



**PLANNING COMMISSION MEETING  
May 26, 2020 at 6:30 pm  
Banks City Hall, Banks, OR  
MEETING MINUTES**

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City Manager Becker **called the meeting to order** at 6:46 pm. The proceedings were recorded in digital format.

**ROLL CALL**

Present were: Katherine Brown, Jeremy Bench, Tammie Buck

Attending: Jolynn Becker, City Manager; Scot Siegel, City Planner; Lauren Scott, City Planner.

Absent: Chris Zechmann

**APPROVAL OF MINUTES**

1. Approval of minutes from the February 25, 2020 meeting.

Commissioner Bench moved to approve the Planning Commission meeting minutes from February 25, 2020 as presented. Katherine Brown seconded the motion, which passed unanimously.

**PUBLIC COMMENT** – There was none.

**PUBLIC HEARINGS** – There were none.

**WORK SESSION**

2. Select Chair and Vice Chair

Katherine Brown nominated Jeremy Bench for Chair. Tammie Buck seconded the nomination. Jeremy Bench was unanimously elected as Planning Commission Chair.

Jeremy Bench nominated Kathleen Brown for Vice Chair. Tammie Buck seconded the nomination. Kathleen Brown was unanimously elected as Planning Commission Vice Chair.

3. Banks TGM Task 2.5 Zoning Memo Discussion

City Manager Becker introduced Serah Breakstone, Otak

Serah Breakstone, Lead Public Planner, Otak, Inc. presented the Banks TGM Task 2.5 Zoning Ordinance Amendments Memorandum, (Page 6 of the agenda packet) noting the objectives of the project and highlighting key proposed code amendments that needed guidance from the Planning Commission and Code Committee. Her key additional comments included:

- She explained that smart growth principles involve the interface between transportation and land-use planning and were ways to approach growth and development in ways that accentuate the efficient use of existing resources, reduce sprawl, and emphasize the bicycle and pedestrian experience rather than focusing on vehicle travel.
- The City was looking to provide a full range of housing options, which was consistent with both a statewide trend to provide more housing options as well as House Bill 2001 passed in the State of Oregon in 2019. House Bill 2001 required more middle-housing accommodation in cities throughout the state.
- The sizes of the three proposed residential zone areas were currently unknown but would be determined as part of the project, possibly through a GIS exercise.
- Ms. Breakstone clarified that the new High Density Residential Zone could include Medium Density housing types, such as four-plexes, multi-family apartment buildings, and condominiums, but not single-family detached housing or duplexes.
- Determining the lot sizes in the residential zones, which zones] would be combined to go from 5 to 3 zones and which zones would be single-family or high density This issue would be addressed after the project moved from the preliminary phase and into the code amendments phase.
  - Otak would work with the City and its planners to combine residential zones in the most logical way and then present them to the Code Committee and the Planning Commission for feedback and recommendations for adjustments as needed. Several drafts were expected before a final code packet was produced.
- Three residential zones made sense if there was some pliability in the housing types between the zones. The intention to simplify and provide more flexibility was easier with three zones. Big urban sprawl was not a concern in Banks because it was small.
- The project team did not believe that combining the City's existing High-Density Single-Family (HDSF) and High-Density Multi-Family (HDMF) zones into a singular High-Density zone would cover more acreage than what those two zones currently covered.
  - Concern was expressed that combining the high densities could result in add fewer homes and more apartments. It made sense to combine both high densities, as long as not all of the new zone would be multi-family; flexibility should exist to have single family.
  - Ms. Breakstone responded that further discussion would include a lot of analysis and back and forth when writing the code amendments and changing the zoning maps. The project team understood turning the entire city into a high density zone was not desired.
- A downtown should look clean. Concerns about keeping storefronts maintained and presentable could be addressed by emphasizing durable materials that would last longer and look better. The zoning code could only do so much, so it would become a code enforcement issue.
  - The project team would be aware of the necessary balance between having design standards and not wanting to discourage development. Design standards should not be so cumbersome or expensive that no one would want to develop.
- Commercial design standards should make it easy for property/business owners to decide what they wanted and what would be easy to maintain. To keep maintenance and building expenses less expensive for business owners, a fund could be created that all businesses pay into to cover certain exterior maintenance items so the storefronts looked good.
- Design standard recommendations would combine modern design with the city's historical and rural elements to provide a more consistent aesthetic along Main Street compared to what currently existed which would result in a more cohesive area. The standards would help maintain the rural town character, while allowing for new commercial development that looked a bit more urban, but not out of scale.

