



PLANNING COMMISSION MEETING

Tuesday, December 10, 2019, 6:30 PM
Fairview City Hall – Council Chambers, 2nd Floor
1300 NE Village Street, Fairview, OR 97024

MEETING AGENDA

1. **CALL TO ORDER & ROLL CALL:** 6:30 p.m.
2. **CITIZENS WISHING TO SPEAK ON NON-AGENDA ITEMS**
3. **WORK SESSION**
Community Engagement Plan: Halsey Site Readiness and Code Update Project
Review and provide feedback on the draft Community Engagement Plan to guide public outreach and engagement with the Fairview, Wood Village, and Troutdale communities around zoning code updates to implement the Main Streets on Halsey Plan.
4. **YEAR-END RECAP AND STATUS UPDATES ON DEVELOPMENT PROJECTS**
5. **TENTATIVE AGENDA**
6. **ADJOURNMENT**

NEXT PLANNING COMMISSION MEETING: TUESDAY, JANUARY 14, 2020

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.

Halsey Site Readiness & Code Update

Community Engagement Plan



DRAFT – DECEMBER 3, 2019

1. Introduction

This Public Involvement and Communications Plan will guide stakeholder and public involvement during the Halsey Site Readiness and Code Update project. This plan describes activities that the consultant team and City staff will implement in order to assure that interested parties have adequate opportunities to provide meaningful input into the project.

2. Project Overview

The Halsey Site Readiness and Code Update project will build upon the 2017 Main Streets on Halsey Strategic Economic Action Plan and the 2019 economic opportunities study and focus on:

1. Developing and implementing strategies to remove development barriers on four key opportunity sites. Engagement for this task will focus on the opportunity site property owners and development professionals.
2. Providing adoption-ready zoning code updates that support the economic and design vision for the Halsey as a main street in Fairview, Wood Village and Troutdale. Engagement for this task will include the broader community, along with property owners, residents and businesses directly along Halsey Street.

The purpose of engagement is to ensure the recommendations are rooted in local goals and values. Early in the process, the team will engage with key community stakeholders to confirm previous planning goals and understand key issues. This will shape development strategies and communication materials so that they are relevant and easily understood. In addition, we will engage with the property owners to understand their objectives and also engage “power users” of the current code, such as City planning staff, architects and developers, to identify barriers.

3. Identified Stakeholders

- **Opportunity Site Property Owners**
 - Dean Hurford - Troutdale
 - Mark Hush / Dan Slevin - Fairview Site #1
 - Corbin Smith - Fairview Site #2
 - Wood Village Site - TBD
- **Architects/Developers**
 - Doug Circosta
 - Williams & Dame
 - Otak
 - Dean Hurford
- **City Planning Staff**
- **Residents**, with specific outreach to:
 - Latino Community
 - Slavic Community
 - African American Leadership Forum
 - Multi-Family Housing along Halsey including Fairview Oaks and Woods (350+ units)
- **Faith-based Community**
 - Ukrainian Bible Church
 - Wood Village Baptist Church
 - Harvest Christian Church
 - Anthem Church

- **Business Community**

- Businesses directly on or accessed from Halsey
- West Columbia Gorge Chamber
- East Metro Economic Alliance (EMEA)

- **Schools**

- Fairview Elementary, Reynolds Middle, MLA Charter, Troutdale Elementary, Arata Creek School, Cornerstone Transition Program

- **Community Centers**

- Fairview Community Center

4. Key Messages

General Key Messages:

- **What is the project?** The Halsey Site Readiness and Code Update project will build upon the 2017 Main Streets on Halsey Strategic Economic Action Plan and the 2019 Economic Opportunities Study to focus on 1) developing and implementing strategies to remove development barriers on key opportunity sites, and 2) providing adoption-ready code updates that support the economic and design vision for the Halsey Main Street in East County.
- **What is the project area?** The project will look at six mixed-use zones within the portion of Halsey Street spanning from 202nd to the East Historic Columbia River Highway west of 257th St.
 - City of Fairview
 - Town Center Commercial (TCC)
 - Village Office (VO)
 - Wood Village
 - Neighborhood Commercial (NC)
 - Troutdale
 - General Commercial (GC)
 - Mixed Office Housing (MO/H)
 - Central Business District (CBD)
- **Why are we doing the project?** In 2017, the Cities of Fairview, Wood Village, and Troutdale completed the Main Streets on Halsey Plan, a collaborative effort to create a shared vision for the Halsey corridor and look at opportunities to make Halsey Street a unique and vibrant place for residents, businesses, and visitors. One of the plan's action steps included forming a tri-city collaborative between the Cities of Fairview, Wood Village, and Troutdale, now known as HC3. In efforts to implement the Main Streets on Halsey Plan, HC3 kickstarted the Halsey Site Readiness and Code Update project to address barriers to development and update current zoning along the Halsey corridor to help boost development and economic vitality. This project is funded by the Metro 2040 Planning and Development Grant.
- **What is the decision-making process?** Recommendations to the zoning code update and design standards will incorporate community input. HC3 and the Planning Commissions from all three cities will provide oversight and feedback throughout the project and engagement process. The final recommendations will be presented to City Council at all three cities to be considered for adoption. HC3 membership includes business representatives, representatives from partner agencies including Metro and Multnomah County, and mayors from the three cities.

