

PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
January 17, 2023

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

7 Meeting called to order at 6:00 p.m. by Chair Pro-Tem Van Hunsaker.

8  
9 **Present:**

10 John Barlow  
11 Hayley Green  
12 Van Hunsaker  
13 Timothy Melott  
14 Darlene Rose  
15 Ruth Causey, City Council liaison

**Absent:**

Gary Conner

16  
17 **Staff Present:**

18 Pat Depa, Planner  
19 Ruth Post, City Recorder  
20 Chelsea Starner, Assistant City Manager  
21 Catherine Pratt, Deputy City Attorney

**Absent:**

Chris Workman, City Manager

22  
23 **2. APPROVAL OF MINUTES**

24 **2.1 Minutes of November 21, 2022**

25 Action: To approve the minutes as presented.  
26 Motion/Second: Commissioner Rose/Commissioner Hunsaker  
27 Vote: APPROVED 4-0-1 (Yes: Barlow, Green, Hunsaker, and Rose; No: None;  
28 Abstain: Melott).

29  
30 **3. PUBLIC HEARINGS**

31 **3.1 Election of Chair and Vice-Chair**

32 Start Time: 6:02 p.m.  
33 Action: To nominate Gary Conner as Chair.  
34 Motion/Second: Commissioner Rose/Commissioner Green  
35 Vote: Action APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott and Rose;  
36 No: None).

37  
38 Action: To nominate Van Hunsaker as Vice Chair.  
39 Motion/Second: Commissioner Rose/Commissioner Barlow  
40 Vote: Action APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott and Rose;  
41 No: None).

42  
43 **3.2 PC22-11 Conditional Use Permit – Paul Cochran Veterans’ Memorial Park**

44 **Applicant:** City of Philomath  
45 **Location:** 1545 College Street  
46 12-6-12BD Tax Lot 5400

47 Start Time: 6:06 p.m.

48 **a) Public Hearing:**

49 Procedure:

- 50  
51  
52  
53  
54
- Order of proceedings and procedures read into the record.
  - No conflicts of interest were declared or rebutted.
  - Public hearing declared open at 6:08 p.m.
  - No objections filed on jurisdictional grounds.

1 Staff Report:

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

3  
4 Questions of staff:

- 5 • Irrigation system for landscaping.  
6 • Potential for augmenting parking with angle parking versus maximizing the park  
7 space.  
8 • Council request for accessible play structures yet to be completed.  
9 • Staff report assumption that park will be primarily be used by pedestrians.  
10 • Potential for electrical service on site.

11  
12 Applicant Presentation:

13 1. Chelsea Starnier, Assistant City Manager, City of Philomath

- 14 • Summarized history of the project since the property donation by Beverly Cochran  
15 Durham in honor of her son Jeffrey Cochran.  
16 • State Parks grant providing substantial funding for project.  
17 • Neighborhood property owner knowledge of park project.  
18 • Project bid timeline expectations.  
19 • Perimeter privacy fencing and landscaping expectations.  
20 • Expectation for a large caliber tree to replace the diseased tree that had to be  
21 removed.

22  
23 Attorney's Statement:

- 24 • Deputy City Attorney Pratt provided the statement for providing testimony.

25  
26 Discussion (continued):

- 27 • Amplified sound restrictions for broadcasting.

28  
29 Public Testimony in Support:

30 1. Eric Niemann, Philomath, OR

- 31 • Advocated on behalf of Paul Jeffrey Cochran family, reviewing history of his years in  
32 Philomath prior to being killed in action in Vietnam.  
33 • Described Beverly Durham's life in Philomath and donation of property to City.  
34 • Described Beverly's other children.

35  
36 Public Testimony in Opposition:

- 37 • None.

38  
39 Public Testimony from Neutral and Governing Bodies:

- 40 • None.

41  
42 Rebuttal by Applicant Limited to Issues Raised:

- 43 • None.

44  
45 Procedures:

- 46 • No request for continuance or to keep the record open.  
47 • Applicant waived seven days to submit final comments.  
48 • Public hearing declared closed at 6:36 p.m.

1 **b) Deliberations:**

2 Start Time: 6:36 p.m.

3  
4 Action: Approve the application for the Conditional Use Permit, File #PC22-11,  
5 based on the findings of fact contained in the staff report and subject to  
6 the conditions of approval in the staff report.

7 Motion/Second: Commissioner Rose/Commissioner Melott

8  
9 Discussion:

- 10 • Past City goals to expand park areas around the city.  
11 • Bicycle parking minimum requirement and possibility to use same design as  
12 Downtown Streetscapes bike rack style.

13  
14 Vote: Action APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott, and  
15 Rose; No: None).

16  
17 Procedures:

- 18 • Chair Pro-Tem Hunsaker read the appeal procedure.

19 **4. ANNOUNCEMENTS & STAFF UPDATES**

20 **4.1 Staff Update**

21 Start Time: 6:42 p.m.

22 Discussion:

- 23 • Planner Depa summarized compilation of the updated report.  
24

25 **4.2 Next meeting:** Joint City Council/Planning Commission, January 23, 2023, at 6:00 PM

26 Start Time: 6:54 p.m.

27 Discussion:

- 28 • Overview of work session agenda to prioritize next steps as a result of completion of  
29 the Comprehensive Plan updates.  
30

31 **4.2 Next regular meeting:** February 21, 2023, at 6:00 PM

32 Start Time: 7:02 p.m.

33 Discussion:

- 34 • Meeting is on a Tuesday due to holiday.  
35  
36

37 **5. ADJOURNMENT**

38 Meeting adjourned at 7:03 p.m.

39  
40 SIGNED:

41  
42 Van Hunsaker, Chair Pro-Tem

ATTEST:

Ruth Post, MMC, City Recorder

PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
February 21, 2023

1  
2  
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4  
5  
6 **1. CALL TO ORDER - ROLL CALL**

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

8  
9 **Present:**

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

**Absent:**

18  
19 **Staff Present:**

20 Chris Workman, City Manager  
21 Pat Depa, Planner  
22 Ruth Post, City Recorder  
23 Catherine Pratt, Deputy City Attorney

**Absent:**

24  
25 **2. APPROVAL OF MINUTES**

26 **2.1 Minutes of January 17, 2023**

27 Action: To approve the minutes as presented.  
28 Motion/Second: Commissioner Hunsaker/Commissioner Melott  
29 Vote: APPROVED 7-0 (Yes: Barlow, Green, Hunsaker, Jessen, Melott, Rose;  
30 and Conner; No: None).

31  
32 **3. PUBLIC HEARINGS**

33 **3.1 PC23-01 Variance**

34 **Applicant:** Living Faith Community Church

35 **Location:** 402 S 13th Street  
36 12-6-12C Tax Lots 1500 & 600

37 **Start Time:** 6:03 p.m.

38 **a) Public Hearing:**

39 **Procedure:**

- 40
- 41 • Order of proceedings and procedures read into the record.
  - 42 • No conflicts of interest were declared or rebutted.
  - 43 • Public hearing declared open at 6:05 p.m.
  - 44 • Commissioner Melott declared a site drive-by.
  - 45 • Commissioner Conner declared acquaintance with applicant Jim Hall and  
46 conversations with individuals and declared an ability to conduct fair evaluation of the  
47 application.
  - 48 • Commissioner Hunsaker declared acquaintance with applicant Jim Hall and declared  
49 an ability to conduct a fair evaluation of the application.
  - 50 • No objections filed on jurisdictional grounds.
  - 51 • Statement for providing testimony provided.

