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**PHILOMATH PLANNING COMMISSION
MINUTES**

January 04, 2022

1. **CALL TO ORDER:** Chair Conner called the meeting to order at 6:00 p.m.

1. Roll Call:

Present: Commissioners Peggy Yoder, Giana Bernardini, Gary Conner, Van Hunsaker, and Haylee Green; Ruth Causey (City Council ex-officio)

Absent: Joseph Sullivan

Staff: City Manager Chris Workman

There was discussion about selecting a new Planning Commissioner to replace former Commissioner Steve Boggs.

Mr. Workman explained that the City Council will be reviewing the candidates and make a selection in the coming week.

2. **NEW BUSINESS** - Update to Comp Plan Chapter 1. Citizen Involvement Program – Chair Conner spoke about the comments made on the Monroe and Dallas Citizen Involvement programs. He suggested discussing each comment individually.

Mr. Workman explained that his goal for the Commission is to decipher whether or not they favor the City of Monroe's CCI program or the City of Dallas. In addition, to gain a clear direction of what version of the CCI program the Commission would like to cover. The decisions made at this meeting will then be drafted by staff to go to the public for input at the upcoming public hearing on January 19, 2022.

Chair Conner asked the Commissioners if the comment format provided by staff addressed everything they expected to see, or if they feel additional comments need to be discussed. The Commissioners confirmed it was.

There was discussion about the public oversight portion of the city of Monroe's CIP and the Planning Commission's role within the CIP. There was further discussion about ensuring the CIP outline included more context as to the objective of the CCI.

There was discussion about Philomath's regional transportation plan. Mr. Workman explained that the Planning Commission has not traditionally been involved in the transportation plan. There was further discussion about the Planning Commission being more involved since there is a major highway running through the city.

Mr. Workman noted that he would like to replace the word, "citizen" with "community member" within the CCI program draft. Commissioners discussed their opinions and decided against that request and to keep the word, "citizen" throughout the draft.

There was discussion about the ability of the Planning Commission or CCI, forming a Citizen Advisory Committee when needed.

There was discussion about residents of unincorporated Benton County and whom that would consist of. Blodgett, Kings Valley, Mary's River and Wren Estates were all listed as examples of unincorporated Benton County.

52 There was discussion about formal public requests that are made and that there should
53 be transparent correspondence when coming from the Planning Commission, City
54 Council or CCI.

55
56 There was discussion about adding a paragraph to describe the process of how
57 Planning Commission members are recruited.

58
59 There was discussion about a vision process for the Planning Commission and CCI.

60
61 There was discussion about how to accomplish keeping the tasks of the CCI and the
62 Planning Commission, separate.

63
64 There was discussion about notifications to the public and physical postings on the
65 properties of large developments. Commissioners agreed that more emphasis needs
66 applied to postings and notifications pertaining to larger developments or projects prior
67 to development.

68
69 There was discussion about Commissioner's representing the opinions and input of
70 community members. Councilor Causey stated that prior to the pandemic, the City
71 Council was going to initiate, "Coffee with a Councilor," to encourage community
72 member input. There was further discussion to start utilizing surveys more to gather
73 community input.

74
75 There was discussion about community engagement and the Commission gathering at
76 large community events. Furthermore, Commissioners agreed that the use of fliers as
77 notification could be distributed by way of the city water bill, as well as the newspaper.

78
79 There was further discussion about best practice communication for community
80 engagement and citizen involvement.

81
82 There was discussion about the use of individual emails as means for community
83 member engagement.

84
85 Mr. Workman explained that the issue with individual emails could be problematic due to
86 community members reaching out to a Commissioner as an individual as opposed to a
87 body. He explained that encouraging community members to give their input in writing
88 so that the entire Commission can review it, is ultimately best practice. He further stated
89 that the City Recorder's email address is listed both on public notices as well as on the
90 city website so that community members know where they can submit comments
91 pertaining to active planning applications.

92
93 There was further discussion about the Planning Commission having individual emails
94 and the problems that could arise from operating as such. One of the major issues
95 discussed again was community members addressing Planning Commissioners
96 individually, as oppose to addressing the Planning Commission as a body. Councilor
97 Causey suggested that perhaps a Planning Commission mailbox might function better
98 as a means for community member input.

99
100 There was discussion about the record keeping or tracking of decisions made and action
101 items of various city committees. An example discussed was; when a decision is made
102 by the Planning Commission and then forwarded to the City Council, Commissioners are

103 then unaware if the City Council approved or denied the Commission's recommendation.
104 One suggestion made was to include such reports in the Staff Report at Planning
105 Commission meetings. Commissioners agreed that decision items should tracked,
106 recorded and reported in public meetings.
107

108 There was discussion about making a point to emphasize the rationale and discussion
109 leading to decisions made by city committees to allow for public education.
110 Commissioners agreed to input the following language: "And will endeavor to be
111 informative and transparent in regards to decision making criteria and rationale."
112

113
114 **3. ANNOUNCEMENTS & STAFF UPDATES-**
115 **3.1 Staff updates-** Reschedule the February 21, 2022 meeting to Tuesday February 22,
116 2022.

117
118 **3.2 Next meeting:** January 19, 2022 at 6:00 p.m.
119

120 **4. ADJOURNMENT** - Chair Conner adjourned the meeting at 8:58 p.m.
121

122 SIGNED: ATTEST:
123
124 _____
125 Gary Conner, Chair Ashley Howell, Building Permit Clerk

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**PHILOMATH PLANNING COMMISSION
MINUTES**

January 19, 2022

1. **CALL TO ORDER:** Chair Conner called the meeting to order at 6:00 p.m.

1. Roll Call:

Present: Commissioners Peggy Yoder, Giana Bernardini, Gary Conner, Van Hunsaker, Joseph Sullivan and Darlene Rose; Ruth Causey (City Council ex-officio)

Absent: Hayley Green

Staff: City Manager Chris Workman and Deputy City Attorney Catherine Pratt.

ELECTION OF CHAIR & VICE CHAIR

MOTION: Commissioner Hunsaker moved, Commissioner Sullivan second, to add election of Chair and Vice Chair to the agenda. Motion APPROVED 6-0 (Yes: Bernardini, Donner, Hunsaker, Rose, Sullivan and Yoder; No: None).

Commissioner Hunsaker nominated Commissioner Conner to continue as Chair. There were no other nominations. Commissioner Conner elected as Chair 6-0 (Yes: Bernardini, Conner, Hunsaker, Rose, Sullivan and Yoder; No: None).

MOTION: Commissioner Hunsaker moved, Commissioner Yoder second, to nominate Joseph Sullivan to continue as Vice Chair. Motion APPROVED 6-0 (Yes: Bernardini, Conner, Hunsaker, Rose, Sullivan and Yoder; No: None).

There was discussion about the Citizen Advisory Group handout that was distributed to all members of the Commission, including notation of corrections in the minutes.

2. **APPROVAL OF MINUTES**

2.1 Minutes of December 20, 2021 –

MOTION: Commissioner Hunsaker moved, Commissioner Yoder second, to approve the December 20, 2021 minutes as presented.

Scrivener's corrections noted:

Page 1, Line 43: Change "Commissioner's" to "Commission's".

Page 1, Line 49: Insert "provide" to read "when they can provide input into city processes."

Motion APPROVED 6-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan; No: None).

3. **PUBLIC HEARING**

3.1 Amendments to Comprehensive Plan Chapter 1 Citizen Involvement –

Commissioner Conner opened the public hearing at 6:15 p.m. and provided the summary of the process for the amended Chapter 1 to date and the legislative process for the hearing. There were no reported conflicts of interest.

Staff Report: Mr. Workman summarized the staff report as included in the meeting agenda packet.

1 Public Testimony: Ms. Pratt reviewed the testimony rules. Mr. Workman reviewed there
2 was no written public testimony submitted or requests to speak by the public.
3 Commissioner Conner closed the public hearing at 6:24 p.m.
4

5 Deliberations:

6 Correction on Page 1, Line 39: Correct to read "Citizen Advisory Committee" (singular).
7

8 **MOTION**: Commissioner Hunsaker moved, Commissioner Bernardini second, the
9 Planning Commission adopt the findings presented in the staff report dated 1/12/2022
10 for PC 21-13 to amend the Comprehensive Plan and recommend an amending
11 ordinance be considered and approved by the City Council.
12

13 **MOTION TO AMEND #1**: Commissioner Hunsaker moved, Commissioner Yoder
14 second, on Page 2 to flip Lines 3-8, Item #2, with Lines 9-10, Item #3; and on Line 15 to
15 correct "GOWING" to "GOING." Motion APPROVED 6-0 (Yes: Yoder, Bernardini,
16 Conner, Rose, Hunsaker, Sullivan; No: None).
17

18 There was clarification of what would constitute a non-required citizen involvement
19 event, such as a table at the Farmers' Market.
20

21 Page 2, Lines 21-22: There was discussion about the relevance of the sentence as
22 presented.
23

24 **MOTION TO AMEND #2**: Commissioner Yoder moved, Commissioner Rose second, to
25 move Page 2, Lines 21-22, "As Philomath develops ... abilities, ethnicity, etc." to the
26 second sentence in the paragraph on Line 18, before "Going forward, ..." and to replace
27 "inherently" with "it is expected." Motion APPROVED 6-0 (Yes: Yoder, Bernardini,
28 Conner, Rose, Hunsaker, Sullivan; No: None).
29

30 Commissioner Bernardini requested that Planning Commission packet pages be
31 numbered.
32

33 **MOTION TO AMEND #3**: Commissioner Bernardini moved, Commissioner Hunsaker
34 second, on Page 2, Line 24 to consistently capitalize "Citizen Involvement Program" and
35 on Page 1, Line 39, change the plural "Citizens" with singular "Citizen." Motion
36 APPROVED 6-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan; No:
37 None).
38

39 Mr. Workman left the meeting at 6:45 p.m.
40

41 There was discussion about the history of the previous Citizen Involvement Program and
42 the brevity of the prior Chapter 1.
43

44 Policy 2.5: There was discussion about the physical signs referenced on Page 3, Policy
45 2.5, and the potential subsequent amendment of the Zoning Code to specify details.
46 Addition of the word "prominent" on Line 36 was discussed. There was discussion about
47 the use of press releases, articles, and other practices to increase engagement.
48

49 **MOTION TO AMEND #4**: Commissioner Hunsaker moved, Commissioner Yoder
50 second, on Page 4, Line 34, Policy 4.3: edit first sentence to read: The Committee for

1 Citizen Involvement will hold at least one meeting annually to evaluate the effectiveness
2 of the Citizen Involvement Program to help guide recommendations for program and
3 policy improvements. Motion APPROVED 6-0 (Yes: Yoder, Bernardini, Conner,
4 Rose, Hunsaker, Sullivan; No: None).

5
6 **MOTION TO AMEND #5:** Commissioner Rose moved, Commissioner Hunsaker second,
7 on Page 3, Line 36, Policy 2.5, to insert “prominent” to read “... posting prominent
8 physical signs ...” Motion APPROVED 6-0 (Yes: Yoder, Bernardini, Conner, Rose,
9 Hunsaker, Sullivan; No: None).

10
11 There was discussion about Page 4, Policy 4.1, representing the rights and
12 responsibilities of the CCI for future situations and reference. There was discussion
13 about the proposed document being well assembled and representing the Commission’s
14 intentions from the prior meeting. There was discussion about splitting the Policy
15 formatting into three paragraphs and formatting to either all read “should” or “will.”
16

17 Commissioner Sullivan described actions taken in 2019 that represented justification for
18 the responsibilities outlined in Policy 4.1. There was further discussion about the use of
19 “should,” “will,” or “shall” to convey a mandatory expectation and not permissive and the
20 occurrences of “shall” throughout the chapter.

21
22 **MOTION TO AMEND #6:** Commissioner Yoder moved, Commissioner Bernardini
23 second, to replace the word “shall” with the word “will” throughout the document. Motion
24 APPROVED 6-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan; No:
25 None).

26
27 **MOTION TO AMEND #7:** Commissioner Yoder moved, Commissioner Hunsaker
28 second, to amend Page 4, Policy 4.1, to add paragraph returns after Line 20,
29 Responsibilities; Line 22, processes; and Line 25, meetings. Motion APPROVED 6-0
30 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan; No: None).

31
32 There was discussion about the use of the word “should” versus replacement with “will”
33 and the effect of “should” being permissive and “will” being mandatory imposition. There
34 was specific discussion about the use of the mandatory language regarding workshops
35 and town hall type meetings on Page 4, Line 4, Policy 3.2.

36
37 **MOTION TO AMEND #8:** Commissioner Hunsaker moved, Commissioner Yoder
38 second, on Page 4, Lines 23 and 24 of Policy 4.1, replace “should” with “will” in both
39 instances and delete “also” on Line 24. Motion APPROVED 6-0 (Yes: Yoder,
40 Bernardini, Conner, Rose, Hunsaker, Sullivan; No: None).

41
42 There was brief discussion on Page 1, Line 42 regarding endeavoring to include a
43 representative cross section. No amendment was proposed.

44
45 **VOTE ON MAIN MOTION AS AMENDED:** Motion to adopt as amended APPROVED 6-
46 0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan; No: None).

47
48 Commissioner Conner read the final decision appeal process into the record.
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4. ANNOUNCEMENTS & STAFF UPDATES-

4.1 Staff updates- There was discussion about requesting a written monthly staff update.

4.2 and 4.3 Meeting schedule and Next meeting: There was discussion about the Comprehensive Plan Housing chapter that will begin being discussed at the February 1 meeting. There was discussion about the process and the schedule for meetings with discussion and public hearings.

