



CITY OF DONALD

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Planning Commission

Action Agenda Summary

Thursday, February 22, 2024 at 6:45pm

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

Public Attendance at City Hall and via Webex

OPEN MEETING: Chair Cammi Hungate opened the regular meeting of the Donald Planning Commission on Thursday, February 22, 2024 at 6:46pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Planning Commissioners Present: Chair Cammi Hungate, Vice Chair James Harden, Commissioners: Bryan Hall, Trevor Alley, Jack Crawford, Lauren Gonzalez-Alfaro and Alice Bentz (arrived late).

Staff Present: City Manager Eric Underwood and City Planner Holly Byram.

ADD/DELETE AGENDA ITEMS: None.

Chair Hungate noted that the minutes of the last Planning Commission meeting were not included on the agenda for approval and moved to General Comments from the Public.

GENERAL COMMENTS FROM THE PUBLIC: None.

Chair Hungate moved to Old Business.

OLD BUSINESS: None.

Chair Hungate moved to Public Hearing II.

PUBLIC HEARING:

II. File No. CUP 2024-01: Leland Richeson: 10971 Oak Street, NE Donald

Chair Hungate opened the Public Hearing for File No. CUP 2024-01 at 6:49pm. 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 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.

It was at this point Commissioner Bentz joined the meeting.

Chair Hungate asked the applicant 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, biased, 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 presented her staff report regarding City File No. CUP 2024-01, Conditional Use Permit for Leland Richeson at 10971 Oak St., NE Donald, OR 97020. Planner Byram's report included a summary of the applicant's request for a Conditional Use Permit, the history of the site, the review and decision criteria used, the findings based on each decision criteria and staff's recommended conditions of approval. Planner Byram noted an error under the conditions of approval item C, which stated the use of a food cart. Planner Byram recommended that when the Planning Commission votes, to use the motion outlined in option B and strike the phrase "food cart."

There was discussion of parking, whether a change of occupancy permit is required by Marion County, if the building is required to meet any ADA standards and if there are any requirements of fire suppression due to the manufacturing aspect of the business.

Shawn Harbert, representative of 5 Delta Enterprises, LLC was in attendance and addressed the Planning Commission's questions regarding meeting any required ADA standards, parking, and if any upgrades will be needed to the facility for fire suppression. Mr. Harbert expressed the businesses desire to integrate into the community, build relationships with the businesses already established in Donald, and provide some employment opportunities at the facility.

Chair Hungate asked the following questions:

1. Is there anyone who wishes to speak in favor of the application? There were none.
2. Is there anyone who wishes to speak in opposition of the application? There were none.
3. Is there anyone who wishes to speak neither for nor against the application, but would like to ask a clarifying question? There were none.

Because there were no speakers in opposition to the application, a rebuttal period for the applicant was not necessary.

Chair Hungate reminded everyone that once the Public Hearing is closed, only Planning Commissioners and staff may speak. It was at this time Chair Hungate asked the Planning Commission if there were any additional questions for the applicant?

Chair Hungate asked for more information regarding parking to which the applicant responded that they do not foresee parking being an issue as their events take place on weekends when surrounding businesses are closed, reservations will be required for the firing range and pre-registration for classes and training, which will help to predict and limit occupancy as well.

Chair Hungate closed the Public Hearing for City File No. CUP 2024-01 at 7:19pm.

✓ Commissioner Hall motioned and Vice Chair Harden seconded to approve the application

with the amendment to the conditions of approval removing "food carts." Discussion of food carts being desired. Vote: 7-0-0. Motion carried.

Planner Byram explained the next steps to the applicant.

Chair Hungate moved to Public Hearing I.

I. File No. SDR 2023-01: Monen, Holdings, LLC.: 10780 Main Street, NE Donald

Chair Hungate opened the Public Hearing for File No. SDR 2023-01 at 7:23pm. 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 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.

Chair Hungate asked the audience 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, biased, 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 presented her staff report regarding City File No. SDR 2023-01, Site Design Review for Monen Holdings located at 10780 Main St., NE Donald, OR 97020. Planner Byram's staff report included a summary of the applicant's request for a Site Design Review to include demolition of the existing Donald Café structure and replacement with a new mixed-use building containing a restaurant on the ground floor and one residential apartment on the second floor. The history of the site, other proposed site improvements, the consolidation of three tax lots into one, the review and decision criteria used, the findings based on each decision criteria and design standards, and staff's recommended conditions of approval were also addressed in the Planner Byram's staff report.