52 **Staff Report:**

- 53
- 54 • Planner Depa summarized the staff report for the Class C Variance application as  
included in the meeting packet.

1  
2 Questions of staff:

- 3
- 4 • History of the construction of the existing structures on the lots reviewed.
  - 5 • Reference to possible future sale of a portion of the property that is currently utilized by the Frolic & Rodeo Association.
  - 6 • Future plans for the existing house speculated.
- 7

8 Applicant Presentation:

- 9 1. Jim Hall, Living Faith Community Church, Philomath, OR
- 10 • Stated the Church is in agreement with the Staff Report.
  - 11 • Stated intention of the existing house to be sold for residential use after approval of the lot consolidation process.
  - 12 • Map diagrams reviewed to clarify location of future Cedar Street.
  - 13 • Future access locations reviewed.
  - 14 • Design of lot configurations, addressing existing fencing and building placements reviewed.
- 15  
16  
17

18 Public Testimony in Support:

- 19 1. None.
- 20

21 Public Testimony in Opposition:

- 22 1. None.
- 23

24 Public Testimony from Neutral and Governing Bodies:

- 25 1. Steve Cyr, Philomath, OR
- 26 • Requested a recap of the decision-making criteria.
- 27

28 Discussion:

- 29 • Reference to property as a “heritage farm” due to long-standing local history of the farm.
  - 30 • Compliance requirements with zoning setbacks from structures for new lot lines reviewed.
  - 31 • Zoning designation of resultant lots reviewed, including split zoning of the resulting residential lot.
  - 32 • Variance application approval being a condition of approval for the previously applied for partition application to consolidate.
  - 33 • Criteria for the decision-making reviewed from the staff report.
- 34  
35  
36  
37  
38

39 Rebuttal by Applicant Limited to Issues Raised:

- 40 • None.
- 41

42 Procedures:

- 43 • No request for continuance or to keep the record open.
  - 44 • Applicant waived seven days to submit final comments.
  - 45 • Public hearing declared closed at 6:43 p.m.
- 46

47 **b) Discussion & Decision:**

48 Start Time: 6:43 p.m.

49

50 Discussion:

- 51 • Hunsaker: Logical consolidation of lot with the existing structures and support of application.
- 52

- Conner: Application fixes the previous separation of the house and outbuildings onto separate lots. Unusual configuration to wrap the other lot flags around the residential lot.
- Staff encouragement for the residential lot to limit the non-conformance as much as possible and create the minimum variance required.

Action: To approve the findings of fact to approve file PC23-01 to exceed the maximum lot size on property owned by Living Faith Community Church.  
Motion/Second: Commissioner Hunsaker/Commissioner Rose  
Vote: Action APPROVED 7-0 (Yes: Barlow, Green, Hunsaker, Jessen, Melott, Rose and Conner; No: None).

Procedures:

- Chair Conner read the appeal procedure.

Recess 6:52 to 6:56 p.m.

### 3.2 Citizen Involvement Chapter Code Changes

Start Time: 6:57 p.m.

Staff Report:

- Planner Depa reviewed the process to-date in updating the Comprehensive Plan policies related to Citizen Involvement.
- Introduction of discussion on current public involvement practices and suggested methods of engagement.

Discussion:

- Challenge of getting people to attend open houses.
- Possible use of QR codes to disseminate information and reach additional demographics.
- Uses of social media to reach residents.
- Use of signage posted on sites for different types of applications.
- Value of driving interest back to the website.
- Challenge of coming up with notification methods for differing demographics.
- Use of media public notices, either paid or unpaid.
- Responsibilities of City to get information out there and for citizens to make an effort to seek information.
- Use of school newsletters and methods of providing notification that can be verified.
- Value of door-to-door information sharing.
- Use of weekly email and monthly newsletter as supplementary methods of sharing information.
- Review of development application types classified as Type I applications.
- Examples of a Nonconforming Use application.
- Examples of tree removal situations.
- Review of staff suggested code changes for types of applications.
- Discussion of city-recognized neighborhood groups such as homeowner associations.
- Discussion on requiring signage on Type II applications.
- Review of suggested changes to Type II notifications, including posting of signage and addition of weekly email.
- Type III notification process reviewed, including the potential to require a neighborhood meeting.
- Timing of posting signage and mailings.
- Discussion about specifying the signage posting requirements.

- 1 • Possibility of customizing specific Type IV public involvement plans.
- 2 • Discussion about discretionary efforts versus code requirements.
- 3 • Discussion about newspaper publication requirements.
- 4

5 **4. ANNOUNCEMENTS & STAFF UPDATES**

6 **4.1 Staff Update**

7 Start Time: 9:11 p.m.

8 Discussion:

- 9 • No questions.

10

11 **4.2 Next regular meeting:** March 20, 2023, at 6:00 PM

12 Start Time: 9:11 p.m.

13 Discussion:

- 14 • No questions.

15

16 **5. ADJOURNMENT**

17 Meeting adjourned at 9:13 p.m.

18

19 SIGNED:

20 Gary Conner, Chair

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
March 20, 2023**

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

Meeting called to order at 6:03 p.m. by Chair Gary Conner.

**Present:**

John Barlow  
Gary Conner  
Van Hunsaker  
Josiah Jessen  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

Hayley Green

**Staff Present:**

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

**Absent:**

**2. APPROVAL OF MINUTES**

**2.1 Minutes of February 21, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Rose/Commissioner Melott  
Vote: APPROVED 6-0 (Yes: Barlow, Hunsaker, Jessen, Melott, Rose; and Conner; No: None).

**3. NEW BUSINESS**

**3.1 PC23-02**

**Applicant:** Alexandria Baldwin  
**Location:** 12-6-12B Tax Lot 1201  
**Start Time:** 6:05 p.m.

**3.1.1 Public Hearing:**

**Procedure:**

- Order of proceedings and procedures read into the record.
- No conflicts of interest were declared or rebutted.
- Public hearing declared open at 6:07 p.m.
- Commissioner Melott declared he was a prior owner of the property and declared the ability to make an impartial decision.
- Site visits were reported by Commissioner Rose and Councilor Causey.
- No objections filed on jurisdictional grounds.
- Statement for providing testimony provided.

**Staff Report:**

- Planner Depa identified the applicant has standing to appeal and reviewed the findings of fact applying code criteria, specifically application of the Public Works Design Standards (PWDS).

**Questions of staff:**

- Clarification that Lincoln Street is a platted street.
- Width and extent of street improvements criteria in PWDS reviewed.



- 1 • Waiver of Right of Remonstrance Agreement to defer infrastructure reviewed.
- 2 • Condition of approval for access improvement at the time of a building permit
- 3 application discussed.
- 4 • Driveway improvements required at the time of building permit application reviewed.
- 5 • Option to apply for a variance at the time of building reviewed.
- 6 • Access of existing parcel via North 12th Street reviewed.
- 7 • Relevance of existing condition of North 12th Street reviewed.

8  
9 Applicant Presentation:

10 1. Alexandria Baldwin, Philomath, OR

- 11 • Described intent for use of new partitioned lot for residential use.
- 12 • Noted pre-purchase reassurances that street improvements would not be required
- 13 for building permit.
- 14 • Use of a Waiver of Non-Remonstrance considered acceptable for future street
- 15 installation.
- 16 • Identified City documents related to street improvements, particularly PMC 18.80.020
- 17 transportation improvements, to support appeal.
- 18 • Driveway paving without addressing proper drainage identified as a safety concern.
- 19 • Requirement to partition to allow for second dwelling discussed.

