



CITY OF DONALD

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Planning Commission

Minutes

February 27, 2025 at 6:45 pm

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

Public Attendance at City Hall and via Zoom

(Note: Zoom was not functioning on this evening)

OPEN MEETING: Chair Bryan Hall opened the regular meeting of the Donald Planning Commission on February 27, 2025 at 6:55 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioners Present: Chair Bryan Hall, Vice Chair John Crawford, Commissioners: Cammi Hungate, Alice Bentz, Rick Olmsted and Trevor Alley.

Commissioners Absent: None.

Staff Present: City Manager Eric Underwood and City Planner Holly Byram, MWVCOG

ADD/DELETE AGENDA ITEMS: City Manager Underwood added a memo from Planner Byram under New Business Item II.

GENERAL COMMENTS FROM THE PUBLIC: None

OLD BUSINESS: None

NEW BUSINESS:

I. Vote: Approval of Action Agenda Summaries

✓ Planning Commission Action Agenda Summary from January 25, 2024

✓ Planning Commission Action Agenda Summary from February 22, 2024

✓ Planning Commission Action Agenda Summary from January 24, 2025

✓ Tree Board Action Agenda Summary from May 23, 2024 amended to include staff present: City Manager Eric Underwood by Olmsted.

✓ Motion by: Vice Chair Crawford, second by: Commissioner Hungate to approve the Action Agenda Summaries as presented with the amendment to the May 2024 Tree Board Summary to include City Manager Underwood as present. Discussion: None. Vote: 6-0-0. Motion carried.

II. Vote: Land Use Approval Time Extension Request

City Planner Byram shared that 10780 Main Street NE. Site Development Review file

#SDR 2023-01 was approved by the Donald Planning Commission, signed March 8, 2024, for the Donald Café Mixed-Use development. Applicant Mr. Monen is requesting an extension prior to the expiration of the current approval. The staff team has no concerns, and recommends approval unanimously. The applicant is working in good faith with City staff, and is prepared to submit for building permits.

- ✓ Motion by: Commissioner Hungate, second by: Commissioner Bentz to approve a six-month extension for Site Development
Review file #SDR 2023-01, extending the expiration date from March 8, 2025 to September 8, 2025. Discussion: None. Vote 6-0-0. Motion carried.

PUBLIC HEARINGS

- I. Chair Hall opened the public hearing for File #CU 2024-03, Fire Tacos Corporation proposing to operate a food cart at 10754 Main Street at 7:07 p.m.

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 Hall proceeded to ask the Planning Commission for any objections to the notice, or declarations of bias, conflict of interest, or ex-parte contacts. Commissioner Olmsted declared that last year while acting in the official capacity of Mayor he had spoken with Manager Underwood regarding Fire Tacos, and had also spoken with Commissioner Strathdee as part of a meeting agenda, but did not feel the need to recuse himself.

Chair Hall then asked 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.

Chair Hall then asked Planner Byram to give the staff report. She explained that the City of Donald used to allow food carts only by annual Conditional Use permit, then moved to an indefinite length of time permit as long as the applicant was in compliance with city code. The food cart was originally approved in 2019, but at the end of 2024 there were concerns from City Staff about signage and new structures on the property. A shed and overhead awning were erected and hadn't been approved. No building permits were issued for the structures. The unit needs to be mobile and the awning and shed need to be removed in order to come into compliance. There are also unpermitted signs on the premises.

City Manager Underwood explained that City Staff had advised that construction needed to be stopped. On the second visit to the site with Public Works Director Alonso Limones to provide translation services, the applicant was advised that they needed to apply for a Conditional Use permit, which they did. The applicant was not in attendance at the hearing. City Manager Underwood suggested a 60-day deadline to bring the property into compliance.

Chair Hall opened the Public Hearing and asked if anyone would like to speak in support of the applicant.

- Deb Smith, property owner, spoke in support of the applicant, providing some background on the situation. She has found him to be compliant with requests and a good tenant.

Chair Hall closed the public hearing at 7:55 p.m. He then stated that there were four options:

1. Approve with the conditions as provided.
 2. Approve with a timeline to come into compliance.
 3. Deny.
 4. Continue hearing.
- ✓ Motion by: Vice Chair Crawford, second by: Commissioner Alley to approve CU 2024-03, adopt the findings and conditions of approval A-F, as revised by the Planning Commission to grant 60 days after the signing of the Notice of Decision to bring the property into compliance. Discussion: None. Vote: 6-0-0 Motion carried.

- II. Chair Hall then moved on to the public hearing for concurrent land use file(s) #ANX 2024-01, CPMA 2024-01, ZC 2024-01, PAR 2024-01. 20774 Matthieu Street NE. Applicants Peter and Rosie Ivanov.

Planner Byram mentioned that it is a complex discussion, with four concurrent applications, which had a pre-app meeting about a year ago. Infrastructure details remain to be resolved and extra time is needed for the City Engineer and others to answer questions. It was recommended that the public hearing be continued to regular Planning Commission meeting of March 27, 2025.

- ✓ Motion by: Commissioner Hungate, second by: Commissioner Olmstead to continue the public hearing for File(s) #ANX 2024-01, CPMA 2024-01, ZC 2024-01, PAR 2024-01. 20774 Matthieu Street NE to the next meeting of the Donld Planning Commission scheduled for March 27, 2025. Discussion: None. Vote: 6-0-0. Motion carried.

COMMISSIONERS' DISCUSSION: Commissioners shared their upcoming travel plans. The partnership with the Hubbard Police was mentioned as the contract ends June 30 and will be renegotiated. City Manager Underwood mentioned that this topic would come to the Budget Committee. Concerns were mentioned regarding a property that needs to be cleaned up. Letters have been sent but some were returned.

CITY MANAGER REPORT: Manager Underwood stated that there was only one applicant for the Budget Committee. There will be a Budget Committee Training on May 8 and the Budget Committee meeting will be on May 20. Pacific Lumber's grand opening will take place on April 3, with North Marion Business Services Alliance taking part in the festivities. SEI filing for the OGEC will be open March 15-April 15. A sewer and well integrator of record integrates new infrastructure into existing infrastructure as needed, with Donald working towards having one on record. Many possible ways to move forward with sewer and water but grant funding is currently in limbo. Manager Underwood continues to research other options as capacity is so limited currently. He is also working to meet with occupants of GK Building to learn more about their operations and work towards issuing them business licenses. They have installed lighting without checking in with the City and want to be sure that their spaces are safe and inspected by the fire department. The

hazelnut company changed ownership.

ADJOURN

- ✓ Motion by: Commissioner Hungate, seconded by: Vice Chair Crawford to adjourn the regular meeting of the Donald Planning Commission on Thursday, February 27, 2025 at 8:39 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: May 22, 2025

Signed:

Bryan S. Hall, Chair

ATTEST:

Date: May 22, 2025

Signed:

Eric Underwood, City Manager