

**City of Madras
Planning Commission Meeting
Official Minutes
August 5, 2009**

A Planning Commissioner Training was held from 5:30 till 7:00

I. Call to Order

The City of Madras Planning Commission public meeting was called to order by Chair Tack at 7:08 p.m. on Wednesday, August 5, 2009 in the Madras City Hall Council Chambers.

Members in Attendance were:

Chair Shelly Tack; Commissioners: Allen Hurley; Lynn Kowaleski; and City Councilor/Commissioner Tom Brown,.

Members Absent:

Kasey Cousens (work) and Michelle Varley (surgery)

Vacancy:

There was one planning commission vacancy.

Staff Members in Attendance were:

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

II. Consent Agenda

- a. Adoption of Agenda
- b. Minutes from the July 15, 2009 meeting

Director Snead requested an addition to the agenda. He asked if a clarification motion could be added to the agenda regarding the May 20, 2009 minutes.

A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA WITH CHANGES BY COMMISSIONER KOWALESKI, SECONDED BY COMMISSIONER HURLEY. THE MOTION PASSED UNANIMOUSLY.

III. Visitors Comments

There were no visitor comments.

IV. Public Hearings

- a. **St. Patrick's Catholic Church Conditional Use (CU-09-1)**

1) Open Public Hearing

The Public Hearing opened at 7:09 p.m.

The Public Hearing Statement was read by Chair Tack for the record.

2) Planning Commission to Declare any Potential or Existing Conflicts of Interest or Ex parte Contact

Commissioner Kowaleski noted for the record that she was the secretary for the St. Patrick's Catholic Church as well as a member. She did not feel there was a conflict unless there was an objection.

3) Planning Commission to Indicate Whether they will be Abstaining From Participation in the Public Hearing

There were not abstentions.

4) Those in Attendance to be Provided with an Opportunity to Challenge Planning Commission Impartiality

There were no challenges presented.

5) Staff Report

Director Snead presented his staff report and noted this was a conditional use application filed by the St. Patrick's Church located at 341 SE J Street T.11-R.-13-R.-11 DC tax lot 100.

He said the subject property was zoned Single Family Residential (R-1) and churches in that zone were a "conditional use". He explained to the Commission that the applicant was asking to expand their existing church which required a conditional use permit as well as site plan approval.

He pointed out that before the Commission was the Conditional Use Application. He explained that the Site Plan Application, as per the Ordinance was a separate, administrative decision and was not required to go before the Planning Commission.

He noted as required, the adjacent property owners within two hundred and fifty feet of the subject property were notified of the application; however no comments or concerns were received. He pointed out that page two showed that the applicable criteria had been met and therefore staff recommended approval with conditions, as stated on page 10 of the staff report.

He stated that the Church was requesting to expand their existing 14,234 square foot church by 2,729 square feet. He explained that was less than a 25% addition and therefore limits the Planning Commission's ability to require off site public improvements as per the Ordinance.

He concluded his staff report.

6) Applicant Comments

John Kvapil 1100 NW Lexington Ave Bend Oregon, introduced himself and noted he was a Principal with DKA Architecture and Design. He explained they were the architects for this project and that they specialize in new churches and remodels of existing churches. He noted they have worked on multiple Catholic Churches to include Redmond, Sisters and Bend. He emphasized that the design presented for the Madras Church was a parish wide project for the past two years.

He pointed out that due to the growth in Madras, the Church was over crowded and could not serve the public, so their overall goal was to increase seating in the Church. He said they had gone above and beyond the ordinance requirements to be good neighbors to the surrounding area.

He thanked Nick Snead and Tammy McHaney for their assistance and said they had done an excellent job. He said his company had worked with communities all over the state and Madras staff had been more helpful than most all of them. He noted they were very knowledgeable in their administration of the City's ordinances.

Chair Tack asked if they had a copy of the staff report and asked if they ok with the conditions.

