

**PHILOMATH PLANNING COMMISSION
MINUTES**

June 15, 2020

1. **CALL TO ORDER:** Chair Sullivan called the meeting to order at 6:05 p.m. via video conference due to the City of Philomath State of Emergency, Covid-19 impact.

1.1 Roll Call:

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

Absent: None

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

Guests: City Council Liaison Ruth Causey, David Dougherty.

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

2. **APPROVAL OF MINUTES**

2.1 Minutes of February 18, 2020 --

MOTION: Commissioner Yoder moved, Commissioner Boggs second, to approve the February 18, 2020 minutes as presented. Motion APPROVED 7-0 (Yes: Sullivan, Conner, Boggs, Bernardini, Yoder, Gay, Stein; No: None).

3. **REPORTS**

3.1 Reports: 2040 Advisory Committee (Stein, Yoder) – There was discussion about Philomath's current economic status. There was discussion about the amount of residents that commute to and from Philomath for work on a daily basis and the median income.

4. **UNFINISHED BUSINESS**

4.1 Commish Commingle – Commissioner Bernardini explained that the Commish Commingle is tabled until further notice.

4.2 Philomath Vision – Chair Sullivan explained that the Philomath Vision is being withdrawn at the request of the City Council.

4.3 RV Parks in Philomath - City Councilor Ruth Causey discussed various options for code changes involving RV Parks for the City. Councilor Causey discussed the option of only allowing RV Parks in heavy industrial zone as recommended by the City Planner. There was discussion about creating a ratio of population versus number of RV spaces allowed.

MOTION: Commissioner Yoder moved, Chair Sullivan second, to ask Councilor Causey to return to the Planning Commission with a proposal to change the code with language that involves the proportions of other comparable cities. Motion APPROVED 6-1 (Yes: Conner, Bernardini, Gay, Yoder, Stein, Boggs; No: Sullivan).

5. NEW BUSINESS

5.1 “Goals 2040” from TAC Kickoff - There was discussion about input received regarding economic goals and concerns raised at the 2040 Comp Plan Kickoff meeting. There was discussion regarding concern of the length of the goal and that perhaps it should be a shorter amount of time. There was discussion regarding possible overlap of the SWOT analysis done by the Project Advisory Committee at its last meeting.

MOTION: Chair Sullivan moved, Commissioner Yoder second, that the Planning Commission send the TAC Kickoff transcript to the Advisory Committee and City Council and request that they correct any errors they see in their statements and invite them to supply any comments that they might amplify their original statements. Motion APPROVED 7-0 (Yes: Sullivan, Conner, Gay, Boggs, Yoder, Stein, Bernardini; No: None).

5.2 Streetscapes Design Elements - David Dougherty presented a slide presentation on possible themes for the upcoming Streetscape Design in downtown Philomath. There was discussion of a business plan study with Eco Northwest and the support of recommendations and upgrades to the Streetscape. Mr. Dougherty explained that the goal of the project is revitalization. Mr. Workman explained the history of the streetscape project and how the work already completed serves as a starting point for the final design. There was discussion about the amenities of Philomath and how they may encourage design. There was discussion of various elements such as lighting, street furnishings and seating presented in themes such as modern, traditional and big timber. There was discussion about various opportunities for feedback from the public. Mr. Workman asked the Planning Commission to decide which options to present to the public for feedback, following which the Commission could make a recommendation to the City Council. There was a question about extended the project beyond 14th Street. There was discussion regarding ways in which to collect input from the public.

MOTION: Commissioner Conner moved, Commissioner Yoder second, that the Planning Commission coordinate the effort for community outreach for the downtown development plan, Commissioner Conner being the point person. Motion APPROVED 7-0 (Yes: Sullivan, Boggs, Yoder, Stein, Gay, Conner, Bernardini; No: None).

There was a decision to hold a meeting on Monday, June 29th, 2020 to discuss the Streetscape design elements and schedule dates for public outreach.

6. ANNOUNCEMENTS & STAFF UPDATES

6.1 Staff Updates - Mr. Depa discussed the concept of a downtown design manual. He explained that the manual would list code specific to building designs and the theme that is chosen. He explained that this manual would allow the Planning Commission to enforce the code to ensure congruence. He discussed the Planning Commission gathering information on elements of designs from other cities that they would like to present to the public.

Commissioner Yoder asked about what happened with the staff meeting with Laura Beuhl to discuss her involvement and partnership with the downtown design.

MOTION: Commissioner Yoder moved, Chair Sullivan second, to have City staff answer the question of what happened at the August meeting when they were requested to use Laura Beuhl's offer. Motion APPROVED 7-0 (Yes: Sullivan, Boggs, Stein, Gay, Yoder, Conner, Bernardini; No: None).

The committee discussed the next meeting will be held on Monday June 29th, 2020 at 6:00 p.m.

7. **ADJOURNMENT** - Chair Sullivan adjourned the meeting at 7:38 p.m.

SIGNED:

ATTEST:

Joseph Sullivan, Chair

Ashley Howell, Building Permit Clerk