

ATTACHMENT A



City of Banks

BSD Auxiliary Gym Staff Report (MJM-CU 25-01 & SDR 25-01)

Conditions of Approval

A. Transportation

Prior to Building Permit submittal, the applicant shall submit to the City for review and acceptance, a revised On-site Circulation Plan showing compliance with Code Sections 151.142 and the following Conditions of Approval:

- A1. Detail whether vehicles using the parking lot south of the proposed auxiliary gym will be able circulate around the north side of currently striped parking spaces.
- A2. Include a minimum six-foot-wide paved walkway for each of the new Pedestrian Circulation routes identified in the Circulation Plan (sheet LU06).
- A3. Clarification of where buses and maintenance vehicles outbound from the access road south and east of the proposed auxiliary gym will be routed.

B. Engineering

Prior to issuance of Building Permits, the applicant shall submit to the City for review and acceptance final Engineering Plans showing compliance with the following Conditions of Approval:

- B1. Demonstrate how the standards of Banks Municipal Code (BMC) Chapter 50, Sections 50.30 through 50.36, which require water efficient design of plumbing and landscaping, have been met. This includes Section 50.36(E) which requires the use of low-flow plumbing fixtures required to meet EPA Watersense Specifications or equivalent water efficient standards.
- B2. The applicant must clarify if City water will be used for irrigation. If City water is to be used then BMC Section 50.30 requirements apply, including alternate day of the week irrigation, and submittal of landscape plans with calculations. If an alternate source of non-potable irrigation is available to the school, an exception to these requirements is possible.
- B3. A water demand estimate must be submitted.

C. Planning

C1. Prior to submittal of Final Occupancy permit, the applicant shall submit to the City for review and acceptance, a final Site Plan showing the required loading area per Section 151.178 and detail how the design meets the requirements outlined in that code section.

C2. Prior to submittal for Final Occupancy permit for Auxiliary Gym Phase 1, the applicant must provide a letter of financial guarantee to the City that the proposed gravel surface of the proposed new access to the existing parking area and the dirt area to the south of the gym be replaced with asphalt prior to the issuance of the occupancy permit for the Banks High School Modernization project.

D. Clean Water Services

Prior to any work on the Site:

D1. The applicant shall obtain a Clean Water Services (CWS) Sensitive Area Pre-Screening Site Assessment. Application made in accordance with the requirements of the Design and Construction Standards, Resolution and Order Nos. 19-5 as amended by R&O 19-22 (CWS Standards), or prior standards as meeting the implementation policy of R&O 18-28. This review may also determine if any additional requirements are needed as follows:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04. Show all existing and proposed easements on plans.
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans.
- c. Detailed plans showing each lot within the development having direct access by gravity to public storm and sanitary sewer.
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 19-5, Section 4.04. Access shall be provided for maintenance of facility per R&O 19-5, Section 4.07.6.

ATTACHMENT B



TO: City of Banks Planning Commission
FROM: Katie Vickers, Contract City Planner
RE: Banks School District Auxiliary Gym Staff Report Revisions
DATE: November 17, 2025

Introduction

To support the Banks School District's efforts to upgrade and modernize Banks High School, the Planning Commission hearing for the Auxiliary Gym project (MJM-CU 25-01 and SDR 25-01) was brought forward to this evening. This has resulted in a constricted timeline for the application to be reviewed and the Staff Report written. The Staff Report was released last week on Wednesday, November 12, 2025. Since that time, I have continued to work with other City contractors and the representatives of Banks School District on the Conditions of Approval. Several Conditions of Approval have been revised or removed from the Staff Report entirely. Below are the revised Conditions of Approval for MJM-CU 25-01 and SDR 25-01 along with brief explanations of the changes.

Several of the original Condition of Approval will be saved and used for, or in some way mention, the Banks High School modernization project. That land use application has been received by the City and is under review by City Planning Staff.

