

**PHILOMATH PLANNING COMMISSION**  
**MINUTES**  
March 19, 2018

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6 **1. CALL TO ORDER.** Vice Chair Lori Gibbs called the meeting to order at 7:03 PM in the  
7 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 Mark Knutson and David Stein.

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

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16 **Excused:** Commissioner Jacque Lusk

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18 **3. APPROVAL OF MINUTES:**

19 **3.1 February 26, 2018, Minutes**

20 **MOTION:** Commissioner Gay moved, Commissioner Stein second, the February  
21 26, 2018, minutes be accepted as presented. Motion APPROVED 6-0. (Yes:  
22 Boggs, Conner, Gay, Gibbs, Knutson and Stein; No: None.)

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24 **4. PUBLIC HEARING:**

25 **4.1 File Number PC18-01**

26 **Applicant:** Benton Habitat for Humanity

27 **Application Type:** Type III 6-Lot Subdivision

28 **Location:** 618 N 9<sup>th</sup> Street; Tax Map 12-6-11A, Tax Lot 100

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30 Vice Chair Gibbs opened the public hearing at 7:04 p.m. Ms. Cook read the rules for  
31 testimony. Vice Chair Gibbs requested any declarations of ex-parte contact, conflict of  
32 interest, bias or site visits concerning the case file. Vice Chair Gibbs stated she did visit  
33 the site. No other declarations were made and there was no rebuttal of the declarations.  
34 Vice Chair Gibbs read the order of testimony.

35  
36 **Presentation of Staff Report:**

37 Mr. Workman summarized the staff report as included in the agenda packet. He stated  
38 the application has been reviewed by all public utilities with an interest in the  
39 development. He noted that the street the subdivision will be accessed off of is now  
40 considered to be an extension of Quail Glenn Drive, instead of Fawn Lane. He referred to  
41 the revised tentative plat layouts distributed to the Commission that clarified the lot lines  
42 for Lots #2, 3 and 4 and showed that the mid-block lane is actually an access easement  
43 with a joint maintenance agreement. He noted that the applicant showed two different  
44 configurations for the hammerhead turnaround, including one that lessens the impact on  
45 the lot sizes and noted this will be refined with the final plat.

46  
47 Mr. Workman explained the situation that exists with the extension of Quail Glenn Drive  
48 by the Muir subdivision that either has to be complete at the time of final plat or the  
49 applicant will have to complete it. He described the direction received from Benton  
50 County regarding their preference for the deferral of street improvements on North 9th  
51 Street by having the applicant sign a Waiver of Right of Remonstrance to be recorded  
52 with the property.

1 Mr. Workman described the joint maintenance, joint access, and public utility easements  
2 that will be required to be recorded against the properties prior to finalization of the  
3 subdivision plat. He summarized the infrastructure and easement requirements identified  
4 by the City's engineer.

5  
6 Mr. Workman stated that the Commission can make a specific condition of approval  
7 related to the 9th Street improvements or leave the condition as stated, giving the  
8 applicant the option to sign the Waiver of Right of Remonstrance.

9  
10 Mr. Workman recommended striking the references in the Staff Report to Tract A on  
11 Page 3 as they are not relevant.

12  
13 Commissioner Gay questioned the requirement of tree care for a full year. Mr. Workman  
14 stated the condition gives added protection to the City that the trees will be planted  
15 appropriately and cared for. There was discussion about the tree requirement.

16  
17 Commissioner Conner questioned the use of the lot square footage as part of the shared  
18 driveways. Mr. Workman stated that shared driveways are required by the Public Works  
19 Design Standard to be 20 feet wide. He stated that the value of the lot might be  
20 diminished but any 7,000 square foot lot is going to have driveway taking up part of the  
21 lot. Commissioner Conner questioned the timing of any North 9th Street improvement  
22 plans. Mr. Workman stated that the County is in the process of updating their  
23 Transportation System Plan but he doesn't foresee improvements happening anytime  
24 soon.

25  
26 Vice Chair Gibbs questioned the existing house being required to hook into City sewer.  
27 Mr. Workman confirmed they would be required to and would be required to pay a sewer  
28 System Development Charge.

29  
30 **Presentation of Applicant:**

31 Brian Vandetta, Udell Engineering, and Kevin Groh, Benton Habitat for Humanity – Mr.  
32 Vandetta stated agreement with the staff report. He reviewed the two fire turnaround  
33 configurations in the distributed tentative plat layouts. He stated the applicant's  
34 preference is to use the Option 2 layout because it has less impact on the overall lot  
35 sizes. He stated the existing home will be hooked into the City sewer and pay the SDC  
36 fees. He stated they agree to the tree requirement as identified in the conditions of  
37 approval and they agree with the County's request for the Waiver of Right of  
38 Remonstrance.

39  
40 Commissioner Stein questioned the existing house status. Mr. Vandetta stated the house  
41 will hook up to City sewer and the existing septic system will be decommissioned. He  
42 stated an existing shed will also be demolished because it will not meet setback  
43 requirements. Mr. Groh stated the exterior of the existing house will probably receive  
44 upgrades to make it more compatible with the new homes. Commissioner Gay thanked  
45 Habitat for Humanity for bringing some much-needed lower income housing to Philomath.

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47 **Presentation of Proponents:**

48 None.

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50 **Presentation of Opponents:**

51 None.

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

54 None.

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

None.

The applicant waived the right to submit final written arguments. Vice Chair Gibbs closed the public hearing at 7:37 p.m.

**4.2 PC17-08 Discussion and Decision** – Mr. Workman stated his appreciation for working with Benton Habitat for Humanity on this project. He appreciated the affordable housing that they are bringing to the community and that they have come back again for their largest project here to date.

**MOTION:** Commissioner Knutson moved, Commissioner Stein second, the Planning Commission move to approve the application for the Benton Habitat for Humanity preliminary plat based on the findings of fact contained in the staff report dated March 14, 2018, for file PC18-01 subject to the conditions of approval in the staff report. Motion APPROVED 6-0 (Yes: Boggs, Conner, Gay, Gibbs, Knutson, and Stein; No: None).

Vice Chair Gibbs stated this was a final decision with appeal rights to the Philomath City Council.

**5. ADJOURNMENT:**

There being no further business, Vice Chair Gibbs adjourned the meeting at 7:41 p.m.

SIGNED:  
Lori Gibbs, Vice Chair

ATTEST:  
Ruth Post, MMC, City Recorder