5. ADJOURNMENT - Chair Conner adjourned the meeting at 7:39 p.m.

SIGNED:

ATTEST:

Gary Conner, Chair

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
MINUTES**

February 1, 2022

1. **CALL TO ORDER:** Chair Conner called the meeting to order at 6:00 p.m.

1. **Roll Call:**

Present: Commissioners Peggy Yoder, Giana Bernardini, Gary Conner, Van Hunsaker, Joseph Sullivan and Darlene Rose, Hayley Green; Ruth Causey (City Council ex-officio)

Staff: City Manager Chris Workman and Building Permit Clerk Ashley Howell.

2. **APPROVAL OF MINUTES**

2.1 Minutes of January 4, 2022 – Chair Conner noted the discussion regarding replacing the word, “citizen,” with “community member.” He expressed some confusion as there was also discussion regarding using the word, “resident” instead of “citizen,” in a few instances throughout the CCI Program draft document, as well.

There was discussion about not making any changes to the minutes, however ensuring these meeting minutes reflected the change.

Commissioner’s agreed that the words “citizen” and “resident” were used throughout the original document and non of the uses of “citizen” were changed to “resident” as discussed regarding the CCI program document at the January 4, 2022 meeting.

MOTION: Commissioner Hunsaker moved, Commissioner Yoder second, to approve the January 4, 2022 minutes as presented. Motion APPROVED 7-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan, Green; No: None).

Commissioner Yoder reflected on Councilor Causey’s suggestion at the January 4, 2022 Planning Commission meeting regarding a mailbox that community members could use as means of communication with the Planning Commission. She asked if that suggestion was going to be followed through with and that she did not want to see this idea fall by the wayside.

Mr. Workman explained that if having a community mailbox was a desire of the Planning Commission, it should be added to an upcoming agenda for discussion and then presented to the City Council for approval.

Commissioner’s agreed to have the community mailbox suggestion from Councilor Causey added to an upcoming agenda for discussion.

2.2 Minutes of January 19, 2022

MOTION: Commissioner Hunsaker moved, Commissioner Green second, to approve the January 19, 2022 minutes as presented. Motion APPROVED 7-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan, Green; No: None).

3. **NEW BUSINESS**

3.1 Housing Policies Discussion – Mr. Workman discussed the Agenda Item Summary. He explained that the Planning Commission would be discussing the

1 Housing Chapter in the Comprehensive Plan. He noted that the city hired EcoNorthwest
2 to do a Housing Needs Analysis for the city that was completed and adopted by the City
3 Council last year. The HNA is now attached to the Comprehensive Plan as an appendix
4 and supporting document. He explained that the current housing chapter reads like a
5 housing needs analysis. He stated that the Council of Governments did a regional HNA,
6 which was then used as a resource for data specific to Philomath. He noted that as
7 cities across the region are updating their Comprehensive Plans, they are adopting the
8 HNA as an appendix, and then the chapter pertaining to housing will have a short
9 narrative that lists the policies and objectives. He explained that his proposal would be
10 rather than adding another long housing chapter, to design the chapter to include a short
11 narrative and then list policies and objectives.

12
13 There was discussion about the HNA replacing all of the data in the current Chapter 3 of
14 the Comprehensive Plan.

15
16 Mr. Workman discussed the Philomath Housing Strategy. He stated that said document
17 contains all of the proposed policies and objectives based on the latest HNA. He noted
18 that although the HNA was approved, there might be things that need to be changed or
19 that the community does not agree with. He explained that the main task of the Planning
20 Commission will be identifying those policies or objectives from the adopted HNA that
21 are not desirable and creating something different based on substantial information.

22
23 Mr. Workman discussed the Housing Policy Alternatives and explained that it is a list of
24 other policies or objectives that the city may be interested in. He explained that the
25 items listed were either low priority or were not a recommendation from the consultant in
26 the HNA and Philomath Housing Strategy. He again explained that these were provided
27 by the EcoNorthwest consultant as alternatives and could serve as useful tools that were
28 simply not used as recommendations for the Comprehensive Plan.

29
30 Mr. Workman discussed the City of Monroe Housing Goals and Policies document. He
31 noted that this was not the entire chapter, but was a good example of how goals and
32 policies are presented.

33
34 There was discussion about whether the old chapter 3 should be reviewed in order to
35 include some information that is still relevant.

36
37 Mr. Workman discussed other housing chapters from three municipalities. He reviewed
38 Sherwood, North Plains, Redmond and explained that the documents are meant to be
39 high level. The examples contain a short narrative and neatly outlined objectives, goals
40 and policies.

41
42 Commissioner Yoder asked for clarification regarding the cities listed as examples, and if
43 there were any action items listed to accomplish the goals that were set.

44
45 Mr. Workman explained that action items would most likely be captured in the Strategic
46 Plan set by the City Council as the Comprehensive Plan is intended to set policy.

47
48 There was discussion regarding the specificity of action items pertaining to policies and
49 goals set and that these are found in a Strategic Plan and not necessarily in the
50 Comprehensive Plan.

1 There was brief discussion regarding how to approach setting housing policies.
2

3 There was discussion about housing strategies. Examples from the cities of Redmond
4 and North Plains were presented. There was further discussion as to whether or not the
5 action items were appropriate for the Comprehensive Plan or should they be placed in
6 the Strategic Plan.
7

8 There was discussion regarding housing strategies and the housing chapter of the
9 Comprehensive Plan. Commissioners shared their opinions regarding the EcoNorthwest
10 Housing Needs Analysis and the City of Monroe's HNA. Each Commissioner discussed
11 visions and goals they would like to see represented in the chapter.
12

13 Councilor Causey explained that when comparing Monroe and Philomath's Housing
14 Chapter, the first goal of each are quite similar. She expressed her favor for Monroe's
15 housing goals and believes it is very aspirational.
16

17 Mr. Workman explained that at a policy and goal setting level, it would appropriate to use
18 those from another city. However, some things will need to be more specific to the city,
19 such as actions items.
20

21 Commissioners agreed to discuss major points they would like to see addressed in the
22 housing chapter.
23

24 Commissioner Bernardini was in support of more environmentally sustainable living,
25 more mixed residential zoning, and density. She specifically cited and expressed favor
26 for goal 3 and 4 from the city of Monroe's Housing Chapter.
27

28 Commissioner Green stated she was in support of more green spaces such as parks
29 and pathways throughout communities. She does not favor high density and believes
30 increased density needs to be focused in the city center. She believes that as lot sizes
31 increase they should gradually disperse outwards toward city limits. She also expressed
32 favor for a city theme, such as what is being discussed with the downtown area.
33

34 Commissioner Hunsaker explained that each city has standards set in place by the
35 state. He specifically noted Philomath's need for lower income housing as stated in the
36 HNA.
37

38 Commissioner Sullivan expressed favor for a vast amount of trees throughout the city
39 and the power lines to be underground. He also would like to see a template for the
40 town. Specifically, a template that puts people next to services. He noted the two new
41 apartment complexes as examples that are out of reasonable walking distance from
42 many city services. He expressed favor for more walking paths, for each resident to be
43 able to afford a house, and for the cars and commerce to be away from the people in the
44 parks. He noted that the emphasis should not necessarily be on what goes into the
45 town, but where things are placed to improve the flow.
46

47 Commissioner Rose explained that she would like to see more housing for various
48 income levels, especially low income. She would also like to see more accessible
49 walking paths that provides access to more services and shopping. Specifically, a city
50 center that is more pedestrian oriented. She would also like to focus on attracting more
51 business and utility lines underground.

1
2 Chair Conner expressed favor for affordable housing but with quality design, more
3 growth including businesses, and expressed favor for the goals discussed by
4 Commissioners thus far.

5
6 Commissioner Yoder explained that she would like to see designs presented from
7 architects better reflected in reality. She gave specific examples such as street trees.
8 She noted that she would like to see convenient stores located in subdivisions and more
9 walkability throughout the city, specifically to the city center. She expressed support for
10 mixed-use and noted cluster homes as an example. She also would like to see better-
11 designed roads as to keep traffic out of neighborhoods.

12
13 Mr. Workman explained that Commissioners can send him a list of housing goals that
14 they would like to pursue and will compile a list of common goals.

15
16 **4. ANNOUNCEMENTS & STAFF UPDATES-**

17 **4.1 Staff updates-** Mr. Workman discussed the upcoming Millpond Crossing public
18 hearing for Major Modification.

19
20 **4.2 Next meeting:** February 22, 2022 Public Hearing at 6:00 p.m.

21
22 **5. ADJOURNMENT** - Chair Conner adjourned the meeting at 7:51 p.m.

23
24 SIGNED:

ATTEST:

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26 _____
27 Gary Conner, Chair

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
MINUTES**

February 22, 2022

1. **CALL TO ORDER:** Chair Conner called the meeting to order at 6:00 p.m.

1. **Roll Call:**

Present: Commissioners Peggy Yoder, Giana Bernardini, Gary Conner, Van Hunsaker, Joseph Sullivan and Darlene Rose, Hayley Green; Ruth Causey (City Council ex-officio)

Staff: City Manager Chris Workman and Building Permit Clerk Ashley Howell, Deputy City Attorney Catherine Pratt.

2. **APPROVAL OF MINUTES**

2.1 Minutes of February 1, 2022 – Commissioner Yoder, Commissioner Hunsaker, Commissioner Sullivan and Councilor Causey each noted scrivener's corrections.

MOTION: Commissioner Hunsaker moved, Commissioner Yoder second, to approve the February 1, 2022 minutes as amended. Motion APPROVED 7-0 (Yes: Yoder, Bernardini, Conner, Rose, Hunsaker, Sullivan, Green; No: None).

3. **PUBLIC HEARING**

3.1 Chair Conner introduced the Public Hearing pertaining to file number PC21-12, Major Modification to the Mill Pond Crossing original subdivision approval. He discussed the proceedings of the public hearing.

Mr. Workman confirmed there was public testimony.

Chair Conner opened the public hearing at 6:10 p.m.

Chair Conner confirmed that there were no Commissioners with conflict of interest.

Chair Conner, Commissioner Rose and Commissioner Bernardini confirmed site visits.

Mr. Workman summarized the staff report for the record. He noted specifically the approval procedure and Philomath Municipal Code, 18.130.030 that pertains to a major modification to a previous approval. He noted that the original subdivision was approved in 2018 and there was a minor modification in 2019. He noted that the changes presented are significant but the decision must be based on the changes presented. He explained that the development agreement would also need to be amended and added as a condition of approval. He confirmed that there was public testimony and comments received from the engineer on-site and from Benton County. The major modification decision should be based on the original application in its entirety. He explained that the development agreement would also need to be amended if the major modification is approved. He explained further that one of the amendments will allow for townhomes. He discussed further that written public testimony was received and has been included in the conditions of approval. He also explained

1 the requested east and west connectivity extending from Timothy Street to 17th
2 Street would allow for additional lots on the North and South of the street.

3 Commissioner Yoder asked for clarification regarding additional lots.

4 Mr. Workman explained that with Timothy Street extending to 17th Street, there
5 would be additional lots along with the proposed 194 lots.

6 Mr. Workman discussed a bike path that will extend to the park. He explained
7 that the shared private driveways will have, "no parking," signs. He discussed
8 there will be eight findings of fact that the Planning Commission will discuss as
9 conditions of approval. He further discussed the modifications to the revised
10 development agreement.

11 Levi Miller introduced himself as the owner of the Mill Pond Crossing
12 development. He explained that MPC started in 2018 as a mission to provide
13 affordable homes to the city of Philomath. He stated that a local business owner
14 approached him about building in Philomath due to a lack of homes available for
15 his employees. He explained that he agreed to build in Philomath and purchased
16 the land to do so. He explained that costs significantly changed for him after the
17 hit of the Covid-19 pandemic. He discussed significant increases in costs for
18 materials and development, as well as material shortages. He stated that initially
19 phase one was going to have 33 lots, and was decreased to 22 lots. He further
20 discussed unexpected infrastructure inadequacies that were not initially budgeted
21 for. He stated that in 2019, he applied for a Minor Modification for phase 2 to try
22 and decrease the loss of funds from phase one. He explained that he was forced
23 to change lenders and presell the lots for phase two in 2020 due to Covid-19,
24 which caused frustration for some of the buyers.

25 Mr. Miller stated that he spent a large amount of money and did three phases of
26 testing for the area before he purchased the land. He explained that at no point
27 during phase one and two testing was there any direction to test for methane
28 gas. He stated that after discovering methane on site, all development went on
29 hold.

30 Mr. Miller stated that currently the MPC development is at a crossroads. He
31 could sell the site to a new developer but the homes would likely not be
32 affordable, or continue the development with some amendments and find a way
33 to decrease costs.

34 Mr. Miller discussed his new design plan, which includes relocating the park, and
35 implement the development of townhomes.

36 He concluded that doing this development has been very difficult but that he
37 would like to continue the mission of affordability for the homes in this
38 development. He stated that he believes the application meets the standards for
39 approval.

40 Commissioner Sullivan asked Mr. Miller how the cost of building has anything to
41 do with the price. His understanding is that the price is typically set by the
42 market.

1 Mr. Miller stated that he is artificially keeping his pricing below market value for
2 the sake of the original mission. He explained that he is not a not-for-profit
3 company; however, his plan is to sell the MPC houses for the least amount as
4 possible.

5 Commissioner Yoder expressed she believes below market housing would be a
6 better term to use, rather than low-income housing. She also asked Mr. Miller
7 why he has an HOA set in place for the townhomes.

