



PLANNING COMMISSION MEETING
October 27, 2020 at 6:30 pm
Banks City Hall, Banks, OR
MEETING MINUTES

Chair Bench called the meeting to order at 6:35 PM. The proceedings were recorded in digital format.

ROLL CALL

Present: Jeremy Bench, Chris Zechmann, Katherine Brown, Tammie Buck

Excused: Sam VanDyke

Attending: Jolynn Becker, City Manager; Lauren Scott, City Planner

APPROVAL OF MINUTES

1. Approval of minutes from the September 29th, 2020 meeting.

Commissioner Zechmann moved to approve the Planning Commission minutes from September 29th, 2020 as presented. Commissioner Buck seconded the motion, which passed unanimously.

PUBLIC COMMENT – There was none.

PUBLIC HEARINGS – There were none.

WORK SESSION

2. Conditional Use Development Exercise

City Planner Scott presented an exercise to the Commission that was based on Chair Bench's suggestion of a mock development of 7 duplexes that the Planning Commission could review as part of a workshop. The exercise was in the Planning Commission packet and included a hypothetical development and the review criteria required for a Conditional Use permit.

The Commission reviewed the hypothetical development against the criteria, as they would if the development had actually been proposed. During the discussion, Staff answered clarifying questions from Commissioners about Code requirements; the mock applicant's options; how to apply the review criteria; conditions of approval that the Commission could require; how to

develop findings in support of the Commission's decision; and the land use planning process. Staff also noted some of the changes that would be made with the upcoming Code update.

Items discussed that could be addressed in the upcoming Code update included requirements for exterior materials, façade design standards, fencing standards, parking and open space.

Tentative Planning Commission Meeting Schedule

- a. Planning Commission Meeting – November 24, 2020 (No Meeting)
- b. Joint City Council/Planning Commission Work Session – December 9, 2020
- c. Planning Commission Meeting – December 29, 2020 (No Meeting)
- d. Planning Commission Meeting – January 26, 2021

City Manager Becker reviewed the upcoming meeting schedule, noting the joint City Council and Planning Commission meeting had been rescheduled for January 7th. There would be a public workshop on the website on December 3rd for the public to comment on one of the final drafts of Code amendments before it went to the Planning Commission. The Planning Commission would receive the final draft of the Code amendments toward the end of December and have a public hearing on the Code amendments on January 26th. No Planning Commission meeting would be held in November.

BUILDING PERMIT REVIEWS – INFORMATION ONLY – None

VERBAL STAFF REPORTS AND UPDATES

3. Planning Project Updates

City Manager Becker stated there were no formal planning project updates. She responded to questions from the Commission and highlighted current projects those being researched as follows:

- The transmission water line project had been awarded to Moore Construction. A pre-construction meeting would likely be held in December and the project would take a year to eighteen months to compete.
- Staff had worked with the County and a speed limit sign would be added near the pump station on Banks Rd to alert drivers of the upcoming 25 mph speed limit, and the existing 25 mph sign at the top of the hill would be replaced with a more colorful, attention-grabbing sign.
 - Staff was also applying through Washington County for a speed limit transition, perhaps when approaching the second hill between Highway 26 and Highway 47, so the speed limit would change to 45 mph and then transition to the existing 25 mph near the city. The County would have to get approval from Oregon Department of Transportation (ODOT) for the speed limit transition.
 - She confirmed this effort was independent of the intersection work.
- She was working on a new project to create a pathway between the Port of Tillamook railroad tracks and the backside of the houses in Arbor Village along Ashton Dr. The pathway would provide access from Highway 6 to Banks Rd. To avoid conflicts with trespassing, a fence would likely be installed between the pathway and railroad tracks. The Port was working with the City on an easement so the City could have authority over and maintain the pathway, which would include lighting and landscaping. She confirmed the railroad tracks were active.
- A developer was looking at purchasing the piece of property owned by Quail Valley and constructing a potential bike/pedestrian bridge across the railroad tracks to connect the east and west sides of Banks.

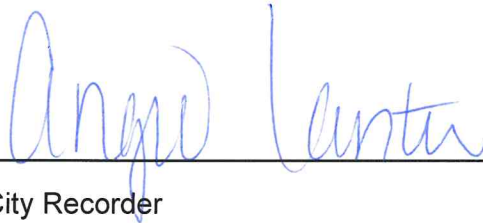
- A concept plan was being create in which the Salmonberry Trail project would build another parking lot based on the Hwy 47/Banks Rd/Cedar Canyon Rd intersection improvements that would double or triple the amount of parking at the trailhead. This project would be separate from the intersection project, which might result in some lost parking.
- Water fountains in parks could not be turned on due to COVID-19; however, playground equipment had reopened and was being cleaned weekly by a volunteer citizen. She was uncertain whether a dog bowl was attached to the fountain.
- No five-acre open space currently existed for a dog park; though a dog park was on the project list. Possible locations were on the west side, near the industrial area or along Cedar Canyon Rd. Being able to locate the park away from residential areas was a factor.
 - Several Commissioners described Forest Grove's dog park, which was only about 1.25 acres and included with the ball fields on Thatcher Rd across from a residential zone. The dog park was developed by Boy Scouts.

OTHER BUSINESS - There was none.

ADJOURN: The Planning Commission meeting adjourned at 8:15 PM.

Submitted by: _____

City Recorder

A handwritten signature in blue ink, appearing to read "Angela Luster", is written over a horizontal line. The signature is cursive and somewhat stylized.