

CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

Planning Commission

AGENDA

Thursday, May 27, 2021 at 6:45pm

**Commissioners will meet electronically using Webex
Public Must Attend Via Video or Phone Conference through Webex**

Open Meeting at 6:45 pm

Roll Call

Add or Delete Agenda Items

Approval of Action Agenda Summary: April 22, 2021

General Comments from the Public

Public Hearings: None

New Business:

- I. Planning Commission Recruitment to Fill Open Position

Old Business: None

Commissioners' Discussion

- I. Work Session: DLCD Grant for 2021 Mini Development Code Update: City Planner Holly Byram
 - a. Review and discussion of draft code amendments

City Manager's Report

Adjourn

Agenda Posted: 5/20/2021

Webex Video and Phone Instructions for Public

By emailing manager@donaldoregon.gov you can receive the meeting invitation in an email, including a hyperlink to join the meeting by video. If you need more information about Webex, call City Hall. Meetings open 10 minutes prior to start time.

Meeting Number/Access Code: 142 274 4525

Password: 97020

4 Ways to Join the Meeting:

- **Auto Connect:** **Click the Button on the City's website to join immediately.** The button can be found under the Planning Commission Page
- **Online:** Type in a web browser type:
<https://cityofdonald.my.webex.com/cityofdonald.my/j.php?MTID=mfddc3224205b7303c12f16c0df44d532>
- **Video System:** Dial 1422744525@webex.com
- **Phone:** 1-408-418-9388 Dial United States Toll Free

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Heidi Bell, 503-678-5543.



CITYOFDONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

Planning Commission Action Agenda Summary Thursday, May 27, 2021 at 6:45pm

Commissioners met electronically using Webex
Public Attendance Via Video or Phone Conference through Webex

Open Meeting: Planning Vice Chair Neil Strathdee opened the regular meeting of the Donald Planning Commission at 6:45pm on May 27, 2021. The meeting was held electronically via Webex.

Roll Call

Present: Vice Chair Neil Strathdee and Commissioners: Daniel Afonin, Jack Crawford, and Dawn Saxton

Absent: Chair Cammi Hungate (excused) and Commissioner Mike Mader.

Vacant Seat: Alysha Irvin was appointed to the City Council on May 11, 2021, creating a vacancy on the Planning Commission.

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

Add or Delete Agenda Items: None

Approval of Action Agenda Summaries for April 22, 2021 and May 6, 2021

- ✓ Commissioner Saxton motioned and Commissioner Crawford seconded to approve the Action Agenda Summaries for the Planning Commission meetings on April 22, 2021 and May 6, 2021 as submitted. No discussion. Vote: 4-0. Motion carried.

General Comments from the Public: None

Public Hearings: None

New Business:

I. Planning Commission Recruitment to Fill Open Position:

The applications are due June 17, 2021 and the Planning Commission will meet to review the apps that are received at their June 24, 2021 Meeting.

Old Business: None

Commissioners' Discussion

I. Work Session: DLCD Grant for 2021 Mini Development Code Update: City Planner Holly Byram

Planner Byram reviewed and led discussion with the Commissioners regarding the drafted code amendments. The proposed amendments were included in the Commissioners' packets for prior inspection, and attached to this Action Agenda Summary for the record. Below is a summary of the decisions the Planning Commission made at this meeting.

- In the Downtown Mixed Use (DMU) Zone: Portable signs should be allowed with a 4 ft minimum clearance on the sidewalk.
- Fences located on Main Street, that have access to a different street, ~~*should be allowed to have a 6-foot fence on Main Street.~~ were discussed about having a 4ft or a 6ft height.
- There was discussion about requiring residential corner lots to install sidewalks on both streets. There was a discussion about requiring this for infill, rebuilds and new development. Planner Byram will research for the next meeting and bring back a recommendation for the Commission's decision.
- The required five residential design features should also be applied to duplexes. Both sides of the duplex should have the same five features, so that they match.
- Food carts should only be subject to a Conditional Use Permit Review once. If there is a legitimate complaint (investigated and confirmed by City Staff) then they will have one chance to fix the code violation. Without compliance they will have to do a Conditional Use Permit and/or appear before the Municipal Court Judge. Once they get into compliance then they do not have to come back for a Conditional Use Permit annually.
- There is no need to require the food carts to turn in current copies of outside agency permits to the City of Donald. Instead, those are records for the outside agencies to track.
- There was discussion about how to incentive Green/ Smart Technology for residential, commercial and industrial lots. There was a brainstorming of examples of Green/ Smart Technology that the City has considered before. The 2021 City Council and Planning Commission Goals include encouraging developers to do Green and Smart Technology.

The Planning Commission will consider the next draft of the Donald Development Code Updates at the June 24, 2021 meeting, and a Public Hearing will be held on it. The Development Code Updates

will be posted on the City's website on the Friday, June 18, 2021 for the public to inspect.

City Manager's Report: There was discussion regarding Manager Bell's report that was included in the Commissioner's packets for prior reading.

Adjourn


- ✓ Commissioner Saxton motioned and Commissioner Crawford seconded to adjourn the regular meeting of the Donald Planning Commission at 8:17pm pm. No discussion. Vote: 4-0-0. Motion carried.

Date: June 24, 2021

Signed: 
Cammi Hungate, Chair

ATTEST:

Date: June 24, 2021

Signed: 
Heidi Bell, City Manager

*Indicates changed made prior to approval at the June 24, 2021 Planning Commission Meeting.