

**PHILOMATH PLANNING COMMISSION
MINUTES**

January 28, 2019

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6 **1. CALL TO ORDER.** 2018 Vice-Chair Lori Gibbs called the meeting to order at 6:00 PM in
7 the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

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9 **2. ROLL CALL:**

10 **Present:** Commissioners Steve Boggs, Gary Conner, Jeannine Gay, Lori Gibbs,
11 David Stein, Joseph Sullivan and Peggy Yoder.

12
13 **Staff:** Chris Workman, City Manager; Amy Cook, Deputy City Attorney; Patrick
14 Depa, Planner; and Ruth Post, City Recorder.

15
16 Members of the Commission and staff introduced themselves.

17
18 **3. ELECTION OF OFFICERS:**

19 **3.1 Election of Chair** – Commissioner Stein volunteered to serve as Chair.

20 Commissioner Sullivan nominated Commissioner Stein for Chair. Commissioner Stein
21 provided a statement of his reasons for volunteering. He stated the need to do more
22 than react and the need to develop better plans. Commissioner Gibbs stated she
23 was happy to serve as Vice Chair. There was discussion about the duties and powers
24 of the chair. Commissioner Yoder nominated Commissioner Gibbs as Chair.

25 Commissioner Conner seconded the motion to nominate Commissioner Stein. Motion
26 APPROVED 6-1 (Yes: Boggs, Conner, Gibbs, Stein, Sullivan and Yoder; No: Gay)

27
28 **3.2 Election of Vice Chair** – Commissioner Gay moved, Commissioner Yoder second to
29 nominate Commissioner Gibbs as Vice Chair. Motion APPROVED 7-0 (Yes: Boggs,
30 Conner, Gay, Gibbs, Stein, Sullivan and Yoder; No: None.).

31
32 **4. APPROVAL OF MINUTES:**

33 **4.1 November 19, 2018, Minutes** – Ms. Post noted a correction on Page 1, Line 34
34 changing “Lusk” to “Gibbs.” Commissioner Gibb corrected Page 3, Line 20 to replace
35 “Chair Lusk” with “Vice Chair Gibbs.”

36
37 **MOTION:** Commissioner Gay moved, Commissioner Gibbs second, the November
38 19, 2018, minutes be accepted as corrected. Motion APPROVED 7-0. (Yes: Boggs,
39 Conner, Gay, Gibbs, Stein, Sullivan and Yoder; No: None.)

40
41 **5. NEW BUSINESS**

42 **5.1 PMC Chapter 18 Zoning amendments –**

43
44 Letters of Intent (LOI) on all re-occupancies and re-occupancy procedures: Mr. Depa
45 summarized the issues with lack of authority in the code to perform site design
46 reviews on re-occupancy of vacant commercial and industrial properties. Mr.
47 Workman described this as an opportunity to bring a new occupancy up to current
48 City standards. Commissioner Sullivan expressed concerns about creating too
49 onerous of a process that could turn businesses away. Mr. Depa described the use of
50 a surety bond process to achieve temporary occupancy until improvements could be
51 made. Commissioner Gay suggested using the Chamber of Commerce instead to
52 create a fair process agreed upon by the local business community to make it so
53 businesses and property owners want to upgrade. There was discussion about this
54 issue being related to re-occupancy of an existing building and not related to new

1 construction. Commissioner Sullivan suggested providing language that gives the
2 decision-maker sufficient discretion. Staff agreed to bring draft language back to the
3 Commission.

4
5 Plan Approvals: Mr. Depa described the need to add specific timeframes to
6 approvals. There was discussion about the difference between timeframes for
7 planning approvals and building permits. There was discussion about using a
8 development agreement to state more specific timeframes and phasing for master
9 planned developments. Staff was directed to bring back proposed language.

10
11 Mobile Home Parks: Mr. Depa described addition of a 5-acre minimum for mobile
12 home parks, as there currently is no minimum. There was discussion about avoiding
13 an infill lot being used as a mobile home park. Ms. Cook clarified that the code
14 definition of a mobile home park is four or more units. Staff was directed to bring back
15 proposed language.

