



PLANNING COMMISSION MEETING

Tuesday, April 23, 2019, 6:30 PM

Fairview City Hall – Council Chambers, 2nd Floor
1300 NE Village Street, Fairview, OR 97024

MEETING AGENDA

1. **CALL TO ORDER:** 6:30 p.m.
2. **CITIZENS WISHING TO SPEAK ON NON-AGENDA ITEMS**
3. **ADOPTION OF MINUTES** – March 12 and March 26, 2019
4. **WORK SESSION – PUBLIC COMMENT ACCEPTED**
Corridor Commercial Zoning District Amendments: Work Session #2
Discuss public input on the code amendment options and review draft code amendments.
5. **COMMITTEE FOR CITIZEN INVOLVEMENT MEETING**
PUBLIC COMMENT ACCEPTED
Review and evaluate the City's program for citizen involvement in land use planning.
6. **COMMISSION AND STAFF UPDATES**
7. **TENTATIVE AGENDA**
8. **ADJOURNMENT**

NEXT PLANNING COMMISSION MEETING: TUESDAY, MAY 14, 2019

Planning Commission hearings are broadcast live on Comcast Cable Channel 27 and Frontier Channel 33. Replays of the meeting are shown the following Saturday at 12:30pm and Monday at 2:00pm following the original broadcast date on Comcast Cable Channel 22 and Frontier Channel 33. Meetings are also available for viewing via MetroEast Community Media, the week following the meeting, at metrocast.peg.tv. Go to the Playlist tab and select Municipal Meetings or find the link at <http://fairvieworegon.gov/AgendaCenter/Planning-Commission-9>.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting to the [City Recorder](mailto:CityRecorder@fairvieworegon.gov), 503-674-6224.



MINUTES
PLANNING COMMISSION MEETING
1300 NE Village Street
Fairview, OR 97024
Tuesday, March 12, 2019

PRESENT: Hollie Holcombe, Chair
Russell Williams, Vice Chair
Jeff Dennerline
Steve Owen

ABSENT: Les Bick
Steven Hook

STAFF: Sarah Selden, Senior Planner
Eric Rutledge, 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. ADOPTION OF MINUTES: February 12 and February 22, 2019

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

4. WORK SESSION

a. 2019 Code Maintenance Amendments: Work Session #1

Senior Planner Selden requested Commission feedback concerning technical and policy questions related to residential lot sizes and densities as summarized in *Exhibit A*. She noted if a property is limited because of proposed changes, staff will follow the Title 56 process to notify property owners.

After reviewing the Residential Use Table and Lot Area and Dimensions Table, SP Selden asked the Commission to consider if minimum density should apply to all development? Should it include lot partitions? Should some development be exempt?

Associate Planner Rutledge presented examples from other cities as referenced in *Exhibit B*.

SP Selden reviewed examples in *Exhibit A* for calculating maximum density and options to calculate minimum density. She requested direction from the Commission as to what rounding method should be used when determining lots and if the minimum density should be calculated based on actual net site area or an automatic 20% site area deduction.

Commissioner Dennerline commented the most impacted area would be in historic Fairview or some of the oversized lots along the western edge. He also noted the potential impact of HB 2001.

SP Selden noted exempting partitions would allow for the potential to retain larger lots and provides more flexibility by not having to meet density standards. As an example, an applicant with a 22,000 sq. ft. lot had the option to partition into two or three lots. The applicant opted for two lots and was able to do so because two lot partitions are currently exempt and the density requirement was not applied. Chair Holcombe supported keeping the exception.

When discussing net site area, whether it should be actual ROW dedication or 20%, Vice Chair Williams asked if landscaping, sidewalks, etc. would be included. SP Selden replied everything within a dedicated ROW would be included.

Commissioner Dennerline asked if a riparian area would be included in the net site area to determine density. SP Selden answered that would need to be defined. AP Rutledge referred to the examples in *Exhibit B*, where net area is defined and what is included and/or excluded. Commissioner Dennerline and Chair Holcombe liked this concept and requested right-of-way and restricted areas i.e. riparian buffers be excluded when defining net site area.

Commission agreed there should be naming consistency between the code and zoning map; density rounding method should always round down; the Old Town R 7-5 and Lower Density Residential “overlay zones” should be removed; and the lot area and dimensions tables should be a complete table with all zones identified.

5. COMMIESION AND STAFF UPDATES

SP Selden shared the code maintenance public hearing will be delayed a month or two to provide more time to work through the process. The goal is to forward complete, comprehensive packages for the corridor commercial amendments and code maintenance amendments to the Council for their consideration.

SP Selden inquired if the Commission would be interested in a spring field trip to see what other city developments are like; their creative ideas. The Commission replied yes. Staff will work on scheduling.

6. TENTATIVE AGENDA

March 26: Public Hearing (Zone Change) and Work Session (Food Carts)

7. ADJOURNMENT

Meeting adjourned by consensus at 7:48 PM.

Devree A. Leymaster
City Recorder

Hollie Holcombe
Chair

Date

PLANNING COMMISSION WORK SESSION

2019 Code Maintenance Amendments

Work Session #1
March 12, 2019



WORK SESSION OBJECTIVE

Provide feedback on technical and policy-related questions identified while drafting code amendments related to residential lot sizes and densities.

RESIDENTIAL USE TABLE

Table 18.30.025.A
Land Uses and Building Types Permitted in the Residential District

ZONES AND OVERLAYS	Residential			Town		Old	Lower
	Subdistrict	Subdistrict	Subdistrict	Zone	Zone	Town	Density Residential
USES							
a. Single-family detached	X			X	X	X	X
b. Single-family detached accessory lot use	X			X	X	X	X
c. Accessory dwellings	X			X	X	X	X
d. Accessory uses and structures (other than accessory dwellings)	X	X	X	X	X	X	X
e. Manufactured homes on individual lots	X					X	X

LAND USES →

→ ZONING DISTRICTS

LOT AREA & DIMENSIONS TABLE

Table 18.30.040 - Lot Area and Dimensions

Land Use	Dimensions and Lot Area	Lot Width/Depth	Height
Standard Residential	Minimum 20 feet at front property line, except for flag lots and lots created by private home subdivisions.	Minimum 20 feet	Maximum 20 feet
Single-Family Detached	Minimum 20 feet at front property line, except for flag lots and lots created by private home subdivisions.	Minimum 20 feet	Maximum 20 feet
Manufactured Homes on Lots	Minimum 10,000 square feet	Minimum 20 feet	Maximum 10,000 square feet
Old Town Overlay	Minimum 10,000 square feet	Minimum 20 feet	Maximum 10,000 square feet
Lower-Density Residential Overlay	Minimum 10,000 square feet	Minimum 20 feet	Maximum 10,000 square feet
Single-Family Residential	Minimum 10,000 square feet	Minimum 20 feet	Maximum 10,000 square feet
Subdistrict and Residential Overlay	Minimum 10,000 square feet	Minimum 20 feet	Maximum 10,000 square feet

ZONING DISTRICTS →

HOUSING TYPES →

← DIMENSIONAL STANDARDS

LOT AREA & DIMENSIONS TABLE (TYPICAL)

DIMENSIONAL STANDARDS	Table 19.301.4 Low Density Residential Development Standards			ZONING DISTRICTS
	R-10	R-7	R-5	
HOUSING TYPES (LIMITED)				
A. Lot Standards				Subsection 19.501.1 Lot Size Exceptions
1. Minimum lot size (sq. ft.)				
a. Single-family detached	10,000	7,000	5,000	
b. Duplex	14,000	14,000	10,000	
2. Minimum lot width (ft.)	70	60	50	
3. Minimum lot depth (ft.)	100		80	
4. Minimum street frontage requirements (ft.)				
a. Standard lot				35
b. Flag lot				25
c. Double flag lot				35
B. Development Standards				Subsection 19.301.5-A Side Yards
1. Minimum yard requirements for primary structures (ft.)				

LOT AREA & DIMENSIONS TABLE (TYPICAL)

DIMENSIONAL STANDARDS	TABLE 50.04.001-1: RESIDENTIAL LOW DENSITY ZONES DIMENSIONS			ZONING DISTRICTS
	R-7.5	R-10	R-15	
DENSITY				50.04.001.1.9
Minimum (1)	50% of max	80% of max	80% of max	
Maximum (units/acre)	80	80	80	
MIN. LOT DIMENSIONS (2)				50.04.001.1.6
Area (sq. ft.)	7,500	10,000	15,000	
Width (ft.)	50	65	80	Except PD (3)
Depth (ft.)	—	—	—	
MAX. FLOOR AREA				50.04.001.1.8
Base Calculation: 3,000 sq. ft. ÷ (actual lot size - 5,800 sq. ft.) x 0.19)	Additional floor area allowance per primary residential unit providing a garage (sq. ft.)			
	600	750	850	
YARD SETBACKS				50.04.001.1.7

MINIMUM DENSITY

METRO REGIONAL FUNCTIONAL PLAN REQUIREMENTS

Title 1: Housing Capacity

3.07.120 Housing Capacity

(b) Each city and county shall adopt a minimum dwelling unit density for each zone in which dwelling units are authorized except for zones that authorize mixed-use as defined in section 3.07.1010(gg). If a city or county has not adopted a minimum density for such a zone prior to March 16, 2011, the city or county shall adopt a minimum density that is at least 80 percent of the maximum density.

DISCUSSION QUESTION

Should minimum density requirements apply to ALL development, including 2-lot partitions, or should some development be exempt?

MINIMUM DENSITY (FAIRVIEW CODE)

FMC 19.30.060 Residential density and building size.

A. Residential Density Standard. New development applications must achieve at least the minimum density of the zoning district in which they are located.

2. The following types of housing are exempt from the density standards: Residential care homes/facilities and partitions creating two lots.

MINIMUM DENSITY (FAIRVIEW CODE)

FMC 19.250.010 Minimum density.

A. When single-family lots are created through partition or subdivision, a minimum density permitted in the zone is required on all parcels within the R zones. For purposes of this section, the number of lots required shall be determined by multiplying the maximum density, exclusive of potentially allowable density transfer, by 0.8.

