



**PLANNING COMMISSION MEETING
February 25, 2020 at 6:30 pm
Banks City Hall, Banks, OR
MEETING MINUTES**

Chair Darrah called the meeting to order at 6:40 pm. The proceedings were recorded in digital format.

ROLL CALL

Present were: Philip Darrah, Katherine Brown, Jeremy Bench, Tammie Buck, Chris Zechmann

Attending: Jolynn Becker, City Manager; Scot Siegel, City Planner

APPROVAL OF MINUTES

1. Approval of minutes from the May 28, 2019 meeting.

Commissioner Bench moved to approve the Planning Commission meeting minutes from May 28, 2019 as presented. Commissioner Zechmann seconded the motion, which passed unanimously.

PUBLIC COMMENT – There was none.

PUBLIC HEARINGS – There were none.

WORK SESSION

2. Select Chair and Vice Chair.

Commissioner Bench moved to reappoint Philip Darrah as Chair and to reappoint Katherine Brown as Vice Chair of the Banks Planning Commission for 2020. Commissioner Buck seconded the motion, which passed unanimously.

3. Discuss scope of work including public involvement process for Code update

City Planner Siegel presented the Staff report, including information on the consultant from Otak, Inc., and the consultant's responsibilities in assisting the City with the Code update. He noted a one-page snapshot of the work program and schedule for the project had been distributed to the Commission. Additional key points of his presentation were as follows:

- The Commissioners were requested to give recommendations for volunteers to serve on the Code Committee to include one Commissioner and representatives from a wide cross-section of the community. He described the Code Committee's responsibilities, noting it would be

structured as an advisory committee. The consultants would help the Code Committee review the existing zoning and land use regulations, reorganize the Code to be more user friendly, modify the standards for clarity, and make the land use process predictable for applicants and residents.

- He reviewed the types of Code amendments for consideration from Page 13 of the packet. He clarified that only the Land Use Code would be addressed during the update process. A draft of the Code amendments would come before the Commission for review before it was finalized for a public hearing toward the end of the summer or in early fall of 2021.
- The Code Committee would work with Staff to provide an evaluation and outline of the recommended changes that would tentatively come before the Commission at its May meeting. At each of the major milestones of the Code update, the Code Committee would take their ideas out to the broader community for feedback. Staff requested feedback from the Planning Commission this evening on the type of community meeting they wanted the Code Committee to conduct, so the right direction could be provided to the consultant. A virtual public workshop would be offered on the City's website for those members of the community who could not attend the meetings so they could provide their feedback online.
- Staff invited any Commissioners who were available and interested in meeting the consultant to join them for a tour of Banks on March 3rd at 11 am.

The Planning Commission discussed issues related to the Code Committee with key comments and Staff answers to Commissioner questions as follows:

- Volunteers for the Code Committee would include a member of the Planning Commission, a City Councilor to be identified at the next Council meeting, and a member of the Economic Development Commission (EDC) also to be identified at the EDC's next meeting, and a member from the Parks and Recreation Department.
- The three meeting dates for the Code Committee would include a kickoff meeting on March 31st, followed by two work sessions on April 30th and July 31st.
- The Code Committee and the consultants would work collaboratively. The consultants would use their expertise to make recommendations to the Code Committee, and the Committee would use their local knowledge and experience with the Code to provide feedback to ensure that once the drafting phase was reached, the consultants would understand what the Code needed to state specifically for Banks. The Planning Commission had experience in applying the Code and if it was aware of any parts of the Code that were problematic or not working the way it ought to, that would be important feedback to share with the consultants.
- Though the Planning Commission had two relatively new members and regular Commission meetings had not been required due to the low number of applications, those Commissioners serving on the Code Committee should have some familiarity with the Code audit work done last spring.
- The three Code Committee meeting dates were flexible and might change as the Committee members were identified. The State would like to adhere to the schedule as much as possible but did not want the schedule to drive the process. Chair Darrah and Commissioner Zechmann volunteered for the Code Committee.
- Staff would communicate information to the Commissioners regarding the dates and other information from the Code Committee. The consultants would not be contacting the Planning Commission directly.
- Public engagement would include the Planning Commission meetings and two community open houses. Discussion by the Commission concerned how to ensure the public was informed and involved in the process as the topics to be considered would be of importance to them. Affordable housing and the availability of a variety of housing were discussed as topics that would generate interest from the community.
- The Commission discussed affordable housing at some length with the main topic being whether a price range should be identified as affordable, or whether the focus should be on the type of people the community wished to attract followed by building a variety of housing to accommodate them.

- It was agreed that the Commission should be represented at the two community open houses. City Planner Siegel noted that if more than three Commissioners attended it would constitute a quorum and public notice would be necessary.
- The Code update would include residential and commercial zoning. Commissioner Brown noted it was important that Code standards took into consideration the type of people the city wished to attract. Residential zoning set the tone for a city. Banks needed to attract the types of businesses that made sense for the city, and it was assumed business owners would want to live in the city as well.
- City Planner Siegel reiterated that the scope on Page 13 of the packet listed the different topics to be addressed during the Code update, such as economic development opportunities and various special use standards and design standards for commercial and industrial uses. He believed the scope was well balanced between residential and employment topics.

City Manager Becker updated on the status of the new water transmission line, noting the project would go out to bid in March. She confirmed the project would take almost a year to complete. She also announced that two positions were open on the Planning Commission, with one having been unfilled for two years. Sam Van Dyke would be eligible to return to the Commission in June if he wished.

BUILDING PERMIT REVIEWS – INFORMATION ONLY – None

VERBAL STAFF REPORTS AND UPDATES

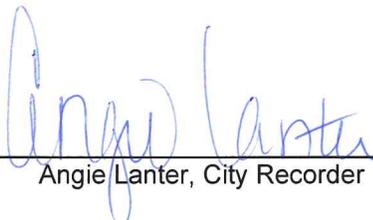
4. Planning Project Updates

City Manager Becker stated she would provide updates after the meeting adjourned.

OTHER BUSINESS

ADJOURN: The Planning Commission meeting adjourned at 7:23 pm.

Submitted by: _____


Angie Lanter, City Recorder