Mr. Kvapil confirmed he had a copy and noted the recommendations were standard. He agreed with Director Snead regarding the "less than a 25% addition" and said they were grateful they did not have to meet the full blown parking requirements.

Chair Tack asked when they planned on starting.

Mr. Kvapil replied and said it depended on fund raising receipts, but as soon as possible.

There were no more questions from the Commission. Chair Tack thanked him for attending.

7) Proponent Testimony

Bernard La Casse 2600 SE Bitterbrush Madras introduced himself and noted he was the liaison between the Church and the developers. He noted he represented the Parish and was a proponent.

Chair Tack questioned parking requirements.

Director Snead answered and explained that the City's ordinance was pretty lenient. He informed the Commissioners that if a project does not expand their parking lot by 50% they were not required to meet the "drive/isle" or pedestrian walkway requirements. He noted they did meet the parking requirements for the size of the building, existing and proposed.

He said he, John and his staff had discussed the size of the parking lot, the improvements and the nature of the people who use this facility. He said he had encouraged them to find ways to allow the parishioners to park on the south side of the lot and safely walk over to the entrance of the church.

He said normal parking requirements require, six inch raised walks for grade separation, striping etc. He noted the applicant was not amendable to the grade separation but did provide a revised

site plan with striping that included a pedestrian crosswalk which he thought was above and beyond their requirements and he appreciated their efforts.

Mr. Kvapil noted by being a good neighbor, they provided additional parking lot landscaping even though it was not required.

- 8) Opponent Testimony**
- 9) Neutral Comments**
- 10) Rebuttal – Applicant**

There was not opponent testimony; no neutral comments or rebuttal comments.

11) Close Public Hearing

The public hearing closed at 7:23 p.m.

12) Planning Commission Deliberations

Commissioner Hurley said he thought the applicant had gone above and beyond the requirements.

Councilor/Commissioner Brown said he had no reason to vote against.

Commissioner Kowaleski said she was happy with it.

Chair Tack noted she was happy with it too and that it will be pretty.

Director Snead pointed that approval for this conditional use, condition (#5) requires the applicant to obtain site plan approval for SP-09-2 as well. He noted for the record the applications were connected and not separate.

- 13) The Planning Commission will either approve or deny the proposed subdivision, or will continue the hearing to a time and date certain.**

A MOTION WAS MADE BY COMMISSIONER HURLEY TO APPROVE APPLICATION CU-09-1. THE MOTION WAS SECONDED BY COMMISSIONER BROWN AND PASSED UNANIMOUSLY.

- b. Sign Code Text Amendment TA-09-2 (cont'd from July 15, 2009) Nick Snead**

1) Open Public Hearing

The Public Hearing opened at 7:26 p.m.

- 2) Planning Commission to Declare any Potential or Existing Conflicts of Interest or Ex parte Contact**
- 3) Planning Commission to Indicate Whether they will be Abstaining From Participation in the Public Hearing**

4) Those in Attendance to be Provided with an Opportunity to Challenge Planning Commission Impartiality

There were no conflicts declared, no abstentions or challenges presented.

5) Staff Report

Director Snead reminded the Commissioners that at the last meeting they had directed him to revise the sign code text amendment to allow the advertisement of community events on the proposed directional/kiosk. He pointed out on page ten subsections 2a was the addition as requested. He noted management, procedure, location, size and height was pre numbered accordingly and those were the only changes. Nothing else was changed with the exception of 2a.

He noted the purpose was not intended for Commercial business, the advertisement for the sale of individual dwellings units or public facilities. He said that there were exceptions and asked if they thought 1c was in direct conflict with 2a which allowed community eves when there was available space. 1c did not allow public facilities to advertise.

Chair Tack asked the purpose of 1c and questioned why can't the park or aquatic center advertise.

Director Snead noted the intent was to provide advertisement for neighborhoods or new residential development. In trying to keep that intent narrow or focused, commercial business advertisement was prohibited.

Chair Tack noted that might be a competition issue.