B. In all multifamily zones 80 percent of the allowable density must be achieved by all residential developments.

MINIMUM DENSITY

EXAMPLE: 1 acre lot (43,560 s.f.) in R-7.5 (Old Town Overlay) Zone

Maximum density: $43,560 \div 7,500$ s.f. (smallest allowed lot size) = **5.8 lots** (either 5 or 6 depending on rounding method)

Minimum Density Option #1: Partition at maximum lot size of 10,000 s.f. = 4.4 lots (either 4 or 5 lots, depending on rounding method)

Minimum Density Option #2: Calculated at 80% of maximum $5.8 \times 0.80 = 4.6$ (either 4 or 5 lots, depending on rounding method)

MINIMUM DENSITY

EXAMPLE: 1 acre lot (43,560 s.f.) in Standard R Zone

Maximum density: $43,560 \div 6,000$ s.f. (smallest allowed lot size) = **7.3 lots** (either 7 or 8 depending on rounding method)

Minimum Density Option #1: Partition at largest lot size of 10,000 s.f. = **4.4** lots (either 4 or 5 lots, depending on rounding method)

Minimum Density Option #2: Calculated at 80% of maximum density $7.3 \times 0.80 = 5.8$ (either 5 or 6 lots, depending on rounding method)

MINIMUM DENSITY

EXAMPLE: 1 acre lot (43,560 s.f.) in Multi-Family Zone with Attached Single-Family Homes (townhomes)

Maximum density: 43,560 ÷ 2,500 s.f. (smallest allowed lot size) = **21.8 lots** (either 21 or 22 depending on rounding method)

Minimum Density Option #1: Partition at largest lot size of 4,500 s.f. = **9.8 lots** (either 9 or 10 lots, depending on rounding method)

Minimum Density Option #2: Calculated at 80% of maximum density 21.8 x 0.80 = **17.4** (either 17 or 18 lots, depending on rounding method)

DISCUSSION QUESTION

Should the MINIMUM density be calculated based on the actual net site area (gross site area minus road dedication), rather than an automatic 20% site area deduction for roads?

MINIMUM DENSITY (FAIRVIEW CODE)

19.30.060 Residential density and building size.

Net site area = Total site area (217,800 sq. ft.) multiplied by .80 for streets and roads = 174,200 sq. ft.

Density = Net site area (174,200 sq. ft.) divided by 6,000 sq. ft. (minimum lot area) = 29.03

Minimum density = 29.03 multiplied by .80 = 23.22.

Methodology:
Deducts 20% of site area for right-of-way dedication

Result: If less ROW dedication is needed, lose developable land area, potentially lowering the allowed density

MINIMUM DENSITY (FAIRVIEW CODE)

FMC 19.250.010 Minimum density.

Methodology:
For purposes of this section, the number of lots required shall be determined by multiplying the maximum density, exclusive of potentially allowable density transfer, by 0.8.

DISCUSSION QUESTION

Should allowed density vary based on the housing type (within the same zoning district)?

HOUSING TYPES AND DENSITY

Maximum Density Based on Smallest Allowed Lot Size

RESIDENTIAL MULTI-FAMILY EXAMPLE:

Triplexes: 6,000 s.f. min lot size (2,000 s.f. per unit) = 21.8 units per acre MAX density

Attached SF: 2,000 s.f. min lot size = 21.8 units per acre MAX density

Multi-Family: 2,500 s.f. lot area *per unit* = 17.4 units/acre MAX density

HOUSING TYPES AND DENSITY

MINIMUM Density Based on LARGEST Allowed Lot Size

RESIDENTIAL MULTI-FAMILY EXAMPLE:

Triplexes: 10,000 s.f. max lot size (3,333 s.f. per unit) = 13 units per acre MIN density

Attached SF: 4,500 s.f. max lot size = 9.7 units per acre MIN density (80% of max would be

Multi-Family: 2,500 s.f. lot area *per unit* = 17.4 units/acre MAX density

OTHER ISSUES

- Names of zoning districts in code vs. Zoning Map
- Old Town R-7.5 and Lower Density Residential as “overlay zones”
- Density Rounding Methods

NEXT STEPS

- Draft code amendments
- City Attorney review
- Planning Commission work session
- Potential Measure 56 notice to property owners
- Planning Commission hearing

	Single Family Zones	Multi Family Zone
Troutdale	<p>Minimum: 80% of maximum number of dwelling units per net acre</p> <p>Maximum: 1 unit / 5,000-20,000 SF, depending on zone</p> <p>Notes: Controlling factor is minimum lot size requirements. If the total contains a fraction, then the number shall be rounded down to the next lower whole number. For computing the minimum number of dwelling units, if the total contains a fraction, then the number shall be rounded down to the next lower whole number.</p> <p>Net area = total area of parcel minus public streets, constrained land, resource protection overlay land, and land dedicated to the City</p>	<p>Minimum: 80% of maximum number of dwelling units per net acre</p> <p>Maximum: Range based on minimum lot size</p> <p>Notes: Controlling factor is minimum lot size requirements. If the total contains a fraction, then the number shall be rounded down to the next lower whole number. For computing the minimum number of dwelling units, if the total contains a fraction, then the number shall be rounded down to the next lower whole number.</p> <p>Net area = total area of parcel minus public streets, constrained land, resource protection overlay land, and land dedicated to the City</p>
Wood Village	<p>LR 12 Zone Minimum: 0.9 units / net acre Maximum: 1 unit / 12,000 SF</p> <p>LR 7.5 Zone Minimum: 4.6 units / net acre Maximum: 1 unit / 7,500 SF</p> <p>Notes: Net land area = development project area minus unbuildable area (may include roads, environmentally constrained, parks, etc.)</p>	<p>MR 2 Zone Multi-unit Structures Minimum: 13 units / acre Maximum: Range based on minimum lot size per unit, with higher density requiring less area per unit</p> <p>MR 2 Zone SFR/Duplex Minimum: 4.6 - 8.7 units / acre (depending on housing type) Maximum: Range based on lot size</p> <p>Notes: Net land area = development project area minus unbuildable area (may include roads, environmentally constrained, parks, etc.)</p>

MILWAUKIE

The minimum and maximum development densities in Subsection 19.301.4.C.1 are applicable for **land divisions and replats that change the number of lots.**

If a proposal for a replat or land division is not able to meet the minimum density requirement—due to the dimensional requirements for lot width, lot depth, or lot frontage—the minimum density requirement shall instead be equal to the maximum number of lots that can be obtained from the site given its dimensional constraints. The inability of new lot lines to meet required yard dimensions from existing structures shall not be considered as a basis for automatically lowering the minimum density requirement.

GRESHAM

Minimum densities do not apply to partitions of parent parcels of 20k net SF or less in LDR-5, LDR-7, and TR districts, or parent parcels of 13,000k net SF or less in the TLDR district

ROUNDING: Round down to whole number for MINIMUM densities. For MAXIMUM densities round up or down from 0.50 to nearest whole number

LAKE OSWEGO

Low Density: 80% minimum requirement. Minimum density applies to subdivisions, not to partitions. Round up for fraction 0.5 or greater, down for less than 0.5

Medium Density: Applies to subdivisions, and to multi-family in R-5 zone. Mix of 80% min and specific units/acre

High Density: Different methods: 80% of max (R-3), 12 lots/units per acre (R-2), and 20 lots/units per acre (R-0). No max density in R-2 and R-0 zones.



MINUTES
PLANNING COMMISSION MEETING
1300 NE Village Street
Fairview, OR 97024
Tuesday, March 26, 2019

PRESENT: Hollie Holcombe, Chair
Russell Williams, Vice Chair
Steve Owen
Les Bick
Steven Hook

ABSENT: Jeff Dennerline

STAFF: Sarah Selden, Senior Planner
Eric Rutledge, 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. PUBLIC HEARING

a. File Number 2019-5-ZC NE Marine Drive Zone Change

Chair Holcombe read the Legislative Hearing opening statement. Senior Planner Selden presented the staff report and proposed amendments. (*Exhibit A*) The proposal is for a zone change from Agricultural Holding (AH) to General Industrial (GI) to implement the Comprehensive Plan and correct a previous procedural error associated with a 1993 land use decision. The site is currently known as Allwood Recycling. The city initiated the zone change to correct a past procedural error. The site should have been rezoned in 1993, but the map was never changed and the site remains in AH. SP Selden summarized the proposal meets zone change criteria and staff recommends the Commission forward a recommendation of approval to the City Council for 2019-5-ZC.

Mark Wubben, owner, Allwood Recycling, Fairview, OR commented he recognizes this was a procedural error and supports the correction and zone change.

Commissioner Bick commented he has heard positive comments regarding how Allwood Recycling runs their business.

Vice Chair Williams moved to recommend the City Council approve application 2019-5-ZC and adopt Ordinance 6-2019 and Commissioner Bick seconded. The motion passed unanimously.

AYES: 5

NOES: 0

ABSTAINED: 0

4. WORK SESSION

a. Development Code Amendments to Permit Food Carts

Associate Planner Rutledge summarized the Commission had two discussions in 2016 regarding food carts in response to a property owner request. Draft code was created but never brought to the Commission for review and adoption. Recently, staff had an inquiry from a Village property owner. AP Rutledge presented a review of food carts near Fairview and the definition of what is a food cart, and different options for food cart use. (*Exhibit B*)

AP Rutledge asked the Commission to give their initial (first impression) feedback of what they like and what don't they like in the examples presented in *Exhibit B*. Below is a summary of the Commission's comments corresponding to the number reference of the picture in *Exhibit B*.

1. Hook – propane tank; secured, but unsightly.
Owen – clean and crisp, nice area to enjoy food, like tables.
2. Holcombe – like site amenities (shade, plants, etc.).
Hook – plants infringe on tables.
3. Holcombe - don't like plastic, seems flimsy.
Owen - don't like cobbled together awnings, not a good look.
4. Holcombe - better than #3.
Hook - trash receptacle for guests, like windows.
Owen - concerned about materials, path around pod.
5. Holcombe – planters and bench are nice, better than other view in #4.
6. Holcombe – like, not as good as #1.
Hook – like seating.
Williams – like look, cleaner.
7. AP Rutledge noted 7, 8 & 9 are the same site, different views.
Holcombe don't like tent, like lights.
Williams – more substantial.
8. Holcombe - like fence.
9. Holcombe - like screen (entertainment feature).
Hook- noise concerns.
Owen – parking issues.
Bick – hours of operation, how loud.
10. Hook – not fond of tent.
Holcombe – like screening for trash area.
11. Holcombe – like tables.
Hook – like planters, well kept.

AP Rutledge reviewed discussion questions and requested Commission feedback. This information will assist staff in drafting a set of code amendments for consideration and refinement. Below is a summary of the topic and responses.

Stakeholders – neighbors; public input i.e. host an open house, have food cart owners present to answer questions; established food cart owners; and property owner responsible for development.

Key issues – utility connections (temporary or direct connections) and costs associated with. Should they should they be allowed to sell liquor? Are food carts allowed in Blue Lake Park?

General information – how other cities voted on applications (latitude, items of importance that came up), approval process, etc.

Which type of uses (pod or accessory, completely mobile – don't restrict, or allow variety) - Want to encourage nice carts, consider increased traffic due to location i.e. traffic lines, blocking driveways, impacts to adjacent businesses, etc.

Zoning – do not allow in residential, the primary zones should be industrial and commercial, look into allowing on local streets, open to allowing in or in front of parks, would consider push carts on sidewalks – need to consider size and they cannot block.

Other impacts to consider – proximity to water ways (grey water dumping).

