



CITY OF PHILOMATH

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Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

PLANNING COMMISSION

CITY HALL COUNCIL CHAMBERS

980 Applegate Street

March 16, 2020

6:00 p.m.

MEETING AGENDA

- | | |
|---|---------------|
| 1. CALL TO ORDER | 5 min |
| 1.1 Roll Call | |
| 1.2 Warm up activity "good news" | |
| 2. APPROVAL OF MINUTES | 5 min |
| 2.1 February 18, 2020 | |
| <i>Reminder- If able, please help us save time by reading the draft minutes and emailing any corrections to Ashley before the meeting</i> | |
| 3. REPORTS | 5 min |
| 3.1 2040 Advisory Committee update (Stein, Yoder) | |
| 4. UNFINISHED BUSINESS | 15 min |
| 4.1 "Commish Commingle" (Bernardini) | |
| 4.2 "Philomath Vision" (Sullivan) | |
| 4.3 RV Parks in Philomath (Sullivan) | |
| 5. NEW BUSINESS | 5 min |
| 5.1 Community cross section from TAC kickoff | |
| 6. ANNOUNCEMENTS & STAFF UPDATES | 5 min |
| 6.1 Staff updates (staff) | |
| 6.2 Proposed next meeting date: April 20, 2020 6:00 p.m. | |
| 7. COMMUNITY COMMENTS | 5 min |
| 8. ADJOURNMENT | |

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**PHILOMATH PLANNING COMMISSION
MINUTES**

February 18, 2020

1. **CALL TO ORDER:** Chair Sullivan called the meeting to order at 6:03 p.m. at the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

1.1 Roll Call:

Present: Commissioners Giana Bernardini, Gary Conner, Steve Boggs, Jeannie Gay, Peggy Yoder, Joseph Sullivan.

Absent: David Stein

Staff: City Manager Chris Workman, Deputy City Attorney David Coulombe, Deputy City Attorney Carrie Greenshields, City Planner Pat Depa and Building Permit Clerk Ashley Howell.

Guests: Mayor Eric Neiman, City Councilor Ruth Causey.

Chair Sullivan started the meeting with a warm up activity. Commissioners shared good news.

2. **APPROVAL OF MINUTES**

2.1 Minutes of January 21, 2020 – Commissioner Yoder asked to amend Line 62 to read: Commissioner Yoder explained that it would be nice to have revised stated on the memo, which would indicate a wording change.

MOTION: Commissioner Boggs moved, Commissioner Conner second, to approve the January 21, 2020 minutes as amended. Motion APPROVED 6-0 (Yes: Sullivan, Conner, Boggs, Bernardini, Yoder, Gay; No: None).

3. **REPORTS**

3.1 Reports 2040 Advisory Committee (Stein, Yoder) – Nothing to report. Committee has not met.

Ruth Causey joined the meeting and spoke about modifying the municipal code to limit further growth of RV Parks in the City. She discussed a packet that she brought forth to the Commissioners. The packet referenced data of various towns in Oregon with ratios of RV spaces versus population. She explained that she will present additional information of municipal codes of outliers at the next meeting. She plans to make some suggestions as to creating defensible language to add to the municipal code to control the amount of RV spaces in the City. Commissioner Bernardini will take point on this topic at the next meeting.

4. **NEW BUSINESS**

4.1 Commish Commingle – Commissioner Bernardini explained that being new to the Planning Commission she would like to get to know the Commissioners better since they will be working with each other. She explained that she knows there are some legal boundaries that need to be maintained at a gathering such as this. There was discussion that a gathering such as this would be required to be open to the public. Mr. Coulombe notified the Commissioners that there are very specific requirements to holding a public meeting. Commissioner Bernardini agreed to look into various options for the Commish Commingle.