20  
21 Public Testimony in Support:

22 1. Ramona Angell, Albany, OR

- 23 • Intention to place a manufactured home on the new parcel and live there described.
- 24 • Affordability of improvements described.

25  
26 Public Testimony in Opposition:

27 1. None.

28  
29 Public Testimony from Neutral and Governing Bodies:

30 1. Robert Biscoe, Philomath, OR

- 31 • Concerns about moisture issues and drainage to be addressed at the time of full
- 32 street construction.

33  
34 2. Steve Cyr, Philomath, OR

- 35 • Availability of an allowance for an accessory dwelling unit (ADU) suggested.

36  
37 Questions of Staff:

- 38 • Suggestion to use a Non-Remonstrance Agreement to address future improvements
- 39 and avoid exacerbating drainage issues.
- 40 • Staff doubt that addition of the paving would impact adjacent property owners.
- 41 • Policy of using Non-Remonstrance Agreements for public infrastructure
- 42 • Code requirement to construct hard-surfaced driveway access reviewed.
- 43 • Limitation of Planning Commission review to evaluate whether the criteria was
- 44 properly applied.

45  
46 Rebuttal by Applicant Limited to Issues Raised:

47 1. Alexandria Baldwin, Philomath, OR

- 48 • Questioning avenue of the appeal to determine what the Planning Commission can
- 49 address.
- 50 • Status of Lincoln Street as a platted street on City maps.

51 2. Ramona Angell, Albany, OR

- 52 • Questioning policy versus existing code for use of Non-Remonstrance Agreements.

1 Procedures:

- 2
- No request for continuance or to keep the record open.
  - Applicant waived seven days to submit final comments.
  - Public hearing declared closed at 7:05 p.m.
- 5

6 **3.1.2) Discussion & Decision:**

7 Start Time: 7:05 p.m.

8 Discussion:

- 9
- Use of applying the Non-Remonstrance Agreement tool versus applying the PWDS for 3/4-street improvements or finding a happy medium.
  - Concerns about misunderstanding and communication between staff and applicants.
  - Addition of a definition of driveway in the PWDS.
  - Determination of access on Lincoln Street as a platted street meeting access requirements.
  - Appropriateness of restricting use of Non-Remonstrance Agreements as an option in the code noted.
  - Drainage issues.
  - Use of Lincoln Street for access by existing residences.
  - Code access requirements via a public street.
  - PWDS reference to use of an unimproved street or alley as a driveway requiring paving.
  - Upholding of PWDS as part of the Code requirements.
  - Application in recent history regarding the requirement to provide a paved driveway on an unimproved street.
  - Grey zone of existing property owners currently using the unimproved road.
  - Council perspective for use of Non-Remonstrance Agreements and ensuring complete understanding and future implications summarized by Councilor Causey.
  - Consideration of drainage issues and inclusion of paving in a Non-Remonstrance Agreement suggested by Councilor Causey.
  - Digging into detail level of street design at time of street improvements versus higher level decision-making criteria.
  - Council direction to staff to avoid use of Non-Remonstrance Agreements.
  - Review of process to uphold the decision or approve the appeal.
- 34

35 Action: That staff incorrectly determined that the access to the partitioned  
36 property would be 12th Street. In order to partition the property the new  
37 property fronts on Lincoln Street; therefore, the appeal is approved under  
38 condition of approval number 7.

39 Motion/Second: Commissioner Hunsaker/Commissioner Barlow

40

41 Discussion:

- 42
- Question of defining a street as a driveway when there are two other properties using it for access.
  - Discussion on section of the code being referenced for the basis for the motion.
  - Use of definition of driveway from the closest improved street to the front of garage.
  - Construction of residences on North 18th Street in recent history cited as an example of use of a chip-sealed street.
  - Question of driveway having to meet the engineering for full street improvements in the future.
  - Review of Chapter 18 code definitions of driveways.
  - Precedence set by decision.
  - Review of options available through Public Works.
  - Suggestion to continue the decision-making process to another date.
- 53

- Options for addressing the condition of approval at a later date during the construction permitting process.

Vote: Action APPROVED 5-1 (Yes: Barlow, Hunsaker, Jessen, Rose and Conner; No: Melott).

Procedures:

- Request findings to reflect that it was done after considered interpretation of the code.

Action: That findings include a specific finding that the decision of the Planning Commission was based on due deliberation and its interpretation of the code in PWDS Division 2, Section 2.30.j.

Motion/Second: Commissioner Barlow/Commissioner Jessen

Vote: Motion APPROVED 6-0 (Yes: Barlow, Hunsaker, Jessen, Melott, Rose; and Conner; No: None).

- Commissioner Melott stated concurrence with the motion regarding specific findings and considered that action allayed the concerns that made him vote in opposition of the first action.
- Chair Conner read the appeal procedure.

Recess 8:12 p.m. to 8:18 p.m.

### 3.2 PC23-03

Start Time: 8:19 p.m.

**Applicant:** Scott Ramsey

**Location:** 12-6-121AD Tax Lot 5100, 225 N 8th Street

#### 3.2.1 Public Hearing:

Procedure:

- Order of proceedings and procedures read into the record.
- No conflicts of interest were declared or rebutted.
- Public hearing declared open at 8:22 p.m.
- Commissioners Melott, Rose, Barlow and Councilor Causey reported site visits.
- No objections filed on jurisdictional grounds.
- Statement for providing testimony provided.

Staff Report:

- Planner Depa summarized the staff report for the Class C variance to construct a new garage within five feet of the front setback at the property that has a residence on the federal historic registry.

Applicant Presentation:

1. Scott Ramsey, Philomath, OR

- Described process 18 years ago when carriage house still existed and approval from Planning Commission for variance to replace.
- Noted prior variance expired three years ago.
- Would not have torn down old garage if he'd known timeline of recession.
- Described limitations for making any exterior changes to a federally registered historical property.
- Described intended footprint of new garage and expense of putting house on federal registry.
- Noted would have put foundation in three years ago if he'd known earlier approval was going to lapse.
- Described size of a garage that would meet current code as too small.

- Was originally in hopes of getting an extension to original variance approval.
- Timeline of original variance approval and removal of structure discussed.
- Driveway location and original garage access reviewed.
- Location of property line in relationship to street edge described.
- Size of torn down structure and size of new structure reviewed.
- Lack of salvage material availability to build the new structure to National Register standards.
- Question of visibility for neighbor to the north reviewed.
- Question of whether placement of the garage in a different location would jeopardize registry.
- Potential need to remove a pine tree to the north discussed.

Public Testimony in Support:

1. None.

Public Testimony in Opposition:

2. None.

Public Testimony from Neutral and Governing Bodies:

3. None.

Questions of Staff:

- Future development of East to West alley discussed.
- Status of original application and relevance to this application discussed.

Rebuttal by Applicant Limited to Issues Raised:

- Original variance approval timeframe and lack of information on that discussed.

Procedures:

- No request for continuance or to keep the record open.
- Applicant waived seven days to submit final comments.
- Public hearing declared closed at 9:06 p.m.

**3.2.2) Discussion & Decision:**

Start Time: 9:06 p.m.

Discussion:

- Question of holding the record open to review prior variance approval deemed moot due to closure of hearing.
- Commissioner Hunsaker supported approval of variance request as a result of the historical registry.
- Discussion about potentially tabling the decision with the caveat that no additional documentation could be submitted at this point.
- Commissioner Melott supported denial based on the documentation provided and lack of quantitative documentation of original building.
- Problematic nature of putting the garage in front of the front face of a historical structure described.
- Need to apply the criteria discussed.
- Optional locations that would meet the criteria cited as a reason to deny the request.
- Appeal of decision process discussed.
- Potential for re-application in a year versus appeal discussed.

1  
2 Action: To deny File No. PC23-03 variance for a 15-foot setback based on the  
3 criteria.  
4 Motion/Second: Commissioner Hunsaker/Commissioner Rose  
5 Vote: Action APPROVED 6-0 (Yes: Barlow, Hunsaker, Jessen, Melott, Rose  
6 and Conner; No: None).

7  
8 Procedures:

- 9 • Chair Conner read the appeal procedure.

10  
11 **4. UNFINISHED BUSINESS**

12 **4.1 Citizen Involvement Chapter Code Changes**

13 Start Time: 9:28 p.m.

14 Discussion:

- 15 • Scheduling a public hearing on the proposed amendments at the April Planning  
16 Commission meeting.  
17 • Reduction of notification to a 14-day period.  
18 • Wording of signage to provide additional option beyond website.  
19 • Suggested changing of “local newspaper” to “news outlets”  
20 • Type II notice of signage versus mailed notice to property address and benefit of  
21 signage.  
22 • Use of social media per Citizen Involvement policy and placing information on City’s  
23 Facebook page discussed.  
24 • Incorporation of proposed language discussed for purpose of public hearing and  
25 continued discussion on use of social media.

26  
27 Action: To accept the proposed language with the exception of addressing social  
28 media references.

29 Motion/Second: Commissioner Melott/Commissioner Jessen

30 Vote: Action APPROVED 6-0 (Yes: Barlow, Hunsaker, Jessen, Melott, Rose  
31 and Conner; No: None).

32 **5. ANNOUNCEMENTS & STAFF UPDATES**

33 **5.1 Staff Update**

34 Start Time: 9:42 p.m.

35 Discussion: None.

36  
37 **5.2 DLCD/OAPA Willamette Valley Planners Network Meeting: 3/22/23 at 5:00 PM**

38 Discussion: None.

39  
40 **5.3 Next regular meeting: April 17, 2023, at 6:00 PM**

41 Discussion: No questions.

42  
43 **5. ADJOURNMENT**

44 Meeting adjourned at 9:43 p.m.

45  
46 SIGNED:

ATTEST:

47  
48 \_\_\_\_\_  
49 Gary Conner, Chair

\_\_\_\_\_  
Ruth Post, MMC, City Recorder

**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
April 17, 2023**

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

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

**Present:**

John Barlow  
Gary Conner (arrived at 7:06 p.m.)  
Hayley Green  
Van Hunsaker  
Josiah Jessen (arrived at 6:04 p.m.)  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

**Staff Present:**

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

**Absent:**

**2. APPROVAL OF MINUTES**

**2.1 Minutes of March 20, 2023**

Action: To amend Page 4, Line 4 of the March 20, 2023 minutes to read  
"APPROVED 5-1."

Motion/Second: Commissioner Melott/Commissioner Rose

Vote: APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott, and Rose; No:  
None).

Action: To approve the minutes as amended.

Motion/Second: Commissioner Rose/Commissioner Melott

Vote: APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott, and Rose; No:  
None).

**3. NEW BUSINESS**

**3.1 PC23-04**

**Applicant:** City of Philomath

**Application**

**Type:** Legislative Amendment to PMC Chapter 18.105 Notification Procedures

**Start Time:** 6:04 p.m.

Commissioner Josiah Jessen arrived at 6:04 p.m.

**3.1.1 Public Hearing:**

Procedure:

- Order of proceedings and procedures read into the record.
- No conflicts of interest were declared or rebutted.
- Public hearing declared open at 6:07 p.m.
- No objections filed on jurisdictional grounds.
- Statement for providing testimony provided.

Staff Report:

- Planner Depa provided the staff report, noting the previous review of the proposed amendments by the Commission.

1  
2 Questions of staff:

- 3
  - Confirmation that a Nonconforming Use application is a Type II application.
  - Discussion about Policy 3.4 on Page 3 of the Staff Report about consistent procedures.

6

7 Public Testimony in Support:

- 8 1. None.

9  
10 Public Testimony in Opposition:

- 11 1. None.

12  
13 Public Testimony from Neutral and Governing Bodies:

- 14 1. None.

15  
16 Procedures:

- 17
  - Public hearing declared closed at 6:19 p.m.

18

19 **3.1.2 Discussion & Decision:**

20 Start Time: 6:19 p.m.

21 Discussion:

- 22
  - Possible minimum dimension of signage requirements.
  - Signage for business re-occupancies.
  - Usage of social media to promote applications based on Policy 2.2 noted.

25

26 Action: The Planning Commission adopt the findings presented in the staff report  
27 dated 4/10/2023 for PC23-04 to amend the development code and  
28 recommend an amending ordinance be approved by City Council.

29 Motion/Second: Commissioner Melott/Commissioner Rose

30  
31 Vote: Action APPROVED 6-0 (Yes: Barlow, Green, Hunsaker, Jessen, Melott  
32 and Rose; No: None).

33  
34 **3.2 Preliminary Discussion on Commercial and Industrial Code Language and Zone  
35 Uses**

36 Start Time: 6:39 p.m.

37 Discussion:

- 38
  - Planner Depa summarized the next process to update Commercial and Industrial  
39 code language.
  - Impacts of Climate Friendly Areas to commercial zoning discussed.
  - Proposed working timeline of two meetings per month introduced.
  - Potential for more pro-active outreach to promote meetings suggested.
  - Discussion about scheduling meetings the first and third Monday of the month.
  - Meeting expectations described.

45

46 Recess 6:56 to 7:04 p.m.

- 47
  - Discussion on allowed uses in Commercial Districts.

48

49 Commissioner Conner arrived at 7:06 p.m.

- 50
  - Additional discussion about Climate Friendly Areas (CFA).
  - Purpose of state mandated CFA noted.
  - Required 25-acre CFA and relationship to C-1 and C-2 areas discussed.
  - General description of commercial zone types discussed.
  - Overlap between C-1 and C-2 summarized by staff.

54

- Vehicle orientation of C-3 discussed.
- Proposed Industrial Zone descriptions introduced.
- Difference between Industrial Park and Light Industrial discussed.
- Future visioning of industrial zoning discussed.
- Impact of ODOT controlled highway on City improvement intentions noted.
- Interactions and relationships with ODOT described by staff.
- Impact of State zoning requirements on City decisions.
- Presence or lack thereof of infrastructure for heavy industrial zones discussed.
- Industrial zoned areas in the Urban Growth Boundary reviewed.
- Suggestions for future review of the descriptions.

Break 8:06 p.m. to 8:12 p.m.

- Discussion about Agenda Packet Attachment B worksheet, identifying allowed and conditional uses in each zone.
- Considerations for different types of allowances in each zone discussed.
- Staff to provide additional examples of allowed uses.
- Commission assignment to complete Attachment B and submit for compilation.

#### 4. **ANNOUNCEMENTS & STAFF UPDATES**

##### 4.1 Staff Update

Start Time: 8:46 p.m.

Discussion:

- Receipt of survey in #3 noted.
- Wetland mapping update noted by staff.
- GIS mapping overlay described.

**4.2 Next regular meeting:** May 15, 2023, at 6:00 PM

Discussion: No questions.

#### 5. **ADJOURNMENT**

Meeting adjourned at 8:53 p.m.

