

**City of Madras  
Planning Commission Meeting  
Official Minutes  
February 4, 2009**

**I. Call to Order**

The City of Madras Planning Commission meeting was called to order by Chair Tom Brown at 7:00 p.m. Wednesday, February 4, 2009 in the Madras City Hall Council Chambers.

**Members in Attendance were:**

Chair Brown; Commissioners: Lynn Kowaleski; James Neff; Shelly Tack and Michelle Varley.

**Vacancy:**

There were currently two planning commission vacancies.

**Staff Members in Attendance were:**

Community Development Director Nick Snead and Community Development Specialist Tammy McHaney.

**Visitors**

No Visitors.

**II. Consent Agenda**

**a. Adoption of Agenda**

Commissioner Varley requested a correction to the January 7, 2009 minutes. The minutes on page 2 stated that it was Commissioner Neff who made the motion to authorize Director Snead to initiate an amendment to the Comprehensive Plan to adopt a Comprehensive Plan Map and actually it was her.

**A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA WITH THE CORRECTIONS TO THE MINUTES BY COMMISSIONER TACK. THE MOTION WAS SECONDED BY COMMISSIONER NEFF AND PASSED UNANIMOUSLY.**

**III. Visitors Comments**

There were no visitors present.

**IV. Request to Initiate an Update of the City of Madras Parks and Open Space Master Plan to adopt the Willow Creek Trail System Map**

**a. Proposed Willow Creek Trail System Map**

Director Snead spoke and referred to the map (Figure #310) of the Madras Parks and Open Space Master Plan which addresses open space and trails. He said that there were new trails proposed and the ones proposed on the map were now reality. He noted that an amendment was needed to update the map to reflect those changes as well as some future projects. He said an amendment

can be initiated by the Community Development Director, City Council or the Planning Commission and he was asking the Planning Commission to initiate this update.

He pointed out the importance of this amendment and said that these proposed trails and projects must be formally delineated on the map so that staff can legally extract these improvements from the developers. He referred to the Nolan and Dolan cases that had set legal precedent.

He also noted that the lemon yellow line was hard to see so, that color as well as the types of lines would be changed in this amendment.

Commissioner Varley requested confirmation that basically this was an update.

Director Snead confirmed it was an update. He noted that the southern portion of the map was really outdated. He said that Chess Patricolo, our RARE participant was working on streetscapes and improving the City's signage as local amenities were not publicized very well.

Chair Brown reminded the Commissioners that Developers are required to connect and expand the trail system and, donate 8% of land for open space purposes or pay into a fund to improve existing parks in their neighborhood.

**A MOTION WAS MADE BY COMMISSIONER TACK TO INITIATE AN UPDATE TO THE CITY OF MADRAS' PARKS OPEN SPACE AND MASTER PLAN TO ADOPT THE WILLOW CREEK TRAIL SYSTEM MAP AS PROPOSED WITH THE NEW COLORS AND TRAILS. THE MOTION WAS SECONDED BY COMMISSIONER NEFF AND PASSED UNANIMOUSLY.**

## V. Additional Discussion

### a. Community Development Annual Report

Director Snead presented his annual report and a spreadsheet that showed the activity of the department for the last year. He noted that 62 applications in a slow economy was pretty good for a town of 6600.

He stated that the recently approved urban reserve area was a huge step for Madras and that this will be a great tool for long range planning. He commended all the parties involved for having the vision.

### Commission Vacancies/Recruitment

Director Snead spoke of the two vacant positions and the historical deficiency of a full membership. He noted the benefit of Michelle Varley and explained the importance of a full Commission. He mentioned he is planning on providing future commission training.

### Goals/Objectives for Planning Commission Members

Director Snead requested feedback from the Commission and ask them to provide him with their thoughts on some goals and objectives for the upcoming year. He asked them to bring those to the next meeting for discussion. He encouraged them to think about needed changes.

Discussion took place about current development activities and the number of vacant homes. The list of commercial development that was occurring included Madras Professional Center (Hometown Drugs), Mid Oregon Credit Union, South Valley Bank, Taco Bell and Papa Murphy's Pizza. It was noted that financing was limited.

Director Snead reported that the Request for Proposal (RFP) to build a new City Hall and Police Station will begin soon. He noted that the County Court System was exploring the idea of a new Civic/Justice Center. He remarked on his excitement for Madras.


He said an expansion to the urban growth boundary would be initiated in the near future. He explained that the City and Jefferson County School District had agreed to trade properties. The City would receive the vacant lot on Highway 97 and E Street (north of the old Westside School) and the School District would receive property on B Street east side of town. However the City's property is not inside the urban growth boundary and part of the agreement was to bring it inside the boundary for annexation for a future school.

Commissioner Varley questioned the configuration of the City limit line.

Chair Brown noted that city limit lines can be peculiar because annexations are typically driven by property owners.

**VI. Adjourn**

**The meeting was adjourned at 7:41 p.m.**

  
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Tom Brown, Chair

  
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Tammy McHaney, Community Development Spec.