

**City of Madras  
Planning Commission Meeting  
Official Minutes  
December 1, 2010**

**I. Call to Order**

The City of Madras Planning Commission public meeting was called to order by Vice Chair Kowaleski at 5:36 p.m. on Wednesday, December 1 2010 in the Madras City Hall Council Chambers.

**Members in Attendance were:**

Chair Richard Ladeby; Vice Chair Lynn Kowaleski; Commissioners: Kasey Cousens, Joel Hessel, Allen Hurley, Joe Krenowicz and Eldon Sasser.

**Staff Members in Attendance were:**

Community Development Department: Director Nick Snead and Specialist Tammy McHaney.  
Public Works Department: Director Burril.

**II. Consent Agenda**

Director Snead requested adding the draft Cold Weather Emergency Ordinance and a briefing on Park Place Subdivision Appeal to the agenda.

**A MOTION WAS MADE BY COMMISSIONER HURLEY TO APPROVE THE CONSENT AGENDA WITH THE ADDITIONS. THE MOTION WAS SECONDED BY COMMISSIONER SASSER AND PASSED UNANIMOUSLY.**

**III. Visitors Comments**

There were no visitor comments.

**IV. Planning Commission Vacancies and Recruitment**

Director Snead reported that Vice Chair Commissioner Kowaleski's and Commissioner Hurley's term as Planning Commission was expiring at the end of December. He notified them that if they wanted to be reappointed, a letter of interest was needed. (Commissioner Krenowicz entered the meeting).

He noted that Chair Ladeby would be moving up to a Council position which would leave a vacancy on the Planning Commission. He stated that former Commissioner James Neff was interested in coming back to the Commission but he lived outside the City Limits and a "County" position was

not available. He noted that Commissioner Krenowicz and Commissioner Hessel were the two members filling those positions. Therefore the open position would be for a City resident.

## V. Cold Weather Emergency

Director Snead reminded the Commission of last year's meetings regarding Zoning Ordinance text amendments which would allow emergency shelters. He said that was a two part strategy to address our homeless issue. He said an ordinance was needed to allow buildings to be used on a temporary basis during certain times and in certain weather conditions as shelters.

He presented the draft Cold Weather Emergency Ordinance and noted they had talked about this subject a lot and normally he would bring this to them in a more formal fashion with a staff report and briefing; but considering it was the season that this service was needed, the Mayor had asked him to meet all procedural requirements but still expedite this to the City Council. He reported that the City Recorder had drafted the Ordinance the previous day, he had performed some minor revisions but noted it was a pretty straight forward document.

He explained the definition of "Cold Weather Emergency Conditions" as described in the proposed Ordinance page 1 section 2. He noted that when the daily low-temperature was equal to or below 32° Fahrenheit for three days or more during the months of November, December, January and February as determined by the local weather forecast prepared by the National Weather Service.

When those conditions were met an emergency would be declared and preauthorized buildings would be allowed to open during those conditions as shelters. The City Administrator or designee would make a declaration of a cold weather emergency and the City would notify the property owners of those preauthorized buildings that they would be allowed to use their buildings for a short periods of time as specified in the "Declaration".

Again he noted this was pretty straightforward and stated he was asking for their support. He understood they hadn't had much time for review and if they requested, he would put this on hold.

Commissioner Krenowicz questioned if the 32 degrees was required 24/7 or only part of the day?

Director Snead noted it was the daily low temperature.

Commissioner Krenowicz asked what time of the day determined the low temperature.

Director Snead said he was not sure he just wanted flexibility.

Commissioner Krenowicz noted his concern was regarding challenges.

Commissioner Hessel suggested using the Weather Channel.

Commissioner Hurley agreed.

Director Snead noted that from a management perspective he didn't want a precise methodology, but he could change it at their request.

Commissioner Krenowicz noted the intent should be to meet the provider's request.

Director Snead noted the definition could be changed.

Commissioner Hurley suggested "to be determined by the National Weather forecast."

Commission Kowaleski questioned if it should read "the daily high temperature".

Director Snead noted that was a good point and he had used "daily low" to capture the cold night time temperature.

Commissioner Kowaleski suggested using "nightly high" temperature.

Commissioner Hurley said the daily low would still be the lowest temperature.

Director Snead said he understood Commissioner Kowaleski was trying to note its significant difference.

Commissioner Kowaleski said it could be 60 degrees in the day but at night it could be in the 30's.

Director Snead said he understood because people may not need it during the day but at night they could so he would change it to read "nightly low".

Commissioner Kowaleski corrected him by stating "nightly high" where the temperature wouldn't go above a certain degree because if the high was 32 degrees the low could be really low.

Director Snead agreed and asked for any other concerns. He noted the Fire Marshall and the Building Official were both in agreement with this Ordinance. He said they would develop the permit and application, which would require their signatures and give them the ability to require the building to meet code requirements. He said that probably the most important code requirement would be fire sprinklers/suppression.

Commissioner Sasser asked if there were already designated buildings in town.

Director Snead replied no, but there were at least two churches that wanted to provide this service.

Commissioner Krenowicz noted the licensing was a good thing and suggested the owners get pre approved so they are not trying to get a permit at the last minute.

Director Snead noted that was why the license was a specific tool and noted it was easier to process than a permit.

Commissioner Krenowicz questioned who would determine the official temperature and asked if it would come from the local radio stations or the national weather service.

Director Snead suggested the National Weather Service.

Commissioner Krenowicz asked when this Ordinance would go before Council.

Director Snead replied December 14<sup>th</sup>. He explained that he would like to tell Council the Planning Commission had reviewed and approved the document. He noted it was important for the Planning Commission to approve as this was a planning issue.

**A MOTION WAS MADE BY COMMISSIONER HURLEY TO SUPPORT THE ORDINANCE TO CITY COUNCIL. THE MOTION WAS SECONDED BY COMMISSIONER KRENOWICZ AND PASSED UNANIMOUSLY.**

**VI. Park Place Subdivision**

Director Snead provided a vague report on the Park Place Subdivision Appeal application. He noted that staff had worked out an agreement with the Appellant which they had signed. He reminded them the Public Hearing had been continued to December 19<sup>th</sup> which was a Sunday but due to the agreement, the meeting would not be necessary. He explained that he would post a canceled notice on the door for the public and that the Appeal would not be coming back to them as a Commission.

Commissioner Krenowicz asked what had been resolved.

Director Snead explained that the grounds of the appeal contended that the City's Ordinance had not been interpreted correctly and the City erred on denying the extension request on the subdivision. So they had worked out a resolution. He stated he was trying to be very cautious in his explanations.

(Chair Ladeby entered the meeting.)

**VII. Additional Discussion**

There was no additional discussion.

**VIII. Adjourn**

The meeting adjourned at 5:55 p.m.

A training session was provided by Director Snead. He presented a power point presentation that explained some of a Planning Commissioner's role.

---

Chair Richard Ladeby



Tammy McHaney, Community Development Spec.