Staff asked what items the Commission would like to review with the Council in the upcoming joint work session. Commission replied the regulatory process and overall what their thoughts are. Would like to ask the Council what questions they may have.

The Commission emphasized the need for public outreach throughout this process. Though in concept they support food carts they did have concerns about the impacts to surrounding areas, especially regarding parking and traffic.

5. COMMISSION AND STAFF UPDATES

Commissioner Williams shared he will not be at the June 25 meeting.

SP Selden reviewed the development applications moving forward with building permits. The deadline to submit for building permits, for an approved land use application, is June 30 for the SDC waiver program.

6. TENTATIVE AGENDA

April 23: Work Sessions (CC Zone Mixed-Use & Commission for Citizen Involvement)

7. ADJOURNMENT

Meeting adjourned by consensus at 8:14 PM.

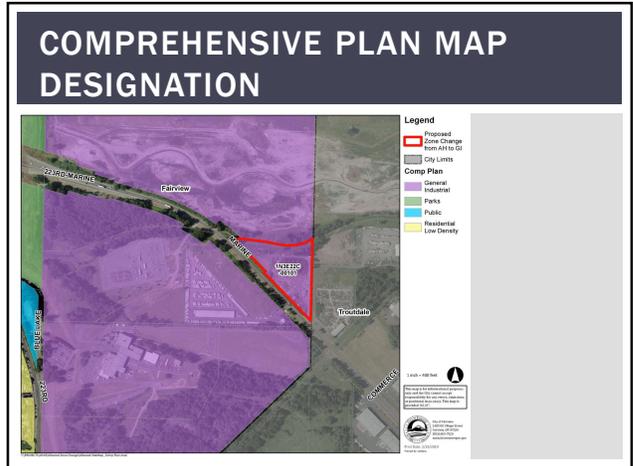
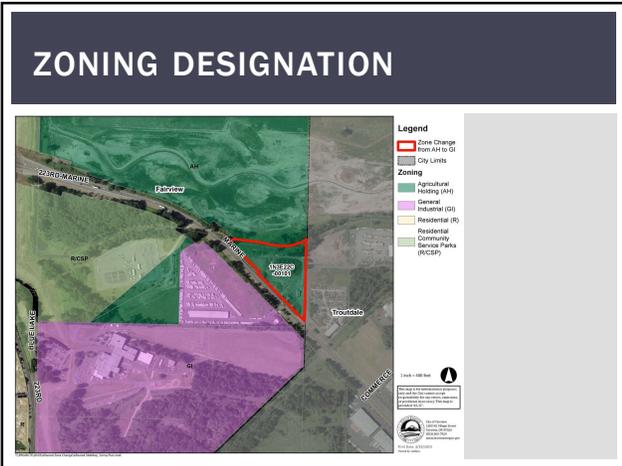
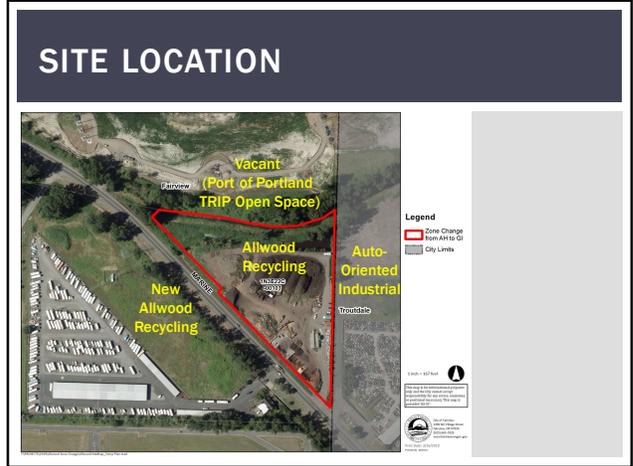
Date

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 PUBLIC HEARING

2019-5-ZC Allwood Recycling Zone Change

March 26, 2019



BACKGROUND

1993 Planning Commission approval for Amazon Recycling Facility

- Design review approval for yard debris recycling
- Zone change approval from agricultural to manufacturing

Procedural error:

- Zone change not finalized through Council hearing and ordinance adoption
- Zoning map never changed

ZONE CHANGE CRITERIA

FMC 19.413.040(G), Type IV Procedures – Decision Making Consideration

- 1. Statewide planning goals and guidelines**
Compliance with Goal 9: Economic Development
- 2. Comments from applicable federal or state agencies**
No comments received
- 3. Applicable Intergovernmental agencies**
Metro supports re-zoning for consistency with Title 4 Employment Area designation

ZONE CHANGE CRITERIA

- 4. Applicable Comprehensive Plan policies**
 - Chapter 4 – Agricultural Lands**
Goal: To urbanize all remaining agricultural land in the Fairview Planning Area.
 - Chapter 9 – Economic Development**
Goal: To attract family-wage jobs, clean industry and businesses to serve local needs.
 - Chapter 11 – Public Facilities and Services**
Goal: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve planning area development.
- 5. Comments from applicable federal or state agencies**
No comments received
- 6. Applicable Intergovernmental agencies**
Metro supports re-zoning for consistency with Title 4 Employment Area designation

ZONE CHANGE CRITERIA

FMC: 19.205.020: Criteria

- The amendment will not interfere with the livability, development or value of other land in the vicinity of site-specific proposals when weighted against the public interest in granting proposed amendment.*
- The amendment will not be detrimental to the general interests of the community.*
- The amendment will not violate the land use designations established by the comprehensive land use plan and map or related text.*
- The amendment will place all property similarly situated in the area in the same zoning designation or in appropriate complementary designations without creating inappropriate "spot zoning".*

ZONE CHANGE CRITERIA

19.470.600 Transportation planning rule compliance.

- No significant impact on transportation system
 - Marine Drive is a Major Collector, a roadway type “also utilized to access industrial and employment areas and other locations with large truck and over-sized load volumes.”
 - New zoning designation is consistent with Comprehensive Plan, and zoning and use of surrounding area.

COMMISSION ALTERNATIVES

- Recommend City Council adoption of draft Ordinance 6-2019, based on the staff findings in this report.
- Recommend City Council adoption of Ordinance 6-2019, with revised findings.
- Continue the Public Hearing if additional information is needed.

STAFF RECOMMENDATION

Staff recommends that the Commission make the following motion to recommend City Council approval of the zone change:

“Move to recommend that City Council approve 2019-5-ZC and adopt Ordinance 6-2019.”

FAIRVIEW PLANNING COMMISSION WORK SESSION

Early Feedback and
Discussion on Food Carts

March 26, 2019



BACKGROUND

- Summer 2016 Interest from Halsey St. business owner
- Sept-Oct 2016 Discussion Agenda Item
- Fall 2018 Interest from Village property owner
- February 2019 Identified as potential policy update



FOOD CARTS NEAR FAIRVIEW



WHAT IS A FOOD CART?

- A mobile food business that markets and sells predominantly to pedestrian foot traffic.
- Individual or groups (pods)
- Size and mobility distinguish them from traditional brick-and-mortar stores



PUSH CART



FOOD CART/TRAILER

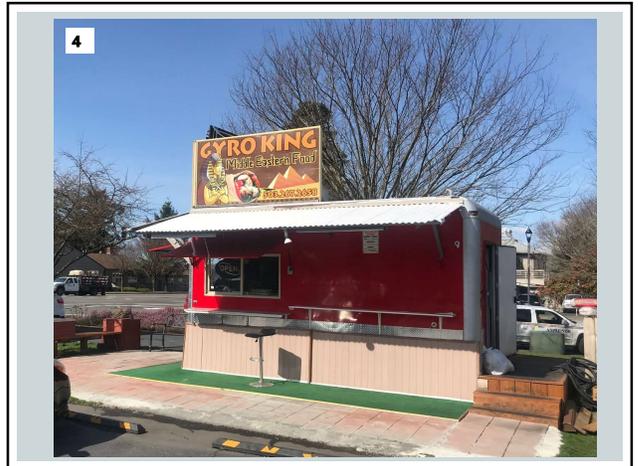
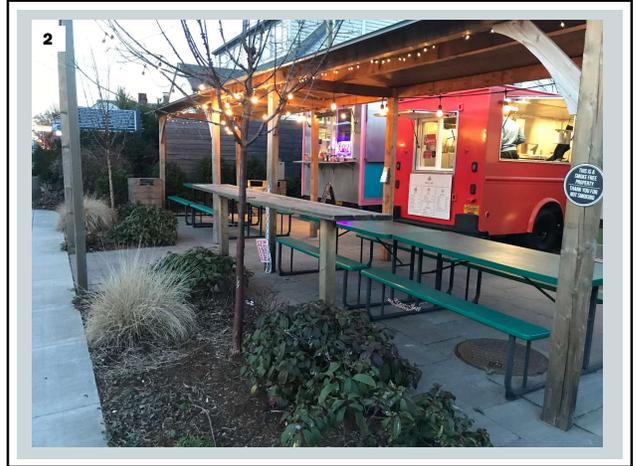


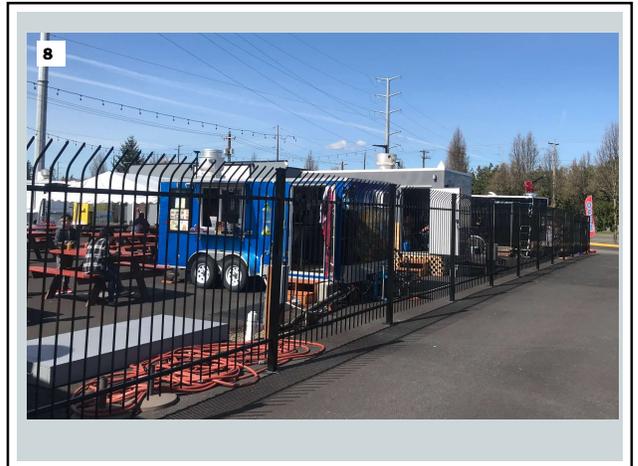
FOOD TRUCK



FOOD CART USES

- Truly mobile food vendors
 - Stays in location for few hours or days
 - Completely self contained, no hookups or site amenities
 - Example sites: Events, lunch in employment areas
- Accessory to a primary use
 - Long-term or rotation
 - Site facilities (e.g. parking, restroom) shared with primary use
 - Example sites: Breweries, convenience stores, retail parking lots
- Food Cart Pods
 - Stand alone site hosting one or more food vendors
 - Carts can rotate, site amenities remain
 - Can include permanent structures for seating, restrooms, etc.
 - Example sites: Vacant properties in commercial zones







