



MINUTES  
PLANNING COMMISSION MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Tuesday, October 11, 2016

PRESENT: Gary Stonewall, Chair  
Jack McGiffin  
Keith Kudrna  
Ed Jones  
Steve Kaufman

ABSENT: Les Bick

STAFF: Erika Palmer, Senior Planner  
Devree Leymaster, City Recorder

**1. CALL TO ORDER**

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

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

Chair Stonewall inquired if any person would like to speak on a non-agenda item, hearing none moved to approval minutes.

**3. REVIEW AND ADOPT MINUTES**

Vice Chair Kudrna moved to approve the September 13, 2016 minutes and Commissioner Jones seconded. The motion passed unanimously.

**4. DISCUSSION ITEMS**

a. Food Carts/Trucks

Senior Planner Palmer shared Troutdale is looking at draft food cart language and emphasized the definition for a food cart does not include food trucks. Food carts are semi-permanent and are pushed or pulled. She reviewed the definition language, proposal is to allow in the Town Center Commercial (TCC) zone, would be a Type II application process, propose one year permit with annual review, and the food and beverage cart permit code language will be added to FMC 19.400 Misc. Permits. She clarified the Type II process is a staff review and all applicable criteria would have to be met for approval.

SP Palmer reviewed the submission requirements including site plan requirements, verification food cart has been inspected and meets County Health standards, hard surface requirements, unit dimensions: maximum length 26 feet and no greater than 200 sq. ft., setback and separation distances, vehicle parking, screening, seating, fire safety, gray water disposal criteria, etc.

Commissioner Kaufman inquired if the permit would be by calendar year. SP Palmer replied yes. He inquired how the proposed code language was developed. SP Palmer answered staff created a matrix of other city codes and included language in consideration of what is applicable to Fairview and the community. Commissioner Kaufman asked about verification of parking standards and ensuring carts do not impact required parking. SP Palmer replied staff will verify previous approvals for parking standards as part of the application review process.

The Commission directed staff to continue with the code process. SP Palmer noted the next step is for staff to write findings and facts for the proposed language and to notify the state. Planning

Commission will review the code language for an adoption recommendation tentatively in December.

**5. COMMISSION UPDATES**

None.

**6. STAFF UPDATES**

SP Palmer shared the following.

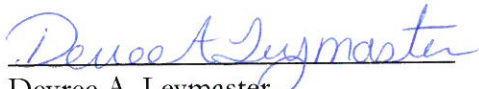
- Halsey Corridor Project – community meeting scheduled October 27 at Wood Village Baptist Church from 6:00 – 8:30 PM.
- Mayor’s Business Roundtable - November 17, topics to include the Halsey Corridor project and update on the Parks & Recreation master plan.
- Commissioner Walzyk resigned. Applications for the vacant position and terming positions will be accepted through November 22 with candidate interviews and appointment consideration scheduled for December 7.
- Upcoming Planning Commission meetings: October 25 - public hearing, 49 unit design review (205th) , November 2 – joint work session with City Council regarding the Transportation System Plan (TSP); November 22 – public hearing to adopt the TSP; and December 13 – design review for Fairview Elementary and Fairview Lake draft riparian buffer code language.

**7. TENTATIVE AGENDA**

- October 25 – public hearing for a 49 unit design review.

**8. ADJOURNMENT**

Meeting adjourned by consensus at 6:55 PM.

  
Devree A. Leymaster  
City Recorder

  
Keith Kudrna  
Vice Chair

NOV. 22, 2016  
Date