



CITY OF PHILOMATH

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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 29, 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 June 15, 2020 | |
| 3. REPORTS | 5 min |
| 3.1 2040 Advisory Committee update (Stein, Yoder) | |
| 3.2 Downtown Streetscapes (Conner) | |
| 4. UNFINISHED BUSINESS | 15 min |
| 4.1 RV Parks in Philomath | |
| 4.2 Inquiry – Action on Transportation Problems | |
| 5. NEW BUSINESS | 20 min |
| 5.1 Downtown Design Manual | |
| 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>
Meeting ID: 206 550 7670; Password: Philomath
Phone: 312-626-6799 or 346-248-7799; Digital Passcode: 492443

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 Manager at chris.workman@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 Manager at chris.workman@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.

**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, Councilor Ruth Causey (ex-officio).

Absent: None

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

Guests: 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

Point person: Giana Bernardini

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.

The recommendations were presented at the June 15 meeting but were not what we expected.

We asked her to come back one more time with revised recommendations.

Objectives

1. Decide if we wish to take action on this matter or not

Background / How to prepare

Notes:

Agenda Item 4.3 - RV Parks in Philomath

Objective – To limit the growth of RV parks in Philomath

Background

February 18 - Presented information on the number of private RV parks in cities throughout Oregon. Reviewed Code language among “outliers”: cities with a very high or very low number of parks or spaces relative to the population size.

Conclusion

Rather than try to prescribe a limit on the number of spaces relative to the population, a more logical approach in Philomath is to limit RV Parks to heavy industrial zones. Absent rezoning, this limits the availability of land that could be used for RV parks.

Recommended Municipal Code changes

Chapter 9.15.025

Page 9-8.1

Use of a recreational vehicle as a dwelling.

replace the phrase “...except when situated on a legally permitted campground where overnight camping is allowed.” with “...except when situation on a legally permitted Recreational Vehicle Park.”

Chapter 18.15 Definitions

Page 18-11

Insert a definition for Recreational Vehicle Park

Suggested language¹:

“Recreational Vehicle Park” means a plot of land upon which two or more recreational vehicle sites are located, established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreational or vacation purposes.

Chapter 18.45 Industrial Districts

Table 18.45.020, Page 18-36

LI – Light Industrial: strike item K

HI – Heavy Industrial: add item B RV Park facilities as an Allowed Use, **OR**

Add RV park facilities as item I under conditional uses. The planning commission may grant conditional use permits.

IP – Industrial Park: strike item E.

¹ Oregon Administrative Rules Building Codes Division, Chapter 918, Division 650: Recreation Parks and Organizational Camps 918-650-0005.

Agenda Item 4.1 - RV Parks in Philomath

“Does Philomath want to be known as an “RV town, with lots of traffic congestion and water problems”?”¹

Allowed land uses in the Municipal Code

Why not just keep the uses we want and exclude the ones we don't?

Oregon Administrative Rules specify allowed uses for industrial land. While we could omit or exclude specific uses, this may not be the best approach to limiting further RV Parks, or in the public interest.

Controlling uses of Industrial Land

How do other cities limit the occurrence of RV parks?

Coastal, tourist-oriented communities allow RV parks in virtually all industrial zones. Other communities, like Sisters, limit them to specific zones. Additionally, special provisions and conditional use permits apply.

I did not find any examples of cities that apply a numerical limit to RV parks or spaces. While this may be defensible, applying traditional land use rules may be less contentious.

Conditional use permits

An application for a conditional use permit requires the submission of additional information to the Planning Commission. The conditional use “...may be permitted, enlarged or altered if the site is appropriate and if other conditions of approval can be met.” PMC Chapter 18.120

Code changes relative to the Comprehensive Plan update

The Comprehensive Plan update may result in rezoning industrial areas. If this includes an increase in heavy industrial zones, the Commission may want to either 1) wait until the update is near completion or 2) limit RV parks to conditional uses in specific industrial zones, perhaps heavy industrial and industrial park zones.

