



MINUTES  
PLANNING COMMISSION MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Tuesday, January 22, 2019

PRESENT: Ed Jones, Chair  
Russell Williams, Vice Chair  
Hollie Holcombe  
Steven Hook  
Jeff Dennerline  
Steve Owen

ABSENT: Les Bick

STAFF: Sarah Selden, Senior Planner  
Allan Berry, Public Works Director  
Devree Leymaster, City Recorder

**1. CALL TO ORDER**

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

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

None.

**3. ADOPTION OF MINUTES**

a. November 27 & December 11, 2018 and January 8, 2019

Commissioner Dennerline moved to approve the minutes and Vice Chair Williams seconded. The motion passed unanimously.

AYES: 5

NOES: 0

ABSTAINED: 1 – Commissioner Owen (not appointed for the meetings)

**4. PUBLIC HEARINGS**

a. File Number 2018-76-DR-VAR (Continued from January 8, 2019)

City of Fairview Public Works Maintenance Facility (48 1st Street)  
Type III Quasi-Judicial Procedure

Chair Jones continued the hearing opened on January 8, 2019. Senior Planner Selden presented the staff report. (*Exhibit A*) The proposal is for site design review and a class C variance for a new public works facility. The redevelopment includes removal of two existing buildings and replacement with one 10,147 sq. ft. office, vehicle storage and shop building. The variance request is to reduce the percentage of required landscaping, due to the maintenance yard use and constraints of the site.

Vice Chair Williams asked if the new building will accommodate additional staff and increased staff parking if needed. Director Berry replied the building was designed to handle future needs and staffing.

Commissioner Hook verified there is no landscaping currently. Staff answered, that is correct.

Commissioner Dennerline inquired about the street trees. Director Berry replied they will have a root barrier, will be an appropriate tree for under power lines, and on the approved list.

Applicant Representative Paul Boundy, LRS Architect, Portland, OR commented on the tight “yard” space and constrained parking, and was amenable to staff’s conditions of approval.

Commissioner Owen asked about future storage. Staff remarked one bay is designed to allow a 600 to 800 sq. ft. mezzanine to be constructed for future storage needs.

Chair Jones asked if any person would like to speak in favor of, opposition to, or neutrally regarding the applications. There were no requests to speak. Chair Jones closed the public hearing.

Commissioner Williams moved to approve 2018-76-DR-VAR based on the findings of compliance and conditions of approval. Commissioner Holcombe seconded. The motion passed unanimously.

AYES: 6  
NOES: 0  
ABSTAINED: 0

- b. File Number 2018-75-DR  
Townsend Farms Building J Replacement  
Type III Quasi-Judicial Procedure

Chair Jones read the Open Hearing Statement for a Quasi-Judicial Hearing and SP Selden cited the applicable criteria.

SP Selden presented the staff report. (*Exhibit B*) The proposal is for a site design review request to replace an existing 40’ x 120’ concrete block building with a new 40’ x 180’ metal building in the same location. The site is located in Townsend Farms. Due to the buildings size and multiple buildings on the site, a Type III process with Planning Commission review is required.

Cary Ray, CFO Townsend Farms, Fairview, OR shared the existing building is an original dairy barn building. The building is used for dry storage; the new building will increase the storage space 2, 400 sq. ft.

Chair Jones asked if any person would like to speak in favor of, opposition to, or neutrally regarding the applications. There were no requests to speak. Chair Jones closed the public hearing.

Commissioner Dennerline moved to approve application 2018-75-DR as presented, with no additional conditions. Commissioner Williams seconded. The motion passed unanimously.

AYES: 6  
NOES: 0  
ABSTAINED: 0

## 5. COMMISSION AND STAFF UPDATES

Commissioner Hook suggested inviting Council to provide feedback on upcoming code amendments and applications. Build a better relationship with Council, better communication.

Commissioner Dennerline asked about code compliance with street trees being removed in the Village, but not replaced. He understands part of the issue may be difficulty in getting the correct, approved, trees. If this is the case, he suggested the city work with local nursery's to help insure the inventory is available. Director Berry agreed. It is difficult to comply when you can't get the approved tree. Staff will look into inventory and availability.

