

CITY OF BANKS, OREGON
Planning Commission Meeting

August 26, 2014

Banks City Hall, Banks, OR

Chairperson Gene Stout called the meeting to order at 6:30 PM. The proceedings were recorded in digital format.

ROLL CALL

Present were: Chairperson Gene Stout, Ray Deeth, Michael Lyda, Rodney Jacobs, Sam Van Dyke, and Rachel Nelson. Lisa McAllister was excused.

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

APPROVAL OF MINUTES

1. Approval of minutes from the July 29, 2014 meeting
Sam Van Dyke corrected the first line on page 5 as follows: “~~West Coast Pellet Mill~~ **West Oregon Wood Products**”.
Ray Deeth moved to approve the Planning Commission minutes of July 29, 2014 as corrected. Michael Lyda seconded the motion, which passed unanimously.

CITY COUNCIL REPORT

2. Verbal Report. Chair Stout briefly reviewed the agenda items addressed at the August 12, 2014 City Council work session and regular meeting.
3. Planning Liaison Assignment. Chair Stout and Ray Deeth agreed to be the Planning Commission Liaisons for the September 9, 2014 City Council meeting.

PUBLIC COMMENT – There was none.

WORK SESSION – (None)

PUBLIC HEARINGS – (None)

BUILDING PERMIT REVIEWS – INFORMATION ONLY (None)

VERBAL STAFF REPORTS AND UPDATES

4. Annual update from West Oregon Wood Products – Mike Knobel, regarding the status of moving towards connecting to the public sewer and providing permanent restrooms at the pellet mill. City Planner Goldstein provided a brief review of her memorandum regarding the background information leading to the annual updates required of West Oregon Wood Products.
Mike Knobel, St. Helens, OR, reported that the company’s profitability had been improving; however, the recent fire set the mill back financially. Although West Oregon Wood Products carried insurance, the deductible was high. The company expected to be operating again by the end of September. The fire had also stalled any further progress on the sewer connection and restrooms’ installation. The mill continues to use the ADA accessible Sani-Can, which was well maintained, and no complaints had been received from employees or neighbors. He explained that security personnel had been hired to prevent theft because the security cameras were destroyed in the fire. He addressed questions about delivery of raw materials, production, and current inventory levels. He noted the cause of the fire was still being investigated and that he would share the

findings with the City and the industry, as well as any subsequent changes the mill might make.

City Manager Becker updated the Commission on two applications that also involved outstanding conditions of approval as follows:

- Banks Veterinary Service submitted a site map for staging vehicles as conditioned. Once verified, Planner Goldstein would deem the file complete. She reported visiting the vet's office during one of the in vitro fertilization procedures when two trailers were backed up to the facility and noted parking was fine and there was no traffic congestion. M. Lyda stated some vehicles have been parked on the street for days. Planner Goldstein agreed to clarify with the Applicant how many times each month the procedures would be done and to inquire about the vehicles on the street.
 - Banks Lumber Company submitted the landscaping plan and engineering plans for the water meter, which was being reviewed by the City engineer. Due to easement issues that need to be addressed with the homeowner, the landscaping and water meter would be installed by March 2015.
5. Response to Planning Commission's questions regarding enforcement of non-complying land use permits and the accuracy of the information on the planning Commission minutes.

City Manager Becker stated that the audio recordings from January confirmed that the condition required Banks Lumber to submit a site plan for the water meter and that the plan must be reviewed by the City engineer prior to occupation of the building. She explained that the meter would be located in the open field along Banks Rd, near the flag lots, and accessible via the vault on Marion Steinbach's property where the line for the meter is currently located; the City has an easement to access the vault. Chair Stout recalled that the City was purchasing new meter reading equipment for wireless meters, noting the City would eventually be able to read the meter remotely. City Manager Becker confirmed installing wireless readers was another project of the Water Department. Installation would occur in small batches and begin in September. Planner Goldstein stated at the July meeting, the Commission requested information about what could be done to enforce land use permits. She updated that the Planning Commission did not have the authority to do anything with regard to noncompliance, which would be handled through the city attorney like a nuisance issue. New Chapter 37 Civil Enforcement, which was added to the Municipal Code in May, described the enforcement process. The Commission could direct Staff to investigate a matter to bring to the city attorney.

6. Staff project update: Updating the City's planning forms, applications, checklists and numbering systems. Planner Goldstein presented a draft application and described some changes made to streamline and improve the application process. The draft was similar to another form that was working well in another city where she was working as the planning director. Staff clarified that once the paper document was finalized, actions would be taken to have the application form available online, and eventually be able to complete and submit the application online. A typo was corrected and using only two different typefaces was suggested to improve readability.
7. Staff project update: new Zoning and Comprehensive Plan Maps. Planner Goldstein stated the new Zoning Map would be available on the City's website. A large Zoning Map with the specific zoning codes included within the zoned areas would be displayed at City Hall. Zoning maps included in the Planning Commission packets would be in color. City Manager Becker noted the Comprehensive Plan Map included the city limits and urban growth boundary expansion areas

OTHER BUSINESS

8. Select Planning Commissioner to serve on the selection committee for the Jim Hough Banks Citizenship Award. City Manager Becker described the Citizenship Award, noting the criteria were available online. The committee would meet to review the applications and decide on an award recipient; the time required would depend on the number of applications received. Rachel Nelson agreed to serve on the selection committee.

S. Van Dyke stated for the record that prior to the last Planning Commission meeting, he had no ex parte communication with Quail Valley Golf Course. In talking with his brother after the July meeting, it became apparent that there may be joint ventures in the future, so would probably recuse himself from any future actions regarding the Quail Valley annexation. In addition, any railroad crossing related to the 7-acre parcel owned by West Hills Development could be a financial benefit so he would recuse himself should that matter come before the Commission. He noted that he also has a shared access across the pellet mill's property. He explained that he wanted his transparency on record prior to anything coming up and understood the need to be very careful regarding conflict of interest and ex parte contacts. Planner Goldstein advised Mr. Van Dyke to repeat his statement for the record for each subject application that may come before the Commission and then recuse himself.

City Manager Becker announced that the League of Oregon Cities Annual Conference would be in Eugene September 25-27 and that Oregon's Main Street Conference would be held in McMinnville October 1-3. Any Commissioners interested in attending either meeting should let her know.

ADJOURN: The Planning Commission meeting adjourned at 7:08 pm.

Submitted by: _____.
Stacey Goldstein, City Planner