51 **4.2 Philomath Vision** – Chair Sullivan asked the Commission if they wanted to meet
52 with Sadie from the Department of Land Conservation and Development. Commissioner Yoder
53 explained that the Commission had already worked with Laura Beuhl from DLCD and
54 questioned why the Commission would want to work with a different DLCD staff member.
55

56 Chair Sullivan noted his meeting with Patrick Wingard from DLCD and their discussion around
57 Committee for Community Involvement (CCI). He referenced goals outlined by the State of
58 Oregon, specifically public involvement. He explained that in some circumstances, the Planning
59 Commission can act as the Committee for Community Involvement. He discussed how Sadie
60 would be the person to speak with regarding the CCI, specifically Goal 1.
61

62 Commissioner Gay asked Mayor Neiman how he feels about the visioning that Chair Sullivan is
63 pursuing. Mayor Neiman explained that he has already expressed some concerns around the
64 matter. He explained that efforts have been made to update the Comprehensive and Strategic
65 Plans and would like to know how this visioning would be different or add value to either of
66 those documents.
67

68 There was discussion about the goals of the City Council leading that of the Planning
69 Commission.
70

71 Mayor Neiman passed out Imagine Corvallis 2040 booklets to the Planning Commission. He
72 explained that he does not want to duplicate or have too many visioning efforts going on.
73

74 There was discussion about Chair Sullivan’s intentions with the Philomath Vision efforts he
75 presented.
76

77 Mayor Neiman explained again that he would like to know how it does not duplicate efforts that
78 are already underway regarding the Comprehensive and Strategic Plans. He explained that the
79 School District has also launched a survey concerning school facility updates.
80

81 There was discussion on upcoming opportunities to collect public input.
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83 Commissioner Gay stated that she believes the Comprehensive Plan is in fact the vision that
84 the Planning Commission should be following.
85

86 **5. ANNOUNCEMENTS & STAFF UPDATES**

87 **5.1** There were no staff updates. Mayor Neiman highlighted some of the talking
88 points from his upcoming State of the City Address. He spoke about the rise in enrollment at
89 Oregon State University since 1999 and how that may be affecting the uptick in housing
90 developments in the City. He explained that in speaking with apartment managers from Oak
91 Springs and The Boulevard, many units are occupied by students. His State of the City Address
92 will be February 20, 2020 at noon at Peace Lutheran Church. Mr. Workman mentioned there
93 will be a \$10 lunch available for purchase.
94

95 **5.2** Chair Sullivan made note of the next meetings.
96

97 **6. ADJOURNMENT** - Chair Sullivan adjourned the meeting at 6:45 p.m.
98

99 SIGNED:

ATTEST:

100 _____
101 Joseph Sullivan, Chair
102

Ashley Howell, Building Permit Clerk

Point person: Giana Bernardini

Time limit: 5 minutes

What is this all about?

It would be nice for the commissioners to be able to get to know each other (a BBQ for example). At our Feb 18 meeting, we asked Giana to come back with some ideas for us. Here are her ideas:

1. *Informal, private get-together at my home for coffee and cake and strictly social/non-PC business conversation*
2. *Public coffee hour at Timber Towne around their big conference table some weekend morning for casual conversation*
3. *Gather around a table at City Hall after (or before) regularly scheduled monthly meeting to discuss questions proposed to the group as a way to share our personal perspectives and stories*
4. *Forget the whole idea*

Objectives

1. Pick an option
2. Optionally pick a date

Background / How to prepare

Notes:

Point person: Joseph Sullivan

Time limit: 5 minutes

What is this all about?

At their Feb. 24 meeting, the City Council discussed the idea of a visioning effort for Philomath and decided against it. See attached excerpt from page 9 of the draft minutes.

Since visioning requires consensus, this project is dead without the support of the Council. I'm going to drop the matter and focus instead on supporting the existing Comprehensive Plan update.

Objectives

[None, this is just an update. Councilor Causey will provide color]

Background / How to prepare

Read page 9 of the Feb. 24 Council draft minutes

Notes:

Excerpt from page 9 of the Feb. 24 Council minutes (draft):

43 Councilor Low requested consensus of the Council regarding the Planning Commission
44 visioning efforts. There was additional discussion about the question. It was agreed by
45 consensus that the Planning Commission should table discussion of a visioning process
46 and the City Council will make a decision regarding providing direction in the future.

47
48 Mr. Brewer suggested that Councilor Causey, acting as liaison to the Planning
49 Commission, could communicate the Council's discussion to the Commission. Councilor
50 Low noted the value of the liaison providing the communication.

51

Point person: Joseph Sullivan

Time limit: 10 minutes

What is this all about?

Councilor Causey has suggested modifying the PMC to restrict future development of RV parks.

After discussion, we invited her to come back with more specific recommendations.

We are going to hear her recommendations

Objectives

1. Decide if we wish to take action on this matter or not

Background / How to prepare

Read Councilor Causey's presentation from the previous meeting

Notes: