

**CITY OF PHILOMATH
PLANNING COMMISSION
SPECIAL MEETING
November 12, 2019**

Philomath Fire & Rescue Meeting Room
1035 Main Street

CALL TO ORDER:

The special meeting was called to order at 5:00 p.m. by Vice-Chair Lori Gibbs at Philomath Fire & Rescue Meeting Room, 1035 Main Street, Philomath, Oregon.

ROLL CALL:

Planning Commission: Lori Gibbs, Jeannine Gay, Joseph Sullivan, Steve Boggs, Peggy Yoder, and David Stein (5:02 p.m. via teleconference).

Staff: City Manager Chris Workman and City Recorder Ruth Post.

Absent: Commissioner Gary Conner.

NEW BUSINESS:

City Council formation of 2040 Comprehensive Plan Advisory Group -- Vice-Chair Gibbs requested that Mr. Workman provide an overview of the agenda item. Mr. Workman explained that, on his recommendation, the City Council formed the committee at their last meeting. He noted there is a memorandum in the current council agenda packet regarding specifics of the committee. He stated the memorandum explains the process and role that the technical advisory committee will have in the Comprehensive Plan update process. He reviewed the technical advisory grant that the city applied for through DLCD in October. The intent of the grant is to pay for a consultant to compile the four reports needed for a Comprehensive Plan update: housing needs analysis, buildable land inventory, economic opportunity analysis and Main Street plan. He estimated it would take up to three months to compile those. Once the technical data is collected, he added, the process approved by the City Council is for the completed analysis to go to the Planning Commission and City Council for public hearings, round tables, and town halls for public outreach. The results of the outreach discussion would lead to the new Comprehensive Plan policies for approval by the Planning Commission and City Council. He stated the advisory group would primarily review the reports compiled by the consultant. Mr. Workman stated the City Council directed him to reach out to individuals about serving and he collected the names of nine people for the City Council to consider. He added that his thought was for the technical advisory committee to include more people in the overall process.

Vice Chair Gibbs related the process to the Transportation Plan that was just completed using a consultant with a technical advisory committee review before it came to the Planning Commission for review and approval.

Commissioner Yoder questioned if this was the same grant that they had met with Laura Buell about earlier this year. Mr. Workman explained that was a different grant and process for update of the Development Code document, while this grant would be for the Comprehensive Plan update. He noted the grant hasn't been awarded yet, but wanted to be ready to move forward if it is awarded. Commissioner Yoder thought this would have been a good topic for the Planning Commission to discuss at the October meeting that was cancelled. She questioned that some of the proposed committee appointees don't even live in Philomath and she'd hope that was taken

into account before the City Council approves the list. Mr. Workman noted that the City Council memorandum for the November 12 meeting had been updated to complete the missing names.

Commissioner Sullivan stated, whether the Planning Commission agrees or not, the City Council did approve the formation of the advisory group and questioned what, if anything, the Planning Commission wanted to do in the form of a recommendation to the Council. He cited ORS 227.090 Powers and duties of commission. He stated there was nothing wrong or illegal about the city manager making recommendations to the City Council but felt the best outcome was for the Planning Commission to be appointed as the advisory committee. Commissioner Boggs suggested taking a couple of appointees from the Planning Commission to the advisory group. Commissioner Sullivan reviewed Section I. Citizen Involvement in the Comprehensive Plan and the requirement to have a Committee of Citizen Involvement (CCI). He noted that, in small communities, the city is allowed to make the CCI out of another committee and was surprised to discover that the Planning Commission also acts as Philomath's CCI. He stated his biggest issue was with the list of people to be appointed and felt that action should be stopped. He stated it is the Planning Commission's job to say that this should be an open process with applications, advertisement, and selection. He stated the Planning Commission should have that input.

Commissioner Yoder likened the process to applying for a position on the Planning Commission. There was discussion about applicants having to be interviewed and the feeling that a member of the Planning Commission would have some input on the City's future growth. She felt that interested people should apply for the advisory group. Commissioner Sullivan noted that during the Planning Commission interview process he had emphasized that the Comprehensive Plan is out of date and would take steps to help update it. He felt this was why he was appointed.

Commissioner Gibbs supported the committee consisting of people who live within the city but agreed that involving more people broadens the number of people that touch it. Chair Stein stated this issue wasn't on his radar when he made the decision to cancel the October meeting and agreed that the Planning Commission should have some representation on the advisory group. He agreed that the Planning Commission could function as the advisory group but it would increase the amount of work the Planning Commission has to do, which could have disadvantages. He noted that the Planning Commission could be considered not entirely representative of Philomath and establishing a technical advisory group could do a better job.