SIGNED:

ATTEST:

\_\_\_\_\_  
Gary Conner, Chair

\_\_\_\_\_  
Ruth Post, MMC, City Recorder



**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
May 4, 2023**

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

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

**Present:**

Gary Conner  
John Barlow  
Van Hunsaker  
Josiah Jessen  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

Hayley Green

**Staff Present:**

Chris Workman, City Manager  
Pat Depa, Planner

**2. APPROVAL OF MINUTES**

**2.1 Minutes of April 17, 2023**

- Discussion to amend Page 3, Line 32-25 to indicate Melott voted “yes” and the final vote was 6-0 in favor.

Action: To approve the minutes as amended.

Motion/Second: Commissioner Hunsaker/Rose

Vote: APPROVED 6-0 (Yes: Barlow, Hunsaker, Melott, Conner, Jessen and Rose; No: None).

**3. UNFINISHED BUSINESS**

**3.1 Commercial and Industrial Code Language and Zone Uses**

- Five allowed uses responses submitted from the Commission
- Pretty consistent responses to allowed uses responses
- Will return to look at allowed uses again after reviewing zoning
- Commission will be looking to rezone properties or update a comprehensive zoning map to support future zone changes requested by property owners.
- Staff presented proposed zone changes and discussed specific locations
- Commission members provided zoning maps and asked to mark them up with their thoughts on potential zone changes
- Next meeting will include discussion of zone changes. Staff to report back on process of changing zoning or changing zoning/comp map

**4. ANNOUNCEMENTS & STAFF UPDATES**

- Regular Meeting: May 15, 2023, at 6:00 PM
- Regular Meeting: June 19, 2023, is rescheduled to June 20, 2023, at 6:00 PM.

**5. ADJOURNMENT**

Meeting adjourned at 8:09 p.m.

SIGNED:

ATTEST:

\_\_\_\_\_  
Gary Conner, Chair

\_\_\_\_\_  
Ruth Post, MMC, City Recorder

**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
May 15, 2023**

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

Meeting called to order at 6:00 p.m. by Vice Chair Van Hunsaker.

**Present:**

John Barlow  
Hayley Green  
Van Hunsaker  
Josiah Jessen (arrived at 6:15 p.m.)  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

Gary Conner

**Staff Present:**

Chris Workman, City Manager  
Pat Depa, Planner  
David Coulombe, Deputy City Attorney

**2. APPROVAL OF MINUTES**

**2.1 Minutes of May 4, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Melott / Commissioner Rose  
Vote: APPROVED 5-0 (Yes: Barlow, Green, Hunsaker, Melott, and Rose; No: None).

**3. NEW BUSINESS**

**3.1 PC23-05 Kennedy Variance, 333 S 15th Street, Philomath, OR**

**3.1.1 Public Hearing**

- Process and rules for public hearing read into the record.
- No conflicts of interest or site visits declared.

Staff Report: Pat Depa, Planner

- Planner Depa presented the staff report describing construction requirements in the floodplain and recommending approval.
- Compliance with all other accessory dwelling unit (ADU) requirements confirmed.

Applicant: John Kennedy, 333 S 15th Street, Philomath, OR

- Roof pitch and parking capacity confirmed.

Commissioner Jessen arrived and abstained from participation in ongoing public hearing.

Public Testimony:

- None.

Rebuttal by Applicant:

- None.

Neutral Parties Testimony:

- None.

1 Questions of staff:

- 2 • Verification of no presence of wetlands on Local Wetlands Inventory confirmed by
- 3 staff.
- 4 • Requirement for Elevation Certificates before, during and after construction
- 5 discussed.

6  
7 Request to hold record open:

- 8 • None.
- 9 • Public hearing closed at 6:20 p.m.

10  
11 **3.1.2 Discussion and Recommendation**

12 Action: To approve the ADU height variance to exceed the height of the

13 primary structure at 333 South 15th Street on file number PC23-

14 05 based on the findings presented in the staff report.

15 Motion/Second: Commissioner Melott/Commissioner Rose

16 Vote: Action APPROVED 5-0-1 (Yes: Barlow, Green, Hunsaker, Melott,

17 and Rose; No: None; Abstain: Jessen).

18  
19 **4. UNFINISHED BUSINESS**

20 Start Time: 6:25 p.m.

21 **4.1 Comprehensive and Zoning Map Discussion**

- 22 • Review of previous discussion and next step review of code language.
- 23 • Process for proceeding with zone changes reviewed, including involvement of
- 24 property owners and application of State notification requirements in addition to local
- 25 requirements.
- 26 • Impact of Comprehensive Plan policies on zoning changes.
- 27 • The difference between Comprehensive Plan Map base designations and the zoning
- 28 map discussed.
- 29 • Discussion about property owner right to appeal a city-initiated rezone.
- 30 • Schedule for upcoming meeting topics and public outreach reviewed.
- 31 • Opportunity to re-evaluate allowed uses within zones prior to public meetings agreed
- 32 upon.
- 33 • Legal non-conforming use of rezoned properties discussed.
- 34 • Redesignation of properties in the Urban Growth Boundary (UGB) discussed.
- 35 • Discussion about specific commercial and industrial locations on the zoning map to
- 36 consider for rezoning.
  - 37 ○ Expand commercial zoning north of Landmark Drive and North of Corbin
  - 38 Cabinetry (Tax lots 13000 and 13300).
  - 39 ○ Speak with property owner Mayer on specific shape of zone designation.
  - 40 ○ Three lots adjacent to The Boulevard Apartments recommended to rezone to R-
  - 41 3.
  - 42 ○ Large lot west of The Boulevard Apartments, move north boundary to 600 feet
  - 43 back from highway.
  - 44 ○ Two lots north of College between 12th and 13th: Discussion about C-1 or R-3
  - 45 and concern about too much mixed use away from truck traffic. Tentatively set at
  - 46 R-3.

47  
48 Action: To change two blocks of North half of College from 12th to 14th

49 Streets to R-3.

50 Motion/Second: Commissioner Barlow/Commissioner Melott

51 Vote: Action APPROVED 6-0 (Yes: Barlow, Green, Hunsaker, Jessen,

52 Melott, and Rose; No: None).

- 53
- 54 ○ Speak with church at 12th and Main Street about split zoning.

- 1           ○ Southwest corner of 9th & Applegate to C-2.
- 2           ○ Southeast corner of 9th & Applegate, both lost to C-2.
- 3           ○ Speak with Interfor about C-3 zone on property south of Highway 20 and
- 4           Applegate.
- 5           ○ Change city-owned lots to public: 16th and College park.
- 6           • Timeline for process and conducting the same process to review residential zoning.

7 **5. ANNOUNCEMENTS & STAFF UPDATES**

8 **5.1 Staff Update**

- 9           • No comments.

10 **5.2 Meetings**

- 11          • Regular Meeting: June 20, 2023, at 6:00 PM.

12 **5. ADJOURNMENT**

13 Meeting adjourned at 9:00 p.m.

14 SIGNED:

ATTEST:

15 \_\_\_\_\_  
16  
17 Van Hunsaker, Vice-Chair

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Chris Workman, City Manager

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**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
June 20, 2023**

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

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

**Present:**

Gary Conner  
John Barlow  
Josiah Jessen  
Timothy Melott  
Ruth Causey, City Council liaison

**Absent:**

Darlene Rose  
Hayley Green  
Van Hunsaker

**Staff Present:**

Chris Workman, City Manager  
Pat Depa, Planner

**2. APPROVAL OF MINUTES**

**2.1 Minutes of May 15, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Barlow/Commissioner Jessen  
Vote: APPROVED 4-0 (Yes: Barlow, Jessen, Melott, and Conner; No: None).

