

CITY OF BANKS, OREGON  
Planning Commission Meeting  
January 26, 2016  
Banks City Hall, Banks, OR

Chair Gene Stout called the meeting to order at 6:35 PM. The proceedings were recorded in digital format.

ROLL CALL

Present were: Chairperson Gene Stout, Rodney Jacobs, Michael Lyda, Sam Van Dyke, Lisa McAllister, Rachel Nelson, and Phillip Darrah.

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

APPROVAL OF MINUTES

1. Approval of minutes from the December 1, 2015 meeting  
Rodney Jacobs moved to approve the Planning Commission minutes of December 1, 2015 as presented. Sam Van Dyke seconded the motion, which passed unanimously.

CITY COUNCIL REPORT

2. Verbal Report from City Manager – City Manager Becker briefly reviewed the items addressed at recent City Council work session and regular meetings. She addressed clarifying questions and confirmed she would make information on the railroad crossing study available on the City’s website.

PUBLIC COMMENT – There was none.

WORK SESSION

3. Discussion on change to Land Division Ordinance Chapter 152, Section 152.052 Streets, Subsection I, Cul-de-sac. Current code requires a maximum cul-de-sac street length of 500 feet and serve no more than 20 dwelling units. Proposed changes require a maximum cul-de-sac street length of 400 feet and serve no more than 18 dwelling units. Change to Land Division Ordinance is based on recommendations from the adopted Banks Bicycle and Pedestrian Plan.

City Planner Goldstein reviewed the proposed amendment to the City’s Code regarding cul-de-sacs and addressed several questions from the Commission, which included clarifying the relationship between the Comprehensive Plan, Bicycle and Pedestrian Plan, and the Code and the different processes involved to amend those documents.

The Planning Commission discussed the purposes for the proposed amendment, which regarded infrastructure functionality and life safety issues; updating the Code to be congruent with statewide standards; and the flexibility already provided in the Code that allowed developers to request a variance, if needed. Staff confirmed that the radius of the cul-de-sac circle or bulb would remain the same. Comments supporting the amendment were provided by Don Kilgrass.

Next month, Staff would return with the specific language from the Bicycle and Pedestrian Plan regarding cul-de-sacs, as well as a resolution on the proposed change for a public hearing and vote by the Commission.

PUBLIC HEARINGS – (None)

BUILDING PERMIT REVIEWS – INFORMATION ONLY – (None)

VERBAL STAFF REPORTS AND UPDATES

4. Staff project update: Banks Transportation System Development Charges Study

City Planner Goldstein updated the Commission on the Transportation System Development

Charges (SDC) project, noting that the draft methodology report was in the packet. She also provided a memorandum with a list of questions and answers regarding the proposed SDCs. She clarified that the calculated amount was actually on page 13 of the report, not on page 14 as stated in the memorandum, and that the acronyms TSP and BPP on Page 15 & 16 should have identified in the report as Transportation System Plan (TSP) and Bicycle Pedestrian Plan (BPP). Staff reviewed next steps, which included holding an open house. Staff would present comments from the open house and get feedback from the Commission in March. The City Council's first public hearing on the transportation SDCs would be in April with a second reading in May. If adopted, the SDCs would go into effect 30 days later.

City Planner Goldstein and City Manager Becker addressed many questions regarding the methodology and calculation scenarios; use of Washington County's Transportation Development Tax (TDT) versus the proposed SDCs; how the City's proposed SDCs compared to surrounding cities; and the types of projects SDC funds could be used for.

Staff confirmed the projects in Scenario B had been prioritized by the steering committee and their recommendation was used in the report and methodology. Staff described how SDCs and the SDC credit policy would work as new development occurred, clarifying that SDC credits do not offset any revenues and that the City would not get involved in negotiating any side agreements between developers unless a public benefit existed. City Manager Becker assured the City always considered different types of financing opportunities for various City projects as development comes in, noting that projects were developer driven and must pertain to new growth, not for repair and maintenance of existing infrastructure. City Council determined not to adopt any policies other than what is required by State law at first, since land was just starting to be annexed into the city. The SDCs could be revised and updated in the future and further policy changes could be considered at that time. SDCs would only apply to newly constructed homes, not replacement dwellings since the needed infrastructure was already in place; however, developing an additional lot from an existing lot would add demand to the system and therefore trigger SDCs. The purpose of the SDCs is for development to pay the cost of transportation infrastructure, not existing taxpayers.

5. Staff project update: Updating the City's planning forms, applications, checklists, and numbering systems.

City Planner Goldstein noted the updated forms, applications, and checklist would be available on the City's website in a new section called, "Planning and Zoning Forms." City Manager Becker noted the forms would not go live until reviewed by City Council. She previewed the materials for the Fence, Mechanical and Sign Permit as an example, adding that all the Word documents would be converted to pdf files and that the land use applications fillable in online. The back of the application form included a small agreement to make applicants aware of all the fees involved and the proper timelines for payment. She clarified that the tree list was now included in the design standards.

The Planning Commission commended City Manager Becker on her work to update the forms to make them consistent and accessible online.

#### OTHER BUSINESS

ADJOURN: The Planning Commission meeting adjourned at approximately 7:56 pm.

Submitted by: \_\_\_\_\_  
Stacey Goldstein, City Planner