8 Mr. Miller stated that the HOA is simply to handle the maintenance issues with
9 the townhomes. He stated examples such as roofing and siding, which would all
10 be shared by all eight townhome owners.

11 Commissioner Hunsaker asked Mr. Miller how he plans to address the methane
12 issue.

13 Mr. Miller explained that removing the organic methane material for phase three
14 and phase four would be the most economical and safest approach. He stated
15 that he had just recently tested all of the crawlspaces and garages of the existing
16 homes and there was no methane detected.

17 Councilor Causey asked Mr. Miller how long would the methane monitoring go on
18 at the existing 26 methane sites. She also asked if there was any methane at the
19 park.

20 Mr. Miller explained that there is currently methane located at the park; however,
21 the organic material would be removed prior to development.

22 Brett Waldron, a Geologist with PBS Environmental Engineering, joined the MPC
23 development in the fall of 2020. He stated that he is working with DEQ to
24 determine the risk of methane on site. He stated that they are checking methane
25 levels about every 2 weeks and determine what the concentrations do throughout
26 the site with weather fluctuations. He stated that the methane is localized and
27 does not migrate offsite. He explained that the methane coincides with fill of the
28 former log ponds. He explained that at no point have they detected methane in
29 any of the crawl spaces. He explained that they are currently still working on
30 remediation and mitigation plans.

31 Chair Conner asked Mr. Miller if he plans to include that owner occupancy is
32 maintained in the HOA.

33 Mr. Miller explained that he has considered that option but does not want to
34 create hardships for owners that may not have any other choice with the
35 property.

36 PUBLIC TESTIMONY – In favor

37 Marie Davis – Marie introduced herself as a homeowner of a phase one home of
38 MPC, as well as an employee. She explained that after several years of
39 searching for an affordable home for her family it seemed as though one would
40 not be attainable. Her family was then approved for a MPC home, which
41 exceeded their expectations for a home and was within their budget. She

1 explained that as both a homeowner and employee of MPC she has a unique
2 perspective and knows that Mr. Miller is well intentioned.

3 Daniel Sidder – Benton Habitat for Humanity – Mr. Sidder stated that Benton
4 Habitat for Humanity is in support of higher density housing and are currently
5 establishing partnership opportunities with MPC. He encourages the
6 Commission to approve this modification to provide opportunity for higher density
7 options in Philomath and Benton County.

8 Testimony in OPPOSITION –

9 Mr. Workman stated there was an email that came in after the deadline in
10 opposition to the modification. He asked the Commission for direction as to
11 whether or not they would like to the email to be included in the record.

12 Commissioner Yoder read the email into the record.

13 Testimony – Neutral –

14 Mr. Workman noted written testimony provided in the meeting packet.

15 Gordon Kurtz – Benton County – Mr. Kurtz stated that there are water quality
16 concerns due to drainage issues. He explained that the site is currently out of
17 compliance with the DEQ 1200-C permit and Benton County Erosion and
18 Sediment Control permit. He stated that Benton County asked Mr. Miller to
19 reapply for the sedimentation and erosion permits but he has not done so yet.
20 He stated that the county would prefer work with Mr. Miller to resolve these
21 issues.

22 Chair Conner asked Mr. Kurtz if one of the safety concerns were the vertical face
23 cuts.

24 Mr. Kurtz confirmed that the vertical face cuts are in fact a safety concern and a
25 concern with OSHA.

26 Commissioner Yoder asked for clarification regarding the traffic impact analysis,
27 and whether or not the modification would generate a new analysis.

28 Mr. Workman stated that by standard, there was no need for a new traffic
29 analysis.

30 Commissioner Sullivan asked for clarification as to whether the requests in the
31 major modification application had been what was originally approved in 2018,
32 would it be going through the same process it is now pertaining to the traffic
33 impact analysis.

34 Mr. Workman explained that when the applicant applied for high density
35 residential, it was approved and allowed for more lots. He discussed the
36 additional conditions of approval such as longer driveways to reduce on street
37 parking. He stated that the main issue is; whether or not the Planning
38 Commission is comfortable with higher density than what was originally approved
39 with the zone changed from industrial to R-3, high density residential.

1 Mr. Workman discussed the various levels of creating a subdivision plat and in
2 what case would there need to be a minor modification application if there were
3 significant enough changes.

4 Mr. Workman shared and reviewed the original plat with the Commission and
5 discussed the changes that could be expected should the major modification
6 application be approved.

7 Mr. Workman explained the layout of the 8-plex townhomes. He explained that
8 there would be required side yards on each side of the 8-plexes. He clarified that
9 there would be street trees along the front side of the townhomes.

10 There was discussion regarding access for the townhomes. There was
11 clarification that access to all of the townhomes would be from the private road
12 located on the backside of the homes.

13 There was discussion about whether or not there would be lights available in the
14 park.

15 Councilor Causey asked about the backside of the townhomes and whether or
16 not there would be any green space. She also questioned if there is a condition
17 of approval that will address Mr. Cramer's concern about the ditch on Timothy or
18 if that would be done in phase three.

19 Mr. Workman explained that there would be very limited greenery in the back of
20 the townhomes. He explained that addressing the ditch would most likely be part
21 of phase three.

22 Commissioner Bernardini asked for clarification regarding the importance in
23 punching Timothy Street through to 17th Street.

24 Mr. Workman shared the Benton County GIS map to explain the importance of
25 the cross through connectivity in the case of fire, life and safety as well as to
26 meet county standards.

27 Commissioner Sullivan discussed the importance of lights in the park. He asked
28 for clarification as to whether or not there could be a condition of approval to
29 apply to this developer only; what can be done with the residents that are
30 unhappy with the development thus far, and can there be a condition of approval
31 regarding Benton County and the runoff.

32 Mr. Workman explained that the approval would be based on this subdivision
33 regardless of the developer. If there were to be another developer involved that
34 wanted to change something, they would have to submit an application for
35 modification. He explained that although it is unfortunate that people are upset
36 that they did not get in their homes within the timeline they were told, it is not part
37 of the criteria of approving a subdivision. He lastly explained that Benton County
38 is preparing their conditions of approval for their portion of the development
39 permits.

40

1 REBUTTLE

2 Mr. Miller explained that when the methane gas issue put production at a halt it
3 was inevitable that some residents would be unhappy. He explained that as
4 soon as various permits and conditions are approved, then production would
5 begin again immediately. He read a Facebook post into the record by a
6 Philomath resident explaining Mr. Miller's willingness to work with homeowners
7 and positive plans for the future of Philomath. He again explained that the stop
8 work order was very abrupt, which he believes is why many people were
9 frustrated. He explained that the park design presented is not a final design but
10 a work-in-process and would be brought before the Park Advisory Board.

11 DELIBERATIONS –

12 Commissioner Yoder explained that she feels this is a premature conversation
13 due to the ongoing discussion about housing needs and where the Commission
14 feels high density needs to be concentrated within the City.

15 Mr. Workman explained that the criteria in place at the time the application is
16 submitted is what needs to be used in order to review and deny or approve said
17 application.

18 Commissioner Bernardini explained that this application goes along with the
19 theme of higher density residential opportunities.

20 There was discussion about the layout of townhomes and what the front and
21 back of the townhomes would consist of from a design standpoint.

22 Mr. Workman clarified that the 40-foot driveway will only apply to the single-
23 family homes and the townhomes will only be a 20-foot driveway.

24 Commissioner Hunsaker asked about conditions of approval noted in the staff
25 report.

26 Mr. Workman noted that conditions of approval could be added.

27 There was discussion about various conditions of approval listed in the staff
28 report such as driveway access, landscape requirement and public works design
29 standards.

30 There was discussion about City requirements for acreage of the park discussed
31 in the modification.

32 Mr. Workman noted that there are no longer any requirements for acreage of a
33 park. He explained however, that MPC would be held to the park standard that is
34 included in the submitted application for major modification. He discussed further
35 the planned layout of the park. He stated that any changes done to what has
36 been submitted regarding the park would be to the benefit of the city.

37 There was discussion about the continuation of Timothy Street. Mr. Workman
38 explained that city staff and the city engineer would recommend the construction
39 and continuation of the street.

1 There was continued discussion about the concern of the continuation of Timothy
2 Street and how that would negatively affect the size of the park.

3 There was discussion about the necessity of the continuance of Timothy Street.

4 There was further concern discussed about the size of the park being reduced
5 yet there are more homes and park users should the modification be approved.

6 Mr. Workman noted that although, if approved, there may be more homes and
7 park users, the one-acre pond that was originally planned to be in the park will no
8 longer be included, making more usable area available.

9 **MOTION:** Commissioner Hunsaker moved, Commissioner Rose second, to
10 adopt the findings of fact for the major modification application as presented in
11 the staff report of February 11, 2022 and approve the Mill Pond Crossing
12 preliminary plat map for Phases 2B through Phase four, file number PC2-12,
13 subject to the Conditions of Approval as contained in the staff report, and
14 furthermore instruct that the development agreement be amended to reflect the
15 changes in this approval. Motion APPROVED 5-2 (Yes: Conner, Rose,
16 Hunsaker, Sullivan, Bernardini; No: Green, Yoder).

17
18 There was no discussion.

19
20 It was noted that there is a 14-day appeal process.

21
22
23 **4. ANNOUNCEMENTS & STAFF UPDATES-**

24 **4.1 Staff updates-** Mr. Workman explained that the Planning Commission will be going
25 through a similar process to approve a subdivision next month. He noted that there was
26 no pre-approval meeting and that staff had no indication that this subdivision application
27 was coming.

28
29 There was discussion about proceedings of the housing needs discussion at the next
30 meeting.

31
32 There was consensus to table agenda item 4.1 Comprehensive Plan – Housing Chapter
33 until the next meeting.

34
35 **4.2 Next meeting:** March 1, 2022 at 6:00 p.m.

36
37 **5. ADJOURNMENT** - Chair Conner adjourned the meeting at 10:23 p.m.

38
39 SIGNED:

ATTEST:

40
41 _____
42 Gary Conner, Chair

40
41 _____
42 Ruth Post, MMC, City Recorder

43
44 Minutes recorded by Ashley Howell, Building Permits Clerk

**PHILOMATH PLANNING COMMISSION
MINUTES
March 1, 2022**

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6 **1. CALL TO ORDER:** Chair Conner called the meeting to order at 6:00 p.m.

7 **1. Roll Call:**

8 **Present:** Commissioners Peggy Yoder, Giana Bernardini, Gary Conner, Van Hunsaker
9 and Darlene Rose; Ruth Causey (City Council ex-officio)

10 **Absent:** Joe Sullivan, Hayley Green

11 **Staff:** City Manager Chris Workman and Building Permit Clerk Ashley Howell.
12

13 **2. COMPREHENSIVE PLAN – HOUSING CHAPTER**

14 **2.1 Review of Submitted Priorities -** Mr. Workman explained that a discussion on the
15 existing housing policies would be a good starting point for discussion. He reviewed the
16 current housing policies with the Commission and discussed how the EcoNorthwest
17 Housing Needs Analysis fills in the gaps of the existing policies.
18

19 **POLICY 1**

20 There was discussion on the policy addressing an adequate supply of residential land.
21 The discussion addressed whether or not the City is meeting this goal and how to review
22 the status of what is available.
23

24 **POLICY 2**

25 There was discussion regarding designating residential land at low, medium, or high
26 density and determining what locations are appropriate within the City.
27

28 Councilor Causey questioned whether policy number three should be amended.

29 Commissioners discussed the distinction between the first and second policy currently
30 standing versus the city of Redmond's policy. Commissioners discussed adding a
31 statement about what the City is trying to accomplish with housing.
32

33 **POLICY 3**

34 Mr. Workman explained that updating the Comprehensive Plan has been going on for
35 about two years. He asked Commissioners for their input on policy number three,
36 addressing updating policies as housing trends evolve. Commissioners discussed what
37 the evaluation process would consist of.
38

39 **POLICY 4**

40 Mr. Workman read housing policy number four regarding Uniform Building Codes. He
41 explained that this has to do with the building codes that regulate building construction
42 standards used by building inspectors.
43

44 There was discussion about adding in language to policy number four to specify that this
45 applies to the State building codes.
46

47 **POLICY 5**

48 Commissioners discussed housing policy number five regarding low cost housing and
49 agreed that it could be worded differently. There was discussion about adding language
50 from the city of Monroe's policy that is similar.
51

1 Mr. Workman suggested splitting policy number five into two separate policies to
2 address accessibility and housing closer to city services and providing housing for low to
3 moderate income levels.

4
5 **POLICY 6**

6 Mr. Workman read policy number six regarding annexation into the city limits and
7 explained that it seems unclear as to how it is written. There was discussion about
8 delayed annexation and in what situation it would apply.

9
10 **POLICY 7**

11 Mr. Workman read policy number seven addressing a cost effective review of housing
12 on a regional level. He discussed a recent meeting he had attended discussing the
13 region's housing needs. He questioned the Commission if going forward they wanted to
14 maintain a collaborative effort of obtaining housing on a regional level. He shared
15 Philomath Ordinance No. 720 with the Commissioners and explained that in the past the
16 region was responsible for the regional housing needs analysis.

17
18 There was discussion about the wording of policy number seven and that it poorly
19 explained the intention of the policy.

20
21 **POLICY 8**

22 Mr. Workman read policy number eight regarding the evaluation of the cost of housing in
23 relation to income levels.

24
25 Commissioners questioned if the City has been doing this and if so by what system.
26 There was further discussion that the language does not clearly explain the system in
27 place to carry out the policy.

