



CITY OF DONALD

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Planning Commission Minutes

June 26, 2025 at 6:45 pm

Commissioners & Staff at City Hall: 10710 Main St. NE

Public Attendance at City Hall and via Zoom

OPEN MEETING: Vice Chair Crawford opened the regular meeting of the Donald Planning Commission on Thursday, June 26, 2025 at 6:54 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioners Present: Vice Chair John Crawford, Commissioners: Cammi Hungate, Rick Olmsted and Trevor Alley

Commissioners Absent: Chair Bryan Hall.

Staff Present: City Manager Eric Underwood, City Planner Holly Byram, MWVCOG via Zoom, and Linda Hansen, Admin Assistant.

ADD/DELETE AGENDA ITEMS: None.

GENERAL COMMENTS FROM THE PUBLIC: None

OLD BUSINESS: None

NEW BUSINESS:

I. Vote: Approval of Minutes from May 22, 2025 meeting.

- ✓ Motion by: Commissioner Hungate, seconded by: Commissioner Olmsted to approve the Planning Commission Minutes from the May 22, 2025 meetings as presented.

Discussion: None. Vote: 4-0-0. Motion carried.

II. Planning Commission Appointments

City Manager Underwood shared that the two applicants for the two vacant spots on the Planning Commission are Michael McLoughlin and Ben Rose. The Commissioners asked a few questions of the applicants.

- ✓ Motion by: Commissioner Olmsted, seconded by: Commissioner Alley, to recommend Ben Rose to the City Council for appointment as a Planning Commissioner.

Discussion: None. Vote: 4-0-0. Motion carried.

- ✓ Motion by: Commissioner Alley, seconded by: Commissioner Hungate to recommend Michael McLoughlin to the City Council for appointment as a Planning Commissioner.

Discussion: None. Vote: 4-0-0. Motion carried.

The two applicants will be considered for appointment by the City Council at the regular July 8, 2025 meeting.

PUBLIC HEARING

- I. Vice Chair Crawford opened the public hearing for Conditional Use Permit #CU 2025-01 at 7:14 pm. City Planner Holly Byram read aloud the public hearing script which detailed the appeal process, substantive criteria upon which this case will be decided and the process and procedures for the public hearing. Vice Chair Crawford proceeded to ask the audience whether there were any challenges to the declarations made, or not made, by any member of this body to the published notices, or to the jurisdiction of the Planning Commission to consider this matter. There were none.

Vice Chair Crawford then asked Planner Byram to give the staff report. She walked through the staff report for the Conditional Use Permit for the Gun Shop, which was very similar to one the group had previously considered.

Ray Kahut of Wigglesworth Holdings LLC then gave a short report, explaining that he would be the property owner and landlord and that John Jones, of Oregon Indoor Shooting Range, would be the operator of the business. There would be few changes to the building and they would be part of the community with all shooting taking place indoors in a licensed and law-abiding business. He confirmed with planner Byram that the upcoming purchase of the property wouldn't trigger Condition A, and the Conditional Use permit would stay valid through this current transfer of property. He then asked that the wording on the Conditions of Approval B and C be tweaked slightly to have the business owner and not the property owner responsible for State and Federal permits and licenses. Planner Byram confirmed that the Conditional Use Permit would be valid and not expire on this transfer of the property, and asked that the motion made by the Commissioners reflect the change in wording from owner to business operator as being responsible for licenses and permits.

The Commissioners asked a few questions of Mr. Kahut and Mr. Jones, as did the applicants for Planning Commissioners.

Vice Chair Crawford opened the Public Hearing and asked if anyone would like to speak in support of the applicant. Ben Rose and John Jones spoke in favor of the Conditional Use Permit. No one opposed the application and no one spoke who was neutral about the application.

Vice Chair Crawford closed the public hearing at 7:44 p.m. He then stated that there were four options:

1. Motion to APPROVE Conditional Use Permit file #CU 2025-01 and adopt the findings and recommended conditions of approval contained in the staff report.
2. Motion to APPROVE Conditional Use Permit file #CU 2025-01 and adopt the findings and recommended conditions of approval contained in the staff report, as REVISED by the Planning Commission (stating desired revisions).
3. Motion to DENY the Conditional Use Permit file #CU 2025-01 (stating findings for the denial).

4. Motion to CONTINUE the Conditional Use Permit public hearing to a time and date certain.

- ✓ Motion by: Commissioner Olmsted, seconded by: Commissioner Alley, to approve Conditional Use Permit file #CU 2025-01 and adopt the findings, amending Conditions of Approval B & C to "business owner" instead of "applicant".

Discussion: None. Vote: 4-0-0. Motion carried.

It was stated that the next step would be the Notice of Decision being sent out and then the appeal period.

COMMISSIONERS' DISCUSSION: The topic of discussion was the fact that someone drove around barricades and drove over the fresh slurry seal put down on Feller Street.

CITY MANAGER REPORT: The moratorium on development will likely be approved at the July 8 City Council meeting, which means that no development may take place in Donald until a sewer plan is in place. The #3 well is moving forward and is on track to be completed by the end of 2026 as required by the grant. Harvest Gardens was to pay 85% of a new sewer lagoon as part of their agreement with the City.

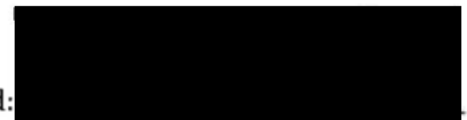
ADJOURN

- ✓ Motion by: Commissioner Hungate, seconded by: Commissioner Alley to adjourn the regular meeting of the Donald Planning Commission on Thursday, June 26, 2025 at 8:04 pm.

No discussion. Vote: 4-0-0. Motion carried.

Date: November 20, 2025


Signed:


John Crawford, Chair

ATTEST:

Date: November 20, 2025

Signed:


Eric Underwood, City Manager