Commissioner Dennerline proposed removing item FMC 19.70.020A 4.e. (Mixed use development in Commercial). SP Selden reviewed the process to change the development code, notice requirements, and public hearing process. She noted defining mixed use in the commercial zone is a priority for the Council and Commission.

**6. TENTATIVE AGENDA**

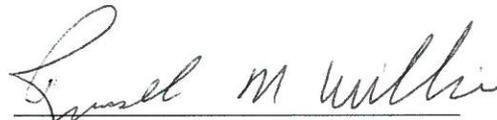
- Appoint officers for 2019
- Review work plan/list of code amendments
- Work session: "mixed use" definition

**7. ADJOURNMENT**

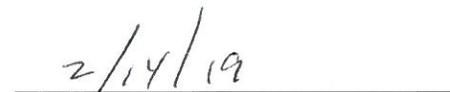
Meeting adjourned by consensus at 7:53 PM.

  
Devree A. Leymaster

City Recorder

  
Russell Williams

Vice Chair

  
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.

**FAIRVIEW  
PLANNING COMMISSION  
PUBLIC HEARING**

**2018-76-DR-VAR**  
Public Works  
Maintenance Facility

January 22, 2019



**APPLICATION**

Site Design Review and Class C Variance request for new Fairview Public Works Maintenance Facility

- 10,147 sq. ft. office, vehicle storage & shop building
- New sidewalks along 1<sup>st</sup> and Main streets
- New landscaping around perimeter of site
  - Variance to reduce amount of required landscaping

**SITE LOCATION**



**EXISTING CONDITIONS**





**EXISTING CONDITIONS**

**NOTICES/REFERRALS/TESTIMONY**

**Notice of Public Hearing**

- Dec. 19: Mailed to property owners and residents/occupants within 250 ft. of the site
- Dec. 21 : Published in the Gresham Outlook
- Dec. 31 : Sign was posted on the site

**Referrals**

- Application routed to Multnomah County Transportation, Gresham Fire and Fairview Public Works

**Written Testimony**

- By noon on the hearing day, no written testimony received

**APPLICABLE CRITERIA**

**Land Use Districts**

- 19.30 Residential District
- 19.108 Community Service/Parks Overlay

**Design Standards**

- 19.162 Access and Circulation
- 19.163 Landscaping, Street Trees, Fences and Walls
- 19.164 Vehicle and Bicycle Parking
- 19.165 Public Facilities Standards

**Exceptions to Code Standards**

- 19.520 Variances

**APPLICABLE CRITERIA**

**Application Review Procedures**

- 19.400 Administration of Land Use and Development Review
- 19.412 Description of Permit Procedures
- 19.413 Procedures
- 19.424 Site Design Review – Application Review Procedure
- 19.425 Site Design Review – Application Submission Requirements
- 19.426 Site Design Review – Approval Criteria

