

**MINUTES**  
**FAIRVIEW CITY COUNCIL/PLANNING COMMISSION WORK SESSION**  
**FAIRVIEW CITY HALL**  
**1300 NE VILLAGE STREET**  
**FAIRVIEW, OREGON 97024**

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**February 19, 2003 -- 5:45pm**

**I. CALL TO ORDER/  
ROLL CALL**

Mayor Weatherby called the meeting to order at 5:50pm.

PRESENT:                    City Council  
Mayor Mike Weatherby  
Councilor Darrell Cornelius  
Councilor Steve Owen  
Councilor James Raze  
Councilor Jim Trees

Planning Commission  
Chairman Sam Asbury  
Commissioner Steve Kaufman  
Commissioner Steve Mayes  
Commissioner Carol Glasgow

ABSENT:                    Councilor Sherry Lillard  
Councilor Len Edwards  
Commissioner Jan Shearer  
Commissioner Maureen Zehendner  
Commissioner Ken Heiner

STAFF PRESENT:        Mary Jo Briggs, City Administrator  
John Andersen, Community Development  
                                  Director  
Melissa Slotemaker, Associate Planner  
Caren Huson, City Recorder  
Pam Beery, City Attorney

**II. FAIRVIEW  
COMPREHENSIVE PLAN**

John Andersen, Community Development Director, reported that staff has approached the Update of the Comprehensive Plan in an incremental manner by adoption of various components: the Fairview Village Master Plan, the Sandy Boulevard Plan, the Old Town Vision, the Transportation System Plan, and the Parks and Open Spaces Plan. Director Andersen stated that the current Fairview Comprehensive Plan was developed in 1979; however, the document is full of references to organizations that no longer exist and include many policies that have been superceded by subsequent plans and visions. The City is now in the process of beginning the preparation of the updated Comprehensive Plan that will bring together the divergent elements from the various policy documents mentioned; this integrated document would then serve as an overall policy guide

for the development of Fairview into the upcoming 20 years (2022). Director Andersen commented that before staff began crafting the document and conducting public meetings, that they wished to hear from the Council and Planning commission on any particular concerns or issues they may have that needed to be addressed during the planning process.

Councilor Owen questioned whether the entire Comprehensive Plan Update would be done by staff. Director Andersen responded that staff would write the Update, and that a consultant would assist in the technical aspects of the Update. Director Andersen added that funds had been allocated by the Budget Committee to hire a consultant.

Councilor Raze asked how involved any changes would be to the Comprehensive Plan. Director Andersen responded that, basically, the plan would contain the City's Visioning document along with other City documents.

### **III. FAIRVIEW VILLAGE PARKING**

Director Andersen introduced Scott Mansworth of DKS Associates who was hired by the City to evaluate the current and anticipated adequacy of parking on both the commercial and residential areas of Fairview Village. Mr. Mansworth reported that the first step in the process was to review the current parking conditions in Fairview Village to determine a baseline; that baseline would be used in comparing future development and parking in the Village. Mr. Mansworth stated that the parking study indicated that overall quantities of parking are adequate now and will be in the future if the Town Center is constructed according to the approved Master Plan. However, to assure convenient and appropriate parking is available, management improvements are needed now, and additional actions may be needed in the future.

Councilor Owen questioned if the parking stalls at the Target Store were included in the overall study as useable parking spaces. Mr. Mansworth responded yes.

Councilor Trees stated that the parking study did not differentiate between useable parking spaces and total parking spaces. If parking spaces are privately owned, they are not available to the public to park. Councilor Trees added that the 92 parking spaces referenced in the Study on the Amberhill Properties site are all private parking, and that currently, he has three employees that park behind his shop, but that that parking was actually privately owned and he did not know how much longer his employees would be allowed to park there.

