



MINUTES  
PLANNING COMMISSION MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Tuesday, January 14, 2020

PRESENT: Hollie Holcombe, Chair  
Jeff Dennerline  
Russell Williams, Vice Chair  
Wendy Lawton  
Steve Owen  
Bill Peterson

ABSENT: Steven Hook

STAFF: Sarah Selden, Senior Planner  
Carolanne Fry, Associate Planner  
Devree Leymaster, City Recorder

**1. CALL TO ORDER**

Chair Holcombe called the meeting to order at 6:30 PM.

**2. CITIZENS WISHING TO SPEAK ON NON-AGENDA ITEMS**

None.

**3. INTRODUCTIONS: NEW COMMISSIONER & STAFF MEMBER**

Introductions were made between the Commissioners and new Planning Commissioner Bill Peterson and the new Associate Planner/Code Compliance Officer Carolanne Fry.

**4. ADOPTION OF MINUTES: NOVEMBER 12 & DECEMBER 10, 2019**

Vice Chair Williams moved to approve the minutes and Commissioner Lawton seconded. The motion passed by majority.

AYES: 5

NOES: 0

ABSTAINED: 1 – Commissioner Peterson

**5. ELECTION OF CHAIR AND VICE CHAIR FOR 2020**

Commissioner Williams nominated Chair Holcombe to continue as Chair for a second term and Commissioner Dennerline seconded. The motion passed unanimously.

AYES: 6

NOES: 0

ABSTAINED: 0

Commissioner Owen nominated Vice Chair Williams to continue as Vice Chair for a second term and Commissioner Dennerline seconded. The motion passed unanimously.

AYES: 6

NOES: 0

ABSTAINED: 0

## 6. WORK SESSION

Planning Commission Work Plan for 2020

Senior Planner Selden briefed the Commission on anticipated hearings and planning projects as referred to in Exhibit A.

SP Selden asked what training opportunities, goals, and what projects are the highest priority as time and resources allow.

### Training

Commissioner Dennerline requested an annual legal training with City Attorney Chris Crean. Commissioner Lawton proposed training for the middle housing legislation, brief context and impact, and would like to learn more about land trusts and how they operate.

### Goals

Commissioner Lawton shared she would like to see the Commission be involved and supportive of the Halsey Corridor project, assist the Mayor and City Council; would like to review design standards; and look at what it would take, the scope, of updating the Comprehensive Plan. Chair Holcombe proposed a housing needs analysis, including finding the funding.

Commissioner Peterson inquired about the status of the mixed use definition. SP Selden replied the code amendments including the definition have been adopted and are in effect. She briefly reviewed the definition.

Commissioner Dennerline commented on the discrepancy in the code regarding the time frame for how long a decision is active; one year or two years. SP Selden replied this is included in the list of housekeeping amendments. In practice, the two year time frame (project approval to starting the project) is what is being enforced.

Commissioner Dennerline remarked he supports the design standard review. SP Selden noted design review will be part of the Halsey Corridor project. She proposed moving forward with this process first; great introduction to the process and lessons learned can carry over to a city-wide design review project.

### Priority Projects – Time/Resources Allow

Chair Holcombe commented she would like to move through the code maintenance amendments as time allows given other projects.

Commissioner's Dennerline and Owen suggested parking standards be looked at; particularly multi-family. Commissioner Dennerline proposed increasing the number of parking spaces currently required. SP Selden recommended looking at city-wide parking after the Halsey Corridor parking standards are completed. Part of the Halsey project is having a consultant do a Pro Forma analysis of how community objectives are being met under the current code and how they would be met under a potential revised code. This could be helpful information looking at how a change in code would manifest in practice.

Commissioner Peterson remarked on the available time of planning staff and the upcoming work load. He suggested looking into getting a targeted intern to help with projects. SP Selden replied she will inquire with the Department Director about the possibility.

7. **TENTATIVE AGENDA – JANUARY 28, 2020**

Public Hearing: Zone Change

8. **ADJOURNMENT**

Meeting adjourned by consensus at 8:05 PM.



Devree A. Leymaster  
City Recorder



Hollie Holcombe  
Chair

02-11-2020

Date

A complete recording and/or video of these proceedings is available.  
Contact the City of Fairview City Recorder Office, 1300 NE Village St., Fairview, OR 97024, (503) 674-6224.

**PLANNING COMMISSION  
WORK SESSION**

**2020 Commission Work Plan**  
January 14, 2020



**WORK SESSION OBJECTIVE**

- Review anticipated land use hearing and planning project list for 2020
- Identify priority project to address time permitting, and any desired training
- Discuss overall goals for Commission's work this year

**ANTICIPATED HEARINGS**

1. 2018-65-Pre-App	Comp Plan Map & Zoning Map amendment associated with lot line adjustment and annexation (20101 NE Interlachen)
2. 2018-78-Pre-App	9-lot subdivision on north side of Wistful Vista
3. 2019-43-Pre-App	Site Design Review for Truck Depot development (truck parking and warehousing) 23012 NE Sandy Blvd.

**ANTICIPATED HEARINGS**

4. 2020-02-Pre-App	<i>NEW</i> Site Design Review for NE 223 <sup>rd</sup> and Townsend Way Light Industrial Development
5. 2020-03-Pre-App	<i>NEW</i> Site Design Review for NE Townsend Way Light Industrial Development
6. 2020--Pre-App	<i>NEW(Expected)</i> Conditional Use Review for development of new City of Fairview Well 10 facility

**PLANNING PROJECTS:  
TYPE IV LEGISLATIVE AMENDMENTS**

**CONFIRMED:**

- **Halsey Street Code Updates**  
*Level of Effort:* High  
*PC Meetings:* March, May, November (work session)
- **Transportation System Plan (TSP) Amendment to incorporate Halsey Street capital improvement projects**  
*Level of Effort:* Low-Medium  
*PC Meetings:* Tentatively April work session, May hearing

**PLANNING PROJECTS:  
TYPE IV LEGISLATIVE AMENDMENTS**

**PENDING ADDITIONAL INFORMATION:**

- **Food Carts / Pods**  
*Pending results of feasibility study*  
*Level of Effort:* Medium/High  
*PC Meetings:* 1 additional work session, public hearing
- **Fairview Lake Riparian Setback**  
*Pending staff outreach to lake property owners, and additional problem identification*  
*Level of Effort:* Medium/High

**PLANNING PROJECTS:  
TYPE IV LEGISLATIVE AMENDMENTS**

**FUTURE ITEMS LIST:**

- **Parking Standards**  
Listed by Commission in 2018-19  
*Level of Effort:* High  
*Staff Recommendation:* TCC parking standards to be looked at during Halsey Code Update project. Hold scoping of other zones until TCC update complete.
- **Tree Removal on Development Sites/Private Property**  
Listed by Commission in 2018-19  
*Level of Effort:* High
- **HB2001 Middle Housing Implementation (pending State rulemaking, model code, technical assistance grants)**  
Briefings in 2020. Code updates to be adopted by June 30, 2022

**PLANNING PROJECTS**

**ANNUAL ITEMS**

- **Committee on Citizen Involvement Meeting**
- **Joint Meeting with City Council**

## DISCUSSION

- Does the Commission have any overall goals for its work this year?
- If time allows, which of the already identified items or new items would the Commission like to undertake?
- Are there any training topics that should be scheduled?