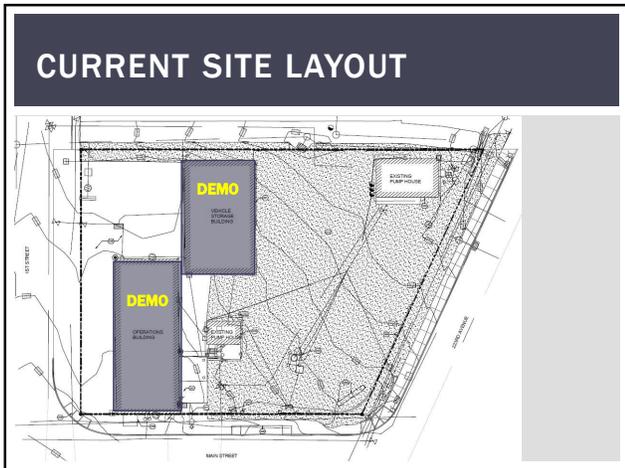


### ALLOWED USES

**COMMUNITY SERVICE/PARKS OVERLAY**  
**19.108.010 Uses.**

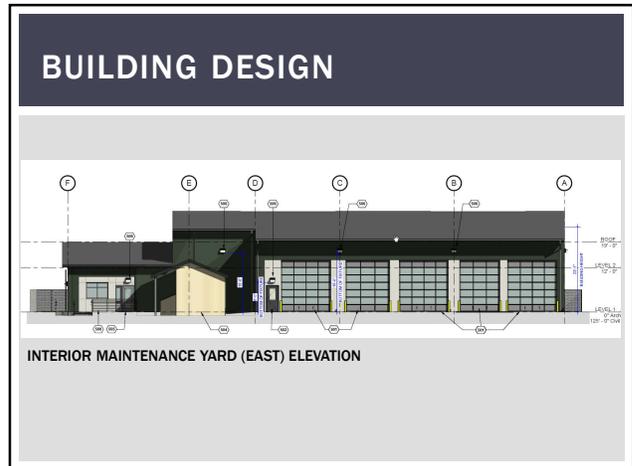
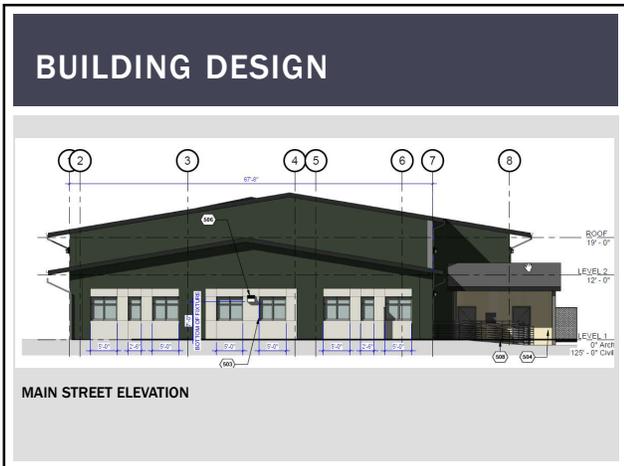
The following community service/parks uses and those of a similar nature may be permitted in any zoning district when approved at a public hearing by the planning commission. The district is to be applied only to public property (lands owned by public agencies) or utilities.