Planner Byram asked the applicant to please respond during their presentation to the comment in Exhibit A of the staff report from Assistant Fire Chief Corless of the Aurora Rural Fire Department stating that it would be beneficial to have a sprinkler system installed in the second store apartment as well.

Planner Byram answered the Commissioner's questions regarding parking, septic, tenants, civic space, garbage and operating hours or deferred to the applicant to answer questions during their presentation.

Chair Hungate asked the following questions:

1. Are there were any more questions of staff before hearing from the applicant and accepting testimony? There were none.
2. Is the applicant or applicant's representative present? If so, would you like to address the Commission? You have 20 minutes to make your presentation.

Owner and applicant Darren Monen shared with the Planning Commission the intent to be a positive part of the community, give back as much as possible, retain the name "Donald Café", plans to raze the mercantile building next to the Café property, and the target open date for the restaurant is 2025.

Pat Sissel, Civil Engineer on the project responded to the Commission's questions regarding I & I (Infiltration and Inflow), following the Oregon Administrative Rules and DEQ's recommendation for septic tank size. Mr. Sissel shared plans to address pooling rainwater on the property and meeting ADA standards for the sidewalk.

Jessica Iselin, Iselin Architects addressed the Commission's questions regarding the planned civic space, planting of a tree in the courtyard, parking, the City's Design Standard requirements in regards to transparency, firewalls and sprinkler systems.

Chair Hungate 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.

Chair Hungate asked if there was anyone who wished to speak in support of the application? There was none.

- Randall Jones, 20971 Williams St. NE, Donald, OR 97020: Shared his concerns regarding parking and dust as a result of traffic in the alley. Mr. Jones asked if there were any plans to pave the alley.
 - Mr. Monen addressed Mr. Jones' concerns stating that there are no plans to pave the alley since that is public property and that much of the parking for the restaurant will be on Main Street.

Chair Hungate asked the following questions:

1. Is there was anyone who wished to speak neither for, not against the application, but is neutral? There was none.
2. Would the applicant like to address (rebut) any of the testimony. *Mr. Monen responded to Mr. Jones' concerns directly after they were made.*
3. Are there any additional questions from the Commissioners? There were additional questions from the Commission regarding the menu, seating, employees, staff parking, and the rental space above the restaurant.

Chair Hungate closed the public hearing at 8:50pm.

- ✓ Vice Chair Harden motioned and Commissioner Hall seconded to approve File No. SDR 2023-01: Monen Holdings, LLC: 10780 Main St., NE Donald. City Planner Byram asked to amend motion to include adoption of the findings and recommended conditions of approval

contained in the staff report. Amendment accepted. No further discussion. Vote: 7-0-0.
Motion carried.

NEW BUSINESS:

I. Vote: File No. SDR 2023-01: Monen, Holdings, LLC.: 10780 Main Street, NE Donald
Discussion and vote on this item took place directly after the Public Hearing.

II. Vote: File No. CUP 2024-01: Leland Richeson: 10971 Oak Street, NE Donald
Discussion and vote on this item took place directly after the Public Hearing.

Planning Commission recess. Time out of session and called to order not recorded.

COMMISSIONERS' DISCUSSION: There was continued discussion on the following topics:

- (1) parking in the downtown area;
- (2) current legislation that would conduct a feasibility study of extending the WES commuter rail to serve communities in the Northern Willamette Valley;
- (3) current and future policing services;
- (4) the process for applying for a variance;
- (5) sprinkler systems; and
- (6) whether or not the City could use public property to provide more parking for businesses in the downtown area.

CITY MANAGER REPORT: Manager Underwood referred to his report that was included in the Commissioner's packet for prior review and the Commission discussed. Manager Underwood provided an update on the Pacific Lumber project, informed the Commission of the City's current effort to work with Marion County to mitigate sewer lagoon capacity issues due to the Fargo District inflow, the Well #2 project, the Harvest Garden housing development, and the gazebo project on the property of the former Community Center.

ADJOURN

- ✓ Commissioner Hall motioned and Vice Chair Harden seconded to adjourn the regular meeting of the Donald Planning Commission on Thursday, February 22, 2024 at 9:36pm. There was additional discussion about when the Tree Board meeting will take place. Vote: 7-0-0. Motion carried.

Date: February 27, 2025

Signed: _____

Bryan Hall, Chair

ATTEST:

Date: February 27, 2025

Signed: _____

Eric Underwood, City Manager