

CITY OF BANKS, OREGON
Planning Commission Meeting
October 29, 2013
Banks City Hall, Banks, OR

Chairperson Ray Deeth called the meeting to order at 7:00 PM. The proceedings were recorded in digital format.

ROLL CALL

Present were Chairperson Ray Deeth, Gene Stout, Lisa McAllister, and Sam Van Dyke. Rodney Jacobs and Melissa Aurand were absent.

Attending: Jolynn Becker, City Manager; Stacey Goldstein, City Planner.

APPROVAL OF MINUTES:

1. Approval of minutes from the September 30, 2013 meeting:
L. McAllister moved to approve the Planning Commission minutes of September 30, 2013 with a clarification to the second paragraph on Page 5 to state, "...that HOA fees were not being reduced at all, ~~while~~ yet access to park use *by the homeowners* has decreased." G. Stout seconded the motion, which passed unanimously.

PUBLIC COMMENT: None

BUILDING PERMIT REVIEWS – INFORMATION ONLY (None)

WORK SESSION

2. Land Use Regulations (BMC 151 and 152) Update – Follow up on Package 2 Revisions. Revisions made to the Public Facilities Chapter and the Master Planned Developments Chapter, pursuant to direction given to staff at the September 30th 2013 meeting. Ms. Goldstein presented the revisions made to Package 2 as directed by the Commission in September. Comments and discussion from the Commission was as follows:
 - S. Van Dyke believed requiring even 30 percent open space was extreme and questioned the Commission's proposed change to 40 percent. He inquired about the open space requirement used for the Arbor development, doubting that 30 percent open space had been required. The Commission discussed what would constitute open space in the Arbor development.
 - Ms. Goldstein confirmed that open space included public parks, wetlands, walkways, and open areas within a development, not private spaces like back yards or lawns. She agreed to research what other jurisdictions required for open space in planned unit developments.
 - The Commission consented to table the Open Space criterion until more information was received.
 - Table 151.065.020(2) reflected existing standards in the Transportation System Plan (TSP), which was adopted after Arbor was developed. Sidewalks in the development are not 5-ft wide; the sidewalks may have been modified in the approval. Typically, 5-ft sidewalks are required to meet ADA standards.
 - Staff is reviewing and updating the design standards for sidewalks, roads, driveways, etc. to create a design standard book for developers to review on the City website. That information would be presented to the Commission in month or two. Staff's review also includes consideration of appropriate plantings for the width of planting strips and sidewalks.

- L. McAllister commented that increasing the open space requirement to 40 percent would affect a developer's profitability and that loss would likely be transferred to the cost of the home.

PUBLIC HEARINGS: (None)

PLANNING COMMISSION ADMINISTRATIVE REVIEW

3. Dayspring Christian Fellowship Sign Permit.
 Ms. Goldstein presented the staff report, noting staff recommended approval with a condition requiring that the sign be moved back off the property line 3 feet to provide adequate sight distance for exiting drivers. The Commission discussed the submitted plan and the sight distance issues that would be created by the sign's proposed size, height, and location. As proposed and conditioned by Staff, the sign would pose conflicts with pedestrians and bicyclists because drivers would have to pull into the sidewalk to see adequately. Initially, the Commission considered writing the Applicant about the concerns so the Applicant could make revisions. After a lengthy discussion about other signage in town and the size of vehicles exiting the driveway, the Commission agreed the sign would not need to be move back from the property line if raised high enough for drivers to see.
 S. Van Dyke moved to approve the Dayspring Christian Fellowship Sign Permit, deleting Condition 1 and adding a new condition to increase the sign's height from ground level to the bottom of the sign to 7 ft and to properly engineer the posts accordingly to support the sign. L. McAllister seconded the motion, which passed unanimously.
 Ms. Goldstein noted staff would include the findings that supported the Commission's position in the approval.

VERBAL STAFF REPORTS AND UPDATES

4. Wilkesboro Road Properties – Staff will be working on a proposed amendment to the Industrial Zone in Banks. The amendment would allow single-family dwellings that lawfully existed prior to annexation and provide for replacement dwelling should an owner want to rebuild or replace a house. This is an issue on Wilkesboro Road.
 Ms. Becker reviewed the issue on Wilkesboro Road regarding a property owner who wanted to replace their manufactured home with a stick-built home and the conflict with the pending industrial zone designation. The proposed amendment would enable the property owner to replace their residence and obtain the needed permits from the County. The proposed amendment would be presented to the Planning Commission for review. Staff and the Commission discussed the parameters of the amendment in relation to the industrial zone designation. S. Van Dyke suggested the language be modified to say that if the property legally had or could have had a residence, a house would be allowed to be built, rebuilt or modified in the existing zone. The Commission discussed the background regarding the industrial designation and the City's ability to change the designation in the future to a better location.
5. TGM Grant applications: Main Street Revitalization Program; Department of Land Conservation and Development Technical Assistance Grant.
 Ms. Becker noted everyone was scheduled to do interviews with the consultant on the Main Street Revitalization Program. The workshop would be held November 21st at 6:30 pm at the fire department and she encouraged the Commissioners to attend. She reviewed the numerous ways the workshop was being promoted, and agreed to also contact the Lion's Club.

OTHER BUSINESS

6. Briefing to City Council on Planning Commission Work Plan – progress update. L. McAllister updated the Commission on the agenda items addressed by City Council at the October meeting. She congratulated Ms. Becker on being awarded the city manager contract. G. Stout agreed to be the City Council Liaison for November.
7. Planning Commission Training, October 19th (All Day Training) (update). Ms. Becker noted handouts were available for those not able to attend the training, which was well received and informative. She would look to schedule another training after the first of the year.
8. Select New Vice Chairperson. L. McAllister nominated Gene Stout as Planning Commission Vice Chairperson. S. Van Dyke seconded the nomination. Gene Stout was unanimously elected Planning Commission Vice Chairperson.

ADJOURNMENT: The Planning Commission meeting adjourned at 8:16 p.m.

Submitted by: _____.
Scot Siegel, City Planner