- **What are zoning codes and how does it impact me and my community?**

Zoning is a tool cities use to define how property in specific locations can be used, what can be built, and can preserve or create a specific character for a community. Zoning code can regulate lot size, density, height, setbacks, parking, landscaping, and other conditions ranging from residential to commercial and industrial development. As cities grow and change, updates to the code can help support development that reflects the community's vision. We need your input to make sure the code and design of Halsey reflects that vision.

For Community Engagement Subcommittee:

- **What is the role of the Community Engagement Subcommittee (CES)?** The role of the CES is to act as a sounding board for engagement throughout the project, identify stakeholders who should be involved in the process, and support the project team in outreach and recruiting community members to attend focus groups.
- **Who should be represented in the subcommittee?** The subcommittee should represent a diverse group of community members, including people of color, immigrants and refugee communities, faith-based communities, low-income residents, youth, and people with disabilities.
- **Why should I consider joining?** The three cities goal is to bring diverse voices to the engagement process particularly from underrepresented communities who have historically been harder to reach and/or excluded from the decision-making process. The subcommittee is an opportunity for residents and business owners of Fairview, Wood Village, and Troutdale to act as liaisons to their community and encourage a higher level of civic engagement to build a more inclusive decision-making process.
- **What is the commitment?** A subcommittee of 6 to 8 members will serve as liaisons and engagement advisors to City staff and the consultant team to get feedback on engagement activities and exchange ideas on how to create a more inclusive engagement process. The subcommittee will also help spread the word about upcoming engagement activities, such as social media posts, and announcements at community gatherings or meetings.
- Stipend TBD

For Property Owner Outreach:

- **What is the meeting about?** The team would like to gain a better understanding of the property owner's goals and objectives for potential redevelopment of their property. A key goal of site readiness is to address barriers to development and make sure recommendations are tailored to each property owner to advance the site for development. The four opportunity sites will also inform the code update and design standards recommendations, and the key lessons learned from each site analysis and design work will be applied in shaping the vision for East County Halsey Main Street.
- **What do we want to know?**
 - Overall goals and vision for the property
 - Who are decision makers about property
 - Financial expectations/requirements for redevelopment
 - Strengths, weaknesses, opportunities, threats

- Known infrastructure (utilities, etc.) and environmental (wetlands, etc.) constraints
- Desired programming and uses
- Design aspirations
- Development barriers and concerns
- Due diligence to understand development potential (titles, surveys, liens)
- Previous studies completed or ongoing on the property

5. Community Engagement Process/Schedule

| NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | | |
|---|-----|----------------------------|-----|--|-----|--|-----|--|-----|--|-----|-----|------------------------------------|--|
| SITE READINESS ANALYSIS | | | | | | | | | | | | | | |
| Existing Conditions & Market Assessment | | Existing Zoning Code Audit | | DRAFT Opportunity Sites Design Concepts | | FINAL Opportunity Sites Design Concepts | | | | | | | | |
| ★ Property Owner Outreach | | ★ Code User Outreach | | ★ Design Work Session #1 PC Meeting CC Work Session | | ★ Design Work Session #2 PC Meeting CC Work Session | | | | | | | | |
| CODE UPDATE AND DESIGN STANDARDS | | | | | | | | | | | | | | |
| | | | | | | DRAFT Code / Design Standard Recommendations | | | | FINAL Code / Design Standard Recommendations | | | | |
| | | | | | | ★ Four Community Forums | | ★ Engagement Events ★ Online Survey | | | | | ★ PC Meeting CC Work Session | |

6. Engagement and Communications Activities

Halsey Opportunity Site Readiness (November 2019 - June 2020)

