

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

Chairperson Ray Deeth called the meeting to order at 7:40 PM. The proceedings were recorded in digital format.

A. ROLL CALL

Present were Chairperson Ray Deeth, Michael Nelson, Lisa McAllister and Melissa Aurand. Rodney Jacobs was absent.

Attending: Jolynn Becker, Interim City Manager, and K.J. Won, City Planner

B. APPROVAL OF MINUTES: November 27, 2012

L. McAllister moved to approve the minutes of November 27, 2012 as presented. M. Nelson seconded the motion, which passed unanimously.

C. PUBLIC COMMENT: None.

D. ELECTION OF VICE-CHAIRPERSON

L. McAllister nominated M. Nelson as Planning Commission Vice-Chairperson. M. Aurand seconded the nomination. M. Nelson was unanimously elected Vice-Chairperson.

E. PLANNING COMMISSION LIAISON TO CITY COUNCIL – ROTATE DUTY

Chairperson Deeth reviewed the history regarding the liaison position, which was established by City Council to promote dialogue between the bodies. M. Aurand agreed to be the Planning Commission Liaison for the February 12, 2013 City Council meeting.

Interim City Manager Jolynn Becker noted that the RFQ for the new city planner would go out this week with the top three candidates being considered for the Planning Commission's recommendation in February. One Commissioner could be asked to be part of interview process. Council would approve a professional services agreement at the March 12<sup>th</sup> City Council meeting. Candidates must meet the criteria outlined in the RFQ and City Staff would do the research, reference checks, etc. to ensure the candidates' credibility. L. McAllister noted her experience in the hiring process offered to help Staff.

F. ADJOURNMENT: The Planning Commission meeting adjourned at 7:49 PM.

Submitted by: \_\_\_\_\_  
K.J. Won, City Planner

Respectfully Submitted by:

Paula Pinyerd, ABC Transcription Services, Inc. for Angie Lanter, Interim City Recorder