PLACEMENT AND DESIGN



PLACEMENT AND DESIGN

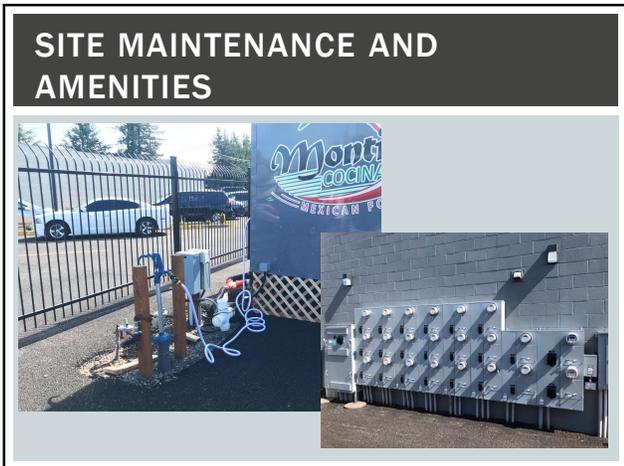


PLACEMENT AND DESIGN



PLACEMENT AND DESIGN





POTENTIAL BENEFITS / IMPACTS

Benefits	Impacts
<p>Community:</p> <ul style="list-style-type: none"> • Positive impacts on street vitality and neighborhood life • New food and drink opportunities • New jobs and businesses (low barrier entrepreneurs) <p>Existing businesses / property owners</p> <ul style="list-style-type: none"> • Complement existing businesses and activities • New activity in underperforming commercial areas • Provide an interim use on vacant properties 	<p>Community:</p> <ul style="list-style-type: none"> • Noise and traffic near residential land uses • Need for restrooms and parking • Aesthetic impact of operations (trash, utilities, etc.) • Environmental impacts (gray water dumping) <p>Existing businesses / property owners</p> <ul style="list-style-type: none"> • Brick-and-mortar stores may feel threatened by food carts and see them as unfair competition that can dilute their customer base

EXISTING REGULATIONS		
Location	Food Carts Allowed?	Applicable Code
Private property	No / not addressed. The Fairview Development Code does not define food carts or list them as an allowed use. Could be permitted as Temporary Use with council-approved interpretation	N/A
Local Right-of-Way	No. Parking on city streets for the primary purpose of selling merchandise is prohibited.	FMC 10.05.120(D)

REGULATORY APPROACHES / CASE STUDIES			
	Jurisdiction	Food Cart Specific Regulations	Notes
Mobile ↓ Permanent	Hillsboro	No	Time limited approach: mobile business licenses issued - maximum 7 hours per day at a site, at must be pre-approved if over 2 hours in a single location.
	Happy Valley	Yes	Residential compatibility approach: standards scaled to intensity of food cart use (e.g. underground utilities required for sites occupied over 120 days). Includes standards and procedures for permit revocation for code issues
	Beaverton	Yes	Permanent infrastructure approach: land use approval required. Strict standards related to utilities, sanitation, and parking. Underground utilities and SDC fees required. Feedback from business / property owners on the high cost of installation. Revised to allow above ground storage of potable / gray water.

- ### DISCUSSION QUESTIONS
- What stakeholders should be consulted in the process?
 - What additional key issues should be researched / considered?
 - What additional information would be helpful?

- ### DISCUSSION QUESTIONS
- Which type of food cart uses should Fairview consider, if any?
 - (e.g. truly temporary/mobile, accessory to a primary use, food cart pod with underground utilities)
 - Which zones may be suitable for food carts, if any?

DISCUSSION QUESTIONS

- **Should Fairview consider allowing food carts on local streets?**
 - (e.g. sidewalk push-carts, food trucks on street)

- **What adverse impacts should be considered in developing potential regulations?**

- **What food-cart related topics/issues should the Planning Commission and City Council discuss together?**

NEXT STEPS

- **Gauge interest from property owners**
- **Joint work session with City Council**





MEMORANDUM

DATE: April 16, 2019 **MEETING DATE:** April 23, 2019
TO: Planning Commission
FROM: Sarah Selden, Senior Planner
SUBJECT: Corridor Commercial Zoning District Amendments: Work Session #2

ISSUE

The purpose of this work session is to consider public input on potential amendments to the Corridor Commercial (CC) District code, and to review draft code language for the options under consideration.

At the close of the work session, the Commission should identify whether to advance a set of draft amendments to public hearing, or if additional work is needed.

BACKGROUND

The Planning Commission held work sessions on February 12 and 26 to evaluate potential changes needed to the Corridor Commercial (CC) code, and to identify code amendment options for public review and feedback. The amendments being considered would:

- Limit or eliminate residential uses in future mixed use developments to preserve land for commercial and light manufacturing uses.
- Update site development requirements to require buildings to be prominently located near the street and minimize the appearance of parking and maneuvering areas.
- Prohibit new residential uses in the predominantly general industrial area east of NE 223.

DISCUSSION

A public open house is scheduled for Tuesday, April 23, from 4:30-6:30 p.m. immediately before the Commission's work session. Feedback on the Corridor Commercial code amendment options will be gathered from attendees during the open house, and public comment will also be accepted at the outset of the work session. Staff is also reaching out to real estate and development professionals to seek their feedback on the potential code amendments, and will share this information at the work session.

The open house and work session were publicized through a postcard mailing to all addresses along the Sandy Blvd. corridor between I-84 to the south of Sandy Blvd. and the railroad line to the north of Sandy Blvd. The open house and project information were also posted on the City's website, with a new Planning Projects webpage that will be kept up-to-date with the Commission's work on code amendment projects.

The draft code amendments are provided as Attachment 1. The draft incorporates the options and recommendations identified by the Commission in February, along with new code definitions for mixed use. Background information on each amendment is provided in a Discussion box following the related amendment.

Based on public input, the Commission should provide staff with feedback on the following:

- Changes to the draft code amendments that should be made prior to public hearing.
- Additional information that should be prepared for the hearing.
- If the amendments are not ready to be forwarded to hearing, any additional options, feedback or information that should be developed as a next step.

ATTACHMENTS

1. Draft Code Amendments (dated April 16, 2019)

Corridor Commercial Code Update Project

Draft Code Amendments

April 16, 2019

NOTE: All proposed changes are **highlighted in yellow**. New text is shown in **bold underline**, and deleted text is shown in ~~strikethrough~~. Existing text that's omitted for the purpose of this document is marked with ///

Chapter 19.13

DEFINITIONS

19.13.120 "L" definitions.

///

Live-Work. A type of Residential Mixed Use Development that combines a non-residential use with a residential use in the same unit, and where the work space is used by someone residing in the unit.

The living space may be located in front or behind the work space on the same floor, or on a separate floor.

Discussion: Live-work units provide larger and more flexible non-residential spaces in zones where mixed-use development is permitted (Town Center Commercial, Corridor Commercial, Residential Multifamily, Village Commercial and Village Mixed Use). While home occupations are allowed as an accessory use in any residential dwelling (including in commercial/mixed use zones), they are subject to a number of limitations intended to prevent an outward appearance of business use. The new definition is proposed to help provide a common understanding of the development type, which has been approved and constructed in Fairview.

///

19.13.130 "M" definitions.

///

~~Mixed Use Building/Development/Horizontal/ Vertical. See FMC 19.30.130(C).~~

Mixed Use. A development consisting of more than one broad category of use (e.g., commercial, industrial, residential, or institutional).

Residential Mixed Use Development. Development containing both residential and nonresidential uses on a single site. Uses may be mixed vertically in the same building, such as ground floor commercial with upper story residential units, or may be mixed horizontally in separate buildings on the same site.

Discussion: The Definitions section of the code currently lists “Mixed Use” but refers to a description in the Residential (R) District development standards (FMC 19.30.130(C)). Staff recommends relocating the description to the definitions section because “mixed use” is listed as a permitted use in a number of code sections, and the Definitions section of the code is intended to define common terms in a central location. The Residential district standards describe mixed use as follows:

Residential and residential commercial uses may be mixed “vertically,” meaning that a residential use is developed above the commercial use (i.e., ground floor retail/office with upper-story apartments, town-homes, or condominiums), or may be mixed “horizontally,” meaning commercial and residential uses both occupy ground floor space.

The proposed definitions add a general definition for “mixed use” and a definition specific to residential mixed use that incorporates the existing description.

///

Chapter 19.70 CORRIDOR COMMERCIAL (CC) DISTRICT

Sections:

[19.70.010 Purpose.](#)

[19.70.020 Permitted land uses.](#)

[19.70.030 Corridor commercial setback standards.](#)

[19.70.040 Lot coverage and floor area ratio.](#)

[19.70.050 Site layout and building orientation.](#)

[19.70.060 Building height.](#)

[19.70.070 Architectural guidelines and standards.](#)

[19.70.080 Pedestrian and transit amenities.](#)

[19.70.090 Special standards for certain uses.](#)

19.70.010 Purpose.

The corridor commercial district is intended to allow auto-accommodating commercial development while encouraging walking, bicycling, and transit. The district allows a full range of retail and service businesses with a local or regional market. Industrial uses are allowed but are limited in size to avoid adverse effects and ensure that they do not dominate the character of the commercial area. The district's development standards promote attractive development, an open and pleasant street appearance and compatibility with adjacent residential areas. Development is intended to be aesthetically pleasing for motorists, transit users, pedestrians, and the businesses themselves. (Ord. 6-2001 § 1)

19.70.020 Permitted land uses.

A. Permitted Uses. The land uses listed in Table 19.70.020.A are permitted in the corridor commercial district, subject to the provisions of this chapter. Only land uses that are specifically listed in Table 19.70.020.A, and land uses that are approved as "similar" to those in Table 19.70.020.A, may be permitted. The land uses identified with a "CU" in Table 19.70.020.A require conditional use permit approval prior to development or a change in use.

B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Chapter [19.480](#) FMC, Code Interpretations.