Recommended Municipal Code changes

Chapter 9.15.025

Page 9-8.1

Use of a recreational vehicle as a dwelling.

replace the phrase “...except when situated on a legally permitted campground where overnight camping is allowed.” with “...except when situated on a legally permitted Recreational Vehicle Park.”

¹ Written comments submitted by Cindy Mitchell 10/17/2019.

Chapter 18.15 Definitions

Page 18-11

Insert a definition for Recreational Vehicle Park

Suggested language: this definition from ORS is an improvement on the previous definition from the Oregon Administrative Rules.

“Recreational Vehicle Park” means a place where two or more recreational vehicles are located within 500 feet of one another on a lot, tract or parcel of land under common ownership and having as its primary purpose: A) The renting of space and related facilities for a charge or fee; or B) The provision of space for free in connection with securing the patronage of a person. It does not mean A) An area designated only for picnicking or overnight camping; or B) A manufactured dwelling park or mobile home park. (ORS 197.492)

Chapter 18.45 Industrial Districts

Table 18.45.020, Page 18-36

Changes to be determined based on the Commission’s decision relative to the Comprehensive Plan update.

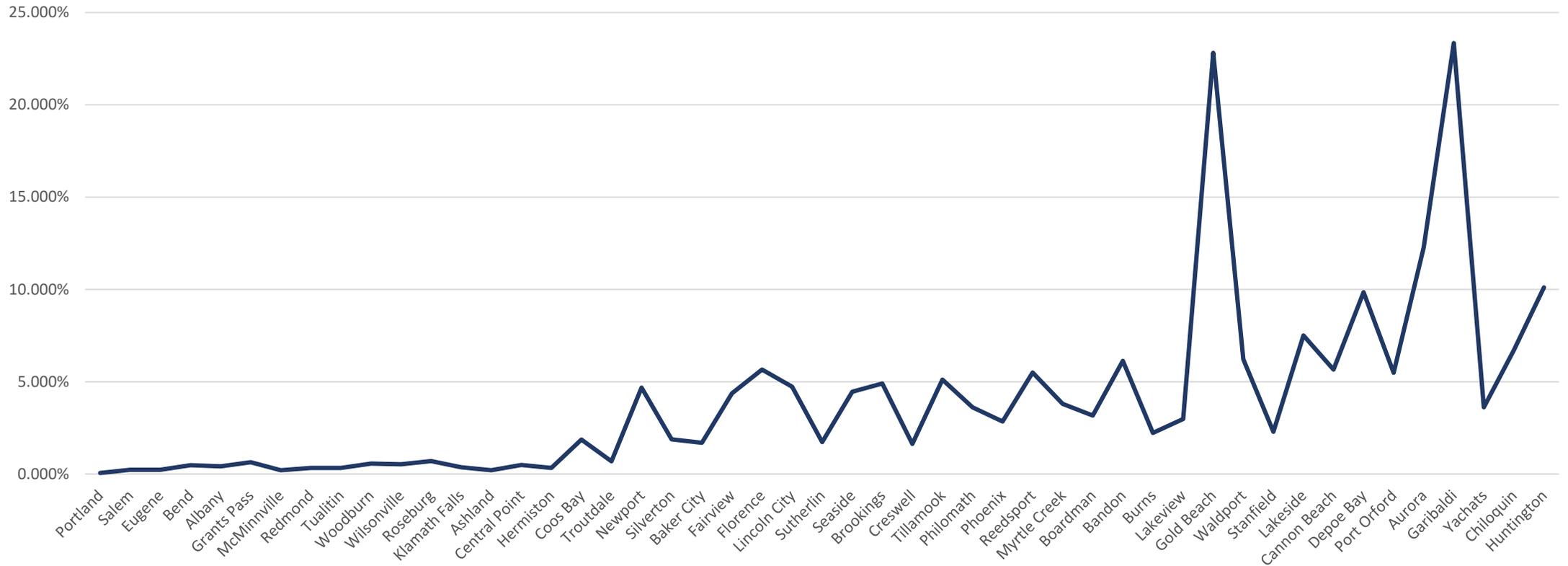
Limiting RV Parks in Philomath

Proposed: The total number of recreational vehicle spaces in all Recreational Vehicle Parks located within the City Limits shall not exceed [X] or [Y%] of the total population, whichever is greater.