28
29 Commissioners discussed an applicable policy from the city of Redmond that they
30 believe more clearly states both the intent and system in which the city will achieve
31 policy number eight.

32
33 **POLICY 9**

34 Mr. Workman read policy number nine regarding the utilization of incentives for mixed-
35 use zoning in order for more residents to reside in closer proximity to employment
36 opportunities.

37
38 There was discussion about mixed-use zoning and office residential zoning that was
39 addressed by EcoNorthwest.

40
41 -----

42
43 Commissioners discussed areas they feel need to be addressed further regarding
44 housing policies. Specific topics mentioned were; environmental sustainability and green
45 infrastructure for housing, funding for housing, trees, urban design and minimum
46 landscaping, walkability and pathways, and community gathering spaces.

47
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49 **3. ANNOUNCEMENTS & STAFF UPDATES-**

50 **3.1 Staff updates- N/A**

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3.2 Next meeting: March 22, 2022 at 6:00 p.m.

4. ADJOURNMENT - Chair Conner adjourned the meeting at 7:53 p.m.

SIGNED:

ATTEST:

Gary Conner, Chair

Ruth Post, MMC, City Recorder

Minutes recorded by Ashley Howell, Building Permits Clerk

**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
April 5, 2022**

1. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Giana Bernardini
Hayley Green
Van Hunsaker
Darlene Rose
Joseph Sullivan
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Staff Present:

Chris Workman, City Manager

Absent:

Pat Depa, City Planner
Catherine Pratt, City Attorney's Office

2. APPROVAL OF MINUTES

2.1 Minutes of February 22, 2022

Start Time: 6:02 p.m.

Action: To approve the minutes with the following amendments:

- Page 2, line 5, replace "previously approved" with "proposed"
- Page 2, line 27, replace "indication of" with direction to test for"
- Page 5, line 25, add a comma after "fire"
- Page 6, line 38, replace "approve" with "recommend"

Motion/Second: Commissioner Hunsaker/Commissioner Sullivan

Vote: Motion PASSED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose Sullivan, Yoder and Conner; No: none)

2.2 Minutes of March 1, 2022

Start Time: 6:02 p.m.

Action: To approve the minutes with the following amendments:

- Page 2, line 15, insert "Philomath" after "shared"
- Page 2, line 16, insert "analysis" after "needs"

Motion/Second: Commissioner Hunsaker/Commissioner Sullivan

Vote: Motion PASSED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose Sullivan, Yoder and Conner; No: none)

3. COMPREHENSIVE PLAN – HOUSING CHAPTER

3.1 Review of policies

Start Time: 6:05

Discussion:

- Page 1, lines 12-14, definition of needed housing types; consensus to start the paragraph with, "For the purposes of this chapter,"
- Page 1, lines 41-42, current perspectives of city residents; consensus to remove the last sentence from this paragraph
- Page 2, lines 27-28, does not include cottage clusters; consensus to add "mixed use" before "multifamily and add a comma followed by "cottage clusters, etc." to the end of the sentence.

- 1 • Page 2, line 32, remove “where appropriate”
- 2 • Page 2, line 40, add “or improve” after “Provide”
- 3 • Correct font on lines 8-10
- 4 • Page 3, line 42, add “community-focused non-profit manufactured home parks,” after
- 5 “encouraging”
- 6 • Add policy 3.8 from Commissioner Sullivan “ Support zoning, code, and
- 7 developments that put people next to services and avoids pedestrian islands,
- 8 including consideration of active families with pedestrian- and bicycle-centric
- 9 lifestyles”
- 10 • Page 4, add policy 4.6 from Commissioner Sullivan, “Aspire to be a “tree filled
- 11 community”, including encouraging developments, policies, and programs that
- 12 promote treescapes and tree filled borders, skylines and vistas and encourage
- 13 underground rather than aerial utilities”
- 14 • Page 4, line 21, replace “urban renewal and other” with “incentive”
- 15 • Page 4, line 22, replace “ordinance” with “standards”
- 16 • Page 4, line 31, replace “Determine” with “Pursue means”
- 17 • Page 4 line 34, add “of” after “use”
- 18 • Page 4, line 40, replace “marijuana” with “other”

19

20 Action: Schedule a public hearing on the housing chapter update of the

21 Philomath Comprehensive Plan for May 16, 2022 at 6:00 p.m.

22 Motion/Second: Commissioner Hunsaker/Commissioner Rose

23 Vote: Motion PASSED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose Sullivan,

24 Yoder and Conner; No: none)

25

26 **4. ANNOUNCEMENTS & STAFF UPDATES**

27 4.1 Next Meeting: April 18, 2022 at 6:00 p.m.

28 Start Time: 7:45 p.m.

29 Discussion:

- 30 • First review of Chapter 2 Economy policies

31

32 4.2 Staff Update

33 Start Time: 7:47 p.m.

34 Discussion:

- 35 • Request to add the mailing date to public notices for future reference

36

37 **D. ADJOURNMENT**

38 Meeting adjourned at 8:00 p.m.

39

40 SIGNED:

ATTEST:

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42 _____

43 Gary Conner, Chair

Chris Workman, City Manager

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
April 18, 2022**

A. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Giana Bernardini
Darlene Rose
Joseph Sullivan
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Hayley Green
Van Hunsaker

Staff Present:

Chris Workman, City Manager
Ruth Post, City Recorder

Absent:

Pat Depa, City Planner
Catherine Pratt, City Attorney's Office

B. COMPREHENSIVE PLAN – ECONOMIC DEVELOPMENT POLICIES

1. Introduction to review of Chapter 2 Policies –

Start Time: 6:02 p.m.

Staff Report: Mr. Workman reviewed the resources provided in the agenda packet and outlined an approach to developing a draft list of policies.

Discussion:

- How to approach development of the chapter; use of the Policy section titles from the ECONorthwest suggested policies list.
- Suggestion to round table discussion and submit potential policies to staff to bring back for discussion.
- Review of Attachment D, Current Economic Policies:
 - #1 & 2, additional discussion needed, potential combination.
 - Delete #3 & 5.
 - #6, 7 & 8: How aggressive should the City be about positioning for future development, including incentives, tax breaks, citizen impacts?
 - #9: Very specific zoning for a large tract of property, objective in maintaining large tracts and combination with Policy #10 to address smaller developments.
 - #11 directed specifically at Mill Pond Industrial Park development.
 - #11 agreement with principles, not just to the specifically cited location, such as in #11, 12, 13 and 14. Possibility of a high-level chapter of policies followed by specific property land use goals.
 - Opportunities for enhancing use of the Benton County Historical Museum.
 - #14, challenge of encouraging development in the floodplain.
 - #15, couplet, delete.
 - #16, pull into the specific projects list.
 - #17, off-street parking in downtown area compared to development outside of downtown.
 - Delete #18, was specific to the couplet, other recommendations from EcoNW regarding College Street.
 - #19 and 20: strengthen #20 and eliminate #19.

- #21, what the goal was for the policy, distinguishing downtown core, addressing it in the higher view chapter with specificity in particular zones and through design standards.
- #22 & 23: Keep as they are.
- #24: Make more generic, not location specific.
- #25: Eliminate second half of policy.

Break: 7:22 p.m. to 7:26 p.m.

Discussion: Attachment A, Proposed policies from EcoNorthwest

- Concept of the document being layed out in sections similar to the attachment.
- Action Items being highly specific and not necessarily be appropriate within the policies.
- Suggested to review the goal and objectives, leaving the action items for another document.
- Challenges for developers seeking specific answers to questions to base business decisions on.
- Removing obstacles and streamlining processes to allow for economic development.
- Potential for policies that do not allow monopolies of certain business types like gas stations.
- Agreement to not include the action items at this time.
- Request to change references of “will” to “will evaluate” with discussion about strength of language.
- Objective 2.3: Coordination of projects with other utilities.

Commissioner Bernardini left the meeting at 7:56 p.m.

- Next steps for submitting feedback to City Manager regarding objectives and additional discussion topic focus.
- Policy 4, whether reference should be included specifically regarding the property tax base.
- Objective 4.2, whether to coordinate or to continue to support economic development.
- Objective 4.4, suggestion to add reference to Water Master Plan that references types of businesses based on dry industries.
- Redmond Policy 9-5-2 regarding family wage jobs.
- Sherwood Policy 1.1 regarding attracting non-polluting businesses.

1 **C. ANNOUNCEMENTS & STAFF UPDATES**

2 **1. Next Meeting:** May 3, 2022 at 6:00 p.m.

Start Time: 8:22 p.m.

- Discussion:
- Second discussion on Economic Development Chapter.
 - Difficulties of meeting twice a month through the summer months.
 - Staff to re-work schedule of upcoming meetings.

3

4 **2. Public Hearing:** May 16, 2022 at 6:00 p.m. on Housing Policies

No comments.

5

6 **D. ADJOURNMENT**

7 Meeting adjourned at 8:35 p.m.

8

9 SIGNED:

10 Gary Conner, Chair

ATTEST:

Ruth Post, MMC, City Recorder

PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
May 3, 2022

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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 Giana Bernardini
12 Hayley Green
13 Van Hunsaker
14 Darlene Rose
15 Joseph Sullivan
16 Peggy Yoder
17 Ruth Causey, City Council liaison

Absent:

18
19 **Staff Present:**

20 Chris Workman, City Manager
21 Ruth Post, City Recorder

Absent:

22 Pat Depa, City Planner
23 Catherine Pratt, City Attorney's Office

24 **2. APPROVAL OF MINUTES**

25 **2.1 Minutes of April 18, 2022**

26 Start Time: 6:05 p.m.

27 Action: To amend the minutes on Page 1, Section B.01 Discussion to include the following bullet points:

- 28 • Commissioner Sullivan suggested the City offer some kind of tax incentives specifically tied to job creation of incoming businesses. For example, \$1,000 per year per FTE for five years.
- 29 • Commissioner Sullivan stated it's hard for businesses to come to Philomath because the only way to know what things would be approved, or how much the total is to actually do it is you need to give our city government the tools or processes required to feel comfortable, placing certain key points in writing to acquire businesses.

30 Motion/Second: Commissioner Sullivan/Commissioner Yoder

31 Discussion:

- 32 • Merits of action minutes versus specificity in minutes.
- 33 • Council direction regarding use of action minutes.
- 34 • The use of motions to insert specific statements into the minutes.

35 Vote: Motion FAILED 2-5 (Yes: Sullivan and Yoder; No: Bernardini, Green, Hunsaker, Rose and Conner.

36 Discussion:

- 37 • Page 1, Review of Attachment D, confirmed that Policy #11 was correctly referenced on fifth bullet.

38 Action: Approve the minutes as presented.

39 Vote: Minutes APPROVED 6-1 (Bernardini, Green, Hunsaker, Rose, Yoder and Conner; No: Sullivan).

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51 **3. COMPREHENSIVE PLAN – ECONOMIC DEVELOPMENT POLICIES**

52 **3.1 Review of draft policies**

53 Start Time: 6:26 p.m.

54 Staff Report:

- 1 • Review of prior meeting decisions and drafting of the proposed
- 2 chapter.
- 3 • Potential for some policies to be split, revised or added.
- 4 • Timeline for setting a public hearing on the chapter.
- 5 • Goal tonight of reaching a comfort level with the language to take to
- 6 public hearing.
- 7 Action #1: To adopt the proposed Chapter 2 Economy as presented and set a public
- 8 hearing.
- 9 Motion/Second: Commissioner Sullivan/Commissioner Bernardini
- 10 Discussion:
- 11 • Addressing current Policy #4 reference to tiered zoning in new Policy
- 12 2.2 to encourage graduated zoning uses.
- 13 • Where to best address action items: within the Comprehensive Plan
- 14 chapter, in the City Council's Strategic Plan, or as amendments to the
- 15 Development Code.
- 16 • Addressing off-street parking issues from current Policy #17 in
- 17 proposed Policy 1.5.
- 18
- 19 Action #2: Amend Action #1 to add Policy Section 3.7 for tax incentives specifically
- 20 tied to job creation.
- 21 Motion/Second: Commissioner Sullivan/Commissioner Bernardini
- 22 Discussion:
- 23 • Providing tax break incentives specifically tied to job creation to
- 24 capture businesses that want to create new jobs.
- 25 • Using Policy 3.3 to address the goal of tax incentives.
- 26 • Dividing Policy 3.3 into two separate policies.
- 27 Action #3: Amend Action #2 to add a policy that supports tools and processes that
- 28 will allow city officials to clearly communicate city costs associated with
- 29 development in writing to inquiring businesses.
- 30 Motion/Second: Commissioner Sullivan/Commissioner Hunsaker
- 31 Discussion:
- 32 • Fee estimates currently provided by city staff versus a guaranteed fee
- 33 document provided to developers that the City would be required to
- 34 uphold.
- 35 • Creating a guaranteed statement of fees with an earnest money
- 36 deposit by developers.
- 37 • Methods of providing detailed information about fees and code
- 38 interpretations.
- 39 • Permit schedules available on-line and layers of project development.
- 40 • Developer issues with increased fees during project development and
- 41 use of professional planners by developers.
- 42 Vote: Motion APPROVED 6-1 (Yes: Bernardini, Green, Hunsaker, Rose,
- 43 Sullivan, and Conner; No: Yoder).
- 44
- 45 Break: 7:23 To 7:30 p.m.
- 46
- 47 Review of Context Statement and Goal 1: Land Supply
- 48 Action #4: Amend Action #1 on Page 1, Line 13 to reference Economic
- 49 Opportunities Analysis as the specific appendix reference in the
- 50 Comprehensive Plan.
- 51 Consensus: Consensus to approve the amendment.
- 52 Discussion:

- 1 • Clarification request of reference to 29 small lots on Page 1, Line 33,
2 to be addressed by addition of developed, partially developed or
3 otherwise type of lot.
- 4 • Deletion of specific reference to northern part of town on Page 1, Line
5 38. No specific action taken.
- 6 • Identification of types of funding sources specific to the type of project
7 as listed on Page 1, Line 40.