Table 19.70.020.A

Land Uses and Building Types Permitted in the Corridor Commercial District

<p>1. Residential*</p> <p>a. Manufactured homes – individual lots (existing housing only)</p> <p>b. Residential care homes and facilities (CU)</p> <p>c. Family day care (12 or fewer children) (CU)</p> <p>2. Public and Institutional (CU)</p> <p>a. Churches and places of worship</p> <p>b. Clubs, lodges, similar uses</p> <p>c. Government offices and facilities (administration, public safety, transportation, utilities, and similar uses)</p> <p>d. Libraries, museums, community centers, concert halls and similar uses</p> <p>e. Public parking lots and garages</p> <p>f. Private utilities</p> <p>g. Public parks and recreational facilities</p> <p>h. Schools (public and private)</p>	<p>i. Special district facilities</p> <p>j. Telecommunications equipment – antennas pursuant to Chapter 19.245 FMC</p> <p>k. Telecommunications equipment – monopoles (CU) pursuant to Chapter 19.245 FMC</p> <p>l. Uses similar to those listed above subject to applicable CU requirements</p> <p>3. Accessory Uses and Structures</p> <p>4. Commercial</p> <p>a. Auto-oriented uses and facilities*</p> <p>b. Entertainment (e.g., theaters, clubs, amusement uses)</p> <p>c. Hotels/motels</p> <p>d. Medical and dental offices, clinics and laboratories</p> <p>OPTION 1</p> <p>e. Mixed use development* (housing and other permitted use)</p> <p>OPTION 2</p> <p>e. Mixed use development (housing and other permitted use)</p>	<p>f. Office uses (i.e., those not otherwise listed)</p> <p>g. Personal and professional services (e.g., child care center, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, and similar uses)</p> <p>h. Repair services (must be enclosed within building)</p> <p>i. Retail trade and services (e.g., grocery, hardware and variety stores, banks and financial institutions)</p> <p>j. Uses similar to those listed above (subject to CU requirements, as applicable)</p> <p>5. Industrial*</p> <p>a. Light manufacture (e.g., small-scale crafts, electronic equipment, furniture, similar goods when in conjunction with retail or if determined by the planning commission to be compatible with the purposes of the district and other uses in the district) (CU)</p>
<p>Land uses marked with an asterisk (*) use the special standards for certain uses in FMC 19.70.090.</p> <p>Land uses marked with a CU shall require a conditional use permit according to Article IV of this title.</p>		

Discussion: OPTION 1 adds “special standards for certain uses” as noted by the* These new standards are shown in section 19.70.090 in these code amendments. OPTION 2 would prohibit all future residential mixed-use development in the CC zone.

19.70.030 Corridor commercial setback standards.

A. Building Setbacks. In the corridor commercial district, setback standards are **intended to support the purpose of the district to create an aesthetically pleasing, open and pleasant street appearance; to complement the Building Orientation standard; and to enhance visibility of commercial uses from the street.** ~~flexible to allow parking to be located near the entrance of new commercial development.~~

Building setbacks are measured from the wall or facade to the respective property line. The setback standards apply to primary structures as well as accessory structures. The standards may be modified only by approval of a variance.

1. Front Setbacks.

a. Minimum Setback. **There is no minimum front setback.** The minimum allowable front setback is zero feet. ~~There is no maximum front setback.~~

b. Maximum Setback. The maximum setback is 20 feet.

c. Frontage Requirement: Building facades shall occupy a minimum of 50% of the frontage width at the maximum setback line.

Discussion: Establishment of a maximum front setback is intended to prevent buildings from being sited back from the street, with parking and maneuvering placed in front of the building. Requiring buildings to occupy at least half of the frontage helps to create a more visually pleasing street environment and a consistent development pattern along the street. The 50% requirement allows flexibility for driveways and parking to be located to the side of the building. Other zoning districts have maximum front setbacks as follows: Town Center Commercial Zone: 10 feet, Residential zones: 30 ft., Village Mixed Use: 12 ft. for 75% of frontage.

2. Rear Setbacks.

a. Minimum Setback. The minimum rear setback for all structures shall be zero feet for street-access lots, and eight feet for alley-access lots (distance from building to rear property line or alley easement) in order to provide space for parallel parking. When a building abuts a residential district the minimum rear setback shall be 15 feet.

b. Through-Lots. For buildings on through-lots (lots with front and rear frontage onto a street), the front setbacks in subsection (A)(1) of this section shall apply.

3. Side Setbacks. There is no minimum side setback required, except that buildings shall conform to the vision clearance standards in Chapter [19.162](#) FMC, the landscaping and buffering requirements in Chapter [19.163](#) FMC, and the applicable fire and building codes for attached structures, firewalls, and related requirements.

4. Setback Exceptions.

a. Architectural Features. Eaves, chimneys, bay windows, overhangs, cornices, awnings, canopies, porches, decks, pergolas, and similar architectural features may encroach into setbacks by no more than four feet, subject to compliance with applicable standards of the Uniform Building Code and Uniform Fire Code. Walls and fences may be placed on the property line, subject to the requirements of Chapter [19.163](#) FMC, Landscaping, Street Trees, Fences and Walls. (Ord. 6-2001 § 1)

19.70.040 Lot coverage and floor area ratio.

There are no maximum lot coverage or floor area ratio requirements, except that compliance with other sections of this code may preclude full (100 percent) lot coverage for some land uses. (Ord. 6-2001 § 1)

19.70.050 Site layout and building orientation.

This section is intended to encourage the efficient use of space, and connectivity to parking areas. The standards, as listed on the following page and illustrated above, complement the front setback standards in FMC [19.70.030](#).

A. Applicability. This section applies to all new land divisions, site design review, and conditional use applications.

Compliance with all of the provisions of subsections B through E of this section is required. As an alternative to meeting the requirements of subsections B through E, the applicant may propose alternative design solutions that satisfy the criteria in subsection F.

Discussion: Sections D-F do not exist in the code.

B. Pedestrian Access Standard. New land divisions and developments, which are subject to site design review or conditional use permits, shall provide pedestrian pathways as necessary to ensure reasonably safe, direct, and convenient access to building entrances and off-street parking.

1. From adjoining street right-of-way to building entrances and off-street parking these pathways shall be provided with an average maximum interval of 100 feet along the street right-of-way.

2. Between adjoining developments where practical.

3. In conformity with applicable requirements in Chapter [19.162](#) FMC, Access and Circulation.

C. Building Orientation Standard. All of the developments listed in subsection A of this section **are encouraged to shall** be oriented to a street. The building orientation standard is met when all of the following criteria are met:

1. Buildings shall have their primary entrance(s) oriented to (facing) the street with a direct pedestrian walkway connecting with the adjoining street right-of-way. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces). Alternatively, a building may have its entrance facing a side when a direct pedestrian walkway not exceeding 30 feet in length is provided between the building entrance and the street right-of-way.

2. Off-street parking, driveways or other vehicular circulation **should shall** not be placed between a building and the street. On corner lots, buildings and their entrances should be oriented to the street corner. Parking, driveways and other vehicle areas shall not be permitted adjacent to street corners. (Ord. 6-2001 § 1)

Discussion: The proposed amendments replace the ambiguous and discretionary language with clear and objective standards. The amendments *require* rather than *encourage* developments to meet the intent of the zone. Requiring developments to orient entrances to the street and prohibiting parking and maneuvering in front of the building will help to create an aesthetically pleasing street environment where automobiles are not the visual focus of the site.

19.70.060 Building height.

All buildings in the corridor commercial district shall comply with the following building height standards. The standards are intended to allow for development of appropriately scaled buildings.

A. Maximum Height. Buildings shall be no more than 45 feet in height.

B. Method of Measurement. “Building height” is measured as the vertical distance above a reference datum measured to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof. The reference datum shall be selected by either of the following, whichever yields a greater height of building:

1. The elevation of the highest adjoining sidewalk or ground surface within a five-foot horizontal distance of an exterior wall of the building when such sidewalk or ground surface is not more than 10 feet above the lowest grade;

2. An elevation 10 feet higher than the lowest grade when the sidewalk or ground surface described in subsection (B)(1) of this section is more than 10 feet above the lowest grade. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are: chimneys, bell towers, steeples, roof equipment, flag poles, and similar features which are not for human occupancy.

C. Performance Option. The allowable building height may be increased to 55 feet, when approved as part of a conditional use permit. The development approval may require additional setbacks, stepping-down of building elevations, visual buffering, screening, and/or other appropriate measures to provide a height transition between the development and adjacent development. Roof equipment and other similar features, which are necessary to a commercial or industrial operation shall be screened, and may not exceed eight feet in height without approval of a conditional use permit. (Ord. 6-2001 § 1)

19.70.070 Architectural guidelines and standards.

A. Purpose and Applicability. The corridor commercial district architectural guidelines are intended to provide detailed, human-scale design, while affording flexibility to use a variety of building styles. This section applies to all development applications that are subject to site plan review or conditional use permits.

B. Guidelines and Standards. Each of the following standards shall be met. An architectural feature used to comply with more than one standard in this title.

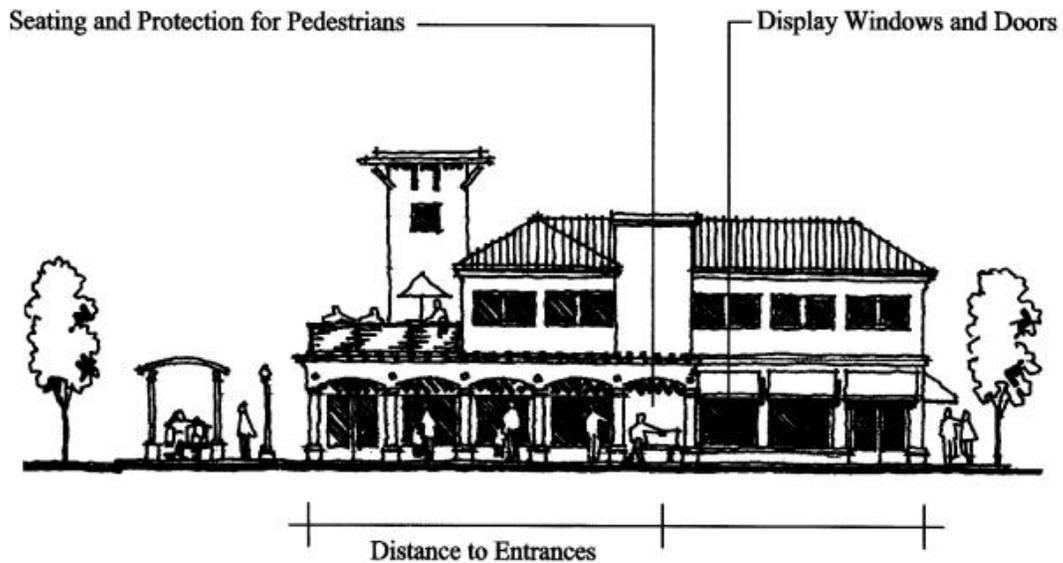
1. Pedestrian-Oriented Design. All buildings shall contribute to the desired pedestrian-friendly character of corridor commercial district buildings. This criterion shall be met by providing all of the architectural features listed in subsections (B)(1)(a) through (d) of this section, along the front building elevation (i.e., facing the street), as applicable.

a. Corner building entrances on corner lots. Alternatively, a building entrance may be located away from the corner when the building corner is beveled or incorporates other detailing to reduce the angular appearance of the building at the street corner.

b. Regularly spaced and similar-shaped windows with window hoods or trim (all building stories).

- c. Large display windows on the ground floor. Bulkheads, piers and a storefront cornice (i.e., separates ground floor from second story) shall frame display windows.
- d. Decorative cornice at the top of a building (flat roof); or eaves provided with pitched roof.

Figure 19.70.070.B(2) – Design of Large-Scale Buildings and Developments (Typical)



[Note: the example shown above is meant to illustrate examples of these building design elements, and should not be interpreted as a required architectural style.]