(**FV**: Fairview, **WV**: Wood Village, **TD**: Troutdale, **CP**: Cascadia Partners, **SEA**: Scott Edwards Architecture, **WM**: Walker Macy)

| Engagement Activity | Outcomes/ Expectations | Notification | Roles |
|--|--|--|--|
| <p>Property Owner Outreach One-on-one meetings with property owners of each opportunity site.</p> | Understand barriers to development, goals and aspirations for each opportunity site. This will inform code update and design standards for the entire Halsey corridor. | Email/call to property owners | <p>FV to connect property owners with CP; print base maps</p> <p>CP to coordinate and schedule meetings; develop base maps; facilitate meetings</p> |
| <p>Code User Focus Group: Architects/ Developers Small focus group discussions - 6-8 people</p> | Gain local insights from private sector code users on key issues, obstacles, and opportunities to inform pro forma analysis and code recommendations | Email invitations to local architects and developers at least 2-3 weeks in advance | <p>FV/WV/TD to invite stakeholders; review and print meeting materials</p> <p>CP to draft email invitation, coordinate and schedule meeting; develop meeting materials; facilitate meeting; summarize meeting notes</p> |
| <p>Code User Focus Group: Power Users Small focus group discussions - 6-8 people</p> | Gain insights from City planning staff who regularly interface with applicants on key issues, obstacles, and opportunities to inform pro forma analysis and code recommendations | Email invitations to City staff for FV, WV, TD at least 2-3 weeks in advance | <p>FV/WV/TD to invite staff; coordinate and schedule meeting; review and print meeting material</p> <p>CP to draft email invitation; develop meeting material; facilitate meeting; summarize meeting notes</p> |
| <p>Design Work Session #1 4-hour design workshops with property owners and project team</p> | Initial workshop to solicit feedback and collaboratively generate conceptual ideas to inform draft design concepts for each property. | Email/call to property owners at least 3 weeks in advance | <p>FV/WV/TD to coordinate meeting logistics (venue, food); print maps and materials</p> <p>CP/SEA/WM to coordinate and schedule meetings; develop maps and workshop materials; facilitate meetings; compile and summarize feedback</p> |

| | | | |
|--|---|---|---|
| Design Work Session #2 4-hour design workshops with property owners and project team | Solicit feedback on the draft design concepts to inform further refinements of the design concepts for each property. | Email/call to property owners at least 3 weeks in advance | FV/WV/TD to coordinate meeting logistics (venue, food); print maps and materials CP/SEA/WM to coordinate and schedule meetings; develop maps and workshop materials; facilitate meetings; compile and summarize feedback |
|--|---|---|---|

Development Code Update & Design Standards (January 2020 - November 2020)

| Engagement Activity | Outcomes/ Expectations | Notification | Roles |
|--|--|--|--|
| Community Engagement Liaison Group Recruit members for the liaison group to support with outreach | This group will act as a sounding board for outreach and engagement and support in reaching out to and notifying community members of upcoming engagement events | Attend forums/ meetings with groups to share project info and request liaison | FV to compile initial list of community groups; coordinate recruitment of liaison members; coordinate kick off meeting with liaisons CP to support with kick off facilitation, meeting agendas, materials |
| Community Forums Wood Village Baptist Church Culturally specific community conversation with Latino residents in all three cities | Provide big picture discussion on past Main Streets plan - Does it still resonate? Is it still applicable? Inform the community on code issues and opportunities; code and design standard best practices | Coordinate with CES to recruit participants Announcements at existing events; Spanish radio | FV to coordinate with CES; review outreach and event materials; coordinate meeting logistics (venue, staffing, food, childcare, translation/interpretation, etc.); print outreach/event materials |
| Fairview Oaks & Woods Apartments Community conversation with residents of this 328-unit apartment complex owned by Home Forward and site of Fairview’s Head Start program along Halsey | Solicit feedback on how changes could impact the community, areas of agreement or concern, and ideas to refine code changes and design standards | Coordinate with CES to recruit participants Door to door outreach? | CP provides event plan; coordinates with CES to recruit participants; develop meeting materials (presentation, display boards, etc.); compile and summarize feedback |

Fairview Community Center

Community conversation with residents

Coordinate with CES to recruit participants

Door to door outreach?