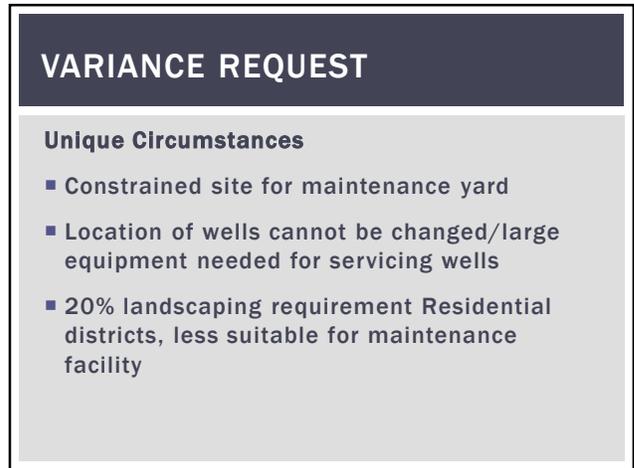
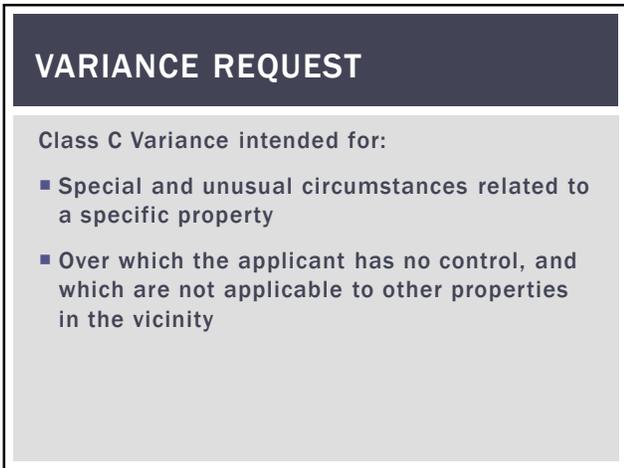
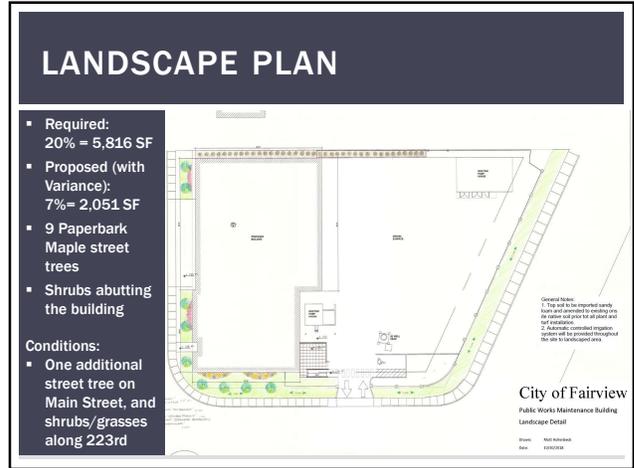
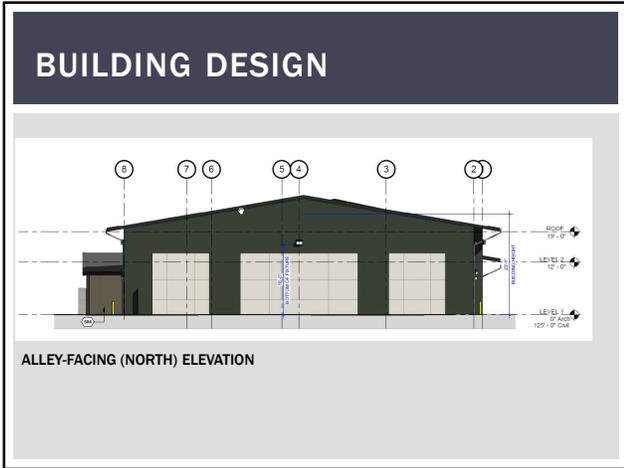
- A. Government building or use.
- B. Park, playground, athletic or recreational use.
- C. Open space and green way.
- D. Library.
- E. School, private, parochial or public educational institution.
- F. Power substation or other public utility building or use.
- G. Telecommunications facilities where permitted.



## PARKING

Type of Use	Parking Ratio	Number of Employees	Number of Fleet Vehicles
Public Utilities (Gas, Water, Telephone, Etc.), Not Including Business Offices.	One space per each employee on the largest shift, plus one space per company vehicle.	8	10
Total number of spaces required			18
Total number of spaces proposed			15 interior + 4 exterior = 19







- ### VARIANCE CRITERIA
- ☑ Does not vary permitted uses
  - ☑ Will not be detrimental to other properties in the vicinity
  - ☑ Hardship unique to lot specific lot circumstances, not self-imposed
  - ☑ Physical and natural systems not adversely impacted
  - ☑ Minimum variance necessary to alleviate hardship

- ### KEY CONDITIONS OF APPROVAL
- B-3 Prior to issuance of permits, revise the site plan to show compliance with the requirement for contrasting paving materials to delineate the pathway crossing the parking area.
  - B-4 Prior to issuance of building permits, the applicant shall update the landscape plan to include one additional Paperbark Maple tree on the east side of the Main Street driveway, and to include shrubs and/or grasses along 223<sup>rd</sup> Avenue that will reach a mature height of at least three. Native plants are encouraged to be added to the mix of shrubs where practicable.

### STAFF RECOMMENDATION

Staff finds that the proposed application will meet the requirements of the City Code as conditioned, and recommends approval of the site design review subject to conditions listed and described in the Staff Report.

### PLANNING COMMISSION ALTERNATIVES

- Approve the application based on the findings of compliance with City regulations and conditions of approval.
- Modify the findings, reasons, or conditions, and approve the request as modified.
- Deny the application based on the Commission's findings.
- Continue the Public Hearing to a date certain if more information is needed.

