

1 PHILOMATH PLANNING COMMISSION  
2 REGULAR MEETING MINUTES  
3 Philomath City Hall Council Chambers  
4 March 18, 2024  
5

6 **1. CALL TO ORDER - ROLL CALL**

7 Meeting called to order at 6:00 p.m. by Chair Gary Conner  
8

9 **Present:**

10 Gary Conner  
11 John Barlow  
12 Van Hunsaker  
13 Josiah Jessen  
14 Timothy Melott  
15 Ruth Causey, City Council liaison  
16

**Absent:**

Hayley Green  
Darlene Rose

17 **Staff Present:**

18 Chris Workman, City Manager  
19 Chase Burghgrave, Associate Planner  
20

21 **2. APPROVAL OF MINUTES**

22 **2.1 February 20, 2024**

23 Action: Approve February 20, 2024, minutes as presented.  
24 Motion/Second: Commissioner Hunsaker/Commissioner Barlow  
25 Vote: Action APPROVED 5-0 (Yes: Barlow, Hunsaker, Jessen, Melott, and  
26 Conner; No: None).

27 **3. NEW BUSINESS**

28 **3.1 Climate Friendly and Equitable Areas Code Compliance**

29 Start Time: 6:04 p.m.

- 30 • Presentation by Justin Peterson and Nick Meltzer of OCWCOG.
- 31 • High level look at what code updates will need to be done. Text edits and details will  
32 be discussed at a future meeting.
- 33 • Have until December 2024 to “make and adopt all necessary zoning map and  
34 development code changes”.
- 35 • Next steps: CFA code text edits, March—September; parking inventory, June—July;  
36 parking strategies, August—November; transportation gap summary, June—  
37 September; parking code updates (city task).
- 38 • Questions directed to presenters on CFA requirements as they relate to Philomath.
- 39 • Defer specific discussion about whys and wherefores to future meetings and only  
40 focus on ground rules tonight. Need to finish the proposed zoning map changes  
41 sooner than later to better frame questions.
- 42 • Discussion on parking.
- 43 • Should look at residential zone as comprehensively as we are with the commercial  
44 and industrial zones next as it might have impact on the final CFA boundary.

45 **4. UNFINISHED BUSINESS**

46 **3.1 Development Code Layout, Applications, and Review Procedures**

47 Start Time: 7:11 p.m.

- 48 • Propose having everyone email in comments or questions about the draft in tonight’s  
49 packet and the next packet would be focused on those and direct our discussion. Will  
50 have another section ready by next meeting for commission to read and comment by  
51 email.
- 52 • Comments to Chase by 1 April for 15 April meeting.
- 53 • Will be going back through sections again in future.

- Make zoning map review a priority. Specifically, R3 and Commercial areas.

2 **5. ANNOUNCEMENTS & STAFF UPDATES**

3 Start Time: 7:19 p.m.

4 **5.1 Staff Update**

- Updates on 19<sup>th</sup> and Chapel townhouses and Millpond Crossing.
- Update on ODOT paving schedule.

7 **5.2 Regular Meeting: April 1, 2024, at 6:00 p.m.**

- No discussion.

9 **5.3 Regular Meeting: April 15, 2024, at 6:00 PM**

- No discussion

12 **6. ADJOURNMENT**

13 Meeting adjourned at 7:27 p.m.

15 SIGNED:

ATTEST:

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18 Gary Conner, Chair

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Chris Workman, City Manager