Director Snead agreed and said that currently the Ordinance did not allow off site advertising and that would be a direct conflict. He noted this was one of the reasons for this text amendment. He explained that people do not live in public facilities and his idea was the pool, city hall, courthouses etc could not advertise.

Councilor/Commissioner Brown noted it made sense to him. He said it was his understanding that if there was room, a community event itself could be advertised even if it was being held at a public facility.

Director Snead asked if a parenthesis was needed in the statement to define the type of community event.

Consensus was that the language was clear enough.

Director Snead noted this was a recommendation to the Commission for a recommendation to the City Council. He pointed out there was not a staff report.

- 6) Applicant Comments**
- 7) Proponent Testimony**
- 8) Opponent Testimony**
- 9) Neutral Comments**
- 10) Rebuttal – Applicant**

There was no applicant comments, no proponent testimony, no opponent testimony, no neutral comments or rebuttals presented.

11) Close Public Hearing

The Public Hearing closed at 7:32 p.m.

12) Planning Commission Deliberations

There was no further discussion.

13) The Planning Commission will either approve or deny the proposed subdivision, or will continue the hearing to a time and date certain.

text Amendment
** As approved 10/7/09*
Planning Commission meeting
sm

A MOTION WAS MADE BY COMMISSIONER HURLEY TO RECOMMEND THE TEXT AMENDMENT TO THE CITY COUNCIL FOR APPROVAL. THE MOTION WAS SECONDED BY COMMISSIONER KOWALESKI AND PASSED UNANIMOUSLY.

V. Clarification to the May 20, 2009 Minutes

Director Snead noted that City Recorder, Karen Coleman requested a clarification to a motion that was made at the May 20, 2009 Planning Commission meeting. He read the original motion "A motion was made by Commissioner Tack to recommend to City Council the new Figure 2 Map that will replace Figure 3-10 Potential Madras Parks and Open Space Master Plan. The Motion was seconded by Commissioner Kowaleski and passed unanimously." He noted the issued was the Figure 2 Map.

Chair Tack asked if it should have stated Figure 3-10 Map.

Specialist McHaney noted that when listening to the minutes it sounded like Figure 2 but it was actually Figure 10 and noted Recorder Coleman recommended rewording the motion and provided a suggested motion.

Chair Tack noted this was not a new number, just clarifying the intent.

Director Snead agreed.

Chair Tack noted she should make a new motion.

Specialist McHaney noted that since she is the Chair now, it was her understanding that a Commissioner should remake the motion.

A MOTION WAS MADE BY COMMISSIONER KOWALESKI TO REVISE THE MINUTES TO REFLECT THAT COMMISSIONER TACK MADE THE MOTION THAT COUNCIL APPROVE THE REVISED FIGURE 3-10 DATED JULY 2009 REPLACING EXISTING FIGURE 3-10 DATED OCTOBER 2004. THE MOTION WAS SECONDED BY COMMISSISONER HURLEY AND PASSED UNANIMOUSLY.

VI. Additional Discussion

Director Snead presented The Planning Commissioner Journal and noted that Sally Beasley, Library Director had provided this to him. He noted that there was a good article on Libraries and their importance.

He continued and spoke about the Oregon Planning Institute Conference and informed the Commission there was not a specific session for Planning Commissioners at this year's conference; however they are welcome to attend the Conference.

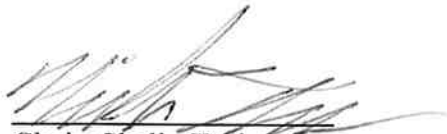
Commissioner Tack requested him to send the agenda out to them electronically.

Commissioner Hurley requested a recommendation from staff as to their attendance and any sessions that may be appropriate.

Director Snead noted the session on writing findings on decisions for applications was always good.

VII. Adjourn

The meeting adjourned at 7:40 p.m.


Chair, Shelly Tack


Tammy McHoney, Community Development Spec.