Revised Conditions of Approval

A. Transportation

Prior to Building Permit submittal, the applicant shall submit to the City for review and acceptance, a revised On-site Circulation Plan showing compliance with Code Sections 151.142 and the following Conditions of Approval:

~~A1. The proposed driveway south of the auxiliary gym shall include sidewalks (minimum width: six feet) on at least one side that connects to the walkways to be built to the auxiliary gym entrances; as well as to the sidewalk on the west side of the north-south access road that connects to NW Trellis Way. These sidewalks will facilitate pedestrian travel between the Middle School and the adjacent neighborhood, as well as the potential future pedestrian connection to the Aerts Addition development near NW Scottston Terrace.~~

Condition of Approval has been removed. Explanation: The proposed driveway is only temporary and will be removed during the next stage of Banks High School modernization. The sidewalks requested through this Condition of Approval would also be temporary, which makes their construction of limited benefit. For that reason, this Condition of Approval has been removed.

City of Banks Banks School District Auxiliary Gym Staff Report Revisions

~~A2- A1. Detail whether vehicles using the parking lot south of the proposed auxiliary gym will be able circulate around the north side of currently striped parking spaces.~~

Condition of Approval stands.

~~A3- A2. Include a minimum six-foot-wide paved walkway for each of the new Pedestrian Circulation routes identified in the Circulation Plan (sheet LU06).~~

Condition of Approval stands as revised. Explanation: There are existing Pedestrian Circulations routes which are not six feet wide but will be brought into conformance during the next phase of the Banks High School modernization.

~~A8- A3. Clarification of where buses and maintenance vehicles outbound from the access road south and east of the proposed auxiliary gym will be routed.~~

Condition Stands as Revised. Explanation: This condition has been moved to be part of the revised On-Site Circulation Plan rather than a revised Transportation Memo, at the applicant's request.

~~A4. On the south side of the auxiliary gym or Middle School, include the same number of bicycle parking spaces (7) that currently exist on the north side of the Middle School.~~

~~A5. Identify how users of the north-south access road that connects to NW Trellis Road will be limited to inbound buses and maintenance vehicles. Access management strategies shall be identified in the site plan such as gates, signage, planed markings, etc.~~

Conditions of Approval have been removed. Explanation: Conditions of Approval A4 and A5 have been removed from this application and will be addressed in the Banks High School application and Staff Report.

~~A6. Clarify the need for new asphalt areas in the south parking lot, located south of the gym entrance and dirt area, and in the striped area within the north parking area adjacent to the proposed Auxiliary Gym. Clarify what the future use of the dirt area will be.~~

Conditions of Approval have been removed. Explanation: Clarifications have been received and these conditions are no longer required. The proposed asphalt areas are where resurfacing will be necessary after utility installation and the dirt area is a result of grading and will be repaved during the Banks High School improvements.

~~Prior to Occupancy Permit submittal, the Transportation Memo (Exhibit K of the applicant's submittal), must be revised and submitted to the City for review and acceptance, to include:~~

~~A7. Evaluation of the potential impact of additional traffic on NW Trellis Road from the new north-south access road. The evaluation shall provide the forecasted daily and peak hour volumes on NW Trellis Road and potential operation and safety issues at the NW Main Street/NW Trellis Road intersection with the proposed project and the need for mitigation measures.~~

Condition has been removed. Explanation: The City's Transportation Engineer was satisfied that, as the access road is not new nor being modified, there will be no impacts caused by additional traffic and this condition should be removed.

City of Banks Banks School District Auxiliary Gym Staff Report Revisions

~~A8. Clarification of where buses and maintenance vehicles outbound from the access road south and east of the proposed auxiliary gym will be routed.~~

Condition has been moved. Explanation: See Condition A3 above.

B. Engineering

Prior to ~~submittal~~issuance of Building Permits, the applicant shall submit to the City for review and acceptance final Engineering Plans showing compliance with the following Conditions of Approval:

B1. Demonstrate how the standards of Banks Municipal Code (BMC) Chapter 50, Sections 50.30 through 50.36, which require water efficient design of plumbing and landscaping, have been met. This includes Section 50.36(E) which requires the use of low-flow plumbing fixtures required to meet EPA Watersense Specifications or equivalent water efficient standards.

