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**PHILOMATH PLANNING COMMISSION**  
**MINUTES**

February 26, 2018

1. **CALL TO ORDER.** Chair Jacque Lusk called the meeting to order at 7:00 PM in the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

2. **ROLL CALL:**

**Present:** Commissioners Jacque Lusk, Steve Boggs, Gary Conner, Jeannine Gay, Lori Gibbs, and Mark Knutson.

**Staff:** Chris Workman, City Manager; Amy Cook, Deputy City Attorney; and Ruth Post, City Recorder.

**Excused:** Commissioner David Stein

3. **APPROVAL OF MINUTES:**

3.1 **January 22, 2018, Minutes**

**MOTION:** Commissioner Gay moved, Commissioner Gibbs second, the January 22, 2018, minutes be accepted as presented. Motion APPROVED 6-0. (Yes: Boggs, Conner, Gay, Gibbs, Knutson and Lusk; No: None.)

4. **PUBLIC HEARING:**

4.1 **File Number** PC17-08

**Applicant:** Millersburg Land & Development LLC

**Application Type:** Type IV Annexation

**Location:** Westerly 9.09 acres of Tax Map 12-5-07 Tax Lot 504, north of Chapel Drive.

Chair Lusk opened the public hearing at 7:02 p.m. Ms. Cook read the rules for testimony. Chair Lusk requested any declarations of ex-parte contact, conflict of interest, bias or site visits concerning the case file. No declarations were made and there was no rebuttal of the declarations. Chair Lusk read the order of testimony.

**Presentation of Staff Report:**

Mr. Workman presented the staff report as included in the agenda packet.

**Presentation of Applicant:**

Mark Grenz, Multi/Tech Engineering, Salem, OR – Mr. Grenz stated he represented Millersburg Land and Development as the engineer for this application. He stated the staff report does a good job of outlining how the proposed annexation fits into the City's Comprehensive Plan and Code. He stated they will be participating in paying for their proportional share of infrastructure impacts of this development. He stated the property is abutted by a significant amount of natural resources and is a natural fit with the other existing parcel that is within the City limits to the west.

Commissioner Boggs questioned the 1.78 acres of required parkland that the staff report references, noting that it didn't appear to be addressed on the conceptual subdivision plan. Mr. Grenz stated their intention is to work with staff to find the best way to provide that, either through connection to the existing park or other methods.

**Presentation of Proponents:**

None.

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2 **Presentation of Opponents:**

3 None.

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5 **Testimony of Neutral Parties, including Governmental Bodies:**

6 None.

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8 **Rebuttal by the Applicant, limited to issues raised by opponents:**

9 None.

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11 Chair Lusk closed the public hearing at 7:35 p.m.

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13 **4.2 PC17-08 Discussion and Decision** – Commissioner Boggs questioned the  
14 status of the North 11th Street well. Mr. Workman stated that the North 11th Street well is  
15 utilized frequently and is treated. He stated that the 9th Street well is not currently utilized  
16 and the new Water Master Plan will examine better ways to utilize that water right.

17  
18 Commissioner Conner questioned the lack of a sidewalk on Chapel Drive. Mr. Workman  
19 described the improvements that Benton County has planned for Chapel Drive and the  
20 current efforts by staff to work with the School District to develop a separated  
21 bike/pedestrian path that would connect to this property. He stated that type of access  
22 issue would be addressed in a subdivision application after annexation. Commissioner  
23 Conner questioned if a legal description was submitted. Ms. Post stated it was. There  
24 was further discussion about issues to be addressed during a development application  
25 review and the fact that the existing parcel located within the City limits already has a  
26 subdivision approval.

27  
28 Mark Grenz – Mr. Grenz further addressed the parkland dedication question and the  
29 need to work with staff during a subdivision application process to determine the most  
30 beneficial way to meet the City's requirements. He noted the conceptual plan that was  
31 submitted was intended to show the absolute maximum density possible, with the  
32 realization that an actual subdivision application would have adjustments to address  
33 issues such as the parks.

34  
35 **MOTION:** Commissioner Boggs moved, Commissioner Gay second, the Planning  
36 Commission adopt the Findings of Fact as presented in the staff report and that this  
37 annexation application as presented in File No. PC17-08 be forwarded to the City Council  
38 for consideration and action. Motion APPROVED 6-0 (Yes: Boggs, Conner, Gay, Gibbs,  
39 Knutson, and Lusk; No: None).

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41 Ms. Post stated this was a recommendation to the Philomath City Council and a public  
42 hearing is scheduled for March 12, 2018, at 7:00 p.m. and notice was previously provided  
43 for that hearing.

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45 **5. ADJOURNMENT:**

46 There being no further business, Chair Lusk adjourned the meeting at 7:48 p.m.

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48 SIGNED:  
49 Jacque Lusk, Chair

ATTEST:  
Ruth Post, MMC, City Recorder