



## CITY OF PHILOMATH

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www.ci.philomath.or.us

**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

June 15, 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  
*Reminder- If able, please help us save time by reading the draft minutes and emailing any corrections to Ashley before the meeting*
  
3. **REPORTS** 5 min
  - 3.1 2040 Advisory Committee update (Stein, Yoder)
  
4. **UNFINISHED BUSINESS** 15 min
  - 4.1 ~~"Commish Commingle" (Bernardini)~~ (Cancelled)
  - 4.2 "Philomath Vision" (Sullivan)
  - 4.3 RV Parks in Philomath
  
5. **NEW BUSINESS** 25 min
  - 5.1 "Goals 2040" from TAC kickoff
  - 5.2 Streetscapes Design Elements (David Dougherty)
  
6. **ANNOUNCEMENTS & STAFF UPDATES** 5 min
  - 6.1 Staff updates (staff)
  - 6.2 Proposed next meeting date: July 20, 2020 6:00 p.m.
  
7. **COMMUNITY COMMENTS** 5 min
  
8. **ADJOURNMENT**

### Meeting Access Information

This meeting is being held via video conference. Citizens may use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJKTy9LdUQvYXg5Zz09>

Phone: 312-626-6799 or 346-248-7799; Digital Passcode: 492443

Meeting ID: 206 550 7670; Password: Philomath

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NOTICE: Given 2 business days' notice, an interpreter will be made available for the hearing impaired or those with limited English proficiency. Contact person: Ruth Post, (541) 929-6148.

### **Meeting Conduct**

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

### **Opportunities to Comment**

The following options are available for the public to provide comment:

- 1) Sign up to speak by contacting the City Recorder at [ruth.post@philomathoregon.gov](mailto:ruth.post@philomathoregon.gov) or by calling 541-929-6148 no later than 4:00 p.m. on the day of the meeting.
- 2) Submit written comments by email to the City Recorder at [ruth.post@philomathoregon.gov](mailto:ruth.post@philomathoregon.gov) no later than 12:00 p.m. the day of the meeting.
- 3) Submit written comments in the City Hall parking lot drop box no later than 12:00 p.m. the day of the meeting.
- 4) Mail written comments to PO Box 400, Philomath, OR 97370 3-4 days prior to the day of the meeting.

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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.  
82

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

**PHILOMATH PLANNING COMMISSION  
WORK SESSION NOTES  
February 18, 2020**

**1. ROLL CALL:**

Chair Sullivan convened the work session at 6:45 p.m. in the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

**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.

**2. UNFINISHED BUSINESS**

**2.1 Development Code Discussion**

**Major/Minor modifications: PMC 18.130** – Commissioner Yoder explained that some of the minor modifications she has reviewed seem major. She is asking for clarification as to the process after the Planning Commission approves modifications, is it then out of the Planning Commission's hands as to making sure that the conditions put upon the modification are carried out.

There was discussion about the modifications approved by the Planning Commission for The Boulevard Apartments and Mill Pond Crossing.

Mr. Workman explained that there is a list of major modifications and everything that is not on that list is considered minor. Mr. Workman explained the minor modification notification and appeal process. He explained that a minor modification would only be brought before the Planning Commission if there was an appeal.

Commissioner Yoder mentioned the letter from Commissioner Boggs and herself in the current meeting packet concerning the change to the phasing of Mill Pond Development and how traffic would be affected on South 15<sup>th</sup> St. She explained that this change seems major to her and would like to know how she can go about changing things to make sure this is considered major in the code.

Commissioner Sullivan mentioned that this could perhaps be solved with more mutual understanding and cooperation between staff and local government.

Mr. Workman explained the minor modifications made to Phase Four and Five of the Mill Pond Crossing Development. He mentioned that during the appeal period for the modification nothing was submitted for appeal. He feels as though staff handled it appropriately and interpreted the code as it was intended.

Mr. Coulombe explained that as a reviewing body, it would not be proper for the Planning Commission to give direction to the Planning Official on a matter that could come back to the Commission as an appeal.

54 Chair Sullivan asked Mr. Coulombe what the proper way would be for the Planning Commission  
55 to address any minor modifications that were approved that essentially differed from a very  
56 important part of the Planning Commission's original approval.

57  
58 Mr. Coulombe explained that it is out of the scope of the Planning Commission unless the  
59 modification is brought back under the appeal process. He explained that conditions should be  
60 clear and objective for staff to implement.

61  
62 Chair Sullivan asked if it is appropriate for a Planning Commission member to comment on a  
63 proposed modification.