- In neighborhoods, houses should not be too close together. Lennar was granted a variance that allowed a 4 ft side yard setback that would not be supported again. People did not come to Banks to live on top of each other; it was a rural community. With today's man made materials, quality neighborhoods did not need to be expensive to build.
- - Ms. Breakstone noted there were creative ways of configuring lots and house placement to achieve high density without feeling crowded. The goal was to provide more housing options for those living in and wanting to move to Banks. Affordability was also an issue and some were willing to sacrifice some extra space to live here. Housing options needed to be opened up for all families, income levels, lifestyles, etc.
  - Affordability was a key talking point, but it must be reasonable because the jobs were not in Banks; affordability had to make sense within the community. A young person working at Safeway somewhere would not likely live in Banks with a huge commute; they would want to be close to their job. All of that must be taken into consideration; Banks could not be all to all people.
  - Housing prices are high and quality was important. Concern was expressed about the materials used when houses were built so quickly because the home might not look good in a few years.
    - Regulating exterior materials for homes might be a consideration. Perhaps, a list of prohibited materials that were known to degrade quickly and require expensive maintenance should be codified because the exteriors were unlikely to be kept up.
      - Ms. Breakstone assured details regarding durable material regulations for residential lots would be discussed during the next phase of planning under code amendments.
  - Staff previously held a meeting with the Code Committee where it was suggested that the downtown be placed at the south end of Main Street rather than the north end. Staff also asked for input regarding what to do with the mixed-use zone to the west of Main Street that was created as a part of the 2011 UGB Expansion.
  - Though there was parking congestion, the creation of a new downtown commercial zone at the north end of Main Street was intended for businesses to take advantage of the people that were already there and capture the economic energy coming to town. The zone would not necessarily add to the congestion, but create a walkable area for people to get out of their cars and shop. Having a parking structure was suggested.
    - Ms. Breakstone acknowledged there were parking implications, and the team would be looking at implementing recommendations from the City's Parking Management Study.
      - Bicyclists were also part of the economic energy and would want to places to gather and buy snacks, food, and drinks. Biking into a town and buying something to eat was a very popular activity.
  - The Code Committee discussed converting the R5 zone on Main Street into a mixed-use type zone would help connect the north and south commercial zones together.
    - The area between the commercial zones needed the most revitalization/beautification. Redeveloping the existing homes to smaller scale commercial shops with a residential space above would bring more energy.
    - Design standards could be implemented to apply to any new development or redevelopment to ensure a walkable main street with consistent storefront character on both sides of the street, though it could take time.
    - Thresholds would be used so a small redevelopment project would not likely trigger a lot of new design requirements. A significant redevelopment project, such as converting a home into a business with the living space above or in the back, would trigger new design elements.

Ms. Breakstone noted the Zoning Ordinance Amendments Memo, essentially the action plan for the code amendments, would be finalized by June 18<sup>th</sup>, so any additional comments, questions,

or considerations must be emailed to her by June 12<sup>th</sup> for them to be incorporated into the final draft.

- She announced a community open house was planned for mid-July, possibly via an online platform or in-person. The open house had been postponed in hopes of having an in-person format.
  - A virtual public workshop was also being developed that would be a partner to the open house to provide an additional opportunity for public input.
- The actual code amendments would be drafted after these public outreach events and presented to the Code Committee and Planning Commission for review and discussion.

BUILDING PERMIT REVIEWS – INFORMATION ONLY – None

VERBAL STAFF REPORTS AND UPDATES

4. Planning Project Updates

City Manager Becker stated a public hearing was tentatively set for June 30<sup>th</sup>. She noted Commissioners could come to City Hall for the meeting or attend via Zoom, adding she would set up a test Zoom meeting prior to the actual meeting to ensure everyone was comfortable using the program. She also wanted to ensure a quorum.

OTHER BUSINESS

ADJOURN: The Planning Commission meeting adjourned at 7:52 pm.

Submitted by:

A handwritten signature in blue ink that reads "Angie Linton for Lauren Scott". The signature is written over a horizontal line.

Lauren Scott, City Planner