioners Donald Saxton, Mike Mader and Daniel Afonin (one vacant seat)

Absent: Commissioner John Crawford (excused)

Staff Present: City Manager Heidi Bell and City Planner Holly Byram

ADD OR DELETE AGENDA ITEMS: Manager Bell to give a brief summary of the French Prairie Bridge Project during her staff report.

APPROVAL OF ACTION AGENDA SUMMARY: JANUARY 24, 2019

Vice Chair Strathdee noted that on page one of the January 24, 2019 AAS the vote is incorrectly reported for the approval of the July 26, 2018 Planning Commission AAS. The AAS reads "3-2-0" but should read "3-0-2".

- ✓ Vice Chair Strathdee motioned and Commissioner Saxton seconded to approve the AAS for January 24, 2019 as amended. No discussion. Vote: 5-0-0. Motion carried.

GENERAL COMMENTS FROM THE PUBLIC: None.

PUBLIC HEARING:

I. CPMA 2019-01/ZC 2019-01:

City-initiated proposal to rezone 28 properties abutting Main Street from C-Commercial Zone to DMU – Downtown Mixed Use Zone. The package also includes a proposal to rezone

the two properties under City Hall from R7 – Single Family Residential Zone to P – Public Zone, and to change their underlying Comprehensive Plan Map land use designation from Residential to Public.

Chair Hungate opened the public hearing at 6:51pm.

Planner Byram read the legally required language for a land-use public hearing into the record including how to appeal, make testimony or submit documents into the record. The substantive criteria upon which this case will be decided are found in Donald Development Ordinance Sections 3.110 and 3.111; the Donald Comprehensive Plan and the Oregon Statewide Planning Goals.

Chair Hungate asked if there were any objections to the notice that was published. There were none. Chair Hungate asked if there were any declarations of ex-parte contact, conflict of interest or bias. There were none.

City Planner Byram gave the staff report that was included in the record, a copy to the applicant and the Commissioner's packets for prior reading. Byram concluded that staff recommends to the Council approval for files CPMA 2019-01/ZC 2019-01.

Manager Bell noted that in the staff report, page 20 it reports that there are utility services to both the properties at City Hall. To the best of her knowledge, there is only one water and one sewer connection (septic tank) that serves City Hall, meaning one of the two tax lots does not have utility services. Although there are no limitations to providing it. Furthermore, it may be that the City Hall building and/or parking lot are either on separate lots or straddling the two tax lots, it is unknown.

(The Donald City Council will hold a public hearing on March 12, 2019 followed by a first reading of the ordinance. Then at the April Council meeting a second reading of the ordinance will be conducted. The ordinance has a 30-day appeal period before it is adopted.)

Chair Hungate asked for any questions of staff. Vice Chair Strathdee stated under Goal 1, Citizen Involvement that he withdrew his concern about antique stores in the DMU because it is allowed under Commercial zone. There was discussion about used merchandise and used furniture as it relates to antique stores. Planner Byram stated that if it came up later, the Planning Commission could make an interpretation of a used furniture store versus a used merchandise store.

Manager Bell stated that Mike Holland owner of 10691 Main Street asking some general questions

about the application that needs clarification. Manager Bell requested that Planner Byram call him and answer his questions prior to the Council hearing. There was discussion that Commissioner Mader had contact with Mr. Holland about the City's application but Commissioner Mader was unable to fully answer his questions. Planner Byram will make contact and record it in the report to the Council.

Chair Hungate asked if there was any testimony in support of the application. There was none.

Chair Hungate asked if there was any testimony in opposition of the application. There was none.

Chair Hungate asked if there was any testimony neither for or against (neutral) the application. There was none.

Chair Hungate asked before she closes the meeting if there were any additional questions from the Commissioners, staff or anyone? There were none.

Chair Hungate closed the public hearing at 7:19pm.

- ✓ Commissioner Saxton motioned and Vice Chair Strathdee seconded to recommend to the City Council the adoption of the findings outlined in the staff report and approval of files CPMA 2019-01/ZC 2019-01. Chair Hungate requested that the motion be amended to include Manager Bell's notes to the staff report regarding the lack of one utility service to the City Hall property tax lots. Commissioner Saxton and Vice Chair Strathdee agreed to the amendment to the motion. No further discussion. Vote: 5-0-0. Motion carried.

NEW BUSINESS: None

OLD BUSINESS:

I. Vote: Recommendations to Council for Changes to the Street Tree List, Presentation from Commissioner Saxton

Commissioner Saxton gave a presentation about the work he completed to update the small tree list. There were three included in his report but he only recommended two- the Hazelnut tree and the Cascara. He was tasked with finding native trees for this list,

furthermore the small list since they would fit on Main Street. The Commission held a discussion about the proposed trees, including the responsibility of maintenance of the trees. The City Council will review the recommendations and an approval will be made by resolution. Manager Bell was hopeful to recruit a volunteer to make a public/street tree list brochure for people with pictures and info about the trees.

- ✓ Vice Chair Strathdee motioned and Chair Hungate seconded to recommend to the Council the Hazelnut and the Cascara trees for inclusion on the street tree list under the small category. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None

COMMISSIONERS' DISCUSSION

I. Downtown Beautification Group Work Update

There was no meeting Monday, February 18 due to sickness and scheduling problems. The group meets the third Monday of the month at City Hall at 6:30pm. At the March meeting there will be a presentation from the Oregon Main Street Executive Director. The DBG will most likely pursue Donald becoming a larger part of the Oregon Main Street program.

II. Sidewalk Project Update

Manager Bell gave an update on the status of the Sidewalk Improvement Project. The County Engineer is finalizing the bid packet to be released. This will determine if the project is feasible at the budget that is set.

III. State Parks Grant Award and Update

Manager Bell gave information regarding Councilor Waller's work to get price quotes from contractors to build a restroom and for the restroom itself. She gave a report on the closure of the Skate Park.

MAYOR'S COMMUNICATION WITH COMMISSION: Mayor Oxenford sent word with Manager Bell to share that he appreciates the Commissioner's work and volunteering for the City.

CITY PLANNER'S REPORT: A printed report was available at the Commissioner's seats. City Planner Byram reviewed the planning activities and work that had taken place since their last meeting. Some of the work was completed by her and some by City Planner Renata Wakely.

CITY MANAGER'S REPORT: Manager Bell's report was included in the packets for prior review.

She announced that the recruitment schedule to fill the Planning Commission seat that was recently vacated due to Rick Perdue moving. She gave a summary of the French Prairie Bridge Project with the City of Wilsonville and Clackamas County. She also recapped the progress that ODOT is making for the Donald-Aurora I-5 Interchange project.

ADJOURN

- ✓ Commissioner Saxton motioned and Commissioner Mader seconded to adjourn the meeting at 7:51 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: June 27, 2019

Signed:  _____
Cammi Hungate, Chair

ATTEST:

Date: June 27, 2019

Signed:  _____
Heidi Bell, City Manager

