

CITY OF BANKS, OREGON
Planning Commission Meeting
April 30, 2013
Banks City Hall, Banks, OR

Chairperson Ray Deeth called the meeting to order at 7:30 PM. The proceedings were recorded in digital format.

A. ROLL CALL

Present were Chairperson Ray Deeth, Michael Nelson, Lisa McAllister, Melissa Aurand and Gene Stout. Rodney Jacobs arrived after Roll Call.

Attending: Jolynn Becker, Interim City Manager, and Scot Siegel, City Planner.

B. APPROVAL OF MINUTES: January 29, 2013

L. McAllister moved to approve the minutes of January 29, 2013 as presented. M. Aurand seconded the motion, which passed unanimously.

C. PUBLIC COMMENT: None.

D. WELCOME NEW CITY PLANNER AND PLANNING COMMISSION MEMBER

Chair Deeth welcomed new City Planner Scot Siegel and new Planning Commission Member Gene Stout. Mr. Siegel briefly discussed his professional background and interests. G. Stout shared his reasons for wanting to serve on the Planning Commission.

E. ADMINISTRATIVE SITE REVIEW – NEW SINGLE-FAMILY HOUSE AT 42185 NW BANKS RD. (DOUG HERB HOMES, LLC) Mr. Siegel presented the Staff report. He and the Applicant responded to clarifying questions from the Commission regarding tree removal, driveway access and the existing sidewalk. L. McAllister moved to approve the Administrative Site Review as recommended by Staff. R. Jacobs seconded the motion, which passed unanimously.

F. ADMINISTRATIVE SITE REVIEW – BANKS JUNIOR HIGH SCHOOL, REPLACEMENT OF TEMPORARY PORTABLE CLASSROOMS (BANKS SCHOOL DISTRICT) Mr. Siegel briefly reviewed the background leading to the current proposal and presented the Staff report, noting that Banks Junior High School should read Banks Middle School. Banks School District Superintendent Huston explained the reasons for the changes regarding the original land use permit and for the new portables' locations. He addressed questions from the Commission about potential conflicts with the sports practice fields and tree replacement. Mr. Siegel reviewed the material presented in the packet, clarifying the material involved in the Commission's approval. L. McAllister moved to approve the Administrative Site Review for the portable classrooms. The motion was seconded by G. Stout and passed unanimously.

G. FUTURE PHASES FOR BANKS SCHOOL DISTRICT BOND PROJECT Mr. Siegel explained that Staff sought direction from the Planning Commission about the review of subsequent phases of the school district projects, which were noted in the memorandum dated April 26, 2013 provided in the packet. While all the elements were presented publicly through the bond, not all were presented in the conditional review. J. Becker explained Staff wanted to simplify the process by having Mr. Siegel do the administrative review and update the Planning Commission monthly about what had been approved by the City. Following

discussion, the Planning Commission consented to have Mr. Siegel review the school district applications individually, updating the Commission as warranted, noting that any variances, new applications involving discretionary review, amendments to conditional use permits or any uncertainty about such would come before the Planning Commission for review.

H. BUILDING PERMIT REVIEWS – INFORMATION ONLY

- Roof and exterior remodel of house at 13027 NW Main Street (Approved April 5, 2013)
- Heat pump for house at 13283 NW Main Street (Approved April 5, 2013)

The Planning Commission discussed the lack of Code standards authorizing the Commission to review or modify a building's design, such as the roof remodel, to maintain a certain look. The applicant must comply with current building ordinance criteria but no design guidelines regarding architectural themes or appearances currently exist. Mr. Siegel suggested adding TGM Planning Grants for discussion under Other Business.

I. VERBAL REPORTS BY INTERIM CITY MANAGER AND CITY PLANNER

- Status of Ordinance 764 Washington County Review of UGB Amendment (Jolynn) Ms. Becker reported that the Washington County Planning Commission recommended to the Board of Commissioners that Quail Valley Golf Course be brought in as a community facility. The Board of Commissioners is scheduled to address the matter on May 21st and an approval was anticipated.
- Residential Zoning Ordinance Amendments ZCA-81-12 (Jolynn) Ms. Becker stated the ordinance had been deferred due to changes with the City's legal counsel. The new City Attorney made some updates and incorporated some changes requested by Council, which she reviewed. Another public hearing and first reading is scheduled at City Council in May. She addressed clarifying questions from the Commissioners, who noted a typo in the third bullet under Item E on Page 7.
Ms. Becker described the circumstances involving Greg Walters obtaining sewer access through an exemption waiver with Clean Water Services after being denied by the City years ago.
- Status of Condition 10 compliance/extension request by West Oregon Wood Products (Scot) Mr. Siegel updated that the owner has requested an extension on the condition to connect to public sewer and build a restroom because of the distance to the sewer line. L. McAllister stated she would adamantly oppose any extension of the timeline, citing the importance of quality of life for the employees and neighboring residents. Further discussion regarded the ramifications to the owner for being in violation and the length of time the owners have been in violation. Staff cautioned against deliberation being that no application had yet been received, adding the application would provide the reasons for the extension request and discuss compatibility issues and other concerns. Mr. Siegel anticipated the request being on the May or June agenda.
- DEQ letter regarding Sheldon Oil (Jolynn) Ms. Becker noted DEQ was working to resolve the issue. The letter would remain in the City's files should Sheldon Oil have any other land issues.
- Reminder to mail back Annual Statement of Economic Interest (Jolynn)

J. OTHER BUSINESS

- Planning Commission Bylaws regarding membership (Jolynn) Ms. Becker noted the discussion and changes regarding the Bylaws that were proposed for adoption at the next City Council meeting. She invited Commissioner feedback via email which she would present to Council.

The following item was added to the agenda by Staff.