8
9 Action #5: Amend Action #1 on Page 1, Lines 39-40 to read: The City will need to
10 work with land owners, developers and funding sources to develop
11 infrastructure numbers.

12 Motion/Second: Commissioner Hunsaker/Commissioner Conner
13 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
14 Sullivan, Yoder and Conner; No: None).

15
16 Action #6: Amend Action #1 on Page 2, Line 52, to read: Goal 1 Land Supply and
17 Infrastructure.

18 Motion/Second: Commissioner Hunsaker/Commissioner Yoder
19 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
20 Sullivan, Yoder and Conner; No: None).

21
22 Action #7: Amend Action #1 on Page 2, Line 68 to replacement “employment land”
23 with “industrial and commercial land ...”

24 Consensus: Consensus to approve the amendment.

25
26 Discussion:

- 27 • Comparison of Context statement on Page 1, Line 25, and Policy 1.1
28 regarding an adequate supply of commercial and industrial land.
- 29 • Similarity of Policies 1.2 and 1.3 and the expensive nature of
30 extending infrastructure to expand developable property.

31
32 Action #8: Amend Action #1 to delete Policy 1.2.

33 Motion/Second: Commissioner Sullivan/Commissioner Hunsaker
34 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
35 Sullivan, Yoder and Conner; No: None).

36
37 Discussion:

- 38 • ECONorthwest report references to growth including the greater
39 Philomath area.

40 Action #9: Amend Action #1 to amend Page 1, Line 18 “... Philomath ...” to read “...
41 greater Philomath area ...”

42 Motion/Second: Commissioner Sullivan / No second

43
44 Discussion:

- 45 • Policy 1.4 reference to reducing infrastructure costs without negatively
46 impacting. No action.
- 47 • Policy 1.5 clarification of reference to downtown area and potential for
48 future change to C-1 zone area.

49
50 Action #10 Amend Action #1 on Policy 1.5 to add “shared parking.”

51 Motion: Commissioner Hunsaker

52 Consensus: Approved by consensus.

53
54 Review of Goal 2: Development, Infill, and Redevelopment:

- 1 Start Time: 8:00 p.m.
 2 Discussion:
- 3 • Policy 2.1, working with regional partners, reaching out to whatever
 - 4 partners that can be pulled into a site-specific project.
 - 5 • Line 98, appropriateness of “close-knit building fabric” phrase.
- 6
 7 Action #11: Amend Action #1, on Page 2, Line 98, replace “... a close-knit building
 8 fabric (i.e., limit gaps between buildings; ...” with “... limit gaps between
 9 buildings; and ...”
- 10 Consensus: Approved by consensus.
 11
- 12 Action #12: Amend Action #1, on Page 2, Policy 2.2, by splitting into three
 13 subsections to identify specific intentions.
- 14 Consensus: Approved by consensus.
 15
- 16 Discussion:
- 17 • Page 2, Lines 81-83, Goal 2 definition redundancy.
- 18 Action #13: Amend Action #1, Page 2, Lines 81-83, to read: The City will support and
 19 encourage development, infill, and redevelopment as a way to use land
 20 and existing infrastructure more efficiently.
- 21 Consensus: Approved by consensus.
 22
- 23 Action #14: Amend Action #1, Policy 2.4 replace “Downtown Safety & Streetscape
 24 Project” with “downtown area.”
- 25 Consensus: Approved by consensus.
 26
- 27 Review of Goal 3. Business Retention, Development, and Attraction
- 28 Start Time: 8:16 p.m.
 29
- 30 Discussion:
- 31 • Evaluation of applications based on high or low water usage and
 - 32 addressing evaluation based on Water Master Plan direction.
- 33
- 34 Action #15: Amend Action #1, Policy 3.3, Line 128, inserting “low water using” to read
 35 “... non-polluting, low water using growth industries ...”
- 36 Consensus: Approved by consensus.
 37
- 38 Action #16: Divide Policy 3.3 and create new Policy 3.4 reading: Promote job creation
 39 with tools such as tax incentives, enterprise zones, off-site development
 40 assistance, discounts or deferrals of development fees, and other
 41 appropriate incentives.
- 42 Motion/Second: Commissioner Sullivan/Commissioner Conner
 43 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
 44 Sullivan, Yoder and Conner; No: None).
 45
- 46 Action #17: Amend Action #1, Page 3, Policy 3.4, delete “such as a specialty market.”
 47 Consensus: Approved by consensus.
 48
- 49 Discussion:
- 50 • Specificity of referring to Skirvin Park in Policy 3.5 and whether to
 - 51 make references to other City-owned and non-City-owned locations
 - 52 for tourism and promotion purposes.
- 53

1 Action#18: Amend Action #1, Page 3, Goal 3.5, Line 141, to read “.. other attractions
2 i.e. supporting improvements at Skirvin Park (home of Philomath Frolic &
3 Rodeo)), City Park and the Benton County Historical Museum, etc., and
4 promoting events and nearby recreational opportunities.”
5 Motion/Second: Commissioner Yoder/Commissioner Hunsaker
6 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
7 Sullivan, Yoder and Conner; No: None).
8

9 Review of Goal 4, Workforce development

10 Start Time: 9:02 p.m.

11 Discussion:

- 12 • Policy 4.1, referencing the School District with regard to workforce
13 development.

14 Vote on

15 Action #1 as

16 Amended: Action #1 APPROVED AS AMENDED 7-0 (Yes: Bernardini, Green,
17 Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

18 **4. ANNOUNCEMENTS & STAFF UPDATES**

19 **4.2 Revised meeting schedule**

20 Start Time: 9:06 p.m.

21 Discussion:

- 22 • Suggested only one meeting in June with Economy Chapter public
23 hearing on June 20.
- 24 • FEMA audit of City code and need for discussion on amendments
- 25 • Cancellation of June 7 meeting from schedule.
- 26 • Public hearing on Economy Chapter scheduled for June 20 at 6:00
27 p.m.

28
29 **4.1 Next Meeting:** May 16, 2022 at 6:00 p.m.

30 Discussion:

- 31 • Public hearing on Housing Chapter.
- 32 • Staff will distribute Area-Wide Plan in advance of meeting packet.

33
34 **4.3 STAFF UPDATE**

35 Discussion:

- 36 • Lepman project progress and construction of highway access.

37
38 **5. ADJOURNMENT**

39 Meeting adjourned at 9:16 p.m.

40
41 SIGNED:

ATTEST:

42
43
44 _____
45 Gary Conner, Chair

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
May 16, 2022**

1. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Giana Bernardini
Hayley Green
Van Hunsaker
Darlene Rose
Joseph Sullivan
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Staff Present:

Chris Workman, City Manager
Catherine Pratt, Deputy City Attorney
Ruth Post, City Recorder

Absent:

Pat Depa, City Planner

2. APPROVAL OF MINUTES

2.1 Minutes of May 4, 2022

Corrections:

- Page 2, Line 19, insert to read: Amend Action #1 to add Policy Section 3.6 ...
- Page 2, Line 41, correct vote to read: Motion APPROVED 6-1 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan and Conner; No: Yoder).
- Page 3, Line 13, correction Action #6 to read: Amend Action #1 on Page 2, Line 52, to read ... including industrial land supply and infrastructure.
- Page 5, Line 14, correct to read: Action #1 APPROVED AS AMENDED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan, Yoder and Conner).

Discussion:

- Motion on Page 1 Lines 31-36 unable to be rephrased.
- City Recorder to review video for Page 3, Line 6, Action #5 phrasing.

Action: Table minutes until next meeting
Motion/Second: Commission Hunsaker/Commissioner Rose
Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

3. PUBLIC HEARING

3.1 Comprehensive Plan Chapter 3 – Housing Policies

Start Time: 6:08 p.m.

Public Hearing: Chair Conner summarized the application, order of proceedings, and opened the public hearing at 6:10 p.m. No conflicts of interest declared or objections on jurisdictional grounds.

Staff Report:

- City Manager Workman provided the staff report as included in meeting packet and reviewed the findings.

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Speakers in Support:

- Selina Barnes, Willamette Association of Realtors, Keizer, OR
- Supported proposed chapter with the exception of Policy 2.1, Page 2, Line 31, use of “requiring.”
 - Would have no objections to changing “requiring” to “including” and changing verb tenses in the policy.
 - Only use of the word “require” or “requiring” in the chapter.
 - Referred to her professional position in tracking housing policy revisions at cities within the Association’s area.
 - Expanded on the reasons for objecting to the specificity of such a requirement in the policies and more appropriateness in the development code.

Speakers in Opposition:

None.

Neutral Parties:

None.

Rebuttal by City Staff:

None.

Requests to Keep the Record Open:

None.

Close of Public Hearing:

6:26 p.m.

Deliberation and recommendation to City Council: Discussion:

- Whether to amend the wording of Policy 2.1 or move the bullets to the development code as action items.
- Benefits of giving examples of design standards to be incorporated into the Policy.

Action #1:

The Planning Commission adopt the findings presented in the Staff Report dated 5/11/2022 in PC22-03 to amend the Comprehensive Plan and recommend an amending ordinance be considered and approved by the City Council.

Motion/Second:

Commissioner Hunsaker/Commissioner Rose

Discussion

- Minutes of April 5 meeting are needed to review changes discussed.

Action #2:

Amend Action #1 to add Policy 2.1 Line 43, add bullet point “new automobile connections must be accompanied by specific traffic calming interventions to mitigate the possibility of increased traffic on some residential streets.”

Motion/Second:

Commissioner Yoder/Commissioner Sullivan

Discussion

- Lesson impacts of large developments on established neighborhoods.
- Keep traffic on roads that have already had traffic impact analysis done and reduce cut-through traffic.

- Motion based on an example from a city in New York.
- Regulation of use of public streets.
- Concerns about creating a requirement that might not be appropriate.
- Intent to stop cut-through traffic but to protect local streets.
- New auto connections will consider traffic calming interventions to mitigate increased traffic on residential streets.
- Formatting wording to match other bullet points.

9 Action #2

10 Rescinded: By Commissioners Yoder and Sullivan.

12 Discussion:

- Suggested wording: Protect local streets by requiring traffic calming elements as appropriate.
- Development of wording in the Zoning Code to create specific standards.

18 Action #3: Amend Action #1 to add Page 2, Line 43, new bullet: Traffic calming elements to protect local streets in residential zones when new automobile connections are made.

21 Motion/Second: Commissioner Yoder/Commissioner Hunsaker

22 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

24 Discussion:

- Elimination of the word “requiring” from Policy 2.1 removes the teeth from the document because these are the things that the Commission feels strongly about.
- Policies set ground rules for the Commission to use in making changes to the Code.
- Consider amending to read “requiring consideration of the following elements.”
- Concern about creating a handcuff for the policy.
- Preservation of qualities of life that the Commission wants to preserve.
- Disapproval of development of Lepman property that changed the characteristics of the site.
- Example of Neabeak Hill Subdivision changing the characteristics of the property but the Comprehensive Plan not being the place for specifics.
- Emphasis of following the Comprehensive Plan when setting the standards.
- A change to the use of requirement leading to the changes developed by the Planning Commission in the Development Code.
- Recent revisions to landscaping code creating a buffer zone.
- Zoning property as natural area owned by the public to prevent fields and forests from being developed.
- Owner rights to develop their property.
- Taking of property rights without compensation being problematic.
- Types of qualifying landscaping.
- Benefits of leaving some property in a natural state.
- Creation of clear and objective standards by balancing protection of existing elements with objective standards.
- Potential of adding “to the greatest extent possible” to Line 34.

1
2 Action #4: Amend Action #1, Page 2 Line 35, add “to the greatest extent possible.”
3 Motion/Second: Commissioner Yoder/No second
4
5 Action #5: Amend Action #1, Page 2, Line 31 add “to the greatest extent possible.”
6 And delete phrase from Line 39.
7 Motion/Second: Commissioner Hunsaker/Bernardini
8 Vote: Motion APPROVED 5-2 (Yes: Bernardini, Green, Hunsaker, Rose and
9 Yoder; No: Conner and Sullivan).
10
11 Action #6: Amend Action #1, Page 2, Line 31 add “consideration of” after requiring.
12 Motion/Second: Commissioner Sullivan/Commissioner Hunsaker
13 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
14 Sullivan, Yoder and Conner; No: None).
15
16 Action #7: Amend Action #1, Page 3, Line 6 Policy 2.4: Delete “that minimize
17 development barriers.”
18 Motion/Second: Commissioner Yoder/Commissioner Hunsaker
19 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
20 Sullivan, Yoder and Conner; No: None).
21
22 Action #8: Amend Action #1, Page 3, Line 3: Delete “Policy 2.4:”
23 Motion/Second: Commissioner Hunsaker/Commissioner Conner
24 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
25 Sullivan, Yoder and Conner; No: None).
26
27 Action #9: Amend Action #1, Page 2, Line 49: Add “as” to read, ... such “as” trails ...
28 Motion/Second: Commissioner Hunsaker/Commissioner Conner
29 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
30 Sullivan, Yoder and Conner; No: None).
31
32 Discussion:
33 • Whether to combine Policies 3.1 and 3.3 to reduce redundancy.
34
35 Action #10: Amend Action #1, Page 1, Line 33: Delete “household reported”
36 Motion/Second: Commissioner Hunsaker/Commissioner Bernardini
37 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
38 Sullivan, Yoder and Conner; No: None).
39
40 Action #11: Amend Action #1, Page 1, Line 30, amend first sentence to read: Since
41 2000, housing prices in Philomath increased faster than incomes,
42 exceeding similar trends across the State.
43 Motion/Second: Commissioner Bernardini/Commissioner Hunsaker
44 Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose,
45 Sullivan, Yoder and Conner; No: None).
46
47 Discussion:
48 • Reducing high density housing opportunities versus addressing
49 housing shortages and limiting urban sprawl.
50
51 Vote on
52 Action #1
53 As amended: Motion APPROVED AS AMENDED 7-0 (Yes: Bernardini, Green,
54 Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).
55

1 Chair Conner announced Council public hearing scheduled on June 27, 2022.

2 **4. ANNOUNCEMENTS & STAFF UPDATES**

3 **4.1 Next Meeting:** June 20, 2022 at 6:00 p.m.

4 Start Time: 7:51 p.m.

5 Discussion:

- 6 • Public hearing on Chapter 2 Economy Policies.

7
8 **4.2 Revised meeting schedule**

9 Start Time: 7:52 p.m.

10 Discussion:

- 11 • Mr. Workman will email out revised schedule.
- 12 • The new Area-Wide Plan to be reviewed by City Council first.

13
14 **5. ADJOURNMENT**

15 Meeting adjourned at 7:53 p.m.

16 SIGNED:

ATTEST:

17

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Gary Conner, Chair

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
June 20, 2022**

1. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Giana Bernardini
Van Hunsaker
Darlene Rose
Joseph Sullivan
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Hayley Green

Staff Present:

Chris Workman, City Manager
Catherine Pratt, Deputy City Attorney
Ruth Post, City Recorder

Absent:

Pat Depa, City Planner

2. APPROVAL OF MINUTES

2.1 Minutes of April 5, 2022

Discussion: Commissioner Yoder stated voting no because no video or audio to refer to and lateness of preparation of minutes.

Action: Approve the April 5, 2022 minutes as presented.

Motion/Second: Commissioner Hunsaker/Commissioner Rose

Vote: Motion APPROVED 5-1 (Yes: Bernardini, Hunsaker, Rose, Sullivan and Conner; No: Yoder).

2.2 Minutes of May 3, 2022

Corrections: Correct Page 2, Line 19, from "Section 3.6" to "Section 3.7."

Action: Approve the May 3, 2022 minutes as amended.

Motion/Second: Commissioner Hunsaker/Commissioner Rose

Correction: Correct Page 5, Line 16-17, to list Commissioners instead of Councilors.

Vote: Motion APPROVED 6-0 (Yes: Bernardini, Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

2.2 Minutes of May 16, 2022

Corrections: Page 2, Line 45, to read "Amend Action #1 to add Policy 2.1" and Page 4, Line 3, to read "Commissioner Yoder/No second."

Discussion: Clarification that Actions #4 and 5 relate to the use of the word "required"

Action: Approve May 16, 2022 minutes as amended.

Motion/Second: Commissioner Hunsaker/Commissioner Rose

Vote: Motion APPROVED 6-0 (Yes: Bernardini, Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

3. PUBLIC HEARING

3.1 PC22-04 Comprehensive Plan Chapter 2 – Economy Policies

Start Time: 6:11 p.m.

1 Public Hearing: Chair Conner summarized the application, order of proceedings, and
2 opened the public hearing at 6:11 p.m. No conflicts of interest were
3 declared or objections on jurisdictional grounds.

4 Staff Report: City Manager Workman provided the staff report as included in meeting
5 packet and reviewed the findings.

6

7 Speakers in
8 Support: None.

9

10 Speakers in
11 Opposition: None.

12

13 Neutral Parties: None.

14

15 Rebuttal by
16 City Staff: None.

17

18 Requests to
19 Keep the
20 Record Open: None.

21

22 Close of
23 Public Hearing: 6:17 p.m.

24

25 **Deliberation and recommendation to City Council:**

26 Discussion: Policy 3.3, last sentence is incomplete.

27

28 Action #1: The Planning Commission adopt the findings presented in the Staff
29 Report dated 6/15/2022 in PC22-04 to amend the Comprehensive Plan
30 and recommend an amending ordinance be considered and approved by
31 the City Council.

32 Motion/Second: Commissioner Hunsaker/Commissioner Bernardini

33

34 Action #2: Amend Action #1 to add a space on Page 2 between lines 50 and 51.
35 Motion/Second: Commissioner Yoder/Commissioner Hunsaker
36 Vote: Motion APPROVED 6-0 (Yes: Bernardini, Hunsaker, Rose, Sullivan,
37 Yoder and Conner; No: None).

38

39 Action #3: Amend Action #1 to correct Page 3, Line 127 by adding “residents” and
40 Line 139 replace “Historic” with “Historical.”

41 Motion/Second: Commissioner Hunsaker/Commissioner Yoder
42 Vote: Motion APPROVED 6-0 (Yes: Bernardini, Hunsaker, Rose, Sullivan,
43 Yoder and Conner; No: None).

44

45 Action #4: Amend Action #1 to substitute verbiage on Page Lines 138-140 to read:
46 “or other attractions i.e. supporting improvements at Skirvin Park (home
47 of Philomath Frolic & Rodeo), City Park and the Benton County Historical
48 Museum, etc., and promoting events and nearby recreational
49 opportunities.

50 Motion/Second: Commissioner Yoder/Commissioner Hunsaker
51 Discussion: CM Workman noted that the Benton County Historical Museum is not
52 owned by the City but support could be shown for improvements.

1 Vote: Motion APPROVED 6-0 (Yes: Bernardini, Hunsaker, Rose, Sullivan,
2 Yoder and Conner; No: None).

3
4 Discussion:

- 5 • Specificity of Policy 3.7 and whether tax incentives should be tied to
6 new businesses.
- 7 • Recent approval by City Council of creation of an enterprise zone
8 through the state to grow both existing and attract new businesses.
- 9 • Enterprise zone incentives not applicable to retail businesses.

10
11 Vote on

12 Action #1

13 As amended: Motion APPROVED AS AMENDED 6-0 (Yes: Bernardini, Hunsaker,
14 Rose, Sullivan, Yoder and Conner; No: None).

15
16 Chair Conner announced the Council public hearing scheduled on July 11, 2022 at 7:00
17 p.m.

18 **4. NEW BUSINESS**

19 **4.1 Downtown Revitalization Plan discussion –**

20 Start Time: 6:34 p.m.

21 Staff Report: CM Workman updated the status of the Council's review of the new Plan
22 to date and reviewed the history of its development.

23 Discussion:

- 24 • Potential uses for the City-owned property at 14th and Main.
- 25 • Priority of City-owned property to be cleaned up.
- 26 • ARPA funds set aside for outward-facing projects.
- 27 • Potential for interim steps to be taken.
- 28 • References to other City planning documents within the Plan.
- 29 • Action plans listed in Chapter 7.
- 30 • Gathering spaces downtown and other options.
- 31 • Development to attract retail businesses.
- 32 • Zoning and allowed uses in the C-1 downtown commercial zone.
- 33 • Aerial photos showing lack of trees in downtown core area.
- 34 • Private sector development challenges in working through multiple
35 governmental channels and creating public/private partnerships.
- 36 • Future use of the Plan by the Planning Commission and potential for
37 bringing projects forward to the Council.
- 38 • Different spaces serving as different types of gathering places, such
39 as locations for the Farmers' Market.

40 **5. ANNOUNCEMENTS & STAFF UPDATES**

41 **5.1 Next Meeting:** July 18 2022 at 6:00 p.m.

42 Start Time: 7:34 p.m.

43 Discussion: CM Workman will get a revised meeting schedule out later in the week.

44 45 **5.2 Staff Update**

46 Start Time: 7:35 p.m.

47 Discussion:

- 48 • Brief discussion about zoning allowances for tattoo shops.
- 49 • Tree requirements for development on Pippa Lane.
- 50 • Developers meeting conditions of approval and staff review of them.
- 51 • Municipal Code Chapter 9.10.080 language.

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5. ADJOURNMENT

Meeting adjourned at 7:41 p.m.

SIGNED:
Gary Conner, Chair

ATTEST:
Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
July 18, 2022**

1. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Giana Bernardini
Hayley Green
Van Hunsaker
Darlene Rose
Joseph Sullivan
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Staff Present:

Chris Workman, City Manager
Pat Depa, Planner
Ruth Post, City Recorder

Absent:

Catherine Pratt, Deputy City Attorney

2. APPROVAL OF MINUTES

2.1 Minutes of June 20, 2022

Action: Approve the June 20, 2022 minutes as presented.

Motion/Second: Commissioner Sullivan/Commissioner Rose

Vote: Motion APPROVED 6-1 (Yes: Conner, Bernardini, Green, Hunsaker, Sullivan and Rose; No: Yoder)

3. NEW BUSINESS

3.1 PC22-05 Flood Zone Amendments for PMC Chapter 18.55

Start Time: 6:04 p.m.

Staff Report: Planner Depa summarized the requirements presented by the FEMA Regional Manager to update the flood zone ordinance.

Discussion:

- Last update of Chapter in 2011.
- Formatting corrections to be made.
- Freeboard definition and requirements.
- FEMA update of code requirements.
- Expanded clarification of building permit process.
- Zoning code requirements made by FEMA to ensure community access to flood insurance.
- The downstream effect of construction in the flood zone.
- Input on the language from real estate and insurance representatives.
- Page-by-Page review conducted.
- Page 18-1, Line 48: The chapter rules addressing impacts of development which may increase flood damage.

Closed captioning began at 6:30 p.m.

- Page 18-2, Line 14: FEMA FIRM map is on the FEMA website. Link on our website.
- Page 18-1, Line 22: don't need "to", except on line 9. Delete either the one on line 22 or all others. Consistency.
- Page 18-2, Line 14: Zone references
- Federal overhaul of FEMA rules.

- Ability to get a development permit and possible inability to get a permit. Page 18-7 and 8.
- Recruitment of local parties to address the proposed changes.

Action: Invite professional to our planning public hearing and give any comments they choose

Motion/Second: Commissioner Hunsaker/Commissioner Sullivan

Discussion:

- Types of professionals to call, including engineers, contractors.
- Comparison of proposed amendments to other cities.
- Possibility of having FEMA Region Director virtually attend meeting and answer questions.

Vote: Motion APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

Discussion:

- Addition of different color to identify recommended language.
- Page 18-4, Lines 4-8. Elimination of “lowest floor” language duplicated on Lines 14-19 and whether to eliminate the cross reference to flood ventilation openings.
- Page 18-4, Lines 9-13: Reference to docking facilities and definition of what it is not.
- Page 18-4, Line 3: Revision of designated height referring to freeboard.
- Page 18-4, Line 28: Eliminate repeated section.
- Page 18-20, Line 20: Revision of “home” to “dwelling” being revised in other locations (see Lines 22 and 25).
- Submission of questions to Planner in advance of public hearing.
- Page 18-7, Lines 20-27: Repetition in Section 3 (Lines 28-42). Strike “Specifically, the following information is required” or as identified in Section 3. Planner to review.
- Page 18-7, Lines 30, 36 and 39: Addition of “PMC.”
- Page 18-8, Line 9-11: Section reference to itself. Change to “this section.” Planner to follow-up.
- Page 18-10, Line 4: Submission of any elevation changes to FEMA.
- Page 18-10: Variance procedures.

Break 7:27 p.m. to 7:34 p.m.

- Page 18-17, Lines 16-27: Reason for elimination of 18-24 and reference to 25-26. Planner to follow-up.
- Receipt of follow-up information and scheduling of public hearing to receive public testimony.

3.2 Comprehensive Plan Urbanization Chapter Introduction

Start Time: 7:42 p.m.

Action #1: The Planning Commission be given adequate time to review the Housing Needs Analysis and schedule a subsequent meeting for discussion.

Motion/Second: Commissioner Yoder/Commissioner Sullivan

Discussion:

- Possibility of having introductory discussion.
- Having more time to review the ECONorthwest urbanization recommendations.

1 Vote: Motion FAILED 0-7 (Yes: None; No: Bernardini, Green, Hunsaker, Rose,
2 Sullivan, Yoder and Conner).

3
4 Discussion:

- 5 • Moved to Agenda Item #4.2, Meeting Calendar.

6
7 *8:04 p.m. Return to Urbanization Chapter discussion.*

- 8 • Any state law impacting the chapter as required considerations, such as the Urban
9 Fringe Agreement with Benton County.
- 10 • Whether the Urbanization Chapter requires very many revisions.
- 11 • Staff provide an updated version of current policies.

12
13 *Commissioner Sullivan departed at 8:13 p.m.*

- 14
15 • Providing an introduction to the Chapter.
- 16 • Whether to expand the Comprehensive Plan to include pictures and additional
17 background.

18 **4. ANNOUNCEMENTS & STAFF UPDATES**

19 **4.2 Updated Meeting Calendar**

20 Start Time: 7:46 p.m.

21 Discussion:

- 22 • Staff moving onto evaluation of the Zoning Code to address changes as a result of
23 the new Comprehensive Plan Chapters and Policies.
- 24 • Getting to the zoning analysis versus code amendments.
- 25 • Joint work session with the City Council about zoning prior to launching map
26 revisions.
- 27 • Review of options with the Mayor for a joint meeting.
- 28 • Types of code changes to be considered.
- 29 • Continue discussion with Housing Needs Analysis recommendations.
- 30 • More discussion to be held at August 15 meeting.