RV Spaces 49 Incorporated Oregon Cities

Excludes public parks, parks associated with casinos

RV Spaces in Oregon Cities
Spaces / Estimated 2018 Population



Looking at the Outliers

- Gold Beach: 8 parks, 523 spaces, 2018 population = 2,293
 - $523/2,293 = 22.8\%$
 - RV Parks are
 - Permitted in commercial zones,
 - Allowed as a conditional use in industrial zones,
 - Allowed as a conditional use in public facilities zones as an ancillary use in conjunction with community and event centers,
 - Allowed as a conditional use in the Beaches and Dunes Conservation overlay zone.

Looking at the Outliers

- Garibaldi: 2 parks, 191 spaces, 2018 population = 818
 - $191/818 = 23.4\%$
 - RV Parks are
 - Allowed as a conditional use in commercial zones,
 - Allowed as a conditional use in waterfront mixed use zones,
 - Must be a minimum of 29,000 sq. feet (.66 acres); must have restrooms and showers in a ratio of 1 per 10 RV spaces.

Looking at the Outliers

Sisters: 0 private parks, 2018 population = 2,747

- RV Parks are
 - Permitted in open space districts with special provisions,
 - Allowed as a conditional use with special provisions in a highway commercial district.

Looking at the Outliers

Sutherlin: 2 private parks, 141 spaces, 2018 population = 8,103

- $141/8,103 = 1.74\%$
- Per the City of Sutherlin Municipal Code
 - 120 limit on lengths of stay, conditionally up to 12 months for 15% of spaces
 - An RV park shall embrace an area of not less than two acres
 - The maximum density for RV parks shall be 22 sites per acre
 - The park shall provide lavatories and showers in a ratio of one per every 30 spaces

Point person: None

Time limit: 5 minutes

What is this all about?

On August 12, 2019 the city council approved application of TGM code assistance. At the June 15 meeting we asked what became of this effort. At the same meeting we voted to request Staff look into the matter and tell us what happened. Today we will listen to that report.

Objectives

1. Listen to report from Staff

Background / How to prepare

Notes:

Point person: None

Time limit: 10 minutes

What is this all about?

Our city planner, Patrick Depa, would like to create a Downtown Design Manual. He is hoping that the final version will be enforceable. Tonight he will be presenting his views and asking for our feedback.

(Mr. Depa is invited to please provide color here)

Objectives

1. Listen to the presentation
2. Decide if we want a design manual, and if so, what flavor it should have
3. Give guidance to Mr. Depa

Background / How to prepare

Read the related information provided by Mr. Depa from his June 16 email

Notes:



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MEMORANDUM

DATE: June 16, 2020
TO: Planning Commission
FROM: Patrick Depa, Associate Planner
RE: Downtown Design Manual

Thank you for listening to my introduction last night to what a design manual is used for and how it will benefit and strengthen the efforts in the revitalization your city's downtown.

As you know, the City is working with multiple community and economic development consultants on a multi-facet approach to achieving an identity for Philomath's downtown area. This will be conducted in and around the multi-million dollar streetscape project that is currently in the planning stages along with the updating of the City's Comprehensive Plan. I am encouraging you to think about the various downtowns you have seen or visited in the past and bring back both the good and bad examples of their attributes. When I say attributes, I mean the items that are on the attached outline that I included with this memo. These attributes are all things that make up the design of your downtown buildings and common areas and give it a certain appearance and identity.

My hope is that the Planning Commission will be the lead on setting the ground work to achieve a design manual that will work in bringing both a positive image and pride to the residents of Philomath and for the people that visit here and are considering making Philomath their home. With our results we will be taking additional steps to ensure this is accomplished through both the City's Comprehensive Plan and Development Code.

In concert with the Downtown Design Manual will be the scope of creating a Main Street Overlay District in the downtown central business area. The Main Street Overlay Zone would be a mapped zone that imposes a set of requirements in addition to those of the underlying zoning districts. In this case, the underlying zoning districts are the C-1, Downtown Commercial and C-2, General Commercial. We have created a draft overlay map of the downtown district with a core area that will have similar but different

requirements. The set of requirements the overlay zone imposes will be outlined in the Downtown Design Manual.

