

**PHILOMATH PLANNING COMMISSION**  
**MINUTES**  
July 16, 2018

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6 **1. CALL TO ORDER.** Chair Jacque Lusk called the meeting to order at 7:00 PM in the City  
7 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 Jacque Lusk, 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:** Commissioners

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18 **3. APPROVAL OF MINUTES:**

19 **3.1 April 30, 2018, Minutes**

20 **MOTION:** Commissioner Boggs moved, Commissioner Gibbs second, the April  
21 30, 2018, minutes be accepted as presented. Motion APPROVED 7-0. (Yes:  
22 Boggs, Conner, Gay, Gibbs, Knutson, Lusk and Stein; No: None.)

23  
24 **4. PUBLIC HEARING:**

25 **4.1 File Number PC18-07**

26 **Applicant:** City of Philomath

27 **Application Type:** Transportation System Plan adoption and associated  
28 Comprehensive Plan and Zoning Code amendments

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30 Chair Lusk opened the public hearing at 7:03 p.m. Ms. Cook read the rules for testimony.  
31 Chair Lusk requested any declarations of ex-parte contact, conflict of interest, or bias  
32 concerning the case file. No declarations were made and there was no rebuttal of the  
33 declarations. Chair Lusk read the order for testimony.

34  
35 **Presentation of Staff Report:**

36 Mr. Workman turned the presentation over to the City's consultants for the TSP update  
37 project: John Bosket, DKS & Associates, and Darci Rudzinski, Angelo Planning Group.

38  
39 Mr. Bosket reviewed the presentation previously given at the joint meeting of the City  
40 Council and Planning Commission held April 30, 2018. He reviewed the reasons for  
41 updating the TSP, including the need to provide long-range direction for future  
42 transportation development, use in grant applications, to coordinate with regional partners  
43 and to reflect current community values. He described the coordinated planning efforts for  
44 the entire Corvallis Area Metropolitan Planning Organization (CAMPO), including  
45 Corvallis, Benton County, Albany and other jurisdictions.

46  
47 Mr. Bosket reviewed the timeline for the TSP update process that has been used over the  
48 three years of the project. He reviewed the public involvement process including outreach  
49 at events, the project website, open houses, news articles, City newsletters, briefings to  
50 the City Council and Planning Commission and meetings with the Citizens Advisory  
51 Committee (CAC). He reviewed the makeup and guidance from the CAC. Mr. Workman  
52 provided the roster of membership for the CAC.  
53

1 Mr. Bosket provided an overview of the contents of the TSP document. He noted that  
2 Volume 2 of the TSP contains the background technical memorandums and the  
3 Commission is only reviewing Volume 1 for approval, which is the TSP itself.  
4

5 Mr. Bosket provided an explanation of the different project tiers listed as Aspirational,  
6 Financially Constrained, Tier 2, and Tier 3. He described the updated functional  
7 classifications for streets and noted there were some streets that changed. He described  
8 the modifications to truck routes, in particular the removal of South 19th Street as a truck  
9 route and inclusion of Industrial Way.  
10

11 Mr. Bosket reviewed the flexibility for street designs and traffic calming devices and  
12 explained the inclusion of a Special Transportation Area (STA) for the highway through  
13 the downtown core.  
14

15 Commissioner Stein stated that the document is already outdated because the  
16 projections for population are already outdated. Mr. Bosket stated there was recognition  
17 of the changes that happened during the development of the document and it may  
18 require an update sooner than the 20-year projection. Commissioner Stein stated that the  
19 document describes the development in different areas than where it will be occurring. He  
20 stated the document should be fixed before adoption. Mr. Bosket stated it wouldn't be  
21 wrong but will have an accelerated need for future update.  
22

23 Mr. Workman stated that the growth will still occur in the areas expected. He noted that  
24 the population data from Portland State University is required to be used. He agreed that  
25 the projections may be reached sooner than anticipated but the new 20-year plan should  
26 still be adopted.  
27

28 Ms. Post noted that developments that have been approved will take years to be  
29 completed and the population increase will take up to a decade to occur. Commissioner  
30 Stein noted that the two apartment complexes that area under construction will have an  
31 immediate impact.  
32

33 Commissioner Gay stated her concerns that the plan is predicated over a 20-year period  
34 instead of a more practical 10-year period; and her issues with ODOT's failure to invest in  
35 the highway.  
36

37 Ms. Rudzinski described the audit performed on the City's current Comprehensive  
38 System Plan and Zoning Code. She reviewed the proposed amendments for the  
39 Comprehensive Plan, including new goals and policies and updated existing policies to  
40 make them consistent with the new TSP.  
41

42 She reviewed proposed new Chapter 18 sections including Chapter 18.75 Vehicle and  
43 Bicycle Parking, Chapter 18.80 Public Facilities Standards, and Chapter 18.105 Types of  
44 Applications and Review Procedures.  
45

