



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

Donald Planning Commission/Tree Board

AGENDA

Thursday, April 22, 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: March 23, 2021

General Comments from the Public

Public Hearings: None

New Business: None

Old Business: None

Commissioners' Discussion

- I. DLCD Grant: 2021 Mini Development Code Update: City Planner Holly Byram
 - a. Discussion of code amendments list and community feedback survey responses
 - b. Zoning Project: Land Use Swap Concept Overview
- II. Oak Street Park Concept and/or Potential Trail Projects
- III. Arbor Week Activities: April 25- April 30, 2021

City Manager's Report

Adjourn

Posted: 4/15/2021

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: 182 423 7148

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=m66862b94f200dfd0ebbda92463560f96>

Video System: Dial [1824237148@webex.com](tel:1824237148@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.



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Action Agenda Summary

Thursday, April 22, 2021 at 6:45pm

Commissioners will meet electronically using Webex

Public Must Attend Via Video or Phone Conference through Webex

Open Meeting: Chair Hungate opened the meeting of the Donald Planning Commission and Tree Board on Thursday, April 22, 2021. This meeting was held electronically using Webex.

Roll Call

Present: Chair Cammie Hungate, Vice Chair Neil Strathdee Commissioners: Daniel Afonin, Jack Crawford, Dawn Saxton and Mike Mader. Commissioner Alysha Irvin joined at 7:05 pm.

Absent: None

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

Add or Delete Agenda Items: None

Approval of Action Agenda Summary: March 23, 2021

- ✓ Vice Chair Strathdee motioned and Commissioner Saxton seconded to accept the Action Agenda Summary as presented from March 23, 2021. No discussion. Vote: 6-0-0. Motion carried.

General Comments from the Public: None

Public Hearings: None

New Business: None

Old Business: None

Commissioners' Discussion

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

a. Discussion of code amendments list and community feedback survey responses

(Alysha Irvin – joined at 7:05 pm)

The Commission, Planner Byram and Manager Bell discussed the following points and the Commission asked Planner Byram to include them in a proposed Development Code update. They also reviewed and discussed the Development Code survey comments that were submitted online from recent past developers.

- The residential design standards were discussed (Section 2.312), specifically manufactured homes vs. single-family homes. Manufactured homes also need five design standards. Old manufactured homes should not be allowed if they do not meet the design criteria.

- The requirements for replacement homes were discussed and should be the same as new homes, this includes building a sidewalk.
- The design element option for solar planes should be revised to read “permanent solar rooftop panels that are a minimum of 100 square feet”.
- In the design elements it should be updated that shutters do not have to be workable.
- Sidewalks are to be required for redeveloped, replacement, infill (any new construction) in all zones, and all properties. ADUs do not trigger sidewalks.
- ADUs and SDCs were discussed. There was an example of a reduced rate of SDCs for ADUs but this would have to be included in the PW Standards.
- It was suggested that the Council consider using some of the money from the American Rescue Act Plan for setting up a financial match for sidewalks to get a complete network.
- It was suggested to adding emergency resiliency as an option for commercial and industrial businesses for an incentive.
- It was suggested to adding incentives for all zones to do green or smart technology.
- There was discussion of posting a sign for land use on the property for the public to read and have more knowledge about what is going on. In other communities, the City prepares these signs and the property owner is responsible for posting them and keeping them up.
- The required annual Conditional Use Permit for Food Carts was discussed. The time period for needing to reappear before the Commission was discussed. It was noted that these apps are expensive. The Planning Commission decided that a new Conditional Use Permit Application should be triggered if there is a complaint related to the Standards and/or their approved CUP. Food cart owners should be given one warning in a 12-month period and without compliance then have to reapply for a Conditional Use Permit.
- The language regarding fence requirements is not clear and will be worked on by staff.
- The requirements for signs in the Downtown Mixed Use (DMU) Zone were discussed. It was decided that signs can be lit up, but not flashing.
(Cammie briefly lost connection and reconnected.)
- Portable Signs “Sandwich boards” were discussed in the DMU. They should be allowed in the ROW, as long as they do not impede ADA passage.

b. Zoning Project: Land Use Swap Concept Overview

Planner Byram reviewed the Land Use Swap project and she used the map that was created for this project. She reported that the next step is sending out the survey to the property owners.

II. Oak Street Park Concept and/or Potential Trail Projects:

The Planning Commission discussed possible ideas for the eastern most area of Oak Street that is shown on the map as a closed street. They think it would be a good space for Community Gardens, Dog Park, and/or Picnic Area. It was suggested to hold a contest for an innovative garden concept. Manager Bell said that the City Attorney still needs to review if public use of this area is even possible. There was also a discussion about the creation of trails, perhaps one around the wastewater treatment plant property and/or around the Brick and Needy Tile Factory.

III. Arbor Week Activities: April 25- April 30, 2021

The Tree Board reviewed the included memo regarding the game plan for the Arbor Week

activities. Chair Hungate will post information on social media.

City Manager's Report: City Manager Bell referred to her report that was included in the Commissioner's packets for prior inspection. She gave a summary of the drinking well project, including that tomorrow there is a well siting meeting with the State Fish and Wildlife Department. She provided information about the well issue that happened over the weekend and the part that was replaced.

Adjourn

- ✓ Commissioner Crawford motioned and Commissioner Saxton seconded to adjourn at 8:48 pm. No discussion. Vote: 7-0-0. Motion carried.

Date: May 27, 2021

Signed: Neil D. Strathdee
Neil Strathdee, Vice Chair

ATTEST

Date: May 27, 2021

Signed: Heidi Bell
Heidi Bell, City Manager