B2. The applicant must clarify if City water will be used for irrigation. If City water is to be used then BMC Section 50.30 requirements apply, including alternate day of the week irrigation, and submittal of landscape plans with calculations. If an alternate source of non-potable irrigation is available to the school, an exception to these requirements is possible.

B3. A water demand estimate must be submitted.

Condition of Approval stands as revised. Explanation: The applicant has requested this revision to better work with their schedule.

C. Planning

~~Prior to submittal of Final Occupancy permit, the applicant shall submit to the City for review and acceptance a final Site Plan showing compliance with the following Conditions of Approval:~~

~~G1. Show all required parking areas have been developed in accordance with the requirements of this code including pedestrian improvements (Banks Zoning Code Section 151.171(B). All such improvements must be installed and approved by the Planning Official prior to occupancy.~~

Condition has been removed. Explanation: As no new parking areas are being proposed this condition has been removed.

~~G2: C1. Show the required loading area per Section 151.178 and detail how the design meets the requirements outlined in that code section. Prior to submittal of Final Occupancy permit, the applicant shall submit to the City for review and acceptance, a final Site Plan showing the required loading area per Section 151.178 and detail how the design meets the requirements outlined in that code section.~~

Condition stands as revised. Explanation: The Condition has been revised for clearer language.

~~Prior to submittal for Final Occupancy permit:~~

~~G3: C2. The applicant must execute and provide a financial guarantee to the City that the proposed gravel surface of the proposed new access to the existing parking area be replaced with asphalt~~

~~concrete in a form and an amount acceptable to the City Engineer. If the applicant provides the required financial guarantee, the applicant shall complete construction of the driveway to the City's satisfaction, at which point the applicant will be released from the guarantee. Prior to submittal for Final Occupancy permit, the applicant must provide a letter of financial guarantee to the City that the proposed gravel surface of the proposed new access to the existing parking area and the dirt area to the south of the gym be replaced with asphalt by completion of the Banks High School Modernization.~~

Condition has been revised. Explanation: This condition has been revised, at the applicant's request, to request a "letter of financial guarantee" rather than a financial guarantee. An example of a letter of financial guarantee has been attached. City Attorney, Daniel Kearns has reviewed, and approved, the use of such a letter.

D. Clean Water Services

Prior to any work on the Site:

D1. The applicant shall obtain a Clean Water Services (CWS) Sensitive Area Pre-Screening Site Assessment. Application made in accordance with the requirements of the Design and Construction Standards, Resolution and Order Nos. 19-5 as amended by R&O 19-22 (CWS Standards), or prior standards as meeting the implementation policy of R&O 18-28. This review may also determine if any additional requirements are needed as follows:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04. Show all existing and proposed easements on plans.*
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans.*
- c. Detailed plans showing each lot within the development having direct access by gravity to public storm and sanitary sewer.*
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 19-5, Section 4.04. Access shall be provided for maintenance of facility per R&O 19-5, Section 4.07.6.*

Condition stands.

Revised Staff Report Findings

As a result of the revised Conditions of Approval, several references within the Staff Report have been revised to reflect the new numbers (A1, C1, etc.) for each condition. Additionally, Findings from the Staff Report have also been revised to reflect the changes as noted below.

On-Site Pedestrian Access and Circulation

151.142 Standards

- (A) Continuous walkway system. An on-site pedestrian walkway system shall extend throughout the development site and connect to adjacent public sidewalks, if any, consistent with the following:*

City of Banks Banks School District Auxiliary Gym Staff Report Revisions

(1) For commercial, civic and multi-family developments, on-site walkways shall provide direct connections between primary building entrances and all on-site parking areas, adjacent recreational areas and activity/commercial hubs, future phases of development if applicable, and public rights-of-way.

(3) Walkways shall be free from hazards and provide a smooth and consistent surface. The city may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.

