



**PLANNING COMMISSION MEETING  
October 30, 2018 at 6:30 pm  
Banks City Hall, Banks, OR  
MEETING MINUTES**

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Chair Bench called the meeting to order at 6:32 pm. The proceedings were recorded in digital format.

ROLL CALL

Present were: Philip Darrah, Chris Zechmann, Jeremy Bench, Marsha Kirk, and Sam Van Dyke.

Excused: Rachel Nelson

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

APPROVAL OF MINUTES

1. Approval of minutes from the February 27, 2018 meeting.

Commissioner Kirk moved to approve the Planning Commission minutes from February 27, 2018 as presented. Commissioner Van Dyke seconded the motion, which passed unanimously.

PUBLIC COMMENT – There was none.

WORK SESSION

2. Banks Zoning Code Update Presentation: Preliminary Code Concepts

City Planner Goldstein presented an overview of the first phase of the Code Rewrite Project via PowerPoint, noting the reasons for the Code rewrite; examples of updated plan policies that would be turned into Code; and input from stakeholders about the current zoning Code received via questionnaires. She also reviewed the work plan and schedule and detailed a sample update on Code articles. A meeting was tentatively scheduled for December with the Planning Commission to review the action item memo currently being written by the City Planner. Work sessions would be held in January and April of 2019.

Key comments and responses to Commissioner questions were as follows:

- Two different kinds of permitting were conducted: Land use permitting done by City Staff where citizen involvement was required; Washington County provided building permits, which did not require any citizen involvement.
- The City of Banks and Washington County were separate, and Banks would not borrow from the County's Code. It was important for the Code to be appropriate for Banks. For example, a fence height standard may differ from what Washington County allowed. Banks would follow its own Code for land use and zoning and would make sure to comply with State law.
- Bob Bobowski was one of the stakeholders involved with development to the west, and he was fully aware of and had been tracking the Banks Code update, but she did not know the timeline for their development. Also, the City wanted to be sure the Code was not tailored for one development or property owner. The City recognized the needs of the community as a whole needed to be met. She had been in contact with Mr. Bobowski's consultants about the timing.
- A pedestrian-friendly environment would have buildings placed closer to the sidewalk with no parking lot in front of the building. Windows would be available for window shopping; restaurants would be situated so pedestrians could look into them; weather protection, such as awnings would be provided; and lighting would be scaled to pedestrians. Buildings would be scaled so as to not look like a Costco located in a small area and could have small shops on the outside with a larger shopping area inside.
- Ms. Goldstein acknowledged the Code update would be a lot of work and was tentatively optimistic that the grant funding would be available from the Department of Land Conservation and Development (DLCD) in July 2019.
  - The Code audit would help move things along in preparation for funding. Banks was second on the list to receive funding. DLCD was aware of Banks' economic development work.
- No outside experts would be assisting. She had been doing this type of work for a long time and her company, Siegel Planning, had one of the contracts with the State to do Code writing work, but Siegel would not be doing the Code writing work for Banks. Another consultant would be brought in to avoid conflicts of interest.

### PUBLIC HEARINGS

3. None

### BUILDING PERMIT REVIEWS –INFORMATION ONLY - None

### VERBAL STAFF REPORTS AND UPDATES

#### 4. Planning Project Updates

City Planner Goldstein stated she had been working with Council, the City Engineer, and the water consultant on the City's water capacity impact on developable lands and the number of water connections available.

City Manager Becker noted the study showed plenty of water was available in the winter months, but the city could be short of water in the summer if future development was done, in which case, additional water sources would be needed.

Key comments and responses to Commissioner questions continued as follows:

- Replacing the transmission line on Sellers Rd, which was losing about 1 million gallons of water each month due to leaks in the aging line, was suggested. The project to replace the Sellers Rd line was starting now with the engineering and scope, and the project would go out to bid next spring.

