

**PHILOMATH PLANNING COMMISSION
MINUTES
April 1, 2019**

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6 **1. CALL TO ORDER:** Chair Stein called the meeting to order at 6:00 pm

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8 **2. ROLL CALL:**

9 **Present:** Commissioners Garry Conner, Lori Gibbs, Steve Boggs, Jeannine Gay,
10 Peggy Yoder, and Chair David Stein.

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12 **Staff:** Chris Workman, City Manager; Amy Cook, Deputy City Attorney; Patrick
13 Depa, Planner; and Ashley Howell, Building Permit Clerk.

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15 **3. APPROVAL OF MINUTES:**

16 **3.1 March 18, 2019, Minutes –**

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18 **MOTION:** Commissioner Gay moved, Commissioner Stein second, the March 18,
19 2019, minutes be approved. Motion APPROVED 6-0. (Yes: Conner, Gibbs, Boggs,
20 Gay, Yoder, Stein; No: None.)

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22 **4. OLD BUSINESS**

23 **4.1 Annexation Criteria – Chapter 18.135**

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25 There was discussion regarding section .030 C, Requirements for Applications,
26 numbers 4 and 5, regarding sufficient information for the city staff to allow for
27 completion of an impact analysis. Discussion focused on the proposed language for
28 5iii. Mr. Workman clarified that both the agency and applicant would need to
29 address the city regarding the terms of agreement made for capacity. All
30 commissioners accepted the new language.

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32 There was discussion regarding section .030 F, number 4, Review Criteria,
33 annexation of the property must be of benefit to the City and community of
34 Philomath. All Commissioners accepted the new language.

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36 There was discussion regarding section .030 G, if any studies are required at the
37 time an annexation application is filed, the City shall contract for the study and the
38 cost of the study shall be added to the application fee paid by the applicant at the
39 time of submittal. Mr. Workman explained that this criterion requires potential
40 applicants to have a pre-application meeting to discuss possible studies that may be
41 required. He discussed the possibility of this criterion exposing the city to financial
42 burdens should the application be withdrawn. Mr. Workman explained that there is a
43 30-day limit that the State imposes in which the City must deem an application
44 complete. Ms. Cook explained that the committee could coordinate with the City to
45 make a list of pre-approved developers that the applicant could decide to hire. She
46 explained that this would shift the financial burden to the applicant rather than on the
47 City. Mr. Workman explained that there is a chance that the study required of the
48 applicant may run past the 30-day application completion period, in which case the
49 application would have to be deemed incomplete.
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51 Ms. Cook asked for clarification as to requested language for criteria G. The committee
52 agreed on the following language for section .030 G: If any studies are required the city
53 shall contract for the study and the cost of the study or studies should be added as a
54 deposit to the application fee paid by the applicant before the application is deemed
55 complete.

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57 Mr. Workman expressed concerns regarding requesting additional studies from
58 applicants after an application is deemed complete. The committee accepted the new
59 language requested.

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61 There was discussion regarding section .030 F, number 8, Properties that include
62 existing development must have a safe pedestrian route to school within 18 months of
63 annexation. Commissioner Gay expressed dissatisfaction with the length of time for
64 completion. She asked for clarification as to why the time limit is so long. Mr. Workman
65 explained the normal time limit in which designing, bidding, and execution takes.

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67 There was discussion regarding section .030 C, number 8, A conceptual development
68 plan shall be provided by the applicant and shall include the following. Commissioner
69 Gibbs discussed the possibility of requesting three-dimensional studies for larger scale
70 projects.

71
72 There was discussion regarding section .030 F, number 4, Review Criteria, annexation
73 of the property must be of benefit to the City and the community of Philomath.

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75 The committee discussed section .030 T, The City is under no obligation to condemn,
76 exercise eminent domain, or pay for the extension of services to an annexed property.
77 All Commissioners accepted the revised language.

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79 Chair Stein addressed the annexation criteria from Ashland, Eugene, and Hood River.
80 He asked if anyone on the commission had any ideas from any of the three cities that
81 they would like to incorporate into Philomath's annexation criteria. No additions were
82 made.

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84 Chair Stein discussed the city of Ashland's criteria for affordable housing. He discussed
85 that there is some confusion in defining affordable housing. Ms. Cook explained that the
86 City just recently adopted the State's definition of affordable housing into their code. Mr.
87 Workman discussed affordable housing relative to subsidized housing and market driven
88 housing.

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90 Mr. Depa discussed concerns with the criteria pertaining to an annexation being
91 beneficial to the city. He explained that some criteria could seem too subjective and put
92 the City at potential risk.

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94 Mr. Workman explained the format for the public comment and open house meeting on
95 April 15, 2019.

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5. ADJOURNMENT:

There being no further business, Chair Stein adjourned the meeting at 7:37 p.m.

SIGNED:

ATTEST:

David Stein, Chair

Ashley Howell, Building Permit Clerk