31
32 **4.1 Next Meeting:** August 15, 2022 at 6:00 p.m.

33 Start Time: 8:19 p.m.

34 Discussion:

- 35 • Date acknowledged.

36 37 **4.3 Staff Update**

38 Start Time: 8:19 p.m.

39 Discussion:

- 40 • Downtown design applications for proposed restaurant (P22-27).

41 42 **4.4 Email from M. Knutson**

43 Start Time: 8:27 p.m.

44 Discussion:

- 45 • Council decision to not pursue improvements on N. 11th Street.
- 46 • Acknowledgement of Planning Commission receipt of the letter as requested.
- 47 • City Council decision to install specific sidewalks.
- 48 • Whether the accusations in the letter are accurate and if future developments would
49 be impacted.
- 50 • What types of changes could result from the Council's decision.
- 51 • Pippa Lane developer to complete required improvements.

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- Staff to follow-up on street tree landscaping requirements on Pippa Lane development.
- Addressing development of property during a housing shortage and allowance for mechanisms to complete infrastructure.

5. ADJOURNMENT

Meeting adjourned at 8:47 p.m.

SIGNED:

ATTEST:

Gary Conner, Chair

Ruth Post, MMC, City Recorder

PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
August 15, 2022

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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 Giana Bernardini
12 Van Hunsaker
13 Darlene Rose
14 Peggy Yoder
15 Ruth Causey, City Council liaison

Absent:

Hayley Green
Joseph Sullivan

16
17 **Staff Present:**

18 Chris Workman, City Manager
19 Pat Depa, Planner
20 Catherine Pratt, Deputy City Attorney
21 Ruth Post, City Recorder
22 Leilani Wills, Deputy City Recorder

Absent:

23
24 **2. APPROVAL OF MINUTES**

25 **2.1 Minutes of July 18, 2022**

26
27 Action: Approve the July 18, 2022 minutes as presented.
28 Motion/Second: Commissioner Hunsaker/Commissioner Bernardini
29 Vote: Motion APPROVED 4-1 (Yes: Bernardini, Hunsaker, Rose and Conner;
30 No: Yoder)

31
32 Action: Moved that a request be made to City Council that recorded Planning
33 Commission meetings be kept indefinitely along with the action minutes.

34 Motion/Second: Commissioner Yoder/Commissioner Bernardini

35
36 Discussion:

- 37
- 38 • Difficulty of following closed captioning and inaccuracy.
 - 39 • Recording is helpful when reviewing minutes. Action meeting minutes are truncated.
 - 40 • Discussion about the value of keeping the recordings for a longer retention period.
 - 41 • State retention schedule requirements and uniformity.
 - 42 • Costs and potential costs of maintaining recordings long-term.

43
44 Vote: Motion APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
45 Conner; No: None.)

46 **3. PUBLIC HEARING**

47 **3.1 PC22-07 Amendments to Chapter 18.55 Flood Hazard Overlay**

48 Start Time: 6:19 p.m.

49 **a) Public Hearing:**

50 Procedure:

- 51
- 52 • Chair Conner described the order of proceedings and procedures.
 - 53 • No conflicts of interest were declared or rebutted.
 - 54 • Public hearing declared open.
 - No objections filed on jurisdictional grounds.

1
2 **Staff Report:**

- 3 • Planner Depa reviewed the recommendation from FEMA staff for updates to the
- 4 Code.
- 5 • Model code from FEMA to keep up with current legislation.
- 6 • Additional recommendations for rephrasing of existing language.
- 7 • Staff recommended updating to the model code language throughout.
- 8 • Goal to achieve least damage by new construction to surrounding area and mitigate
- 9 damage from existing development.
- 10 • Comments received from prior meeting were adapted into version in packet.
- 11 • Comments received from Commissioners Rose, Sullivan and Councilor Causey.
- 12 • Substantial improvement and other unique terms identified in definitions.
- 13 • Comments received from engineer John McGee regarding use of term Mean Sea
- 14 Level forwarded to FEMA staff.

15
16 **Public Testimony:**

- 17 • None.
- 18 • Written comments from engineer John McGee to be entered as testimony.

19
20 **Procedures:**

- 21 • No request for continuance or to keep the record open.
- 22 • Public hearing declared closed at 6:34 p.m.

23
24 **Questions of staff:**

- 25 • Definition of “Mean Sea Level” included in model code language and the use of the
- 26 term as a generic definition that changes over time and changes in technology.
- 27 • Whether to refer to the generic term or the current specific reference datum.
- 28 • Page 18-4, Lines 10-14, whether “functionally dependent use” is required to include
- 29 since Philomath doesn’t have any docking facilities.

30
31 **b) Deliberations:**

32 **Action #1:** Adopt the findings presented in the staff report dated 8/8/2022 for PC22-
33 05 to amend the development code and recommend an amending
34 ordinance be approved by the City Council.

35 **Motion/Second:** Commissioner Hunsaker/Commissioner Bernardini

36
37 **Discussion:**

- 38 • Scrivener’s corrections to be incorporated and need not be reviewed approved by
- 39 consensus.

40
41 **Action #2:** Amend Action #1, Page 18-17 Line 11-12: remove strikethrough and keep
42 text: “Projects for stream habitat restoration may be permitted in the
43 floodway, provided:”

44 **Motion/Second:** Commissioner Hunsaker/Commissioner Rose

45 **Vote:** Action #2 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
46 Conner; No: None.)

47
48 **Action #3:** Amend Action #1, Page 18-7 Lines 23-37, change “1-6” to “a-f” and
49 addition of “Specifically, the following information is required:” Bolding to
50 be removed prior to codification. Insert “shall be maintained” after
51 “structures” (delete semicolon).

52 **Motion/Second:** Commissioner Hunsaker/Commissioner Rose

53 **Vote:** Action #3 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
54 Conner; No: None.)

1 Discussion:

- 2 • Section having been reviewed at the prior meeting and Lines 13.5 to 22 should be
- 3 removed.
- 4 • Action #3 withdrawn by unanimous consent.
- 5 • Discussion about wordsmithing the section.

6
7 Action #4: Amend Action #1, Page 18-7, delete Line 13 beginning “Specifically ...”
8 through Line 22.

9 Motion/Second: Commissioner Hunsaker/Commissioner Yoder

10 Vote: Action #4 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
11 Conner; No: None.)

12
13 Action #5: Amend Action #1, Page 18-7, Line 23, “In riverine flood zones, the
14 following information is required, a) The proposed ... structures” and
15 change semicolon to comma. Update remaining list to “b” through “g”.

16 Motion/Second: Commissioner Hunsaker/Commissioner Yoder

17 Vote: Action #5 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
18 Conner; No: None.)

19
20 Action #6: Amend Action #1, Page 18-12, Line 32-34 indent to i) and ii).

21 Motion/Second: Commissioner Hunsaker/Commissioner Yoder

22 Vote: Action #6 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
23 Conner; No: None.)

24
25 Action #7: Amend Action #1, Page 18-4, Line 23, delete redundant “new
26 construction”.

27 Motion/Second: Commissioner Hunsaker/No second

28
29 Action #8: Amend Action #1, Page 18-4, Lines 21-25, combine into one definition
30 paragraph and delete the first “New construction means” on Line 23.

31 Motion/Second: Commissioner Hunsaker/Commissioner Rose

32 Vote: Action #8 APPROVED 4-1 (Yes: Bernardini, Hunsaker, Rose, and
33 Conner; No: Yoder.)

34
35 Discussion:

- 36 • Page 18-4, Line 3: McGee comment regarding one foot versus “designated height.”
- 37 Staff has referred to FEMA staff for clarification and will clarify at City Council.

38
39 Action #9: Amend Action #1, Page 18-11, Lines 12-13, Move “Conditions for
40 Variances.” to the beginning of Line 12 instead of the end of Line 13.

41 Motion/Second: Commissioner Yoder/Commissioner Hunsaker

42 Vote: Action #9 APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
43 Conner; No: None.)

44
45 Discussion:

- 46 • Whether reviewing the model code would have been easier to review initially.

47
48 Vote on Action

49 #1 as Amended: Action #1 APPROVED as amended 5-0 (Yes: Bernardini, Hunsaker,
50 Rose, Yoder and Conner; No: None.)

51
52 Procedure:

- 53 • Chair Conner noted the recommendation will be forwarded to the City Council for a
54 public hearing on a date to be determined.

1
2 Discussion:

- 3 • Expanding methods of encouraging citizen involvement in the future.
4

5 Recess 7:26 p.m. to 7:32 p.m.

6 **4. NEW BUSINESS**

7 **4.1 Amendment to PMC 18.45.080 Material Standards –**

8 Start Time: 7:32 p.m.

9 Staff Report:

- 10 • Planner Depa reviewed the recent request to install an industrial structure that would
11 require an amendment to the building material standards to allow for a variance.
12 • Isolation of Heavy Industrial sites creates a different scenario from the type of sites
13 that are visible from the public right-of-way.
14

15 Discussion:

- 16 • Whether this type of variance should be a Class C variance and come before the
17 Planning Commission or be a Planning Official Decision.
18 • Class C variances being defined as “self-imposed” and Class B being criteria driven.
19 • Creation of straightforward criteria to be met to create an administrative decision
20 versus making it allowable outright in the heavy industrial zone.
21 • Class B variance still requires public notification and has a public comment period.
22 • Whether to add a fourth criteria for temporary use.
23 • Temporary nature of a structure that can be relocated and placement on leased land.
24 • Types of use specified in proposed language limited to non-public engagement types
25 of facilities.
26

27 Action: Direct staff to set a public hearing for September 19, 2022 to consider the
28 recommended amendments to PMC Section 18.45.080 and 18.155.030.

29 Motion/Second: Commissioner Rose/Commissioner Hunsaker

30 Vote: Action APPROVED 4-1 (Yes: Bernardini, Hunsaker, Rose and Conner;
31 No: Yoder).

32 **5. OLD BUSINESS**

33 **5.1 Comprehensive Plan Urbanization Chapter Policy Discussion –**

34 Start Time: 7:55 p.m.
35

36 Discussion:

- 37 • Challenge of reading the red-line version.
38 • Next steps in setting a public hearing date and notification to DLCD.
39 • Addition of chapter explanation and context in draft version.
40 • City Manager Workman reviewed the three goals inserted and the proposed policy
41 deletions.
42 • City of Monroe provided chapter containing more aspirational goals.
43 • Existence and use of delayed annexations.
44 • Policy 3.2, a matter of keeping urban fringe parcels substantial enough in size that
45 they can be developed orderly in the future.
46 • Status of agreements with the County to address development within the Urban
47 Growth Boundary and future potential development of parcels into smaller lots.
48

49 Action: To set a public hearing on September 19, 2022 on the Urbanization
50 Chapter of the Comprehensive Plan.

51 Motion/Second: Commissioner Hunsaker/Commissioner Yoder

1 Vote: Motion APPROVED 5-0 (Yes: Bernardini, Hunsaker, Rose, Yoder and
2 Conner; No: None.)

3 **6. ANNOUNCEMENTS & STAFF UPDATES**

4 **6.1 Next meeting: September 19, 2022 at 6:00 p.m.**

5 Start Time: 8:13 p.m.

6 No comments.

7

8 **6.2 Staff Update**

9 Start Time: 8:14 p.m.

10 Discussion:

- 11 • Variance applications coming up for public hearings.
- 12 • Update on Millpond Crossing subdivision, including funding and new agreement with
- 13 DEQ.
- 14 • Maintaining the option to use a non-remonstrance agreement to defer street
- 15 improvements versus being more cautious and requiring improvements to be
- 16 installed on an individual basis on infill development.
- 17 • Street tree update on Pippa Lane.

18

19 **7. ADJOURNMENT**

20 Meeting adjourned at 8:30 p.m.

21

22 SIGNED:
23 Gary Conner, Chair

ATTEST:
Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
September 19, 2022**

1. CALL TO ORDER - ROLL CALL

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

Present:

Gary Conner
Joseph Sullivan
Van Hunsaker
Darlene Rose
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Hayley Green
Giana Bernardini

Staff Present:

Pat Depa, Planner
Catherine Pratt, Deputy City Attorney (arrived 6:06 p.m.)
Ruth Post, City Recorder

Absent:

Chris Workman, City Manager

2. APPROVAL OF MINUTES

2.1 Minutes of August 15, 2022

Discussion:

- Councilor Causey proposed amending Page 2 of 5, Line 26, to add “changes in” prior to “technology” and a Scriveners’ correction on Page 5, Line 6, correct “Too” to “To.”
- Commissioner Hunsaker noted Page 3, Lines 9-13 repeat on Lines 22-26.
- City Recorder Post offered to review.

Action: To insert “changes in” on Page 2, Line 26, before “technology” and Page 5, Line 6, correct “Too” to “To.”

Motion/Second: Commissioner Hunsaker/Commissioner Rose

Vote: Motion APPROVED 5-0 (Yes: Hunsaker, Rose, Sullivan, Yoder and Conner; No: None.)

Action: To table minutes to review Page 3 Actions #4 and #6.

Motion/Second: Commissioner Yoder/Commissioner Hunsaker

Vote: Motion APPROVED 5-0 (Yes: Hunsaker, Rose, Sullivan, Yoder and Conner; No: None.)