(4) The walkway network shall connect to all primary building entrances, consistent with Americans with Disabilities Act (ADA) requirements where required.

Finding: ~~Transportation Engineering Staff (Attachment B) have included Conditions of Approval (Conditions of Approval A1 and A3) that specifically address the pedestrian circulation system on-site. By meeting the Condition of Approval, the applicable sections of this standard will be met. Transportation Engineering Staff (Attachment B) have reviewed the proposed improvements to the site. After discussions with the applicant and Planning Staff, it has been determined that the site meets Pedestrian Circulation requirements and further improvements can be included in the review of the Banks High School modernization application. Therefore, these standards can be met and will be met.~~

(B) Except as required for crosswalks, per division (C) below, where a walkway abuts a driveway or street it shall be raised 6 inches and curbed along the edge of the driveway or street. Alternatively, the city may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.

Finding: ~~Transportation Engineering Staff (Attachment B) have included Conditions of Approval that specifically addresses the pedestrian circulation system and the proposed access on-site. By meeting the Condition of Approval, the applicable sections of this standard will be met.~~

(C) Crossings. Where a walkway crosses an on-site parking area or driveway, it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrasting material). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermoplastic striping and similar types of non-permanent applications may be approved for crossings not exceeding 24 feet in length.

Finding: ~~As noted above, the City's Transportation Engineering Staff (Attachment B) have reviewed the proposed improvements to the site. It has been determined that the site meets Pedestrian Circulation requirements and further improvements can be included in the review of the Banks High School modernization application. Therefore, these standards can be met and will be met. As noted above, the City's Transportation Engineering Staff (Attachment B) have reviewed the proposed improvements to the site. It has been determined that the site meets Pedestrian Circulation requirements and further improvements can be included in the review of the Banks High School modernization application. Therefore, these standards can be met and will be met.~~ (Page 16)

Parking and Loading

151.171 General Provisions

City of Banks Banks School District Auxiliary Gym Staff Report Revisions

(B) Occupancy. All required parking areas must be developed in accordance with the requirements of this code prior to occupancy of any structure on the subject site. Where landscaping, screening or other improvements are required pursuant to this Code, all such improvements must be installed and approved by the Planning Official prior to occupancy.

Finding: ~~Planning Staff have included a Condition of Approval (Condition of Approval C1) as part of this staff report requiring documentation to be submitted showing that the parking areas are developed as required prior to an Occupancy Permit being approved. By meeting the Condition of Approval, this standard will be met. There are no parking areas being developed as part of this proposal. Therefore, this standard is not applicable.~~ (Page 21)

(E) Access and maneuvering.

(1) Groups of more than 4 off-street parking spaces shall be served by a driveway or aisle so that no backing movements or other maneuvering within a street other than an alley will be required.

(2) Service drives or aisles to off-street parking areas shall be designed and constructed to facilitate the flow of traffic and to provide maximum safety to pedestrians and vehicular traffic on the site.

(3) Service drives or aisles shall be clearly and permanently marked and defined through the use of bumper rails, fences, buildings, walls, paintings, or other appropriate markers and shall not be considered as parking spaces.

Finding: ~~The relocated driveway will provide the necessary access to an existing parking area (14 parking spaces). Per the City's Transportation Engineers (Attachment B), a sidewalk is required on at least one side of the driveway (see Condition of Approval A1) to meet the requirements of subsection (2) above. Additionally, a revised on-site Circulation Plan sheet, including planned markings for the driveway shall be provided per Condition of Approval A5. By meeting the Conditions of Approval, these standards can be met. The relocated driveway will provide the necessary access to an existing parking area (14 parking spaces). Per the City's Transportation Engineers (Attachment B), a sidewalk is required on at least one side of the driveway to meet the requirements of subsection (2) above. However, due to the temporary nature of the proposed access, this requirement will be held until the land use application review and staff report for the High School Modernization project. Additionally, documentation of planned markings for the driveway shall also be held for the future High School land use review. Therefore, these standards can and will be met.~~

Attached: Letter of Financial Guarantee