



CITY OF DONALD

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Planning Commission

Minutes

September 25, 2025 at 6:45 pm

Hybrid Meeting: City Hall 10710 Main St. NE and Zoom

OPEN MEETING: Chair Hall opened the regular meeting of the Donald Planning Commission on Thursday, September 25, 2025 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioners Present: Chair Bryan Hall, Commissioners: Cammi Hungate, Michael McLoughlin, Rick Olmsted and Ben Rose.

Commissioners Absent: Vice Chair John Crawford (not excused) and Commissioner Trevor Alley (excused).

Staff Present: City Manager Eric Underwood, City Planner Holly Byram, MWVCOG, and Linda Hansen, Admin Assistant via Zoom.

ADD/DELETE AGENDA ITEMS: An additional option for a motion was provided to the Commissioners.

GENERAL COMMENTS FROM THE PUBLIC: None

OLD BUSINESS: None

NEW BUSINESS:

I. Vote: Approval of Minutes from June 26, 2025 meeting.

This item was moved to the next meeting since only two of the Commissioners who had attended the June 26 meeting were present.

II. Vote: Site Development Review # SDR 2025-01. 21270 Butteville Rd NE. Applicant Pacific Lumber requests to modify a Planning Commission decision on file #SDR 2022-02. Applicant requests to strike condition of approval #18 which requires the applicant to pave a pedestrian pathway in Tract C from the subject property south to Oak Street.

Chair Hall introduced Planner Byram for a staff report. She stated that this was not a public hearing due to SB 1537 in 2024, which made the Site Development Review a limited land use process. She then provided the history of the pedestrian pathway recommendation which originated in 2015 and was required in a later land use decision to create pedestrian connectivity. Condition #18 in SDR 2022-02 required the pathway

and the owner signed a bond agreement so that the business could open even though the pathway hadn't been constructed yet.

Five options were presented to the Commission:

- A. Uphold the original requirements.
- B. Apply the value of the bond to future improvements on Butteville.
- C. Revise the conditions from SDR 2022-02 and strike the requirement for the pathway.
- D. Table the topic to a future meeting to collect additional information.
- E. Uphold the original conditions but defer the pathway until full buildout of the Pacific Lumber tract.

Property owner Jim Morse stated that the original concept for the property was an industrial park but it is now one tax lot and a fenced property with the gate to the path a safety concern. Andrew Ghiglia, the owner of a neighboring business stated that the pathway would be a safety and security concern for his business because he has hazardous activities taking place at his business and there is currently access via a fire gate to his property that he would like to maintain.

The discussion among the Commissioners led to the conclusion that conditions have changed since the original requirement for the path and that the safety and security concerns expressed were valid.

- ✓ Motion by: Commissioner Hungate, seconded by: Commissioner Rose, to approve Motion B2, amending all "may" to "shall" and making it compulsory: Motion to UPHOLD Site Development Review #SDR 2022-02 findings of fact and conditions of approval, as adopted in the original Planning Commission decision dated February 1, 2023, and the findings in the staff report dated September 25, 2025, WITH REVISIONS to Condition #18 to require the applicant to apply the same value of the Tract C Pathway Bond to future pedestrian improvements on Butteville Rd NE. Actual construction of Butteville Rd NE pedestrian improvements shall be deferred through a recorded Construction Deferral and Non-Remonstrance Agreement, to be triggered by a pedestrian improvement project on the missing section of Butteville Rd NE between Oak Street NE and the Donald Industrial Park, initiated by either a governmental entity (City/County) or a private development project on a property abutting Butteville Rd NE between Oak Street NE and the Donald Industrial Park. Discussion: None. Vote: 5-0-0. Motion carried.

COMMISSIONERS' DISCUSSION: The discussion centered around the fact that the staff did not make a recommendation in the staff report, just supplying options and that this was an unusual situation. The commissioners were encouraged to ask the City Manager any questions that they may have after reading a staff report.

CITY MANAGER REPORT: City Manager Underwood said that he was considering a Planning Commission training taught by the MWVCOG. Due to the cost of holding a Planning Commissioner training, the commissioners offered suggestions such as combining the training with the City of Hubbard to split the cost. He then mentioned the qualifications to be on the Planning Commission

and the procedures if a seat is vacated. With the fourth Thursday of the month on holidays in November and December, if a Planning Commission meeting is needed, it will be held on the 3rd Thursday of the month. He then shared brief updates on the sewer situation and told the group that the City is applying for a \$100,000 grant for the Well #3 project.

ADJOURN

- ✓ Motion by: Commissioner McLoughlin, seconded by: Commissioner Hungate to adjourn the regular meeting of the Donald Planning Commission on Thursday, September 25, 2025 at 8:32 pm.

No discussion. Vote: 5-0-0. Motion carried.

Date: November 20, 2025

Signed:



John Crawford, Chair

ATTEST:

Date: November 20, 2025

Signed:



Eric Underwood, City Manager