Commissioner Gay questioned if a technical advisory committee would have an advantage over the Planning Commission. She felt things were pushed very fast and it was unknown to some what was being done. She suggested the committee needs representation from the Planning Commission, citizens and a couple of business people but didn't think an application process would be the best way to go.

Commissioner Sullivan suggested the Planning Commission conduct a well-publicized process and select three appointees with one Planning Commission representative.

Mr. Workman explained that the thinking was for the advisory committee to involve more people in the process. He noted the goal of having some of the people on the proposed list become more involved in city planning. He added that, aside from the school district, Georgia Pacific is the largest employer in the city and the goal would be to have them at the table to help develop policies related to industrial property, with similar reasons for involving the school district and Chamber business community. Commissioner Sullivan stated he hadn't looked at the list and

wouldn't mind if they were chosen to appoint. He added he doesn't object to the people on the proposed list, just the way they were chosen.

Commissioner Gibbs questioned how long this committee would be active. Mr. Workman reminded the Commission that the grant hasn't actually been awarded yet but would anticipate a six to nine month process. He stated the general outline per DLCD is for an initial meeting with the consultant who then completes each report, the technical advisory committee reviews each report and provides input, repeating the process as each of the four required analysis reports is completed. Commissioner Yoder felt this was work the Planning Commission should be doing.

Commissioner Sullivan reviewed Section IX of the Comprehensive Plan that covers plan amendment and update. Commissioner Yoder questioned the process if the grant isn't awarded. Mr. Workman explained that the current budget does include \$20,000 to begin the Comprehensive Plan update. He reviewed the city's master plans that have now been updated and the Comprehensive Plan is on the city's radar to update next. He stated even if the grant isn't awarded, the process will be able to begin, just possibly with only one analysis report this year. He noted the grant would be nice because it would make it possible to complete all four reports in the coming year.

Commissioner Yoder stated she hadn't had an opportunity to read the City Council memorandum because she'd only just found out about the committee. Commissioner Gibbs questioned how much time appointees would be expected to devote. Mr. Workman estimated four to six meeting over a six to nine month period would be involved. He added that his intent in the recommendations was to get a cross-section of representatives invested in Philomath's future. He added that his intent was never to exclude the Planning Commission. He likened this to staff level work; but rather than just have staff review the analysis, he thought it was to better to have a small technical advisory committee perform the analysis review.

Commissioner Sullivan proposed congratulating the City Council on thinking about this and applying for the grant and requesting that they please either appoint the Planning Commission or let the Commission select the appointees. Commissioner Yoder suggested asking the Council to hold off on the appointments and allow the Planning Commission further time for review.

Chair Stein felt the best option was to request the Council take no action until their next meeting in December, which would allow the Planning Commission time to consider the options and frame their recommendation. He felt there should be a Commission representative on the technical committee and agreed that not everyone on the committee needs to be a city resident. He agreed that a Georgia Pacific manager could have a lot to add. He added that a lot of people who speak to the Council don't live within the city limits but have a lot to offer. He suggested if the Council won't delay their decision to request at least one member of the Planning Commission be appointed.

Commissioner Sullivan distributed a proposed memorandum to the Council that he had previously drafted for the Commission to review (Supplemental Agenda Item). Commissioner Boggs stated he approved with requesting the Council delay their decision. Commissioner Yoder stated she liked Option 2 offered in the handout. Commissioner Gibbs stated she saw nothing wrong with the representatives from the different types of groups on the list. There was additional discussion about the work to be performed and the impact of the representatives. Mr. Workman stated there was no specific number of committee members to be appointed and all of the proposed members on the list have agreed to serve. Chair Stein didn't feel that four people

was a sufficient number. Commissioner Sullivan reasoned that he had suggested four because he's been working on ways to get traction on the Comprehensive Plan update and had come up with four after a conversation with the city attorney.

There was discussion about next steps, the upcoming City Council meetings schedule, and scheduling a Planning Commission meeting. There was discussion about rescheduling the regular November 18 meeting that had been previously cancelled and submitting something to the City Council for their November 25 meeting.

Mr. Workman offered potential options for addressing the November 12 City Council discussion on the agenda item, including suggesting to the Mayor for the Council to table their discussion until the November 25 meeting. Versions of a proposed motion were discussed.

MOTION: Commissioner Sullivan moved, Commissioner Boggs second, the Planning Commission deliver the proposed memorandum, amending the final paragraph to request the City Council postpone a decision on Agenda #H.01 until the Planning Commission is able to make a recommendation at the November 25 City Council meeting. Motion APPROVED 6-0 (Yes: Boggs, Gay, Gibbs, Stein, Sullivan and Yoder; No: None.)

ADJOURNMENT:

Vice Chair Gibbs adjourned the meeting at 5:58 p.m.

SIGNED: Lori Gibbs, Vice Chair

ATTEST: Ruth Post, MMC, City Recorder