Councilor Cornelius commented that he was concerned about the "core area" of the Town Center as the City does not have enough off-street parking available for the businesses. Mr. Mansworth responded that a more involved parking study would be required to address that particular situation. Mr. Mansworth added that a parking stall has an estimated cost of \$3,000 including paving, land cost, etc; a structured parking garage would cost about \$18-\$20 thousand per

parking stall. Mr. Mansworth commented that he was not provided any information by the City on the vacant parcel directly west of City Hall, so he did not know what type of parking would be proposed there.

Councilor Cornelius stated that developers should bear some of the responsibility in providing adequate parking. Discussion has occurred that if a bank were to locate in the Town Center that they would have to provide adequate parking for a bank, yet that parking would be private. The merchants currently located on Village Street were not required to provide off-site parking for their businesses.

Chairman Asbury referred to the Shared Parking Agreements for Tracts U, V, and X of Fairview Village, stating that just because there may be an agreement for shared parking, that does not mean that any of the parking is available to the public. Pam Beery, City Attorney, concurred, adding that the agreement with the developer Holt & Haugh does not guarantee public parking; it was a typical shared parking agreement that is usually used with private property owners. Councilor Cornelius questioned if the City could require Tracts V and U to be public parking. Ms. Beery responded no, as they are recorded covenants and represent property interest; the City would have to pay for the parking privilege to the property owner.

Director Andersen reported that the Planning Commission had reviewed the information available, and after discussion, which included considering the views of the merchants and property owners present, was presented the following proposed suggestions for discussion and final decision by the City Council:

- strip parking stalls on Village Street
- establish rules that require special events to have approved parking management plans, including the use of guide signs as needed
- direct staff to work with the merchants to purchase and install guide signs to better use the existing off-street parking
- encourage the merchants to work with residents to have them and any employees park off-street during the day
- re-emphasize the importance of evaluating and requiring adequate parking at the time of site plan approval
- continue to monitor the parking situation, and should time restrictions become necessary, work with the merchants group to find a reasonable funding methods to cover anticipated costs.
- begin work on a comprehensive Parking Management Plan for the Town Center

Councilor Raze mentioned that an additional suggestion would be to work with the developer (Holt & Everhart) and renegotiate parking.

At 6:55pm, City Administrator Mary Jo Briggs suggested that the

#### **IV. RECONVENE**

Work Session discussion continue after the Council's regularly scheduled meeting at 7:00pm. All present agreed to reconvene after the Council meeting.

At 6:57pm, Mayor Weatherby announced that the Work Session would continue after the regularly scheduled Council meeting.

At 8:40pm, the Work Session reconvened.

After much discussion, the following items were agreed to be worked on immediately:

- stripe parking on Village Street
- Special Event parking rules to be developed
- Install guide signs
- Evaluate all development for parking
- renegotiate parking with the developer
- ask merchants to work with their employees and residents on parking
- monitor parking and work with merchants to fund time restrictions

Councilors Cornelius and Trees stated that they would like to see a time limit placed on the above parking tasks. It was determined that staff would return with an analysis of the above tasks 90 days after the parking signs were placed.

Councilor Cornelius asked Randy Jones to speak on behalf of the developer regarding parking.

Randy Jones of Holt & Everhart stated that the developer has not completed their parking management plan, and that they continue to enter into shared parking agreements. Mr. Jones added that there was no parking demand currently, that it was difficult to enter into any agreement at this time regarding Tract X as it was not completed yet, and that it was critical to the developer to provide parking for tenants.

Mr. Jones commented that the developer was still committed to the Fairview Village project. Administrator Briggs asked if the developer would be willing to come to the table with the City and discuss the parking issue further. Mr. Jones responded yes.

Councilor Trees mentioned that he would like to see a count of actual, useable parking spaces; to not include parking stalls at the Post Office, Target, or private parking.

#### **V. ADJOURNMENT**

Councilor Raze moved and Councilor Owen seconded the motion to adjourn. Mayor Weatherby adjourned the Work Session at 9:11pm.

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Mayor Mike Weatherby

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Dated:

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Caren C. Huson Quiniones  
City Recorder