

CITY OF BANKS, OREGON
Planning Commission Meeting
March 29, 2016
Banks City Hall, Banks, OR

Chair Gene Stout called the meeting to order at 7:07 PM. The proceedings were recorded in digital format.

ROLL CALL

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

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

APPROVAL OF MINUTES

1. Approval of minutes from the February 24, 2016 meeting
Sam Van Dyke moved to approve the Planning Commission minutes of February 24, 2016 as presented. Rachel Nelson 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 questions from Council adding she would find out why there was a well driller on the site behind the fire department.

PUBLIC COMMENT – There was none.

WORK SESSION (None)

PUBLIC HEARINGS

1. Tom Walsh. Hop Cycle Brewing. Conditional Use Permit for a brewery, both manufacturing and retail. Banks Business Center, NW Main Street

Chair Stout called the public hearing to order at 7:15 pm and read the conduct of hearing format into the record, noting the applicable approval criteria were listed in the Staff report. He confirmed no Commissioners had any declarations of ex parte conduct, bias, or conflicts of interest. No members of the audience challenged the participation of any Planning Commissioner.

City Planner Goldstein cited the applicable approval criteria and presented the Staff report, noting no public comments had been received and that Staff recommended approval.

Chair Stout called for the Applicant's presentation.

Tom Walsh, 14695 NW Satellite Drive, Banks, OR, 97106 clarified the facility would be called a brew pub, which would involve a brewery and a pub with some bar seating, allowing the business to be family friendly in that children would be allowed at the tables, but not the bar. He briefly described the components of the facility and addressed questions from the Planning Commission about seating capacity; the need for the Conditional Use Permit due to the brewery, not the food service; and the anticipated time of opening, which he hoped would be July, but could be October. He noted a typo in the application materials, stating the building address should be ~~13963~~ **13965**, but that the copy he received was correct. He also clarified the Hop Cycle Brewing brew pub would occupy the center spaces, Suites #200 and #300, and Hop Cycle's corporate office would occupy Suite #100. The beauty salon would remain in the tenant space on the east side of the building.

City Planner Goldstein clarified the parking requirement was not based on table seating capacity, but on the square footage of the building. The parking requirement might seem low, but that how it was written in the Code. ADA parking was above and beyond the parking spaces required and the

existing ADA space would cover that requirement.

Chair Stout called for public testimony in favor of, opposed, and neutral to the application. Seeing none, he confirmed there was no rebuttal from the Applicant or parting comments from Staff. He closed the public hearing at 7:37 pm.

Michael Lyda moved to approve the Conditional Use Permit for Hop Cycle Brewing based on the Staff report and conditions. Rodney Jacobs seconded the motion, which passed unanimously.

BUILDING PERMIT REVIEWS – INFORMATION ONLY – (None)

VERBAL STAFF REPORTS AND UPDATES

There was none.

OTHER BUSINESS

4. City Code of Ordinances – Updates to Chapter 32 (City Organizations)
City Manager Becker noted the changes to Chapter 32 had been distributed to the Commission. She briefly noted the changes applicable to the Planning Commission and described how the changes were reflected in the document.
5. I-pads for Planning Commissioners
City Manager Becker noted the City would be moving to paperless meeting packets, beginning with City Council. Three Councilors would test using I-pads for their packets over the next couple months and then volunteers from the Planning Commission would be asked to test the new system, which would allow Councilors and Commissioners to access City email, City Code, and online meeting packets to be downloaded to the I-pad. Going paperless would result in substantial cost savings for the City.

Chair Stout noted Washington County seemed to have changed its fence height requirements from 6 ft to 7 ft and asked if the City engineer was considering changing the City Code as well.

City Planner Goldstein clarified the City engineer would address items pertaining to public right-of-ways and public improvements; fencing was more of a planning/zoning item on private lots versus public streets. She asked Chair Stout to send her the information for her to review, adding a Planning Commission discussion could be scheduled if needed.

- She noted the April 26th Planning Commission meeting might be held at the fire station to allow adequate space for more citizens to provide public comment on two potentially controversial agenda items, Arbor Village Phase 9 and a Conditional Use Permit request for a marijuana edible manufacturing business. Staff would confirm the location with the Commissioners.

ADJOURN: The Planning Commission meeting adjourned at 7:50 pm.

Submitted by: _____
Stacey Goldstein, City Planner