



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 Action Agenda Summary Thursday, January 24, 2019, 6:45pm at City Hall

Open Meeting: Commissioner Cammi Hungate opened the Planning Commission Meeting at 6:46pm on Thursday, January 24, 2019.

Pledge of Allegiance

Roll Call

Present: Commissioners: Cammi Hungate, Neil Strathdee, Donald Saxton, Mike Mader and Rod Scott

Absent: None – Two Vacant Seats

Staff Present: City Manager Heidi Bell and City Planner Holly Byram (via phone from Workshop on DMU to meeting adjourn.)

Vote: 2019 Chair & Vice Chair of the Planning Commission

- ✓ Commissioner Strathdee nominated and Commissioner Scott seconded to nominate Commissioner Hungate to serve as Chair for 2019. She accepted. No discussion. No other nominations. Vote: 5-0-0. Motion carried.
- ✓ Commissioner Saxton nominated and Chair Hungate seconded to nominate Commissioner Strathdee as Vice Chair for 2019. He accepted. No discussion. No other nominations. Vote: 5-0-0. Motion carried.

Add or Delete Agenda Items: Planner Byram's report was at each Commissioner's seat for review.

Approval of Action Agenda Summary: July 2018 and November 2018

Vice Chair Strathdee announced that he would abstain from the vote since he was absent at that meeting.

- ✓ Commissioner Saxton motioned and Commissioner Mader seconded to approve the A.A.S. for July 2018. No discussion. Vote: 3-0-2 abstain Vice Chair Strathdee and Commissioner Scott. Motion carried.
- ✓ Vice Chair Strathdee motioned and Commissioner Saxton seconded to approve A.A.S. for November 2018. No discussion. Vote: 4-0-1 abstain Commissioner Scott. Motion carried.

General Comments from the Public: None

New Business:

- I. **Vote: Appointment for three Planning Commission Seats:** Chair Hungate invited the two Planning Commissioner applicants to share why they were interested in the open seat and anything else that want to share about themselves. Both applicants provided information for the Commissioners to consider about their backgrounds, interest in and how long they have lived in Donald.
 - ✓ Chair Hungate motioned and Commissioner Saxton seconded to recommend John Crawford to the Planning Commission with a term expiring on 12/31/2020. No discussion. Vote: 5-0-0. Motion carried.
 - ✓ Vice Chair Strathdee motioned and Commissioner Scott seconded to recommend Daniel Afonin to the Planning Commission with a term expiring on 12/31/2021. No discussion. Vote: 5-0-0. Motion carried.

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

There was discussion about Commissioner Saxton's work regarding adding native trees to the City's approved street tree list. He is specifically in pursuit of finding shorter trees to be used for replanting on Main Street in conjunction with the sidewalk program. He met with people representing nearby organizations and other cities to help develop his proposal. He stated that the cascara and the hazelnut tree are surfacing to the top of the list. The group provided a few other possible contacts and suggested that a matrix could be helpful.

 - ✓ Commissioner Saxton motioned and Vice Chair Strathdee seconded to table the decision regarding additions to the Street Tree List to the March Planning Commission Meeting. No discussion. Vote: 5-0-0. Motion carried.

Old Business: None

Work Session: Downtown Mixed-Use (DMU) Zone: Planner Byram gave background on the DMU Zone project and reviewed her included report and the attachments including maps. She said the goal of this work session is to assign a geographical location to the DMU Zone to take to the Open House on Monday, February 4, 2019 from 4:30 pm to 6:30 pm at Donald City Hall. Here is a list of items discussed:

- Commissioner Mader asked why the proposed district stops at Butteville Road? He stated that it might make sense to continue the district to the two commercial properties on Main Street, west of Butteville, as that intersection is that gateway to the downtown, and first impressions matter. There was Planning Commission consensus for this. The COG will make the change to the map prior to the public Open House.

- Commissioner Mader stated that there are many storefronts on Oak Street and there are several empty lots still to be developed and wondered if there be value in extending the DMU Zone to Oak Street. Having the design standards only on Main Street means that half a block out, a property owner could do whatever they want, with no design standards, and within the permitted uses of the Commercial (C) and Industrial (I) Zones. Planner Byram responded that the intention of the DMU is a pedestrian-friendly commercial shopping environment, and Oak Street is currently zoned largely Industrial. She was unsure if there are sufficient findings to support changing that many properties from I to C based on the City's Economic Opportunities Analysis (EOA) report. There is value in maintaining a balance of DMU, C, and I zoned properties in the City. There was a suggested that the DMU could be implemented in phases if there was interest in expanding the district in the future.
- Paul Trudeau, property owner at Oak Street and Butteville Road, observed that the DMU zone does not allow any drive-thrus, prohibiting fast foods, bank ATMs, etc. The size of the Donald community as well as the number of trips on the local roads determine that there will not be interest by major chains, so the local economy will need to consist of a mix of small businesses, start-ups, and home occupations. Shared example from Lake Oswego on a light industrial property and referenced his own business which imports and ships.
- Vice Chair Strathdee observed that the DMU zone does not permit "used merchandise stores" which would mean antique shops. While the current project will not be changing any of the Development Code language, Manager Bell suggested that Commissioners and staff maintain a personal list of desired changes to the Development Code for future amendment packages. This is yet another reason why there is value in maintaining a balance of DMU and Commercial, because an antique shop would be allowed in the C zone as a special use.
- In terms of additional information for the public Open House, the PC suggested potentially a poster of some of the design standards.

Commissioners' Discussion

- I. **Downtown Beautification Group Work Update:** The group discussed the DBG work since some of the PC members also volunteer for this group. The next meeting is on Monday, January 28, 2019 at 6:30 pm at Donald City Hall.
- II. **Sidewalk Project Update:** Manager Bell gave a short report about this project's next steps.
- III. **State Parks Grant Award and Update:** Manager Bell said that Councilor Waller is spearheading this project. Currently, she is working with Public Works Director Alonso Limones on getting price quotes for the site prep work and construction of restroom kit that is needed at the Little City Hall Park.

Mayor's Communication with Commission: Mayor Oxenford was in attendance and gave his report after Old Business. He expressed his gratitude for the people volunteering to serve on the Planning Commission. He extended an invitation for them to contact him by email or setup a meeting with him anytime.

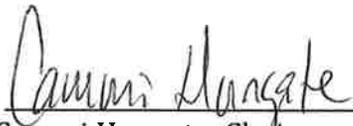
City Planner's Report: Planner Byram reviewed her report which was handed out at the beginning of the meeting. It included planning work from the summertime to current.

City Manager's Report: Manager Bell reviewed her included report and encouraged everyone to attend the upcoming trainings on government, land-use planning and ethics.

Adjourn:

- ✓ Commissioner Saxton motioned and Commissioner Scott seconded to adjourn the meeting at 8:15 pm. No discussion. Vote: 5-0-0. Motion carried.

Date: February 21, 2019

Signed: 
Cammi Hungate, Chair

ATTEST:

Date: February 21, 2019

Signed: 
Heidi Bell, City Manager