64  
65 Mr. Coulombe explained that Planning Commissioner's can make an appeal simply as a  
66 member of the public. He explained that the body of the Planning Commission should not be  
67 weighing in on an application that could come back to them in an appeal process.

68  
69 Mr. Workman explained that the Planning Commission receives Planning notices because they  
70 requested to be listed as Interested Parties.

71  
72 There was further discussion about the major modification criteria language.

73  
74 **6. ADJOURNMENT:**

75 There being no further discussion, Chair Sullivan adjourned the work session at 7:19 p.m.

76  
77 Notes prepared by Ashley Howell, Building Permits Clerk

**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]

**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:** None

**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:**

**Point person:** Joseph Sullivan

**Time limit:** 5 minutes

**What is this all about?**

At the TAC kickoff meeting, each member of the Council, the Planning Commission, and the Advisory Committee shared their answer to the question `What do you want for Philomath?`. That meeting was recorded, and your transcribed answers were are tabulated in the attached document. Please make any corrections necessary.

At a later meeting, it would be nice to put these ideas into a simple statement describing what our (Planning Commission, City Council, etc) shared goals are for Philomath.

**Objectives**

1. Verify accuracy – is this what you want for Philomath? Note corrections
2. Do we want to give the Council and the TAC an opportunity to make corrections as well?

**Background / How to prepare**

Read the attached notes and mark any corrections so this document can be updated.

**Notes:**

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## Philomath Goals - Summary

*This list was transcribed from the audio recording of the kickoff meeting. The following topics were all mentioned by more than one person (individual goals are listed below).*

- 1. More opportunities for people to Work and Live in Philomath** - (9) Mayor, Matt Lehmann, Doug Edmonds, Jeannie Gay, Steve Boggs, Alyssa Lewis, Bethany Longwell, Bill Mayer, Troy Muir
- 2. To solve the increased traffic issue and "Highway feel"** - (6) Ruth Casey, Jeannie Gay, Peggy Yoder, Joseph Sullivan, Bill Mayer, Troy Muir
- 3. To increase the economic development in Philomath for more jobs** (6) Steve Boggs, Alyssa Lewis, Bill Mayer, Troy Muir, Gary Conner, Doug Edmonds
- 4. Increase Public Safety** - (2) Ruth Casey, Alyssa Lewis
- 5. Promote Tourism** - (2) Chas Jones, Steve Boggs
- 6. Balancing Growth with community** - (2) Joseph Sullivan, Helen Bennet
- 7. Focus on Issues first** - (2) Jeannie Gay, Alyssa Lewis
- 8. Issues with Parking** - (2) Jeannie Gay, Alyssa Lewis

## Philomath Goals – By Person

*Listed in seating order from the transcription (clockwise)*

### **Mayor**

- More opportunities for people to work as well as live in Philomath.

### **Matt Lehmann - City Council**

- More opportunities for people to work and live in Philomath.
- More industrial opportunities rather than service-based opportunities due to commute and wages.

### **Chas Jones - City Council**

- To promote tourism.

### **Ruth Causey - City Council**

- Increase public safety in view of all the traffic going through town.
- Balancing growth with affordable housing.

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**Doug Edmonds** - *City Council*

- building up industry and economics to bring back graduated students.

**David Lowe** - *President of the City Council*

- Utilize OSU. Creating partnerships with cutting-edge technology that can be utilized with our industrial land to create clean, sustainable, environmentally-friendly activities.
- To attract programs like the incubator program.

**Jeannie Gay** - *Planning Commission*

- To first focus on what we have against us: the annexation, new people moving in who do not want to see the city grow, and the problems with our highway system as well as no parking because of the couplet.

After these problems are resolved, we can focus on building Philomath up and working on housing systems.

**Gary Conner** - *Planning Commission*

- To grow the economic development in Philomath "I'm not thinking about anything economic development that hasn't already been mentioned"

**Steve Boggs** - *Planning Commission*

- To see more industrial manufacturing so that we bring in more jobs.
- To take advantage of the natural resources we have here like Mary's River and some of the ponds around to bring in camping.

**Peggy Yoder** - *Planning Commission*

- To focus more on the livability of the town.
- Avoid being just a town that is a drive-thru.

**Joseph Sullivan** - *Chair of the planning commission*

- Focusing on livability.
- Avoid turning Philomath into another small town on the highway.
- To focus on a healthy balance between keeping Philomath a bonded community while not demoting growth.