**3. UNFINISHED BUSINESS**

Start Time: 6:02 p.m.

**3.1 Commercial & Industrial Code Language Discussion**

- Recap of process thus far.
- Next step to begin reviewing draft code language in more detail.
- Allowed and conditional uses yet to be considered.
- Sources of draft language discussed.
- Incorporation of climate friendly areas feedback mentioned.
- Complete replacement of text instead of amendment discussed.
- Methods of collaborating on changes and feedback discussed.
- Minimizing risk of unknowns noted.
- Prescriptive language versus performance language discussed.
- Use of working meetings with Pat Depa suggested.
- Emphasis on non-automobile usage and available multi-modal options discussed.
- Relationship of Comprehensive Plan to the purpose statement discussed.
- Specificity of uses described in 18.40.20(2)(A)(1) Purpose discussed.
- Brainstorming about conditional uses table.
- Parking, lighting and noise discussed.
- Need for timber town theme definition and examples discussed.
- Use of city tree-related committees in addressing tree requirements.
- Placement of obstructions between building entrances discussed.
- Use of table in 18.40.30 versus narrative discussed.
- Impact of building code on setback requirements discussed.
- Visual impact of one-story structures in commercial zone discussed.
- Secondary frontage on four corner lots discussed.
- Variances for frontage briefly discussed.
- Requirements for glass frontage discussed.
- Window signage and coverage discussed.
- Inclusion of 13th Street blocks as C-1 discussed.

- 1 • Building shape in relationship to Timber Town theme discussed.  
2

3 Recess 8:03 p.m. to 8:10 p.m.  
4

- 5 • Use of stucco and stucco-type materials discussed.  
6 • Creation of a development design manual discussed.  
7 • Awning design standards discussed.  
8 • Live-work units discussed.  
9 • Formatting of section discussed.  
10 • Future detailed review of parking requirements discussed.  
11 • Location of sections in Zoning code discussed.  
12 • Process of reviewing the various sections of the code discussed.  
13 • C-3 Regional commercial district and existing developments discussed.  
14 • Responsibility for placement of public garbage receptacles discussed.  
15 • Request for draft table of contents for chapters requested.  
16 • Outdoor cafes and displays in the public right-of-way discussed.  
17 • Lighting standards discussed, including dark sky standards, use of LEDs and light  
18 spillover.  
19 • Purpose statement revisited.

20 **4. ANNOUNCEMENTS & STAFF UPDATES**

21 **4.1 Staff Update**

- 22 • Brief update on Millpond Crossing subdivision status.

23 **4.2 Next Meeting**

- 24 • July 17, 2023, at 6:00 PM.  
25

26 **5. ADJOURNMENT**

27 Meeting adjourned at 9:15 p.m.  
28

29 SIGNED:  
30 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 17, 2023**

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

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

**Present:**

Gary Conner  
John Barlow (arrived at 6:04 p.m.)  
Hayley Green  
Van Hunsaker  
Josiah Jessen  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison (departed at 8:06 p.m. and returned at 8:24 p.m.)

**Absent:**

**Staff Present:**

Pat Depa, Planner  
Ruth Post, City Recorder

**2. APPROVAL OF MINUTES**

**2.1 Minutes of June 20, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Hunsaker/Commissioner Rose  
Vote: APPROVED 6-0 (Yes: Green, Hunsaker, Jessen, Melott, Rose, and Conner; No: None).

Commissioner John Barlow arrived at 6:04 p.m.

**3. UNFINISHED BUSINESS**

Start Time: 6:05 p.m.

**3.1 Industrial Code Language Discussion**

- Planner Depa introduced the proposed revisions to Chapter 18.45, Industrial Districts.
- Proximity of existing industrial use and zoning to residential zones discussed.
- Examples of types of use requiring conditional use permit approval discussed.
- Noise from rodeo grounds discussed and rezoning as public.
- Relationship between Purpose statement and Comprehensive Plan discussed.
- Terminology of “permitted use” approved over “allowed use.”
- Use of asterisk in Table 18.45.030 discussed.
- Setback exception from residential districts discussed.
- Purpose and uses of setback areas discussed.
- Conflict between types of permitted uses and setbacks that create unusable lots described.
- Potential for some heavy industrial lots to more suitably be zoned light industrial.
- Suggestion for visual aids at next meeting to continue discussion.
- Question about whether additional heavy industrial is desirable for the community discussed.
- Projections referenced in 18.45.030 discussed with consensus not to allow.
- Section H reference to “drain” recommended to change to “drainage.”
- Impervious surfaces and permeable options discussed.

- Discussion returned to setbacks and parking requirements.
- Creating an option to the 75-foot front setback by allowing for a reduced setback with buffering discussed.
- Discussion about references to Division 3, Design Standards.
- Discussion about commercial zone setbacks briefly discussed.
- Lighting and dark sky standards to be discussed at a later date.
- Discussion about use of concrete dryvit and tilt up as acceptable building materials.
- Planning Commission review of architectural materials as part of site design review discussed.
- Discussion about 18.45.070 Special standards for certain uses and relocation to a separate performance standards section similar to commercial standards.

Recess 7:52 p.m. to 8:00 p.m.

- Discussion focused on Industrial Schedule of Uses Table 18.45.020.

Councilor Causey departed meeting at 8:06 p.m.

- Discussion about the definition of Industrial Park and creating more restrictive definitions.
- Staff to further review Table 18.45.020 and provide update at next meeting.
- Consensus to proceed with review of additional standards before returning to commercial standards.
- Need for revision to diagrams discussed.
- Commissioner Melott volunteered to help create graphic representations of standards.

Councilor Causey returned at 8:24 p.m.

- Discussion about tightening up code revisions and proposed map changes before proceeding with public outreach.

#### 4. **ANNOUNCEMENTS & STAFF UPDATES**

##### **4.1 Staff Update**

- No comments.

##### **4.2 Next Meeting**

- August 21, 2023, at 6:00 PM.
- Discussion about review of the schedule of use tables for commercial and industrial zones and proposed map changes at that meeting.

#### 5. **ADJOURNMENT**

Meeting adjourned at 8:33 p.m.

SIGNED:

ATTEST:

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Gary Conner, Chair

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Ruth Post, MMC, City Recorder



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**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
August 21, 2023**

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

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

**Present:**

Gary Conner  
John Barlow  
Hayley Green  
Van Hunsaker  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

Josiah Jessen

**Staff Present:**

Chris Workman, City Manager  
Pat Depa, Planner

**2. APPROVAL OF MINUTES**

**2.1 Minutes of July 17, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Conner/Commissioner Rose  
Vote: APPROVED 6-0 (Yes: Barlow, Green, Hunsaker, Melott, Rose, and Conner; No: None).

- Councilor Causey noted the portion of the July 17 meeting that she was marked absent for may have been that her video was muted.

**3. UNFINISHED BUSINESS**

Start Time: 6:01 p.m.

**3.1 Allowed Uses and Finalizing Code Language Discussion**

**a) Proposed Zoning Map Changes**

- Discussion began with proposed zoning map changes.
- Clemens Primary School still listed as R-1.
- West end of town proposed zoning of C-2 discussed, including ability to develop in the floodplain.
- Differences in allowed uses between C-2 and C-3 discussed.
- Long-term redevelopment of the south side of Applegate at 13th to 14th Streets discussed as possible conversion to commercial
- Concerns about creating non-conforming residential that would limit existing residential improvement options.
- Discussion about limiting commercial change to up to 14th Street on Applegate.
- Potential to up-zone the west side of S 13th Street south of Applegate to R-3 discussed.
- Process of reviewing code language and public hearings reviewed.
- Properties in flood zone on S 13th Street discussed.
- Possible R-3 on N 20th Street currently zoned LI discussed.
- R-3 versus C-2 discussed for northwest corner of 19th and College.
- Discussion about northeast corner of 19th and College and adjacent apartment complex.