2. Design of Large-Scale Buildings and Developments. The standards in subsection (B)(2)(c) of this section shall apply to large-scale buildings and developments, as defined in subsections (B)(2) (a) and (b) of this section:

- a. Buildings with greater than 20,000 square feet of enclosed ground-floor space (i.e., “large-scale”). Multitenant buildings shall be counted as the sum of all tenant spaces within the same building shell;
- b. Multiple-building developments with a combined ground-floor space (enclosed) greater than 40,000 square feet (i.e., shopping centers, public/institutional campuses, and similar developments);
- c. All large-scale buildings and developments, as defined in subsections (B)(2)(a) and (b) of this section, shall provide human-scale design by conforming to all of the following criteria:

i. Incorporate changes in building direction (i.e., articulation), and divide large masses into varying heights and sizes, as shown above. Such changes may include building offsets; projections; changes in elevation or horizontal direction; sheltering roofs; terraces; a distinct pattern of divisions in surface materials; and use of windows, screening trees; small-scale lighting (i.e., wall-mounted lighting, or up-lighting); and similar features.

ii. Every building elevation adjacent to a street with a horizontal dimension of more than 100 feet, as measured from end-wall to end-wall, shall have a building entrance, which is open during business hours. Pathways shall connect all entrances to the street right-of-way, in conformance with Chapter [19.162](#) FMC, Access and Circulation, unless waived by the approval authority when the applicant can demonstrate that the building(s) is unable to provide such an entrance because the function of the building and/or the characteristics of the site do not allow an alternative floor plan or building orientation that could reasonably provide it. (Ord. 6-2001 § 1)

19.70.080 Pedestrian and transit amenities.

A. Purpose and Applicability. This section is intended to complement the building orientation standards in FMC [19.70.050](#), and the street standards in Chapter [19.165](#) FMC, by providing pedestrian spaces within the corridor center commercial district. This section applies to all development applications that are subject to site design review or conditional use permits.

B. Guidelines and Standards. Every development shall provide at least one of the “pedestrian amenities” listed in subsections (B)(1) through (4) of this section. Pedestrian amenities may be provided within a public right-of-way when approved by the applicable jurisdiction.

1. A plaza, courtyard, square or extra-wide sidewalk next to the building entrance (minimum width of eight feet);
2. Sitting space (i.e., dining area, benches or ledges between the building entrance and sidewalk (minimum of 16 inches in height and 30 inches in width));
3. Building canopy, awning, pergola, or similar weather protection (minimum projection of four feet over a sidewalk or other pedestrian space);
4. Public art which incorporates seating (e.g., fountain, sculpture, etc.).

C. Transit Amenities. Development on sites that are adjacent to or incorporate transit streets shall provide improvements as described in this section at any existing or planned transit stop located along the site's frontage, unless waived by the community development director.

1. Transit facilities include bus stops, shelters, and related facilities. Required transit facility improvements may include the dedication of land or the provision of a public easement.

2. Development shall at a minimum provide reasonably direct pedestrian connections, as defined in FMC [19.162.030](#), between building entrances and the transit facility and between buildings on the site and streets adjoining transit stops.

3. Improvements at Major Transit Stops. A proposed development that is adjacent to or includes an existing or planned major transit stop will be required to plan for access to the transit stop and provide for transit improvements, in consultation with TriMet and consistent with an agency adopted or approved plan at the time of development. Requirements apply where the subject parcel(s) or portions thereof are within 200 feet of a transit stop. Development requirements and improvements may include the following:

a. Intersection or mid-block traffic management improvements to allow for pedestrian crossings at major transit stops.

b. Building placement within 20 feet of the transit stop, a transit street or an intersection street, or a pedestrian plaza at the stop or at street intersections.

c. Transit passenger landing pads accessible to disabled persons to transit agency standards.

d. An easement or dedication for a passenger shelter and an underground utility connection to a major transit stop if requested by TriMet.

e. Lighting to TriMet standards.

f. Intersection and mid-block traffic management improvements as needed and practicable to enable marked crossings at major transit stops.

4. Any Type II land divisions where further divisions are possible, and all Type III land divisions, multiple-family developments, community services uses, and commercial or industrial uses located on an existing or future planned major transit street shall meet the TriMet transit facility requirements. Applicants shall consult with TriMet to determine necessary transit facility improvements in conjunction with the proposed development. Proposals shall be consistent with

the road crossing improvements that are identified in the transportation system plan on streets with existing or planned transit service. (Ord. 2-2017 § 1 (Exh. A); Ord. 6-2001 § 1)

19.70.090 Special standards for certain uses.

This section supplements the standards contained in FMC [19.70.030](#) through [19.70.080](#). It provides additional standards for the following land uses in order to control the scale and compatibility of those uses within the corridor commercial district:

- Accessory Uses and Structures
- Automobile-Oriented Uses and Facilities
- Sidewalk Displays
- Light Industrial

• Residential Mixed-use Development

A. Accessory Uses and Structures. Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the corridor commercial district include small workshops, greenhouses, studios, storage sheds, and similar structures. Accessory uses and structures are allowed for all permitted land uses within the corridor commercial district, as identified in Table 19.70.020.A. Accessory structures shall comply with the following standards:

1. Primary Use Required. An accessory structure shall not be allowed before or without a primary use.
2. Setback Standards. Accessory structures shall comply with the setback standards in FMC [19.70.030](#), except that the maximum setback provisions shall not apply.
3. Design Guidelines. Accessory structures shall comply with corridor commercial district design guidelines, as provided in FMC [19.70.070](#).
4. Restrictions. A structure shall not be placed over an easement that prohibits such placement. No structure shall encroach into the public right-of-way.
5. Compliance with Subdivision Standards. The owner may be required to remove an accessory structure as a condition of land division approval when removal of the structure is necessary to comply with setback standards.

B. Automobile-Oriented Uses and Facilities. Automobile-oriented uses and facilities, as defined below, shall conform to all of the following standards in the corridor commercial district. The standards are intended to provide a vibrant commercial character and encourage walking, bicycling, and transit.

1. Parking, Garages, and Driveways. On corner lots, parking lot or garage entrances shall be oriented to a side street (i.e., away from the more major street), unless topography, ownership patterns or unreasonable expense would make this requirement not practicable.

2. Automobile-Oriented Uses. "Automobile-oriented use" means automobiles and/or other motor vehicles are an integral part of the use. These uses are restricted because, when unrestricted, they detract from the pedestrian-friendly character of the district and can consume large amounts of land relative to other permitted uses. Automobile-oriented uses shall comply with the following standards:

a. Vehicle Repair, Sales, Rental, Storage, Service. Outdoor storage and display for these uses is prohibited unless the use is in a fully enclosed structure.

b. Drive-Up, Drive-In, and Drive-Through Facilities. Drive-up, drive-in, and drive-through facilities (i.e., associated with restaurants, banks, car washes, and similar uses) are permitted only when accessory to a primary commercial "walk-in" use, and shall conform to all of the following standards:

i. The facility receives access from an alley or driveway, and not a street;

ii. None of the drive-up, drive-in, or drive-through facilities (i.e., driveway queuing areas, windows, teller machines, service windows, drop-boxes, and similar facilities) are located within 20 feet of a street and shall not be oriented to a street corner. (Walk-up only teller machines and kiosks may be oriented to a corner); and

iii. The facility is subordinate to a primary permitted use. "Subordinate" means all components of the facility, in total, occupy less street frontage than the primary commercial or public/institutional building.

C. Sidewalk Displays. Sidewalk display of merchandise and vendors shall be limited to cards, plants, gardening/floral products, food, books, newspapers, bicycles, and similar small items for sale or rental to pedestrians (i.e., non-automobile-oriented). A minimum clearance of five feet shall be maintained. Display of larger items, such as automobiles, trucks, motorcycles, buses, recreational vehicles/boats, construction equipment, building materials, and similar vehicles and equipment, is prohibited.

D. Light Industrial Uses.

1. High Traffic-Generating Uses. Uses which are likely to generate “significant” levels of vehicle traffic (e.g., due to shipping, receiving, and/or customer traffic) shall require a conditional use permit. “Significant traffic” means that the average number of daily trips, or the average number of peak hour trips, on any existing street would increase by 10 percent or greater as a result of the development. The city may require a traffic impact analysis prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by Oregon Department of Transportation (ODOT) for developments that increase traffic on state highways. The conditional use permit shall include appropriate transportation improvement requirements, as identified by the traffic analysis and/or ODOT, in conformance with Chapter [19.165](#) FMC.

2. Wireless Communication Equipment. Wireless communication equipment, including radio (i.e., cellular), television and similar types of transmission and receiving facilities are permitted, subject to the standards for wireless communication equipment in Chapter [19.245](#)FMC. Wireless communication equipment shall also comply with required setbacks, lot coverage and other applicable standards of the corridor commercial district. (Ord. 6-2001 § 1)

E. Residential Mixed-Use Development. The following standards apply to support the commercial and might manufacturing intent of the Corridor Commercial zoning district and the direction of the Comprehensive Plan.

OPTION 1:

- 1. Residential uses are limited to a maximum of 50% of the total building square footage on the site.**

OPTION 2:

- 1. Residential uses are limited to a maximum of 49% of the site’s total ground floor building area.**
- 2. Non-residential uses must occupy the ground floor along 75% of the street-facing facade width.**

OPTION 3:

Residential mixed-use development is prohibited within the Corridor Commercial zone east of NE 223rd Avenue.

Discussion: At the Planning Commission’s February 26 work session, the Commission reviewed a range of options to limit the residential component of mixed use developments in the Corridor Commercial zone, with the goal of reserving opportunities for commercial and light manufacturing uses in this commercial zoning district. These options may be adopted alone or in combination.

OPTION 1 approaches the limitation based on the overall allocation of floor area on the site. Alone, this standard does not limit residential uses from being located on the ground floor or along the street frontage.

OPTION 2 focuses on the ground floor uses, reserving the majority for non-residential uses. This option also specifically limits ground floor residential uses along the street frontage, similar to the limitation in the Town Center Commercial zone.

OPTION 3 addresses the difference in land use character along Sandy Blvd. between the east and west sides of NE 223rd Avenue. The Comprehensive Plan states that “To the west of the intersection uses should be predominantly residential with some neighborhood-oriented service commercial, incubator office and light industrial. To the east of the intersection, industrial uses should dominate, with some destination retail commercial near the intersection of N.E. 238th Avenue.”

Since the CC zone was adopted, properties east of 223rd have changed back and forth from industrial to commercial to industrial again. One parcel remains in the CC zone to the east of 223rd (south of the intersection of 230th and Sandy), with the remaining Sandy Blvd. properties zoned General Industrial.



MEMORANDUM

DATE: April 16, 2019 **MEETING DATE:** April 23, 2019

TO: Planning Commission as Committee for Citizen Involvement

FROM: Sarah Selden, Senior Planner

SUBJECT: Citizen Involvement Meeting

ISSUE

The purpose of the April 23 meeting is for the Commission, as the Committee for Citizen Involvement, to become familiar with local and State policy guidance on citizen involvement; to identify strengths, weakness and opportunities with the City's program of citizen involvement in land use planning; and to initiate a periodic review of the program. The CCI may also wish to identify follow-up actions to enhance the City's citizen involvement program.