46 Ms. Rudzinski reviewed minor code revisions in Chapter 18.35 Residential Districts,  
47 Chapter 18,65 Access and Circulation, Chapter 18,75 Public Facilities Standards,  
48 Chapter 18.135 Annexations, and Chapter 18155 Variances.  
49

50 Commissioner Stein questioned in Chapter 18.75 the minor increases in minimum square  
51 footage requirements. Ms. Rudzinski explained that comparables are used with other  
52 similar sized jurisdictions to make those adjustments.  
53

1 Commissioner Stein questioned the truck route on Chapel Drive past the proposed  
2 Millpond Crossing residential subdivision. Mr. Workman described the analysis that was  
3 used in comparing the highest most intensive use as an Industrial Park zone versus the  
4 residential zoning. Commissioner Gay stated that the City can plan for improvements and  
5 make it livable, but the State has to participate with improvements to the highway.  
6

7 Commissioner Gibbs questioned how to address noise concerns created by the highway  
8 traffic. There was discussion about that being a discussion for a different time.  
9

10 **Presentation of Proponents:**

11 None.

12 **Presentation of Opponents:**

13 None.

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

15 None.

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

17 None.

18  
19 Mr. Workman waived the right to submit final written arguments on behalf of the City.  
20 Chair Lusk closed the public hearing at 7:56 p.m.  
21

22  
23 **4.2 PC18-07 Discussion and Decision** – Mr. Workman stated agreement with  
24 Commissioner Gay's concerns about the highway running through town but noted that  
25 most of the project in the TSP are for local improvements. He described the projects  
26 listed in the 1999 TSP that were local street improvements that were either  
27 accomplished, carried over, or deleted. He noted that the project for a traffic light at 26<sup>th</sup>  
28 and Main was carried forward because it hasn't yet been warranted. He noted  
29 improvements on South 13<sup>th</sup> Street that are needed but under County jurisdiction. He  
30 stated that many locally controlled street projects in the 1999 plan were completed. He  
31 stated the need for the plan to be in place and the projects to be in the plan in order to  
32 leverage funding. He stated agreement with Commissioner Stein's concerns about the  
33 population forecast and noted those tables were date stamped to acknowledge they were  
34 two years old. Mr. Workman stated he believed the proposed Comprehensive Plan policy  
35 changes were good.  
36  
37

38  
39 Commissioner Lusk questioned if ODOT ever looks at the Philomath Plan and when the  
40 two jurisdictions come together. Mr. Workman stated that ODOT staff has been part of  
41 the Technical Advisory Committee all along and they work with CAMPO on regional  
42 projects.  
43

44 Commissioner Stein stated he would not vote for approval unless it's a 10-year plan. Mr.  
45 Workman explained that the State requires a 20-year plan but agreed it should be  
46 reviewed within 10 years. He noted that ODOT has paid for the current update to put  
47 Philomath in the same cycle with other regional partners. He noted that, other than the  
48 couplet, the City hasn't had a lot of transportation changes over the past 10 years.  
49

50 Commissioner Lusk questioned who would pay for an update in 10 years if the City  
51 decided it was needed. Mr. Workman stated it was unusual for the State to pay for this  
52 update but anticipated other grant funding could be acquired in the future if needed. He  
53 noted the approval of development but the delay in actual construction.  
54

1 Commissioner Stein questioned if an additional motion could be made to strongly  
2 recommend more frequent review. Mr. Workman stated concerns about binding the  
3 actions of future Commissions but that the plan should be updated as soon as it is no  
4 longer relevant.

5  
6 Mr. Workman described the frequent use of Master Plans for budgeting purposes and  
7 planning. He stated that staff's frequent use of the plan would drive the need for a new  
8 review. There was discussion about the process for warranting traffic lights and the  
9 control of that process by ODOT.

10  
11 Mr. Conner noted that everything that can be done is in this TSP and questioned if  
12 anyone on the Commission felt any relevant projects had been omitted.

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14 **MOTION:** Commissioner Conner moved, Commissioner Knutson second, the Planning  
15 Commission adopt the Findings of Fact as presented in the staff report dated May 23,  
16 2018 and that the Philomath Transportation System Plan: Volume 1, the Comprehensive  
17 Plan Text Amendments, and the Municipal Code Text Amendments as presented in File  
18 No. PC 18-07 be forwarded to the City Council with the recommendation that City Council  
19 adopt them. Motion APPROVED 4-3 (Yes: Conner, Gibbs, Knutson, and Lusk; No:  
20 Boggs, Gay and Stein).

21  
22 Ms. Post announced that a public hearing on the application will be held before the City  
23 Council on Monday, August 13, 2018 at 7:00 p.m.

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25 **5. ADJOURNMENT:**

26 There being no further business, Chair Lusk adjourned the meeting at 8:18 p.m.

27  
28 SIGNED:  
29 Lori Gibbs, Vice-Chair

ATTEST:  
Ruth Post, MMC, City Recorder