**FAIRVIEW  
PLANNING COMMISSION  
PUBLIC HEARING**

**2018-75-DR**  
Townsend Farms Building J

January 22, 2019



**APPLICATION**

Site Design Review request for new storage building at Townsend Farms:

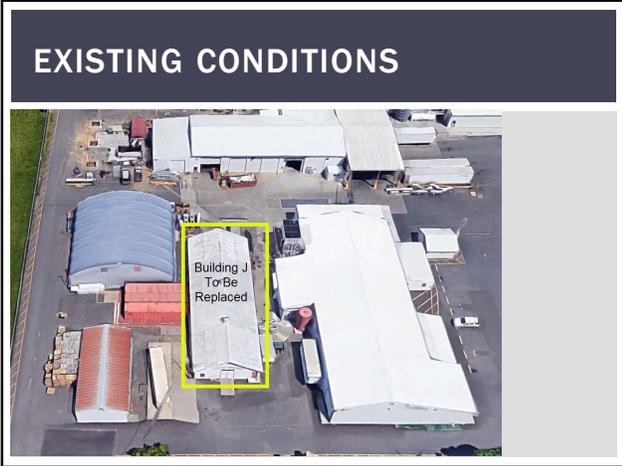
- Replacement of existing 40' x 120' concrete block building with new 40' x 180' metal building in the same location.
- Building serves as accessory storage for cardboard, buckets and uniforms.



**SITE  
LOCATION**



**SITE  
LOCATION**



**NOTICES/REFERRALS/TESTIMONY**

**Notice of Public Hearing**

- Jan. 2: Mailed to property owners within 250 ft. of site
- Jan. 4: Published in the Gresham Outlook
- Jan. 11: Sign was posted on the site

**Referrals**

- Application routed to Gresham Fire and Fairview Public Works

**Written Testimony**

- By noon on the hearing day, no written testimony received

**APPLICABLE CRITERIA**

**Application Review Procedures**

- 19.400 Administration of Land Use and Development Review
- 19.412 Description of Permit Procedures
- 19.413 Procedures
- 19.424 Site Design Review – Application Review Procedure
- 19.425 Site Design Review – Application Submission Requirements
- 19.426 Site Design Review – Approval Criteria

**Land Use Districts**

- 19.85 General Industrial District

**Design Standards**

- 19.162 Access and Circulation
- 19.163 Landscaping, Street Trees, Fences and Walls
- 19.164 Vehicle and Bicycle Parking
- 19.165 Public Facilities Standards