BACKGROUND

Citizen Involvement is Goal 1 of Oregon's Statewide Planning Program. It calls for communities to ensure "the opportunity for citizens to be involved in all phases of the planning process" and outlines the essential components for all citizen involvement programs.

Goal 1 requires that communities have an officially recognized committee for citizen involvement (CCI) that is "responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement." Communities are given the option to designate their Planning Commission as the CCI, which Fairview has done and documented through its Comprehensive Plan policy.

The Fairview Comprehensive Plan also calls for the City to periodically evaluate its citizen involvement program. This was done in 2003 as part of the Comprehensive Plan Update, but has not been reviewed on a regular basis since that time.

To implement a citizen involvement program, many communities have neighborhood or other community associations that are organized to provide two way communications between City decision-makers and community members. While Fairview does not have a City-run neighborhood association system, the Comprehensive Plan outlines six geographic areas to provide representation on a "Council/Citizen Alliance Committee" (CCAC). This group was formed in 2003 to provide communication and comments or suggestions to the City Council on non-planning issues and to provide the Commission with public involvement recommendations, but is no longer active.

DISCUSSION

Citizen involvement programs should be designed to give all community members an opportunity to be informed about land use proposals with clear and understandable information, to provide input, and to influence the outcome of planning processes. Particular efforts should be made to involve a representative cross-section of those affected by the proposal.

The methods and opportunities, however, differ between land use policy-making (e.g., comprehensive or district planning, development code amendments) and application of the development code to site-specific projects. In both instances, the opportunity for input is intended to be scaled based on the degree of impact.

Citizen Involvement Requirements for Development Applications

The Fairview Development Code (FMC Chapter 19) establishes four land use review procedures with increasing opportunities for input that correspond to the degree of complexity, impact, and discretion involved in the decision-making criteria.

Type I: Ministerial (staff) review for more minor requests that have clear and objective decision-making criteria.

Citizen Involvement: No public notice or opportunity for local appeal.

Examples: lot line adjustment, single-family home permit, sign permit, home occupation permit.

Type II: Administrative (staff) review for requests with some discretion and greater impact.

Citizen Involvement: Public notice of a tentative staff decision is mailed to property owners within 100 ft. of the site, with a 14-day comment period. While decisions are typically made by staff, more complex or controversial applications may be referred to the Planning Commission for a hearing. Staff decisions are appealable to the Planning Commission and Planning Commission decisions are appealable to the Council.

Examples: Partitions (1 lot divided into 2 or 3), subdivisions creating 10 or fewer lots, Fairview Lake Dock permits, Class B variances, natural resource permits, small developments subject to Site Design Review.

Type III: Quasi-judicial process for applications with greater complexity and discretion. Decisions are made by the Planning Commission following a public hearing, and are appealable to City Council.

Citizen Involvement: At least 20 days prior to the hearing, notice is mailed to property owners within 250 ft. of the site. Site is posted with sign and notice is published in newspaper. The public may submit written comments or provide oral testimony at the hearing.

Examples: Larger developments subject to Site Design Review, conditional use permit, subdivisions with more than 10 lots, hardship variance.

Type IV: Policy-level decisions involving discretionary decision-making criteria. Requires public hearings before the Planning Commission and City Council.

Citizen Involvement: Hearing notice sent to affected property owners and government agencies, and published in the newspaper. The public may submit written comments or provide oral testimony at the hearing.

Examples: Legislative changes (amending the Comprehensive Plan or Map, Zoning Map, or Development Code), annexations, master plans.

Additional Requirements: In some cases, the Development Code requires the land use applicant to hold a neighborhood meeting prior to submitting their land use application (FMC 19.418.010). These meetings are not organized or attended by City staff, but as a policy staff requires the applicant to submit the meeting notice and to record and submit notes from the meeting as part of their land use application. The code requires neighborhood meetings for the following:

- Subdivisions;
- Site design review applications within the residential land use district;
- Other development applications that are likely to have neighborhood or community-wide impacts (e.g., traffic, parking, noise, or similar impacts), as determined by the city administrator or his or her designee.

Citizen Involvement for Planning Projects

When the City undertakes an update to the Development Code or Comprehensive Plan, creates a new district plan, or engages in other community planning efforts, the City is responsible for determining the type of citizen involvement that is appropriate for the individual project, consistent with the City's citizen involvement policies.

The Citizen Involvement chapter of the Comprehensive Plan and Statewide Planning Goal 1 help to provide general guidance for citizen involvement in land use planning. As each project gets initiated, the Commission and staff should develop a public involvement plan that meets these guidelines.

As the Commission works through the list of code amendment projects, we will have an opportunity to develop targeted outreach strategies and to evaluate their effectiveness. The annual review of the Citizen Involvement Program will provide a chance to review the past year's efforts.

DISCUSSION QUESTIONS & NEXT STEPS

The April 23 meeting is intended to provide a forum for general discussion and evaluation of the citizen involvement program. The following questions are suggested for discussion:

- What does the Commission see as the strengths of citizen involvement in Fairview?
- What are the weaknesses?
- What are some opportunities for enhancing citizen involvement in future land use processes?
- Are there any ideas the Commission would like to share or discuss with City Council at the joint meeting?
- Would the Commission like to identify any goals or actions as future agenda items?

ATTACHMENTS

1. Fairview Comprehensive Plan – Citizen Involvement Chapter
2. Statewide Planning Goal 1: Citizen Involvement

CHAPTER 2

CITIZEN INVOLVEMENT

GOAL

To develop and implement a citizen involvement program to ensure public input to the planning process.

FACTUAL INFORMATION

The Fairview governing body is charged by the state with preparing and adopting a comprehensive plan, and adopting and publicizing a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land use planning process. The program is to be appropriate to the scale of the planning effort and the jurisdiction and strive to involve a cross section of affected citizens. The program should assure continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

In 1979 the Planning Commission and City Council of Fairview were directly involved in the formulation of this comprehensive plan and the revision of the zoning map for the planning area. Of the 1,040 households in the planning area, 800 responded to an extensive questionnaire about planning issues. Public hearings leading to the adoption of the original Comprehensive Plan and the revised Zoning Map involved direct citizen participation.

To keep the Plan current with state land use regulations and changing conditions in the City, from 1990 – 1993 it was updated in accordance with state periodic review requirements. The Plan update involved the citizenry through public work sessions, public hearings and public notice requirements. Statewide Planning Goal 5 requirements, an element of periodic review, were completed in 2001.

From 1994 to 2000 several “specific area plans” were prepared by the public and City officials to address particular neighborhood or city planning issues. With active citizen participation, specific plans for transportation, parks and open space, economic development and regional planning were prepared. Neighborhood plans for Fairview Village and Old Town were drafted. These plans have been incorporated into this document.

Again in 2002, the City and many residents embarked on the preparation of a Fairview Vision, this time for 2022. After several months of analysis and debate, the Fairview City Council adopted the Vision. Pertinent elements of the Vision are included in every chapter of the Comprehensive Plan. The Vision includes many action items to increase public participation in City deliberations and activities, such as expanding the City’s website communications as well as expanding opportunities for neighborhood meetings.

The City does not currently have organized neighborhood organizations, but the City can be easily divided into four or more neighborhoods for such purposes. The Visioning Document, summarized in Chapter 1, divides the City into four regions. In 2003, the City Council formed

the “Council/Citizen Alliance Committee ” (CCAC) to provide communication and comments or suggestions to the City Council on non-planning issues, with two representatives from each of the six neighborhood areas. (See Figure 2-A for a map of the six regions.)

In 2003 the City also realized a need to incorporate all the various planning documents developed from 1990 to 2002 into the Fairview Comprehensive Plan to assure that all the past planning efforts by the citizenry are properly implemented and consistent with the Fairview Zoning and Development Code. For that reason, the Plan was updated in 2004.

The Land Conservation and Development Commission (LCDC) and its citizen advisory committee approved the original Fairview Citizen Involvement Program. The Fairview Planning Commission continues to serve as the City’s Committee for Citizen Involvement in planning.

POLICIES

1. The City of Fairview will implement the Citizen Involvement Program outlined in the following policy statements.
 - A. The City Planning Commission is the officially recognized Committee for Citizen Involvement (CCI). The CCI is responsible for the initial public announcement of the planning process and for generating land use policy based upon its own investigation and knowledge, input from the citizenry and input from the city officials and agencies.
 - B. Citizen input will occur at public information meetings and informal hearings held during each phase of the planning process by the CCI or other committees formed by the CCI for the purpose of drafting or updating a comprehensive plan.
 - C. Meetings and hearings will be publicly announced and conducted according to requirements of state law and city code and will guarantee adequate opportunity for citizen input and review.
 - D. The record of all meetings and hearings will be published for general circulation within the planning area and posted for public view at the City Hall and one other location within the planning area.
 - E. The CCI will make policy recommendations to the Mayor and City Council, who will reply to the CCI in writing.
 - F. The City Council adopts the comprehensive plan and makes all decisions regarding amendments of the comprehensive plan.
 - G. The City of Fairview will provide staff and information support to the CCI for technical matters and will provide financial support subject to budgetary appropriation.

2. The City will periodically conduct an evaluation of the Citizen Involvement Program in the manner outlined in the following policy statements:
 - A. Place a notice in the local newspaper that the CCI will meet to evaluate the Citizen Involvement Program and asking for citizen comments on the program.
 - B. Review and evaluate all letters received from citizens that indicate dissatisfaction or satisfaction with the City's planning and Citizen Involvement Program.
 - C. Review the Citizen Involvement Program to be sure that all procedures outlined therein were followed during the review period.
 - D. If there are indications of weakness in the Citizen Involvement Program, institute new procedures.
 - E. Send a written report to the City Council indicating findings.
3. When preparing to undertake significant studies or planning projects, the Planning Commission shall seek input and recommendations from the Council/Citizen Alliance Committee (CCAC) regarding public involvement. Specifically, the CCAC is encouraged to suggest programs and strategies that will provide substantive citizen involvement from all areas of the city.
4. The Planning Commission will consider all CCAC recommendations and create a public involvement program that maximizes citizen input opportunities within available resources. The Commission may also utilize the CCAC to monitor the public involvement process for effectiveness and to provide useful feedback for future processes.
5. The CCAC responsibilities are limited to public participation methods and are not to conflict with the role of the Planning Commission as a decision making and recommendation making body.
6. The City shall involve other governmental agencies in the local planning process in the following manner:
 - A. Identify agencies that have regulations or existing published information pertaining to each Plan element.
 - B. Contact identified agencies and obtain pertinent information and/or regulations.
 - C. Incorporate information and regulatory data into the database and draft for each Plan element.
 - D. Send a copy of preliminary drafts of each Plan element to the respective agency for review and comment.