- Water lines would also be replaced on Banks Rd and Cedar Canyon Rd due to major leaks, which should help free up water capacity for future development, though additional sources would still be needed.
- City Manager Becker confirmed the repairs would bring back 10 to 15 percent capacity, possibly more, but it would not be known until the new line was in place.
- The City had been looking at a watering conservation plan over the last three months. Developers would be asked to install drought-tolerant landscaping, for example, in the parking strips.
  - A model had been considered where, from April through September, even-numbered houses could water on even days and odd-numbered houses on odd days.
- The Council had reviewed the idea of issuing a moratorium on development while additional water sources were sought. The City wished to avoid legal issues if, for example, a developer submitted a land use application to subdivide property, but the City was unable to provide sufficient water capacity. Council directed Staff to prepare a draft ordinance for a moratorium. The paperwork had been filed with the State and the City was required to provide progress updates to show the issue would be resolved in a timely manner according to State statute. A review was required every six months and the moratorium could only apply for two years.
- Additional water sources being sought included the replacement of leaky water lines and adding an Aquifer Storage Recovery (ASR), which would allow excess water to be stored in winter months for use during the summer.
  - Also considered was pulling water from Dairy Creek, using different wells in various areas, and a connection between Banks and another city where Banks would receive water in the winter months and store the excess.
  - Currently, ground sources were available from well water and springs across Hwy 26 and up the hill on Sellers Rd.
- Conversations were held in the past with Clean Water Services regarding reclaiming water but doing so would require an additional piping system throughout the city. Educating homeowners about different water conservation topics, such as collecting rainwater in barrels, using low-flow dishwashers and washing machines, and drip irrigation and irrigation timers was also being considered.
- Quail Valley had offered an agricultural well in the past. To convert the well to domestic use, it would be necessary to determine whether it was a primary or secondary permit, and then to submit a request to the Oregon Water Resources Department about converting the well. If it was an irrigation well, it could only be used during the summer months and not in winter. Conversations had started with Quail Valley regarding the well. Obtaining the permits typically took about 12 months. City Manager Becker said she hoped Sellers Rd would be done before that.
- A brief discussion took place about how much more it would cost to build a neighborhood that utilized gray water as an irrigation source. If the infrastructure was already being built by trenching and installing water lines, the cost would only be to put in the other lines and a cistern to collect water from the streets; plumbing the houses would also be required. Another option was to recycle shower and dishwasher water for irrigation. Toilets would have to be strictly sewer.
  - Researching grants to help subsidize the developer's cost was mentioned. Probably half of a household's water usage went toward irrigation in the summer months.

- Discussions were beginning with top tier people from the State, such as DLCD and the Regional Solutions Team, to find out what assistance was available for some of the suggested programs. Work was being done and progress was being made in defining the issue and what needed to be done. Developers were being invited to the meetings to keep them updated. At least a year ~~was available~~ would be needed for the Code work to be done before the developer applications came in, unless applications came in before December.
- Years ago, a suggestion was made to use Mendenhall Creek, close to where it crossed Pongratz Rd, and make a reservoir to provide a city water source in Buxton.

#### OTHER BUSINESS

5. Planning Commission Meeting Dates:
  - a. November 30, 2018 Meeting Canceled
  - b. December 5, 2018 - Joint Economic Development/City Council/ Planning Commission Work Session.
  - c. December 25, 2018 Meeting Canceled

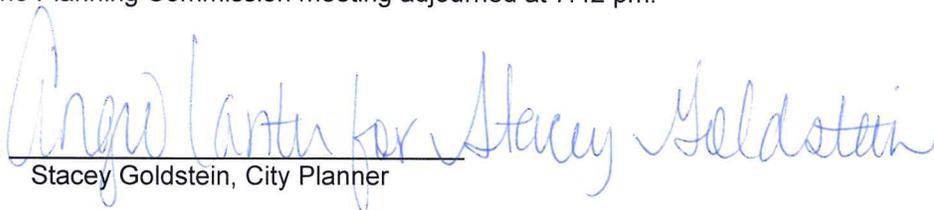
Façade programs would be discussed at the joint meeting with the EDC which City Planner Goldstein noted she would be bringing a colleague to the EDC meeting who was an urban design architect/developer and did a lot of work with the City of Sandy on its façade improvement program. The meeting would be held at 6:30 pm at City Hall.

The Planning Commission was invited to the open house at 6:30 pm on November 7th regarding the State of Oregon Main Street Program. The City would use urban renewal funds to enhance Main St, but the City was trying to determine if Banks would fit the State's Program and be eligible for additional funding resources for Main St improvement projects like updating facades, undergrounding telephone poles, etc.

Ideas to reduce vehicle traffic and improve the pedestrian experience were briefly discussed. The Planning Commission consented to meeting dates scheduled for the next two months.

ADJOURN: The Planning Commission meeting adjourned at 7:42 pm.

Submitted by:

 Stacey Goldstein  
Stacey Goldstein, City Planner