Ukrainian Bible Church
Culturally-specific community conversation with Ukrainian residents in all three cities

Coordinate with CES to recruit participants

Announcements at existing events and church

Community Events
Public events inviting residents and businesses from all three cities

Inform the broader community on:
1) how certain elements of the zoning code are misaligned with the vision established in Main Streets on Halsey plan
2) what best-practices zone code changes and design standards are needed to realize their vision

Public notification a three weeks in advance
Fact sheet and postcards to distribute at existing community events, local businesses

FV to coordinate with CES; review outreach and event materials; coordinate meeting logistics (venue, staffing, food, childcare, etc.); print outreach/event materials

Wood Village Nite Out:
Friday, July 17th, 5-9pm at Wood Village Baptist Church.

Fairview Flicks in the Park July 17 & August 14

Press release, newsletter, e-blasts, newspaper ads
City website announcements (a month in advance)

FV/WV/TD to coordinate press release, newsletters, ads, website update

Fairview National Night Out, August 4

Solicit feedback on recommended code changes and design standards including areas of agreement, concerns, and ideas

Share at tabling events and/or CAG events

CP provides event plan; coordinates with CES; develop fact sheet and postcards; meeting materials (presentation, display boards, etc.); compile and summarize feedback

Troutdale Summer Fest, July

Social media posts; Facebook Ads

Invite elected officials and leadership

Online Survey
Public online survey posted on each City website

Online survey will be highly visual and will mirror the questions asked during engagement forums and events to solicit feedback from those unable to attend in-person

FV/WV/TD posts survey link on visible page on City websites.

FV reviews online survey content; coordinate with WV and TD to update website with survey link

Share at tabling events and community forums

FV/WV/TD to coordinate announcement through city newsletters, websites, social media, community TV

Social media posts; Facebook Ads

CP develops draft and final online survey; compile and summarize survey results



Planning Commission Tentative Agenda and Meeting Schedule 2019-2020

Meetings held the 2nd & 4th Tuesday of the month at 6:30 p.m.

Note: Agenda items are subject to change based on complete land use applications ready for hearing, Commission progress on legislative amendments, and trainings to be scheduled (see page 2 for future agenda items). The Commission will receive updated schedules with meeting packets, and will be notified separately about any meeting cancelation due to lack of agenda items or quorum.

| December 10 | |
|--------------------|---|
| Work Session | Community Engagement Plan for Halsey Site Readiness and Code Update Project |

| January 14 | |
|-------------------|--|
| Work Session | Planning Commission Work Plan for 2020 |

| January 28 | |
|-------------------|---|
| Public Hearing | Zone Change & Comp Plan Map Amendment from Corridor Commercial to General Industrial for 23012 NE Sandy Blvd. |

| February 11 | |
|--------------------|--|
| Public Hearing | Zone Change from Agricultural Holding to General Industrial for the Port of Portland's TRIP property north of Marine Drive |

| February 25 | |
|--------------------|-----|
| | TBD |

| March 10 & 24 | |
|--------------------------|--|
| Work Session | Halsey Site Readiness & Code Update: Draft Code Concepts (date to be coordinated with Troutdale & Wood Village Planning Commissions) |

| April 14 & 28 | |
|--------------------------|-----|
| | TBD |

| May 12 & 26 | |
|------------------------|--|
| Work Session | Halsey Site Readiness & Code Update: Draft Code Amendments with Feasibility Analysis (date to be coordinated with Troutdale & Wood Village Planning Commissions) |

Future items to be scheduled:

Pre-Application Conferences Held/Expected to Submit Land Use Applications:

- 2018-56-Pre-App Cal Portland Re-Zone of River-Oriented Industrial from R/MF to GI (20601 NE Marine Drive)
- 2018-65-Pre-App Comp Plan Map & Zoning Map amendment associated with lot line adjustment and annexation (20101 NE Interlachen)
- 2018-78-Pre-App 9-lot subdivision on north side of Wistful Vista (*Planning Commission hearing required if proposal changes to involve more than 10 parcels or a Conditional Use request*)
- 2019-43-Pre-App Site Design Review for Truck Depot development (truck parking and warehousing) at 23012 NE Sandy Blvd.

Other Planning Commission Business to be Scheduled:

Commission training sessions (Future topics TBD)

Future Code Amendment Projects:

- *New* Transportation System Plan Amendment to incorporate Halsey Street capital improvement projects
- Food Carts
- Fairview Lake Riparian Setback
- Parking Standards
- Tree Removal on Development Sites/Private Property
- HB2001 Middle Housing Implementation (pending State rulemaking, model code, technical assistance grants)