**Helen Bennet** - *Planning advisory*

- Finding the balance between allowing growth to keep Philomath sustainable and keeping the generational families.
- Helping the economy and keeping houses affordable to be able to keep the generational families.

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**Alyssa Lewis** - *Planning Advisory*

- To address the issues first. Why have we not been able to attract other businesses to come and build in our community? What are we doing to cause businesses to look elsewhere?
- Fixing our parking situation.
- Expand closer to the south side of town so we can continue having family-oriented activities in town but also help with the public safety issues part of it.

**Greg Verret** - *Planning Advisory*

- No comment

**Bethany Longwell** - *Planning advisory*

- For affordable housing.
- Would like to be able to make it so people can live where they work.

**Bill Mayer** - *Advisory committee*

- All about jobs.
- Agrees with attracting the incubator programs.
- Against the highway.
- For affordable housing for people and businesses who wish to move into Philomath to be able to do so.
- Too many legal hoops to jump through to be able to move in and get done what you want done.
- Do not allow Philomath to become a bedroom community. Philomath needs its own economic base.
- Disintegrating buildings should not be rebuilt, they should be torn down and bigger lots created to build new buildings that will attract tourists.
- Less road blocks from the city and more freedom for small companies to grow in Philomath so that we can create our own economic base.

**Troy Muir** - *Advisory committee*

- For Philomath to create open shell canvases for businesses to work in.
- Creating businesses and bringing in employees that live inside the Philomath community to keep the money inside Philomath.
- Finding ways to stop traffic coming and going through Philomath to the coast.

**Point person:** None, looking for a volunteer

**Time limit:** 20 minutes

**What is this all about?**

After years of work, the City is getting ready to put the Downtown Safety and Streetscapes project into high gear. The City has contracted with Murrsmith, Inc. to engineer the project and oversee construction. Part of the engineering includes aspects of pedestrian scale design elements such as sidewalks, benches, bike racks, garbage containers, and lighting. We have subcontracted with Dougherty Landscape Architects to lead the efforts of creating a uniform look and feel for the downtown areas, specifically as it relates to these pedestrian amenities.

David Dougherty is available tonight to answer questions about downtown design. He will present several options of downtown themes that might work well for Philomath. If the Planning Commission is willing, staff recommends the Commission review the options presented, direct staff to present the options to the public and collect comments, hold an open house (virtual or in person), review the feedback at its July meeting, and make a final recommendation to the City Council.

**Objectives**

1. Review the design options presented and ask questions of David Dougherty
2. Decide if we are willing to assist with this project
3. If yes, find a point person and decide on next steps

**Background / How to prepare**

Review various streetscape design projects online, including those David and his team have completed that are provided on his website, <https://dladesign.com/streetscapes.html>.

**Notes:**



## *Project Status Briefing*

# Philomath Streetscape Project

Chris Workman, City of Philomath

David Dougherty, DLA



City Council Meeting - June 15, 2020

# Presentation Outline

- Background/History
- Existing Amenities
- Proposed Design Elements
- Next Steps



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**DOUGHERTY  
LANDSCAPE  
ARCHITECTS**

[www.DLAdesign.com](http://www.DLAdesign.com)

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# Background – PDA Study (2009)



## Philomath Downtown Association Downtown Design Plan and Business Mix Study



# Existing Amenities

- Streetscape
- Civic Buildings
- Historic Buildings
- Open Space
- Schools
- Team Spirit



# Proposed Design Elements

## Stormwater Planters



# Proposed Design Elements

## Lighting



# Proposed Design Elements

## Landscaping



# Proposed Design Elements

## Streetscape Amenities



# Proposed Design Elements

## Streetscape Amenities



# Proposed Themes

## Historic / Traditional



# Proposed Themes

## Timber / Woodsman



# Proposed Themes

## Modern / Whimsical



# Next Steps

- Send Survey with Design Elements to the Public.
- Invite Stakeholders to give feedback.
- Other Opportunities:
  - Open House
  - Farmer's Market
  - Sidewalk Display (13<sup>th</sup> St.)
- Meet again to review feedback and make selections



# Questions?





**MAIN STREET AT 13TH STREET**  
VIEW LOOKING EAST



**DLA Inc.**  
Dougherty Landscape Architects

Possible Outdoor Cafe at 13th & Main





**DLA Inc.**  
Dougherty Landscape Architects

Possible Gathering Place with Info Kiosk at 14th & Main



JANUARY 22, 2009



DOWNTOWN CORE CONCEPTS FOR  
**PHILOMATH TOWN IMPROVEMENTS**  
PHILOMATH OREGON