The Downtown Design Manual is intended to promote the development of a pedestrian oriented and accessible central commercial service district in which a variety of retail, commercial, office, civic and residential uses are permitted consistent with the City of Philomath Comprehensive Plan. Each use and site design shall be complimentary to the stated function and purpose of the District and shall not have adverse impact upon adjacent street capacity and safety, utilities, and other City services.

The Main Street Overlay District is further designed and intended to:

A. Encourage innovative, neo-traditional commercial/mixed use developments in a "Main Street" environment.

B. Extend greater opportunities for greater traditional community living, working, housing, and recreation to all citizens and residents of the City.

C. Encourage a more efficient use of land and of public services and to reflect changes in technology of land development, by directing new development in a traditional pattern of mixed use and varied commercial styles.

D. Reduce the excess sprawl of development and the segregation of land uses that cause unnecessary traffic congestion.

E. Prohibit the development of drive-through facilities, which contributes to traffic congestion.

F. Discourage the development of separate off-street parking facilities for each individual use, and to encourage the development of off-street parking facilities to accommodate the needs of several individual uses.

G. Prohibit uses that are disruptive to pedestrian activities and have as their principal function the sale and services of motor vehicles, such as automobile service stations, auto parts retail stores, car washes, new and used motor vehicle sales or service establishments, drive-in restaurants and restaurants with drive through facilities, business with drive-through facilities (such as, but not limited to banks, credit unions, pharmacies, etc.)

H. Promote the creation of urban places, which are orientated to the pedestrian, thereby promoting citizen security and social interaction.

I. Promote developments where the physical, visual and spatial characteristics are established and reinforced through the consistent use of compatible urban design and architectural design elements. Such elements shall relate to the design characteristics of an individual structure or development of other existing and planned structures or developments in a harmonious manner (architectural texture or

pattern), resulting in coherent overall development patterns and streetscape.

J. Discourage commercial and business uses that create noise, glare or odors, which are a nuisance.

K. Permit on-street parking where appropriate.

Summary:

To accomplish this the Downtown Design Manual will require a number of new development code chapters and sections that outline site design requirements. Again, these requirements are broken down into a general outline we provided for your review that will ultimately be turned into provisions and restrictions that shall apply in addition to, where applicable, the underlying zoning district.

We are looking for the Commission to seek out the bring back to the next meeting general downtown attributes and design elements that you believe can be implemented into Philomath's Downtown Design Manual that will work with and be compatible with the City's vision both defined by you and the Planning Action Committee.

Section I Introduction

- A. Goals
- B. Objectives

Section II Development Design Guidelines

Landscape and Screening Guidelines

- A. Tree Lawn
- B. Parking Lot Screening
- C. Interior Parking Lot Landscaping
- D. Open Area Landscaping
- E. Landscape Buffer Zone
- F. General Landscape Requirements

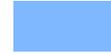
Façade and Site Guidelines

- G. Building Entrances
- H. Building Placement
- I. Building Height and Mass
- J. Front Façade Design
- K. Side and Rear Façade Design
- L. Lighting
- M. Parking
- N. Sidewalk Displays
- O. Courtyards and Plazas
- P. Outdoor Cafes, Outdoor Eating Areas and Open Front Restaurant
- Q. Mechanical Equipment
- R. Service Access
- S. Festival Spaces
- T. Streetscape

Section III Sign Review Guidelines

- A. Permit
- B. Drawing
- C. Prohibited Signs
- D. Location
- E. Sign Size
- F. Projecting Signs
- G. Applied Lettering
- H. Wall-Mounted Signs
- I. Painted Window or Door Sign
- J. Awning and Canopy Signs
- K. Free Standing Signs
- L. Corner Business Signage
- M. Service Entry Signage
- N. Directional Signage
- O. Restaurant and Café Signage
- P. Restaurant and Café Signage
- Q. Sign Design Guidelines
- R. Wayfinding Signs

Philomath, Oregon 2020



Main Street Area



Core Downtown Area

