

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

Tuesday, March 23, 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

Pledge of Allegiance

Roll Call

Add or Delete Agenda Items

Approval of Action Agenda Summary: January 28, 2021

General Comments from the Public

Public Hearings: None

New Business:

- I. Tree Board:
 - a. Vote: Arbor Day Week Activities

Old Business: None

Commissioners' Discussion

- I. DLCD Grant: 2021 Mini Development Code Update
 - a. Zoning Project: Land Use Swap

City Manager's Report

Adjourn

Agenda Posted: 3/17/2021

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 20 minutes prior to start time.

Meeting Number/Access Code: 182 474 8244

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=mb033bfbee95f83b4c8c2830180339323>
- **Video System:** Dial 1824748244@webex.com
- **Phone:** Dial 1-408-418-9388 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.



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

Action Agenda Summary

Tuesday, March 23, 2021 at 6:45pm

Commissioners will meet electronically using Webex

Public Must Attend Via Video or Phone Conference through Webex

Open Meeting: Chair Cammi Hungate opened the meeting of the Donald Planning Commission and Tree Board at 6:46pm on Thursday, March 23, 2021. This meeting was held electronically using the Webex platform.

Pledge of Allegiance – Since the meeting was electronic, there was no flag, and this was omitted.

Roll Call

Present: Chair Cammi Hungate, Vice Chair Neil Strathdee, Commissioners: Jack Crawford, Dawn Saxton, and Alysha Irvin

Absent: Mike Mader (excused) Daniel Afonin (unexcused)

Staff: City Manager Heidi Bell

Add or Delete Agenda Items: None

Approval of Action Agenda Summary: January 28, 2021

- ✓ Vice Chair Strathdee motioned and Commissioner Saxton seconded to accept the Action Agenda Summary for January 28, 2021. No discussion. Vote: 5-0-0. Motion carried.

General Comments from the Public: No written comments and no public joined by phone or video.

Public Hearings: None

New Business:

- I. **Tree Board:** The Commission held discussion about activities for Arbor Week. The Tree Board decided to hold an Arbor Week with events starting on Sunday, April 25, 2021 and running through Friday, April 30, 2021. They planned the following activities and directed City Manager Bell to make a poster with all of the activities and email it to the Commissioners.

1. A Scavenger Hunt: Commissioner Irvin will put this together. It will have questions for people to find things like the tallest tree and biggest circumference. It will be about 4-7 questions long. There is no answer key but the Tree Board will use this as guidance for doing a local inventory of trees.

2. Coloring Contest and Drawing Contest: To be divided into three age groups: 0-5 years old, 6 to 14 years old, and 15+ years old. We need to find a coloring sheet(s). The coloring sheets and drawings will be displayed at the Community Center and on the two Facebook

pages. Commissioner Irvin will post on Facebook and is hopeful to setup the voting feature. People will be asked to vote either by Facebook or paper. City Manager Bell will put together voting sheets for the DCC display and people can drop votes through door. Winners will be announced at the following Planning Commission Meeting and given gift cards from downtown businesses.

3. OSU Extension Tree Classes: Chair Hungate will post the flyer and reminders for people to sign-up for the classes on social media. City Manager Bell will remind her.

4. Daily Trivia/Fact: Chair Hungate will post on social media a daily trivia or fact about trees starting on Sunday, April 25, 2021 through Friday, April 30, 2021.

5. Tree ID Class: A presenter will hold an electronic class for the public to have their trees identified. They are to have a picture of the tree as a whole, its bark, its leaf or needle and know about its fruit or nut. City Manager Bell will ask the State Forestry presenter to reschedule his presentation to Wednesday, April 28 so that it falls into the City's Arbor Week events.

6. Arbor Day Event to be held on Friday, April 30 at 6:30pm: The Tree Board will hold an event at Donald's Hometown Park/City Hall. At this event:

- a. The Tree Board asked if Mayor Olmsted would read his proclamation from the Council Meeting on April 13, 2021 and make a speech about how the City is involved with the Tree City program.
 - b. Vice Chair Strathdee will hold a Storytime for the children.
 - c. The Tree City Flag will be added to the flag pole and flown for the first time.
 - d. The Coloring and Drawing Contest will be promoted. Handouts of coloring sheets.
 - e. Possible swag or goodie bag, items are to be tree-themed.
 - f. Commissioner Saxton will work on getting pictures of the Street Trees on a flash drive. City Manager Bell will put the pictures on the website and make a poster board for display. Commissioner Saxton will try to attend to answer questions about the Street Trees.
 - g. Trees will be planted by Chair Hungate and Commissioner Crawford. City Manager Bell is to have pre-dug holes for the trees.
- ✓ Commissioner Crawford motioned and Commissioner Saxton seconded to direct City Manager Bell to work with the State Forestry Department to find the correct type of pine tree to be located at the City Hall to replace the City Christmas Tree. She is to report by email back to the group on the result. No discussion. Vote: 5-0-0. Motion carried.

Vice Chair remarked that this will be a great opportunity for people to learn more and become more involved with trees and the City. There are a lot of trees to replace because of the ice storm in February. He stated that we have a responsibility to encourage people to learn more and do something to improve Donald's trees by replacing what was damaged.

Note for Next Year's Arbor Week:

The Commission would like to work with the State Forestry Department to pick out an official City Tree and then next year hand out seedlings of the City Tree on Arbor Day.

Old Business: None

Commissioners' Discussion

I. DLCD Grant: 2021 Mini Development Code and Zoning Project/ Land Use Swap

Update: City Manager Bell stated that Planner Holly will be at the next meeting to provide a summary of the research of the two different surveys for this project. She will also provide the Commission with options for the next steps.

The Planning Commission decided to hold a meeting on May 6, 2021 to review the Arbor Day Week Events and award the winners of the drawing and coloring contests.

City Manager's Report: Manager Bell referred to her report that was included in the Commissioner's packets for prior inspection. There was discussion that a site design review application was coming for review but the date for Planning Commission review depends on staff review to determine the completeness of their application. There was discussion on the Oregon Ethics Commission requirement to complete the SEI electronic form. There was discussion on the Planning Commissioners attending the Goal Setting on Monday, April 5, 2021.

Adjourn


- ✓ Commissioner Saxton motioned and Vice Chair Strathdee seconded to adjourn the meeting of the Donald Planning Commission at 7:52 pm. No discussion. Vote: 5-0. Motion carried.

Date: April 22, 2021

Signed: 
Cammi Hungate, Chair

ATTEST:

Date: April 22, 2021

Signed: 
Heidi Bell, City Manager