- Greenbelt Land Trust property on N 19th Street rezone to Public discussed.

**b) Commercial Districts Schedule of Uses – Table 18.40.010**

Start Time: 6:42 p.m.

- Compilation of Commission feedback into proposed schedule reviewed.
- Minimum lot sizes for different types of use discussed.
- Restricting use based on function versus based on impact discussed.
- Discussion about the benefits and negatives of allowing churches in commercial zoning.
- Limitation of types of businesses in the downtown core discussed.
- Questions about size of community the model language was based on.
- Maximum square footages that trigger conditional use process discussed.
- Distinctions between some specific store types as opposed to classification as retail discussed.
- Classification of antiques and collectibles discussed.
- Significant number of conditional use types in C-3 zone discussed.
- Conditional use criteria examples discussed.
- Mitigating uncertainty in development process discussed.
- Differences between automobile rental locations and automobile repair businesses discussed.
- Levels of allowable use for different types of restaurants, hotels and banks discussed, including drive-through businesses.
- Recreational and entertainment businesses discussed.
- Discussion regarding eliminating business uses from C-3 zone to force them into the C-1 zone versus allowable uses building up from C-1 to C3.

Recess 7:55 p.m. to 8:02 p.m.

- Possible addition of an interim meeting prior to a September public hearing date versus pushing public hearing to October discussed.

**c) Industrial Districts Schedule of Uses**

Start Time: 8:08 p.m.

- Industrial zone allowed uses table discussed.
- Option of combining light industrial and industrial park into a single zone discussed.
- Differences between colleges and corporate conference centers in heavy industrial discussed.
- Automobile type uses discussed.
- Allowances for hotels and motels discussed.
- Elimination of several other categories such as finance professionals, daycare centers, and health care discussed.
- Recreational vehicle storage as a conditional use discussed.
- Conditional use requirements for railroad, trucking and buildings exceeding 80,000 square feet discussed.
- Definitions of essential services and specifics of wireless communications discussed.
- Lumber mills, building materials yards and heavy equipment yards discussed.
- Manufacturing uses discussed, including stipulations for over and under 80,000 square feet.
- Research development testing facilities discussed as conditional use to ensure knowledge of what is being conducted.
- Limits on non-conforming structures in commercial zones and residential exemptions discussed.
- Discussion about limiting the ability to rebuild residential uses after partial or full destruction or demolition in commercial zones.
- Staff directed to provide draft language regarding non-conforming residential replacement at next meeting.

- 1           • Discussion about reviewing the 40 pages of new code at the September meeting,  
2           including cross-references.

3 **4. ANNOUNCEMENTS & STAFF UPDATES**

4 **4.1 Staff Update**

- 5           • No comments.

6 **4.2 Next Meeting**

- 7           • Discussion about trying to set another meeting before September 18 regular  
8           meeting.  
9           • Announcement of Planner Pat Depa’s resignation and timeline for getting a new  
10          planner on-board.

11

12 **5. ADJOURNMENT**

13 Meeting adjourned at 9:31 p.m.

14

15 SIGNED:

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17

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\_\_\_\_\_  
Gary Conner, Chair

ATTEST:

\_\_\_\_\_  
Ruth Post, MMC, City Recorder

**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
September 18, 2023**

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

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

**Present:**

Gary Conner  
John Barlow  
Van Hunsaker  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

Hayley Green  
Josiah Jessen

**Staff Present:**

Chris Workman, City Manager  
Ruth Post, City Recorder

**2. APPROVAL OF MINUTES**

**2.1 Minutes of August 21, 2023**

Action: To approve the minutes as presented.  
Motion/Second: Commissioner Hunsaker/Commissioner Melott  
Vote: APPROVED 5-0 (Yes: Barlow, Hunsaker, Melott, Rose, and Conner; No: None).

**3. UNFINISHED BUSINESS**

Start Time: 6:00 p.m.

**3.1 Finalizing the Comprehensive Plan & Zoning Map Amendments**

**a) Review of Chapter 18.90 Other Standards**

- Need for update in text for references to specific stipulations on certain types of uses.
- Update reference in Home Occupations to vehicles over 10,000 pounds.
- Discussion about principal buildings for home occupations.
- Discussion about limiting employees to immediate family members residing on premises.
- Recommendation to replace 18.90.01(a)(4) with existing language allowing one employee.
- Concern about Section (b) creating additional standards for single family dwellings.
- Discussion about Section (b) referring specifically to single-family detached dwellings in the commercial zone. Staff to simplify section.
- Section 18.90.01(c) concerns about the definition of a boulevard and prohibition on locked gates or barricades.
- Discussion about whether Chapter 18.90 addresses only commercial use exceptions or if it also addresses residential development. Staff to review more in-depth.
- Creating consistency between use of district and zone suggested.
- Section 18.90.02 (a) commercial kennels discussion about reference to residential district or residential use. Staff to update.
- Recommendation to delete (a)(2) regarding conformance with all county, state and City regulations. Staff update.
- Discussion about inclusion of 18.90.02(b) Farms and Accessory Roadside Stands in industrial standards.
- Discussion about specific setback and square footage limitations.

- Discussion about appropriateness of section (b) or changing to reference only to roadside stands. Staff update.
- Pet Daycare drop off stacking
- Veterinary Clinic limitation on activities within an enclosed building and overnight boarding discussed.

#### 18.90.03 Public and Institutional Uses

Start Time: 6:56 p.m.

- Discussion on minimum lot size for cemeteries.
- Discussion about definition of college or emphasis on meeting use based on capacities.
- Suggestion to delete (b) and retain (c) and (d) to focus on small and large-scale institutional uses.
- Discussion about type of street category access requirements and trips per day calculations.
- Discussion about sections already addressed in other sections of code and consolidation of (c) and (d) with subsections (4) and (6).

#### 18.90.04 Retail Uses

Start Time: 7:17 p.m.

- (a) Lumber and Building Material Sales and Storage Yards discussion about storage of materials within the setback space and consistency with industrial zone.
- Section (b) Nurseries, etc. Discussion about (3) hard surfaces.
- Discussion about 5-foot tall ornament fence or requiring a fence that meets the fence code.
- Recommendation to strike (4) outdoor speakers.
- Recommendation to strike (c) Precious Metal and Gem Dealers as unnecessary.
- Recommendation to strike (d) Retail Businesses.
- Retail Business offering a drive-through service (e) discussed, including adequacy of space for drive-through stacking.

#### 18.90.05 Motor Vehicle Uses

Start Time: 7:32 p.m.