- E. Send notice of hearings on the Plan to the agencies.
 - F. Send a copy of the adopted Plan to the agencies.
 - G. Maintain oral and/or written communication with all agencies affected by development proposals within the City of Fairview planning area or proposed changes in the Plan or its support documents.
 - H. Provide Metro with a mailing list of all agencies involved in the City of Fairview planning process.
 - I. Assure Metro access to the City of Fairview Citizen Involvement Program by:
 - (1) Providing it notice of the Committee for Citizen Involvement (Planning Commission) meetings.
 - (2) Providing it access to all information collected or generated by the CCI.
7. The citizens of Fairview and any affected governmental units will be given an opportunity to propose Plan changes for review and comment on any proposed Plan changes in accordance with the following procedures:
- A. The City will hold a public hearing on the proposed change. If the change affects an individual parcel, at least 30 days notice of the hearing will be given to all property owners within 500 feet from the boundary of the property where the change is proposed. For textual or other changes affecting general categories of land, public announcements of the hearing will be made. If legislative changes to the Zoning Map or Development Code are proposed that may affect permissible uses or property values, individual notice to all affected properties will be provided according to state law.
 - B. Major revisions will require re-evaluation of the public's need expressed in the Plan. (Major revisions may include land use changes that have widespread and significant impact beyond the immediate areas such as quantitative changes producing large volumes of traffic; a qualitative change in the character of the land use itself, such as conversion of residential to industrial use; or a spatial change that affects large areas or many different ownerships)
 - C. Revisions having little significance beyond the immediate area of the change (minor revisions) will be based on special studies or other information that justifies the public need for the change.
 - D. The following criteria will be used to establish the justification of a proposed plan amendment or zone change:

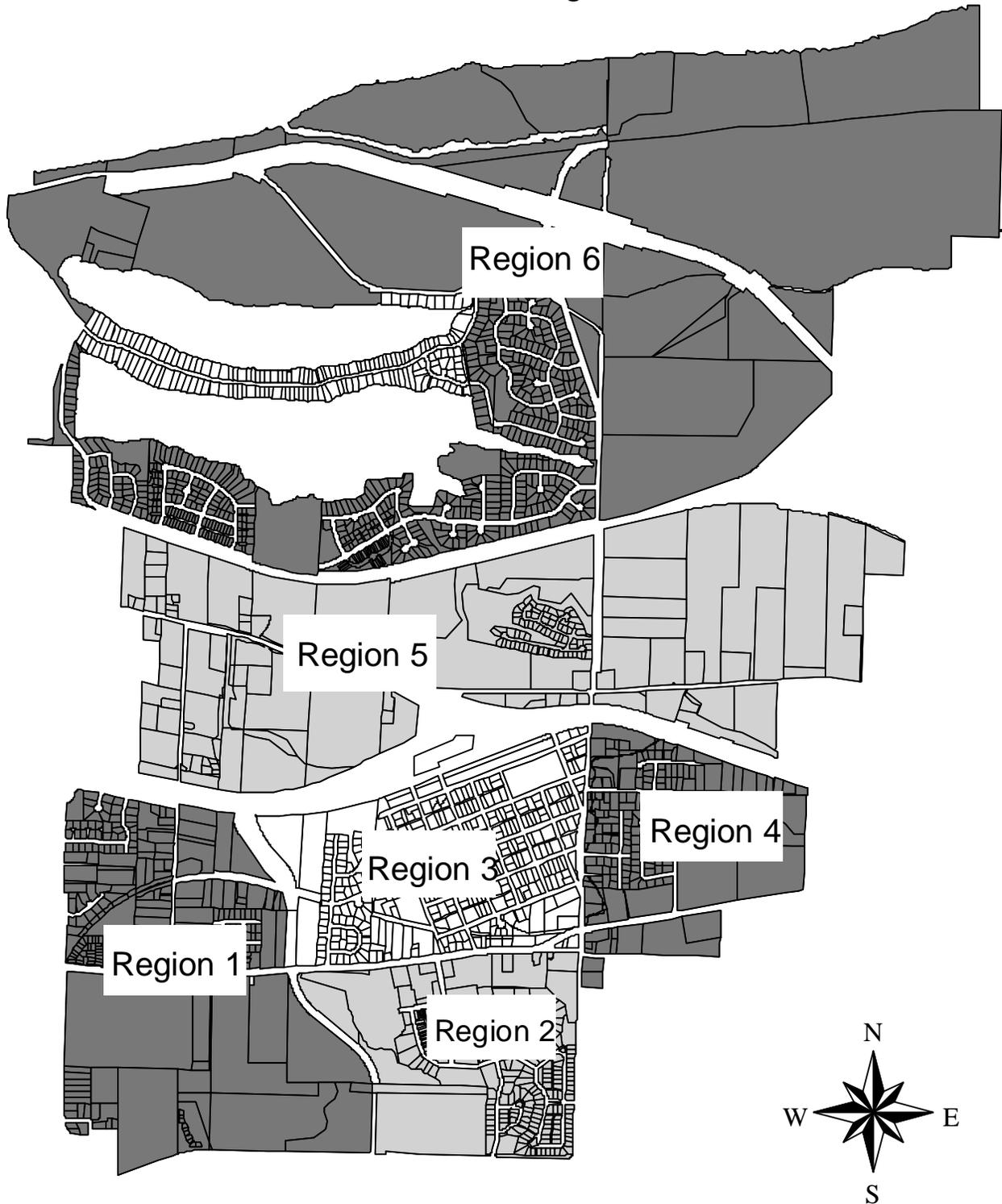
- (1) Demonstration of compliance with all applicable comprehensive plan policies and map designations. Where this criterion cannot be met, a comprehensive plan amendment shall be a prerequisite to approval.
 - (2) Demonstration of compliance with all applicable standards and criteria of the Fairview Development Code, and other applicable ordinances.
 - (3) Evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or land use district map regarding the property, which is the subject of the application.
 - (4) Demonstration of compliance with the Fairview Transportation System Plan.
8. The Planning Commission will completely review the plan when needed based on available staff time and resources. Its recommendations will be given to the City Council. If the Planning Commission recommends a plan change, the City Council will follow the procedure outlined in paragraphs 4A through 4D above.
 9. The procedures for encouraging and obtaining input from, and communicating with, the citizens and public agencies outlined in the Citizen Involvement Program will also be adhered to in future land use planning matters.
 10. The City will strive to educate and involve more citizens in City decisions by expanding use of the City's website and newsletter, improving attendance at neighborhood meetings, installing informational kiosks, providing informational brochures and by preparing a citizen involvement handbook.

SOURCES USED- listed in Appendices A & B

Visioning Document 2022
Oregon Land Use Goals & Guidelines

FIGURE 2-A

Council/Citizen Alliance for Excellence
Committee Regions



Oregon's Statewide Planning Goals & Guidelines

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

The governing body charged with preparing and adopting a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies and special-purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

1. Citizen Involvement -- To provide for widespread citizen involvement.

The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process. As a component, the program for citizen involvement shall include an officially recognized committee for citizen involvement (CCI) broadly

representative of geographic areas and interests related to land use and land-use decisions. Committee members shall be selected by an open, well-publicized public process.

The committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.

If the governing body wishes to assume the responsibility for, development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process.

2. Communication -- To assure effective two-way communication with citizens.

Mechanisms shall be established which provide for effective communication between citizens and elected and appointed officials.

3. Citizen Influence -- To provide the opportunity for citizens to be involved in all phases of the planning process.

Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.

4. Technical Information -- To assure that technical information is available in an understandable form.

Information necessary to reach policy decisions shall be available in a simplified, understandable form. Assistance shall be provided to interpret and effectively use technical information. A copy of all technical information shall be available at a local public library or other location open to the public.

5. Feedback Mechanisms -- To assure that citizens will receive a response from policy-makers.

Recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy-makers. The

rationale used to reach land-use policy decisions shall be available in the form of a written record.

6. Financial Support -- To insure funding for the citizen involvement program.

Adequate human, financial, and informational resources shall be allocated for the citizen involvement program. These allocations shall be an integral component of the planning budget. The governing body shall be responsible for obtaining and providing these resources.

GUIDELINES

A. CITIZEN INVOLVEMENT

1. A program for stimulating citizen involvement should be developed using a range of available media (including television, radio, newspapers, mailings and meetings).

2. Universities, colleges, community colleges, secondary and primary educational institutions and other agencies and institutions with interests in land-use planning should provide information on land-use education to citizens, as well as develop and offer courses in land-use education which provide for a diversity of educational backgrounds in land-use planning.

3. In the selection of members for the committee for citizen involvement, the following selection process should be observed: citizens should receive notice they can understand of the opportunity to serve on the CCI; committee appointees should receive official notification of their selection; and

committee appointments should be well publicized.

B. COMMUNICATION

Newsletters, mailings, posters, mail-back questionnaires, and other available media should be used in the citizen involvement program.

C. CITIZEN INFLUENCE

1. Data Collection - The general public through the local citizen involvement programs should have the opportunity to be involved in inventorying, recording, mapping, describing, analyzing and evaluating the elements necessary for the development of the plans.

2. Plan Preparation – The general public, through the local citizen involvement programs, should have the opportunity to participate in developing a body of sound information to identify public goals, develop policy guidelines, and evaluate alternative land conservation and development plans for the preparation of the comprehensive land-use plans.

3. Adoption Process – The general public, through the local citizen involvement programs, should have the opportunity to review and recommend changes to the proposed comprehensive land-use plans prior to the public hearing process to adopt comprehensive land-use plans.

4. Implementation - The general public, through the local citizen involvement programs, should have the opportunity to participate in the development, adoption, and application of legislation that is needed to carry out a comprehensive land-use plan. The

general public, through the local citizen involvement programs, should have the opportunity to review each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.

5. Evaluation - The general public, through the local citizen involvement programs, should have the opportunity to be involved in the evaluation of the comprehensive land use plans.

6. Revision - The general public, through the local citizen involvement programs, should have the opportunity to review and make recommendations on proposed changes in comprehensive land-use plans prior to the public hearing process to formally consider the proposed changes.

D. TECHNICAL INFORMATION

1. Agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and one changes) should provide assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.

2. Technical information should include, but not be limited to, energy, natural environment, political, legal, economic and social data, and places of cultural significance, as well as those maps and photos necessary for effective planning.

E. FEEDBACK MECHANISM

1. At the onset of the citizen involvement program, the governing body should clearly state the mechanism through which the citizens will receive a response from the policy-makers.

2. A process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public.

F. FINANCIAL SUPPORT

1. The level of funding and human resources allocated to the citizen involvement program should be sufficient to make citizen involvement an integral part of the planning process.