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**MADRAS PLANNING COMMISSION**

**OFFICIAL MEETING MINUTES**

City Council Chambers, 125 SW "E" Street, Madras, OR 97741

Wednesday, January 3, 2024

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**I. Call Meeting to Order**

**Chair Irvine** called the meeting to order at 6:43 p.m.

**II. Roll Call**

**Planning Commission:**

Commissioner Melissa Irvine was present  
Commissioner Mary Kendall was present  
Commissioner Joel Hessel was present  
Commissioner Michael Baker was absent  
Commissioner Ashlyn Etter was absent

**Staff and Consultants:**

Nicholas Snead, Community Development Director  
Jeff Hurd, Public Works Director  
Michele Quinn, Office Coordinator

**Visitors in Person:**

Daleena Green, Bean Foundation  
George Neilson, Bean Foundation  
Andy Morrow, Property Owner

**Visitors on Zoom:**

Beth Goodman, ECONorthwest

**III. Approval of Planning Commission Minutes**

**Commissioner Irvine** requested to defer the approval of the December 6, 2023, Planning Commission Minutes to the next Planning Commission meeting. The Planning Commission agreed to the request.

#### IV. Public Hearing(s)

1. City of Madras Yarrow UGB Amendment Proposal, File No. PA-23-1. (Legislative)

A. Open Public Hearing

**Chair Irvine** opened the public hearing.

B. Declaration of Conflicts of Interest

No conflicts of interest were declared.

C. Staff Report/Applicant Testimony

**Commissioner Hessel** introduced Beth Goodman from ECONorthwest who will be conducting a presentation regarding the Madras Urban Growth Boundary (UGB) Land Exchange.

**Beth Goodman** provided a high-level overview of the project. State law allows cities to remove land from the UGB and add an equivalent amount of land back into the UGB. Madras is using this approach to swap approximately 42 acres of land out of the UGB and replace it with 42 acres of adjacent land.

The proposed area for addition and removal are owned by the City of Madras and in the southeast part of the city. The area removed is zoned R-3 and the area added will also be zoned R-3, as this will allow for more efficient development of the Yarrow master plan area.

**CCD Nicholas Snead** noted that the map on slide three of the presentation indicates that the proposed addition will be closer to the existing UGB boundary. Land suitable for development will be brought into the UGB before its intended use which is residential.

**Beth Goodman** highlighted slide four which illustrates that state law requires an analysis of the type of land that best meets the identified land need and considers all land around the UGB for potential growth expansion. Oregon law recommends starting with land in existing county zoning and the urban reserve. 21 potential areas can be brought into the UGB and any single area cannot be more than 100 acres.

Among the factors considered for potential sites were:

- Efficient accommodation of identified land needs.
- Orderly and economic provision of public facilities and services.
- Comparative environmental, energy, economic, and social consequences.
- Compatibility of the proposed urban uses with nearby agricultural and forces activities.

**CCD Nicholas Snead** commented that there is land used for agricultural purposes within the existing UGB boundary or directly adjacent to it.

**Beth Goodman** noted that the finding documents specify the use of the "A" to "U" sites as outlined on the map. Subarea "J" was identified as the best choice based on the following factors:

- Adjacent to the Yarrow master plan area and land to be removed.
- Better opportunities for housing development and fewer slopes.

- Owned by the City of Madras.
- Lowest overall cost for infrastructure and little impact on the transportation system.
- Good future connections with existing and future neighborhoods.
- Minimal disruption to agricultural uses.

Jefferson County and City of Madras requirements were evaluated for UGB changes. The proposed land exchange meets the county and city for UGB changes. The land exchange for Oregon's statewide planning goals was evaluated. It was determined that the proposed land exchange does not pose any conflicts with statewide planning goals.

**CCD Nicholas Snead** noted that the proposal will be discussed amongst the city Planning Commission and county Planning Commission in January 2024. In February 2024, the proposal will be presented to the city council and then the Board of Commissioners. Regarding public comments, the department did not disclose any feedback. The Fair Housing Council of Oregon requested that the existing housing land supply and the status of the land supply should be noted in the findings. Once the note is made, the Fair Housing Council of Oregon can provide a letter of support.

Staff is recommending that the Planning Commission approve the comprehensive map amendment and proposal.

#### D. Public Testimony

**George Neilson** inquired if the land removed from the UGB will remain as part of the urban reserve.

**CCD Nicholas Snead** and **Beth Goodman** confirmed that the land will remain as part of the urban reserve.

#### E. Staff Comments

#### F. Deliberation

**Commissioner Kendall** inquired whether the land placed in the 50-year reserve could be utilized earlier.

**CCD Nicholas Snead** responded that land could be utilized earlier. If the city feels it needs to expand its UGB and that it has a valid justification for more land, the urban reserve area will be considered first.