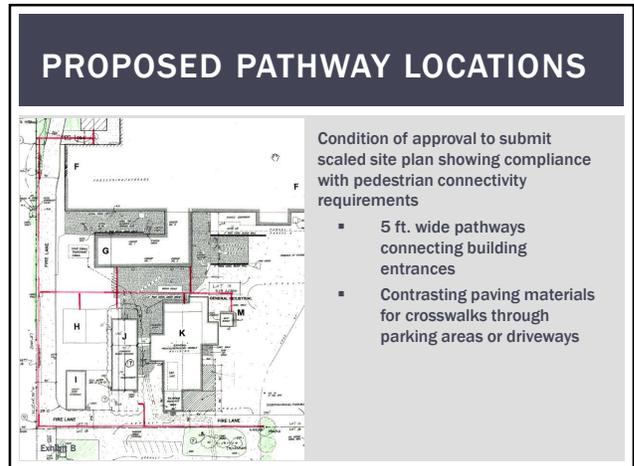
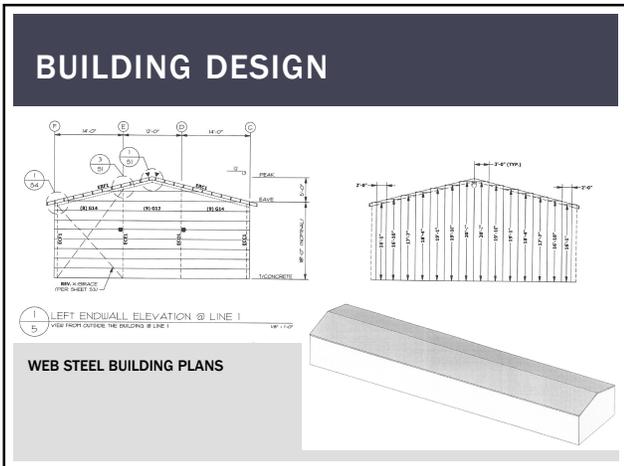
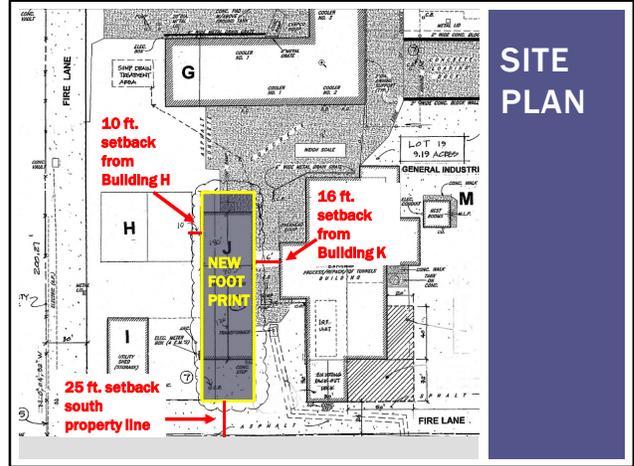
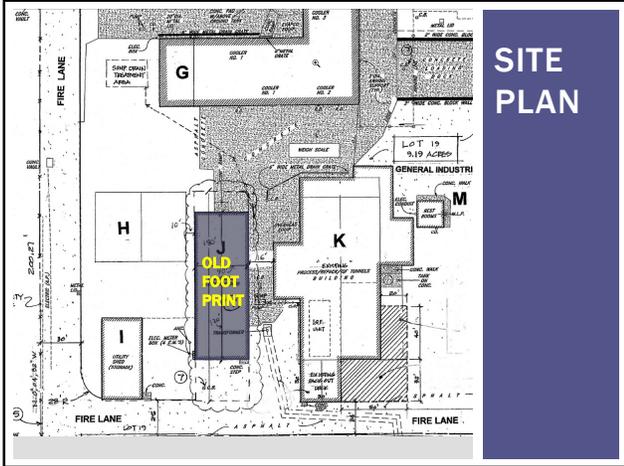
**ALLOWED USES**

**19.85.020 Permitted land uses.**

*A. Permitted Uses. The land uses listed in Table 19.85.020.A are permitted in the general industrial district, subject to the provisions of this chapter.*

**Table 19.85.020.A**

Zone	Land Use Types Permitted
General Industrial	6. Accessory Uses and Structures



### SITE DEVELOPMENT REQUIREMENTS

No new impervious area

- No removal of vegetation
- Existing stormwater management facilities

No additional vehicle trip generation or employees

Minimum 10% landscaping met (14% provided)



No additional stormwater management

No additional parking required

No right-of-way improvements required

### KEY CONDITIONS OF APPROVAL

B-3 Prior to issuance of permits, the applicant shall submit an updated scaled site plan showing compliance with FMC 19.162.030.A(1) and (3), providing connectivity between Building J and other building entries and uses on the site.

B-4 Prior to issuance of building permits, the applicant shall submit an updated scaled site plan with details on pedestrian facilities that comply with FMC 19.162.030.B(3).

B-5 Prior to the issuance of building permits, the applicant shall submit an updated scaled site plan that shows all proposed pathways comply with required paving materials and accessibility requirements of FMC 19.162.030.B(4)-(5).

### KEY CONDITIONS OF APPROVAL

B-7 Prior to issuance of building permits, provide a narrative explaining how roof runoff from then proposed building will connect to the existing system.

### STAFF RECOMMENDATION

Staff finds that the proposed application will meet the requirements of the City Code as conditioned, and recommends approval of the site design review subject to conditions listed and described in the Staff Report.

## PLANNING COMMISSION ALTERNATIVES

- Approve the application based on the findings of compliance with City regulations and conditions of approval.
- Modify the findings, reasons, or conditions, and approve the request as modified.
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