- Discussion about minimum lot size being addressed through circulation issues in site design review.
- Discussion about (6) regarding canopies, lighting and signs.
- Automobile Impound Facilities and Vehicle Towing Companies (b) discussed.
- Reduction of minimum lot size and maximum number of days for impounded cars discussed.
- Automobile Pawn Facilities to be deleted.
- Motor Vehicle Maintenance and Minor Repair (d) lack of minimum lot size discussed.
- Agreement to strike sections that are covered under site design review.
- Question about the difference between Section (d) and (e). Suggestion to strike (e) Motor Vehicle Major Engine/Body Repair and Truck Repair.
- Motor Vehicle Wash and Detailing Establishments (f) discussion about referring to restricting activities within the setbacks, sound level allowance levels, and sub-freezing weather restrictions.
- New and Used Automobile, Boat, etc. (g) (4) prohibiting used car sales independent of new vehicle sales. Suggestion to delete (4) and (5)
- Truck and Heavy Equipment Rental (h) suggestion to delete (1) and (2) and discussion about (3)
- Truck Stops (l) discussion about type of street access required, deletion of (5) and (8).

- 1           • Discussion about addition of potential October 2 meeting, conducting community  
2           outreach and scheduling of public hearing.

3 **4. ANNOUNCEMENTS & STAFF UPDATES**

4 **4.1 Staff Update**

5 Start Time:           8:15 p.m.

- 6           • Discussion about various projects listed on staff update.  
7           • Upcoming Planner interview schedule announced.

8 **4.2 Next Meeting**

- 9           • October 2 at 6:00 p.m.

10

11 **5. ADJOURNMENT**

12 Meeting adjourned at 8:21 p.m.

13

14 SIGNED:

15 Gary Conner, Chair

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
October 2, 2023**

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

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

**Present:**

Gary Conner  
John Barlow  
Hayley Green (joined 6:20 p.m.)  
Van Hunsaker  
Josiah Jessen  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

**Staff Present:**

Chris Workman, City Manager  
Ruth Post, City Recorder

**2. UNFINISHED BUSINESS**

**2.1 Continued discussion on Chapter 18 updates**

**Commercial and Industrial Allowed Uses Tables**

Start Time: 6:02 p.m.

- City Manager Workman summarized the pause on changes described in the staff memorandum.
- Discussion about the course correction to amend the existing code instead of code replacement.
- Discussion about compiling the allowed uses into a single table.
- Consensus to combine all of the use tables into a single table.
- Discussion about use of “dwelling unit” in the residential uses.

Commissioner Hayley Green joined the meeting at 6:20 p.m.

- Elimination of specifically called out types of use such as assembly occupancies.
- Define large and small.
- Creation of a narrative to define what fits into specific categories.
- Question about addressing charging stations in relationship to parking standards.
- Discussion about whether public uses should be limited to the public districts.

**Review of Comprehensive Plan Economy Policies**

Start Time: 6:36 p.m.

- Commissioner Hunsaker cited a contradiction to Policy 2.4 by allowing C-1 and C-2 uses in the C-3 zone.
- Discussion about C-3 uses being limited by size specifications and impacts of limiting uses in the C-3.
- Discussion about Policy 1.4 regarding management of parking in the downtown area.
- Climate Friendly Area provisions required by the State noted as upcoming requirements.
- Staff to provide red-line of parking provisions for both commercial downtown and residential.

- Review of residential district parking adjacent to commercial districts to be included in comprehensive discussion.
- Requirements for a Climate Friendly Area overlay zone discussed.
- Review of Policy 3.3 in relationship to meeting Policy 1.1 dedication to traditional employers such as wood products manufacturers.
- Discussion about balancing incentives for C-1 developments and the impact of rental rates.

### **Zoning Map**

Start Time: 7:01 p.m.

- Discussion about South 13th Street commercial being re-classed as residential.
- Discussion about Climate Friendly Areas and incorporation into City code.
- Additional documents requested for review including Timber Town Downtown Design Manual.

### **3. ANNOUNCEMENTS & STAFF UPDATES**

Start Time: 7:10 p.m.

- Update on status of hiring replacement planner.
- Grant application submitted for assistance with residential zone revisions.

#### **3.1 Next Meeting**

- October 16, 2023 at 6:00 p.m.

### **4. ADJOURNMENT**

Meeting adjourned at 7:15 p.m.

SIGNED:  
Gary Conner, Chair

ATTEST:  
Ruth Post, MMC, City Recorder



**PHILOMATH PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
December 18, 2023**

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

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

**Present:**

Gary Conner  
John Barlow (arrived at 6:34 p.m.)  
Hayley Green  
Van Hunsaker  
Josiah Jessen  
Timothy Melott  
Darlene Rose  
Ruth Causey, City Council liaison

**Absent:**

**Staff Present:**

Chris Workman, City Manager  
Chase Burghgrave, Associate Planner  
Ruth Post, City Recorder

**2. APPROVAL OF MINUTES**

**2.1 September 18, 2023**

**2.2 October 2, 2023**

Action: Approve September 18, 2023 minutes as presented.  
Motion/Second: Commissioner Hunsaker/Commissioner Rose  
Vote: Action APPROVED 6-0 (Yes: Green, Hunsaker, Jessen, Melott, Rose and Conner; No: None).

Action: Approve October 2, 2023 minutes as presented.  
Motion/Second: Commissioner Hunsaker/Commissioner Rose  
Vote: Action APPROVED 6-0 (Yes: Green, Hunsaker, Jessen, Melott, Rose and Conner; No: None).

**3. UNFINISHED BUSINESS**

**3.1 Development Code Update Project revised schedule**

Start Time: 6:03 p.m.

- Chair Conner recapped the status of the project and noted the change in direction to include residential code in the review to be presented to the public at the same time as commercial and industrial.
- Maximizing public interaction through inclusion of the residential amendments described.
- Capacity to achieve the proposed timeline discussed, including groundwork already completed.
- Need to address parking as part of the timeline discussed, including implications of the Climate Friendly and Equitable Communities (CFEC) report.
- Inclusion of review of amendments and clarifications in the timeline suggested.
- New OAR 660-012-0440 regarding parking within proximity to transit introduced as a new issue to be addressed.
- Accelerated meeting schedule during winter 2024 discussed, beginning with the first Monday in March adding first Monday to schedule through May.

1  
2 **3.2 Climate Friendly and Equitable Communities report review**

3 Start Time: 6:28 p.m.

- 4 • Planner Burghgrave reviewed the background in the staff memorandum and
- 5 introduced the report.
- 6 • Timeline to send report to state for comments reviewed by City Manager Workman.
- 7 • Commissioner John Barlow arrived at 6:34 p.m.
- 8 • Staff expectation to submit to recommend Site B to DLCDC for designation as Climate
- 9 Friendly Area (CFA).
- 10 • Definition and inclusion of CFA discussed.
- 11 • Required designation of CFA based on community size discussed.
- 12 • Potential requirement for pedestrian improvements to access Marys River Park
- 13 discussed.

14 **4. ANNOUNCEMENTS & STAFF UPDATES**

15 Start Time: 6:47 p.m.

16 **4.1 Planning Commissioner Terms Expiring; applications being accepted**

- 17 • Terms for Commissioners Jessen and Hunsaker expiring December 31, 2023.
- 18 • Continuity of commissioners on the current code project discussed and methods of
- 19 providing feedback to the Council suggested.
- 20

21 **4.2 Staff Update**

- 22 • Brief discussion about upcoming construction projects.
- 23 • Update on methane testing and stormwater drainage at Millpond Crossing
- 24 development provided by CM Workman.
- 25 • Status of various commercial and industrial projects discussed.
- 26

27 **4.3 Next Regular Meeting: Tuesday, January 16, 2023, at 6:00 PM**

- 28 • Meeting date confirmed.
- 29

30 **5. ADJOURNMENT**

31 Meeting adjourned at 6:56 p.m.

32  
33 SIGNED:  
34 Gary Conner, Chair

ATTEST:  
Ruth Post, MMC, City Recorder