



# CITY OF DONALD

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## Planning Commission & Public Hearing Action Agenda Summary

Thursday, January 26, 2023 at 6:45pm

Donald City Hall: 10710 Main St. NE

**Meetings are now being held in person with the option of joining via Webex.**

*Directions for joining via Webex are below.*

**Open Meeting:** Planning Chair Cammi Hungate opened the regular meeting of the Planning Commission on Thursday, January 26, 2023 at 6:45pm.

### Pledge of Allegiance

### Roll Call

*Planning Commissioners Present In-Person:* Chair Cammi Hungate, Commissioners: Alice Bentz, Lauren Gonzalez-Alfaro and Mike Mader.

*Planning Commissioners Absent:* Commissioner Jack Crawford (unexcused).

*Staff Present In-Person:* City Manager Eric Underwood and City Planner Holly Byram.

### Add or Delete Agenda Items

#### 1. Add: City Planner's 2022 Summary Report

**General Comments from the Public:** None

### New Business:

#### I. Vote: Elect Planning Commission Chair

City Manager Underwood referred to his memo that was included in the Commissioner's packet for prior inspection. Commissioner Gonzalez-Alfaro nominated Commissioner Hungate, who accepted the nomination.

- ✓ A roll call vote was conducted, unanimously in favor of electing Commissioner Hungate as the 2023 Planning Commission Chair. No discussion. Vote: 4-0-0. Motion carried.

#### II. Vote: Elect Planning Commission Vice Chair

Chair Hungate asked for nominations for Planning Commission Vice Chair. Chair Hungate nominated Commissioner Crawford, however he was not in attendance to accept the nomination. It was the consensus of the Commission to wait until the next Planning Commission meeting to elect a Planning Commission Vice Chair.

#### III. Vote: Action Agenda Summary: June 2022

- ✓ Commissioner Gonzalez-Alfaro motioned and Commissioner Mader seconded to accept the June 23, 2022 Action Agenda Summary as presented. No discussion. Vote: 4-0-0. Motion carried.

**Public Hearing:**

**I. Vote: City File #SDR 2022-02 Site Development Review, Pacific-Hillsboro Land, LLC**

Chair Hungate opened the Public Hearing at 6:55pm. 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. Chair Hungate proceeded to ask the Planning Commission the following questions:

1. Are there any objections to the notice that was published? There were none.
2. Are there any objections to the jurisdiction of this body to hear and consider this matter? There were none.
3. Are there any declarations of conflict of interest by any member of this body? There were none.
4. Are there any declarations of ex-parte contact or site visits by any member of this body? There were none.
5. Are there any challenges to the declarations made or not made by any member of this body? There were none.

Chair Hungate asked the public the following questions:

1. Are there any objections to the notice that was published? There was none.
2. Are there any objections to the jurisdiction of this body to hear and consider this matter? There was none.
3. Are there any challenges to the declarations of conflict of interest, bias, or ex-parte contacts made or not many by any member of this body? There was none.

City Planner Holly Byram presented her staff report regarding City File #SDR 2022-02 Site Development Review for owner Pacific-Hillsboro Land, LLC. Planner Byram's report included background of the Donald Industrial Park site, property zoning and permitted uses, the project description and City staff's findings and comments on the proposed project including conditions of approval.

Chair Hungate asked if there were any questions of staff before the acceptance of public testimony? Commissioner Bentz asked the clarifying question regarding how much traffic would be generated from the site. Planner Byram answered that traffic would be dependent on the type of business.

Havlin Kemp of VLMK gave testimony in support of the application. Mr. Kemp provided a project background, description of the proposed building and site, described the type of businesses that could potentially occupy the building, expressed the owner's understanding of the conditions of approval and addressed how those conditions will be met.

Commissioner Alfaro-Gonzalez asked if the traffic study that will be conducted on the site have an exit to the north of the property? Mr. Kemp responded that project will have a shared driveway on the south side through the Hazelnut Growers of Oregon's southern driveway, as shown in the plans.

Chair Hungate asked the public the following questions:

1. Is there anyone who would like to speak in support of this application?

City Manager Eric Underwood announced he received a speaker card via email from Christine

Morgan on behalf of Dianne Dieterle, 111 Mikayla Ln., St. Helens, OR 97051 in favor of this application.

2. Is there anyone who would like to speak in opposition to this application? There was none.
3. Is there anyone who would like to speak neither for nor against the application or simply wants to ask a clarifying question? There was none.

Chair Hungate closed the public hearing at 7:33pm. Chair Hungate asked for clarity regarding the Transportation Monetary Assessment as the numbers appear to be from 2007. Planner Byram referenced the comments from Marion County that there will need to be an updated trip analysis performed prior to application for building permits. In addition, the Fargo Interchange project has been funded, so not all the original proportional line items will be incorporated into the recalculation; therefore, the applicant's traffic consultant should coordinate with Marion County Transportation Engineer, Janelle Shanahan, prior to issuing an Addendum. There was further discussion on the driveways and concerns surrounding the lack of known tenants for the building as well as pedestrian access and the project's timeline.

- ✓ Commissioner Gonzalez-Alfaro motioned and Commissioner Bentz seconded to approve Site Development Review #SDR 2022-02, and adopt the findings and recommended conditions of approval contained in the staff report to the Planning Commission, as submitted. No discussion. Vote: 3-0-1. Commissioner Mader abstained. Motion carried.

**City Planners Report:** City Planner Byram presented to the Commission a 2022 Summary Report and the Commission discussed.

**Old Business:** None

**Commissioners' Discussion:** Chair Hungate shared that Jenny Strathdee with the Donald Beautification group had contacted her regarding plans for the Arbor Day celebration and collaborating with the Planning Commission/Tree Board.

**City Manager Report:** City Manager Underwood referred to his report that was included in the Commissioner's packet for prior inspection. Manager Underwood provided an update on the Donald Community Center including the Council's decision to demolish the building and the recent asbestos inspection that reported no asbestos found.

The annual goal setting meeting date of February 23, 2023 was proposed. Manager Underwood asked the Commission to begin thinking about goals for 2023.


Manager Underwood provided an update on the current Capital Improvement Projects happening throughout the City and the Commission discussed.

Planner Byram brought to the attention of the Commission that she and Building Clerk, Lisa Hassel, are reviewing the residential design standards in the Donald Development Code and how they apply to each home design plans submitted by the builder for Harvest Gardens. Having a check list for each of the different home designs will help to reduce review time.

**Adjourn**


- ✓ Commissioner Mader motioned and Commissioner Gonzalez-Alfaro seconded to adjourn the Planning Commission meeting at 8:14pm. No discussion. Vote: 4-0-0. Motion carried.

Date: March 23, 2023

Signed:   
Cammi Hungate, Chair

**ATTEST**

Date: March 23, 2023

Signed:   
Eric Underwood, City Manager

*Respectfully submitted by Randi Meadors, Administrative Coordinator.*