



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, July 25, 2024 at 6:45pm

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

Public Attendance at City Hall and via Webex

OPEN MEETING: Vice Chair James Harden opened the regular meeting of the Donald Planning Commission on Thursday, July 25, 2024, at 6:46pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioners Present: Vice Chair James Harden, Commissioners: Alice Bentz, Lauren Gonzalez-Alfaro, Bryan Hall, Trevor Alley, and Jack Crawford.

Commissioners Absent: Chair Cammi Hungate (excused).

Staff Present: City Manager Eric Underwood, Public Works Director Alonso Limones, and City Planner Holly Byram, Mid-Willamette Valley Council of Governments (M.W.V.C.O.G.).

ADD/DELETE AGENDA ITEMS:

1. Add: New Business II: Comments from City Engineer Matt Huxley, Tetra Tech.

GENERAL COMMENTS FROM THE PUBLIC: None.

OLD BUSINESS: None

NEW BUSINESS:

I. **Vote: February 22, 2024, Action Agenda Summary:**

- ✓ Commissioner Hall motioned and Commissioner Crawford seconded to approve the February 22, 2024, Action Agenda Summary. No discussion. Vote: 6-0-0. Motion carried.

II. **Public Hearing & Vote: Files No. Site Development Review #SDR 2024-01 and Conditional Use Permit #CUP 2024-02:**

Vice Chair Harden opened the Public Hearing for File No. SDR 2024-01 and File No. CUP 2024-02 at 6:52 pm. City Planner Holly Byram read aloud the public hearing script which detailed the appeal process, substantive criteria upon which the case will be decided and the process and procedures for the public hearing.

Vice Chair Harden 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 this body? There were none.
4. Are there any declarations of ex-parte 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.

Vice Chair Harden asked the application and public 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 challenges to the declarations of conflict of interest, bias, or ex-parte contacts made, or not made by any member of this body? There were none.

City Planner Holly Byram with the Mid-Willamette Valley Council of Governments (M.W.V.C.O.G.) presented her staff report regarding City File No. SDR 2024-01, Site Development Review and City File No. CUP 2024-02 for a property located at 20767 Matthieu St. NE, Donald, OR. Planner Byram's report included a summary of the property's proposed development, the history of the site, the review and decision criteria used as well as comments from City Departments and outside partner agencies, the findings based on each decision criteria, staff's recommendation and the recommended conditions of approval.

The Commissioners and City Staff discussed the concern regarding the intersection at Matthieu St. and Main St., specifically the truck movements to the curb and shoulder on the West side of Matthieu St., screening and buffering, the requirement that the applicant shall revise their plan set to show $\frac{3}{4}$ street width improvements. Public Works Director Limones explained that the City is continuing to work with Marion County to address the safety concern as it pertains to the turning radius at the SW corner of Matthieu St. and Main St.

Vice Chair Harden asked the following questions:

1. Are there any more questions of staff before? There were none.
2. Would the applicant like to address the Planning Commission? You have 20 minutes to make your presentations.

The applicant explained to the Commission that only two additional trucks will be added to the delivery route per day and there will be no change to the type of trucks used. The applicant expressed that they are willing to work with City to address the concerns regarding the curb on the SW corner of Matthieu St. and Main St.

At the request of City Planner Holly Byram, the applicant addressed the question of whether the addition of cars on the railroad will result in further delays on Main St. stating that the only disruptions will be when picking up or dropping off cars. The applicant will contact the railroad to gather more information and report his findings to Manager Underwood and City Planner Byram.

Vice Chair Harden called for any public testimony, with the reminder that before speaking they are required to state their name, physical address and mailing address for the record. There was no public testimony.

Vice Chair Harden asked if there any additional questions from the Planning Commission? There was discussion regarding whether the Planning Commission could limit the applicant's financial responsibility to make improvements to the curb on the SW corner of Matthieu St. and Main St. The Planning Commission and staff discussed whether voting could be delayed until there are cost estimates for the curb improvements.

Vice Chair Harden closed the Public Hearing for City File Nos. SDR 2024-01 and CUP 2024-02 at 8:14pm.

- ✓ Commissioner Hall motioned to approve concurrent Site Development Review #SDR 2024-01 and Conditional Use Permit 2024-02 and adopt the findings and recommended conditions of approval contained in the staff report to the Planning Commission as presented. Commissioner Gonzalez-Alfaro asked a procedural question about motions and whether an alternative motion could be made. Commission Crawford seconded Commissioner Hall's motion. There was additional discussion on whether the correct motion was made to include the conditions of approval. No further discussion. Vote: 4-1-1. Motion carried. Commissioner Gonzalez-Alfaro voted "No" and Vice Chair Harden abstained.

COMMISSIONERS' DISCUSSION:

CITY MANAGER REPORT: Manager Underwood referred to his memo that was included in the Planning Commission packet for prior inspection and the Planning Commission discussed.

ADJOURN

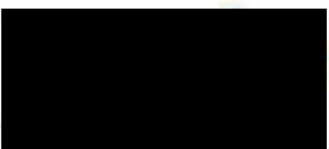
- ✓ Commissioner Crawford motioned and Commissioner Bentz seconded to adjourn the meeting of the Donald Planning Commission on Thursday, July 25, 2024, at 8:22pm. No discussion. Vote: 6-0-0. Motion carried.

Date: October 24, 2024

Signed: 
Cammi Hungate, Chair

ATTEST

Date: October 24, 2024

Signe 
Eric Underwood, City Manager

Respectfully submitted by Meadors Administrative Services.