



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 & Tree Board Action Agenda Summary Thursday, March 31, 2022 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 meeting of the Donald Planning Commission and Tree Board on Thursday, March 31, 2022 at 6:45 pm.

Roll Call

Commission present in-person: Chair Cammi Hungate, Vice Chair Neil Strathdee, Commissioners: Nathan Earl

Commissioners present via Webex: Mike Mader

Commissioners absent: Lauren Gonzalez-Alfaro, Jack Crawford (excused)

Staff present in-person: City Manager Eric Underwood

Add or Delete Agenda Items:

- City Manager Underwood placed a handout from Commissioner Crawford at each Commissioner's seat that will be included for the record.
- Vice Chair Strathdee wanted to recognize Dawn Saxton and her contributions to the Planning Commission and City.
- Vice Chair Strathdee reminded the Commission to complete the S.E.I. required by the State.

General Comments from the Public: None

Public Hearings: None

New Business:

I. Approval of Action Agenda Summaries: January 27, 2022 and March 10, 2022

- ✓ Vice Chair Strathdee motioned and Commissioner Earl seconded to approve the Action Agenda Summaries as submitted. No discussion. Vote: 4-0-0; motion carried.

Old Business:

I. Arbor Week/Earth Day Activities 2022

City Manager Underwood summarized what the Planning Commission had discussed regarding the Arbor Week/Earth Day activities discussed during the March 10, 2022 Planning Commission meeting. The following activities and events were discussed:

- Coloring Contest: Vice Chair Strathdee and wife Jenny Strathdee will put together prizes for the two age groups; 0-5 and 6-12. The Coloring Contest will be advertised for on the City's website

and community boards.

- Trivia: Chair Hungate will post trivia questions on the Donald Facebook pages throughout Arbor Week.
- Tree Planting: Event will take place at the Donald's Hometown Park at 6:30pm on Friday, April 29, 2022. Public Works will dig the hole ahead of time.
- Scavenger Hunt: Commissioner Gonzalez-Alfaro volunteered during the March 10, 2022 Planning Commission Meeting to spearhead this activity. However, Commissioner Gonzalez-Alfaro was not in attendance and unable to provide updates.
- Presentation from the State Forestry Department: A link will be posted on the City's website for those interested in watching previous presentations.
- Arbor Week Proclamation: The Commission would like to have the Arbor Week Proclamation read at the tree planting event.
- Tree Saplings: Commissioners Crawford's handout for the meeting was referenced. For a donation of \$10.00, the Arbor Day Foundation would provide either 10 Spruce trees or 10 Flowering Dogwood Trees. The trees are not available to ship until October - December so will be unavailable for this year's Arbor Week festivities. Commissioner Earl volunteered to contact the Department of Forestry to see if they have any saplings available. If the City is able to secure saplings in time, they can be handed out at the Earth Day-Yard Debris event.
- Earth Day-Yard Debris Day: The Commission decided the event will be held from 10am to 1pm at the Wastewater Treatment Plant and proof of residency will be required. Public Works will be available to do yard debris pickup for those who are unable to transport the debris to the Wastewater Treatment Plant.
- Volunteers: How many volunteers are needed is dependent on if the Commission can get community partners for the event.
- OSU Webinars: A link will be placed on the city's website for those interested in watching the webinars.
- Promotional Flyer: Commissioner Gonzalez-Alfaro volunteered to create a promotional flyer for the events. She was not in attendance and could not provide an update.

Vice Chair Strathdee suggested for an upcoming newsletter article to include information on the City's Tree Code.

Commissioners' Discussion


Chair Hungate asked that the Pledge of Allegiance and an item for the City Manager's report be added to future agendas.

Manager Underwood referred to his report that was included in the Commissioner's packets for prior review, which provided an update on the Emergency Declaration for COVID-19 being rescinded and proposed the date of Monday, April 11, 2022 for a joint City Council & Planning Commission goal setting meeting. The Commission agreed that a joint meeting with the City Council would be most efficient and agreed to attend the meeting on Monday, April 11, 2022 at 6:45pm.

Adjourn


- ✓ Commissioner Earl motioned and Vice Chair Strathdee seconded to adjourn the March 31, 2022 meeting of the Donald Planning Commission at 7:18pm. No discussion. Vote: 4-0-0; motion carried.

Date: June 23, 2022

Signed: 
Cammi Hungate, Chair

ATTEST

Date: June 23, 2022

Signed: 
Eric Underwood, City Manager

