

**COLUMBIA CITY PLANNING COMMISSION
REGULAR SESSION**
CITY HALL – 1840 SECOND STREET
JULY 19, 2016 - 6:30 P.M.

PLANNING

COMMISSIONERS:

Kelly Niles, Chair*
Barbara Gordon, Vice-Chair
Coralee Aho*
Dennis Capik
Dana Marble
Shelly Sandford*

*Denotes Commissioner absent

STAFF:

Stacey Goldstein, City Planner
Helen Johnson, Planning Administrative Assistant

OTHERS:

None

MEETING TO ORDER:

Barbara called the meeting to order in Kelly's absence at 6:40 p.m.

PLEDGE OF ALLEGIANCE:

Barbara led the pledge of allegiance.

APPROVAL OF MINUTES:

None.

CITIZEN INPUT AND REQUESTS:

None.

PUBLIC HEARING:

None.

UNFINISHED BUSINESS:

Barbara turned the meeting over to Stacey to discuss the topic of accessory buildings and structures.

Stacey presented the latest draft of the new Chapter 7.111 Accessory Buildings and Structures. She also handed out an informational hand out from the City of Salem outlining their residential accessory structures regulations. Helen stated she would like to create a similar handout for Columbia City in the future.

Stacey and Helen discussed they need to clarify the definitions for buildings, structures, accessory structures, accessory buildings, etc. They will go back and look at cleaning those up for the next draft review.

Some of the key items discussed were as follows:

- Portable storage structures are structures or buildings that do not have a solid, permanent foundation.
- The proposed changes in the code would require residents wanting to place an accessory structure on their property to obtain a City Permit with Planner approval. Currently if a structure is under 10' in height and less than 200 square feet, they were not required to get prior approval. This has created the problem of structures being placed right up against the principle structure, a fence or property line without any kind of setback.
- It was discussed the Fire Marshal would prefer a 5 foot distance around any structure for firefighting purposes. This would increase the rear setback for accessory structures from 3 feet to 5 feet. It was also stated the 5 feet for fire, life and safety issues is important in Columbia City because we don't have our own Fire Department and we rely on neighboring communities to assist. We want to be sure we have regulations in place to protect property from fire safety issues.
- Commissioners and staff agreed that structures under 200 square feet would not be regulated on appearance. Later Commissioners considered a color provision for the smaller structures under 200 square feet. Stacey will bring back some options with the next code revision. Aesthetics are important in our community.
- Barbara and Helen considered doing an editorial in our newsletter to help share with the public about the changes proposed from the perspective of a Planning Commission member and resident.
- It was determined no exceptions to setbacks will be allowed to accessory structures and buildings.
- Proposed increasing the setback for point of vehicle access from the alley from 3 feet to 5 feet.
- For larger structures color seems to be more important than type of material, but both should be addressed in structures over 200 square feet.
- It was discussed to have staff conduct a final inspection for buildings and structures under 200 square feet after completion of the structure to confirm compliance with setbacks and other code requirements.
- It was decided structures over 600 square feet would be limited to 50% of the primary structure footprint or 800 square feet, whichever is greater.

NEW BUSINESS:

Stacey and Helen will not be available for the next regularly scheduled Planning Commission meeting on August 16, 2016. It was proposed to move the meeting to Tuesday, August 23, 2016, Helen will notify other Commissioners.

Helen stated the City is looking for two new Planning Commission members - a replacement for Dennis who will be moving and Mark who has now officially left the City.

Helen mentioned there is a Planning Commissioners training on September 29, 2016 in Salem. She will send the information to all Commissioners by email.

ADJOURNMENT:

Meeting adjourned at 8:05 p.m.

Barbara Gordon
Planning Commission Vice-Chair

Attest by:

Helen K Johnson
Planning Administrative Assistant