16
17 Outdoor Storage: Staff described the current code being silent on the use of cargo-
18 type trailers to store goods. Commissioner Sullivan had concerns about small
19 contractors with limited other options storing equipment in trailers. Mr. Workman
20 stated this would also extend to use of recreational trailers being used as storage
21 units. There was discussion about situations and the possible use of timeframes to
22 permit usage. Staff was directed to bring back proposed language that included
23 permitted timeframes.

24
25 Plan Submittals: Mr. Depa described requiring plans to be 24"x36" to give members of
26 the Commission a better visual aid. Commissioner Conner stated that 11"x17" is
27 being used in most transportation projects. There was discussion about the types of
28 applications this would apply to and identifying this requirement on applications.

29
30 Urban Tree Canopy: Staff described this as applying only to undeveloped property to
31 prevent property owners from removing significant trees prior to submitting an
32 application. There was discussion about the present lack of language encouraging a
33 property owner to do just this and avoid having to preserve potentially significant trees
34 during development. Staff was directed to bring back proposed language.

35
36 Food Carts: There was discussion about the current code requiring the same site
37 standards as brick-and-mortar establishments. There was discussion about either not
38 allowing them or making the process a level playing field by adopting permit fees.
39 Consensus was to leave the code as is for now.

40
41 Concurrent Applications Bypassing the Planning Commission: There was consensus
42 about removing the allowance for consolidated applications. Staff was directed to
43 proceed with this recommendation.

44
45 Tiny Homes: There was discussion about these currently occurring and them
46 basically being a recreational vehicle on an axle on wheels. There was clarification
47 about the difference between an Accessory Dwelling Unit (ADU) and a tiny home and
48 that many tiny homes are smaller than the minimum set by the current ADU standard.
49 Mr. Workman described a potential R-4 higher density zone and the benefits and
50 issues related to creating a zone that intentionally allows multiple tiny homes on a lot.
51 Staff was directed to further explore this option.

52
53 Multi-family housing Commercial Zones: Mr. Workman described the current code
54 standard in the Office/Residential zone which requires residential use to be located

1 above or behind buildings as compared to the C-1 and C-2 zones which allow multi-
2 family dwellings. There was discussion about this creating a situation where
3 commercial structures in the C-1 and C-2 zones can be demolished and replaced with
4 triplexes or apartments. Consensus was to direct staff to bring back language that
5 matches C-1 and C-2 to O/R.
6

7 Residential Parking: Mr. Workman described the allowance the current code gives to
8 residential developers in commercial zones that takes away much needed
9 commercial parking spaces. Consensus was for staff to bring back language to
10 address this issue.
11

12 Residential Parking Credit for Garages: Mr. Workman described current issues with
13 one car driveways resulting in too much use of on-street parking. He proposed
14 requiring any 3-bedroom or more home to have a minimum 2-car wide driveway.
15 Commission agreed by consensus and directed staff to bring back proposed
16 language.
17

18 Annexation Criteria: Mr. Workman described the potential use of an annexation
19 agreement that would allow the city to make additional requirements and restrictions
20 on future development. Ms. Cook stated the importance of developing appropriate
21 criteria first because an annexation agreement can only address criteria that isn't met.
22 Staff recommended coming back with more information.
23

24 There was discussion about next meetings. It was agreed that the next meeting be
25 scheduled for Tuesday, February 19, at 6:00 p.m.
26

27 Mr. Workman handed out information submitted by Ron and Barbara Hartz regarding
28 uses in an Industrial Park to be discussed at the next meeting.
29

30 Commissioner Sullivan discussed the need to update the Comprehensive Plan and
31 the need for a vision statement. Further discussion was tabled by consensus until the
32 next meeting.
33

34 **6. ADJOURNMENT:**

35 There being no further business, Chair Stein adjourned the meeting at 8:11 p.m.
36

37 SIGNED:

ATTEST:

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David Stein, Chair