3. PUBLIC HEARINGS

3.1 PC22-07 Variance to exceed maximum lot size

Applicant: Cameren and Alicia Moran

Location: 2151 Applegate Street

Start Time: 6:05 p.m.

a) Public Hearing:

Procedure:

- Chair Conner described the order of proceedings and procedures.
- No conflicts of interest were declared or rebutted.
- Public hearing declared open at 6:07 p.m.
- No objections filed on jurisdictional grounds.

Staff Report:

- Planner Depa explained the classification of the application as a Type C variance.

- Summarized the staff report as included in the meeting packet.
- Reviewed sewer line location, land-locked parcel, maximum lot coverage, self-imposed hardship question.
- Intent of maximum lot size in relationship to this situation.
- Recommendation from City Engineer to make recording an easement for the sanitary sewer a condition of approval.
- Potential to put an accessory dwelling unit on the parcel with approval.

Applicant Presentation:

Alicia Moran, Philomath, OR

- Recent purchase of property thinking the lots could be easily combined.
- Lot has no access.
- Reviewed lot coverage, including adjacent lots that exceed the maximum lot coverage.

Cameren Moran, Philomath, OR

- Reviewed intent to convert existing shop to ADU for aging parents.
- Need for primary dwelling on lot to build an ADU.

Public Testimony:

- None.

Questions of staff:

- Maximum allowable ADU is 900 square feet.

Procedures:

- No request for continuance or to keep the record open.
- Applicant waived seven days to submit final comments.
- Public hearing declared closed at 6:37 p.m.
- Consideration of breezeway between house and shop as part of lot coverage.

b) Deliberations:

Action #1: To accept the variance PC22-07 with the condition of recording an easement.

Motion/Second: Commissioner Yoder/Commissioner Hunsaker

Discussion:

- Whether to require the recording of the easement in the process of completing the survey and the cost involved.

Vote: Action APPROVED 5-0 (Yes: Hunsaker, Rose, Sullivan, Yoder and Conner; No: None).

Procedures:

- Chair Conner read the appeal procedure.
- Addressing the other properties that have the sanitary sewer line running through them to get an actual easement recorded.
- Encouraging the City Council to pursue getting the easement recorded.

Recess 6:52 p.m. to 7:00 p.m.

3.2 PC22-08 Amendment to PMC 18.45.080 Material Standards and 18.155.030 Class B Variance

Applicant: City of Philomath

Start Time: 7:00 p.m.

1 **a) Public Hearing:**

2 Procedure:

- 3
- 4 • Chair Conner described the order of proceedings and procedures.
 - 5 • Public hearing declared 7:00 open.
 - 6 • Commissioner Sullivan noted his family is constructing an industrial project in Philomath but did not consider it a conflict of interest.
 - 7 • No rebuttal of conflicts.
 - 8 • No objections filed on jurisdictional grounds.
- 9

10 Staff Report:

- 11
- 12 • Planner Depa reviewed the Agenda Item Summary and Staff Report.
 - 13 • Identified the local business that made the request that was the impetus behind the proposed amendment.
 - 14 • Recently amended building material standards applicability with isolated industrial zoned facilities.
- 15

16 Public Testimony:

17 Joseph Beeker, ShelterWorks, Philomath, OR

- 18
- 19 • Described the history and products produced by ShelterWorks and need for additional manufacturing capacity.
 - 20 • Questions about the fabric-covered building heating and cooling, and lifespan.
- 21

22 Procedures:

- 23
- 24 • No request for continuance or to keep the record open.
 - 25 • Public hearing declared closed at 7:19 p.m.
- 26

27 **b) Deliberations:**

28 Questions of staff:

- 29
- 30 • Whether to make a variance or to put it into building material standards.
 - 31 • Considerations for new types of materials that would have to be approved as a variance.
 - 32 • Additional control afforded through a variance process.
 - 33 • Whether to have to approve every industrial property development or solve industrial land planning through location of industrial zones.
 - 34 • Difficulty of writing code to address every situation.
 - 35 • Text referring to ability to view from a public right-of-way.
 - 36 • Softening the language to allow for minimally viewable from the public right-of-way.
 - 37 • Ensuring the language does not create ambiguity.
- 38

39

40 Action #1: The Findings of Fact as presented in the staff report be adopted and the
41 Planning Commission recommend approval to the City Council the
42 proposed development code amendments as presented in File No. PC22-
43 08.

44 Motion/Second: Commissioner Hunsaker/Commissioner Sullivan

45

46 Discussion:

- 47
- 48 • Preference by Commissioner Yoder that a variance go to the Planning Commission instead of a singular person.
- 49

50 Vote: Action APPROVED 5-0 (Yes: Hunsaker, Rose, Sullivan, Yoder and
51 Conner; No: None).

52

1 Procedure:

- 2 • Chair Conner reviewed the action to be forwarded to the City Council for public
- 3 hearing and consideration on a date to be determined.

4
5 **3.3 PC22-06 Comprehensive Plan Urbanization Chapter**

6 **Applicant:** City of Philomath

7 **Start Time:** 7:44 p.m.

8 **a) Public Hearing:**

9 Procedure:

- 10 • Chair Conner described the order of proceedings and procedures.
- 11 • No conflicts of interest were declared or rebutted.
- 12 • Public hearing declared 7:44 open.
- 13 • No objections filed on jurisdictional grounds.

14
15 **Staff Report:**

- 16 • Planner Depa presented the Staff Report.
- 17 • Noted that it would be some time before urbanization of rural property becomes an
- 18 issue.
- 19 • Monroe Policies are reflective of lack of review of constrained lands, resulting in a
- 20 need for more policies.
- 21 • Review of exhibits presented in the meeting packet.
- 22 • Policy 3.2 effect of UR-5 zoning on property when it comes into the City.

23
24 **Public Testimony:**

- 25 • None.

26
27 **Procedures:**

- 28 • No request for continuance or to keep the record open.
- 29 • Public hearing declared closed at 7:54 p.m.

30
31 **b) Deliberations:**

32 **Action #1:** The Findings of Fact as presented in the staff report be adopted and the

33 Planning Commission recommend approval to the City Council the

34 proposed Comprehensive Plan amendments as presented in File No.

35 PC22-06.

36 **Motion/Second:** Commissioner Sullivan/Commissioner Yoder

37
38 **Discussion:**

- 39 • Monroe policies were written by a university intern.
- 40 • Aspirational content of Monroe policies and whether to consider some of them.
- 41 • Redundancy of some of the policies with the already approved Philomath policies.
- 42 • Process of meeting the Statewide Planning Goals that result in redundancy of
- 43 policies.
- 44 • Potential addition of background information to the Comprehensive Plan.

45
46 **Vote:** Action APPROVED 5-0 (Yes: Hunsaker, Rose, Sullivan, Yoder and

47 Conner; No: None).

48
49 **Procedure:**

- 50 • Chair Conner reviewed the action to be forwarded to the City Council for public
- 51 hearing and consideration on a date to be determined..

1 **4. ANNOUNCEMENTS & STAFF UPDATES**

2 **4.1 Next meeting:** October 17, 2022 at 6:00 p.m.

3 Start Time: 8:08 p.m.

4 Discussion:

- 5 • Next meeting agenda to begin review of zoning map.

6

7 **4.2 Staff Update**

8 Start Time: 8:09 p.m.

9 Discussion:

- 10 • Review of staff report.
- 11 • Decision of City Council to retain audio recordings for all meetings for five years.

12

13 **5. ADJOURNMENT**

14 Meeting adjourned at 8:13 p.m.

15

16 SIGNED:

17 Gary Conner, Chair

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
November 21, 2022**

1. CALL TO ORDER - ROLL CALL

Meeting called to order at 6:10 p.m. by Chair Gary Conner.

Present:

Gary Conner
Giana Bernardini
Joseph Sullivan
Hayley Green (departed at 8:00 p.m.)
Van Hunsaker
Darlene Rose
Peggy Yoder
Ruth Causey, City Council liaison

Absent:

Staff Present:

Pat Depa, Planner
Ruth Post, City Recorder
Catherine Pratt, Deputy City Attorney (departed 7:52 p.m.)

Absent:

Chris Workman, City Manager

2. APPROVAL OF MINUTES

2.1 Minutes of August 15, 2022

Action: To approve the minutes as presented.
Motion/Second: Commissioner Hunsaker/Commissioner Rose
Vote: APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan,
Yoder and Conner; No: None).

2.2 Minutes of September 19, 2022

Action: To approve the minutes as presented.
Motion/Second: Commissioner Hunsaker/Commissioner Sullivan
Vote: APPROVED 7-0 (Yes: Bernardini, Green, Hunsaker, Rose, Sullivan,
Yoder and Conner; No: None).

3. PUBLIC HEARINGS

3.1 PC22-10 Rezoning Application

Applicant: MSS Engineering for 800 Property LLC
Location: Corner of Chapel Drive and South 19th Streets
12-6-12DD Lots 14800, 14900, 12400 and 12500

Start Time: 6:15 p.m.

a) Public Hearing:

Procedure:

- Chair Conner described the order of proceedings and procedures.
- No conflicts of interest were declared or rebutted.
- Public hearing declared open at 6:16 p.m.
- No objections filed on jurisdictional grounds.

Staff Report:

- Planner Depa summarized the staff report as included in the meeting packet.

Questions of staff:

- Status of update of new Comprehensive Plan chapters.

- Implementation of new policies.
- Deficiency of available high density zoning acreage and location of that zoning.
- Location of posted public notices.
- School Traffic Circulation Report (STCR) results impacting North 19th Street.
- Comparison of R-2 zoning to R-3 regarding types of uses and density.
- Intersections being focused on in STCR.
- Future of bike-pedestrian path on Chapel Drive and developer share of infrastructure to be constructed as a County project.
- Rezoning decision being independent of potential project by applicant.

Applicant Presentation:

1. Peter Seaders, MSS Inc., Corvallis, OR

- Distributed copy of presentation (Supplemental Agenda Item #3.1.a)
- Estimated construction cost to contribute to half-street improvements required at 19th and Chapel in conjunction with Benton County road project.
- All infrastructure improvements have been addressed under previously approved triplex homes project.
- Reviewed appropriateness of zoning, limitation of adverse impacts, and City ability to provide services.
- Reviewed conformance with housing policies.
- Development plan under consideration for rental units.
- Property ownership.
- Removal of trees on property.
- Qualification of property to be considered in-fill.
- Content of the report purpose to demonstrate adequate available services for evaluation of the decision criteria.
- Supply and demand of housing availability.

Public Testimony in Support:

- None.

Public Testimony in Opposition:

- None.

Public Testimony from Neutral and Governing Bodies:

- None.

Rebuttal by Applicant Limited to Issues Raised:

- None.

Procedures:

- No request for continuance or to keep the record open.
- Applicant waived seven days to submit final comments.
- Public hearing declared closed at 7:11 p.m.

Recess 7:11 p.m. to 7:17 p.m.

b) Deliberations:

Start Time: 7:17 p.m.

Discussion:

- Timing of application when the Commission is about to begin discussions about revisions to the zoning map.

- Walking distance to schools, proximity of ingress/egress, housing market and the ability to create subsidized housing.
- Development of strategies to address the Comprehensive Plan and Zoning Map and not enabling a developer to drive the process.
- Placement of R-3 closer to downtown.
- Creation of a mix of housing throughout the City with patches of higher density housing.
- Taking the application on its merits and the pending revision of the zoning map.
- Outright allowed uses and conditional uses allowed in R-3 zoning.
- Potential for tabling the application for up to six months or recommending denial by the City Council.
- Options available to the Commission.
- Small size of property and infill nature with proximity to walk to schools.
- Planning best practices to place higher density on the outer edges of residential areas.
- Importance of completion of bike path on Chapel Drive.

Action #1: The findings as presented in the staff report, File No. PC22-10, dated November 15, 2022, be adopted and the Planning Commission recommend approval to City Council to amend the Comprehensive Plan Map from medium density residential to high density residential and the Zoning Map from R-2 to R-3.

Motion/Second: Commissioner Hunsaker/Commissioner Rose

Vote: Action APPROVED 5-2 (Yes: Bernardini, Hunsaker, Rose, Sullivan and Conner; No: Green and Yoder).

Procedures:

- Chair Conner read the appeal procedure.

Deputy City Attorney Catherine Pratt departed at 7:48 p.m..

Recess 7:48 p.m. to 7:52 p.m.

3.2 Residential & Commercial Code and Map Amendment Discussion

Start Time: 7:52 p.m.

Discussion:

- Prioritization of next steps, whether to focus on housing or consider mixed-use zone uses.
- Reviewing the reports and recommendations to present to the City Council and request direction.
- Impact of Downtown Streetscapes Project on prioritization.
- Office/Residential zone applicability.
- Understanding the allowed uses of the different zones.

Commissioner Green departed at 8:00 p.m.

Discussion:

- Availability of the strategy reports and Commissioner Hunsaker volunteered to provide assistance in presenting the reports

4. ANNOUNCEMENTS & STAFF UPDATES

4.1 Next meeting: December 19, 2022 at 6:00 p.m.

Start Time: 8:16 p.m.

Discussion:

- No meeting in December by consensus.

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- January and February meetings on the third Tuesday of the months.
- Preliminary review of strategy recommendations beginning in January.

4.2 Staff Update

Start Time: 8:18 p.m.

Discussion:

- Brief review of projects on staff report, particularly File P22-28.

5. ADJOURNMENT

Meeting adjourned at 8:24 p.m.

SIGNED:

ATTEST:

Gary Conner, Chair

Ruth Post, MMC, City Recorder