**Beth Goodman** noted that an unmet land need in the existing UGB will need to be proven.

**Chair Irvine** inquired about the shape of the land.

**CCD Nicholas Snead** commented that the city established the current urban boundary in 2005 or 2006 in conjunction with the Yarrow master plan. Sloped land was considered, as it had an improved view. The current master plan was not approved by the city, as the city did not adopt master plan standards until 2017. The first step is to amend the UGB in the city limits and then prepare the land for development which is the master plan. Afterward, there will be subdivision partitions or site plans for development.

**Commissioner Hessel** inquired if parcel “J” is more of a flat land and easier to build upon.

**Beth Goodman** noted that the parcel that will be swapped is under Section “H” and within the existing UGB.

**CCD Nicholas Snead** noted that the land between Sections “H” and “J” will be moved and most of the land in Section “J” will be brought in. The flat land needs to be close to the existing infrastructure.

**Commissioner Hessel** moved that the Planning Commission approve the proposed City of Madras comprehensive plan map amendment and proposal to the city council for consideration. The motion was seconded by **Commissioner Kendall**. Motion passed unanimously.

Motion:	To approve the proposed City of Madras comprehensive plan map amendment and proposal to the city council for consideration.		
Moved:	Hessel		
Seconded:	Kendall		
Ayes:	Hessel, Kendall, Irvine	Nays: 0	
Absent:	Etter, Baker	Absent: 2	Recused: 0
Passed:	3/0		

2. City of Madras Yarrow Annexation Boundary Change Proposal, File No. AX-23-2 (Legislative)

G. Open Public Hearing

**Chair Irvine** opened the public hearing.

H. Declaration of Conflicts of Interest

No conflicts of interest were declared.

I. Staff Report/Applicant Testimony

**CCD Nicholas Snead** noted that the city has enhanced its annexation policies to determine the parties responsible for the appropriate public facilities once land is brought within city limits. The proposed land is within 100 acres to the parcel that the City of Madras owns. The city and Bean Foundation have recently executed a land transfer agreement and it partially identifies certain responsibilities for development.

In general, the wastewater treatment plant and the collection system should accommodate the anticipated development. The public works director has provided a memorandum of understanding that the city infrastructure has capacity and there is a reasonable plan to extend the infrastructure when development occurs.

A notice must be provided to all properties within 250 feet and notice of the public hearings must be published two consecutive weeks prior to the hearings. Notices have been provided to public agencies and no comments were received. Findings are determined that there is compliance with the criteria and staff is recommending that the Planning Commission approve the annexation proposal and make a recommendation to City council to also approve the proposal.

**Commissioner Kendall** inquired if the proposal is related to measure 56 and the hearing that will occur in February, 2024.

**CCD Nicholas Snead** responded that the proposal is not related to measure 56. During the February, 2024, hearing, there will be a proposed comprehensive plan and development code amendment to add a maximum density to residential zones within the development. The city issued the measure 56 notice to all property owners within residential zoning.

J. Public Testimony

K. Staff Comments

L. Deliberation

**Commissioner Hessel** moved that the Planning Commission make a recommendation to the city Council to approve the City of Madras Yarrow annexation boundary change proposal based on the findings provided. The motion was seconded by **Commissioner Kendall**. Motion passed unanimously.

Motion:	To make a recommendation to the City Council to approve the City of Madras Yarrow Annexation Boundary Change Proposal based on the findings provided.		
Moved:	Hessel		
Seconded:	Kendall		
Ayes:	Hessel, Kendall, Irvine		Nays: 0
Absent:	Etter, Baker	Absent: 2	Recused: 0
Passed:	3/0		

## V. Additional Discussion

The next Planning Commission meetings will be held on January 17, February 7, and February 21, 2024. During January 17, 2024, meeting, several legislative matters will be presented to the Planning Commission in addition to a minor zone change.

**Commissioner Hessel** inquired if receipt of the measure 56 notice would create a conflict for members of the Planning Commission.

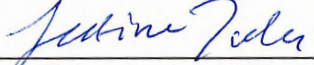
**CCD Nicholas Snead** noted that there is no conflict as the proposal that necessitates the notice is a legislative proceeding.

**CCD Nicholas Snead** noted that **Commissioner Baker** will resign from the Planning Commission in-person at the next meeting and another Commissioner will be sought.

**VI. Adjourn Meeting**

Meeting adjourned at 7:40 pm.

Minutes prepared by:

  
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Fatima Taha, Associate Planner

Reviewed by:

  
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Nicholas Snead, Community Development

Approved by Planning Commission on: 2/7/2024