

**COLUMBIA CITY PLANNING COMMISSION
REGULAR SESSION/WORKSHOP
CITY HALL – 1840 SECOND STREET
FEBRUARY 18, 2020 - 6:30 P.M.**

PLANNING

COMMISSIONERS: Kelly Niles, Chair *Denotes Commissioner absent
Barbara Gordon, Vice-Chair*
Coralee Aho
Doug Calkins
George Fortier
Dana Marble
Lee Anne Landenberger*

STAFF: Scot Siegel, Interim City Planner
Helen Johnson, Planning Administrative Assistant

OTHERS: None.

MEETING TO ORDER:

Kelly called the meeting to order at 6:27 p.m.

PLEDGE OF ALLEGIANCE:

Kelly led the pledge of allegiance.

APPROVAL OF MINUTES:

IT WAS MOVED (DANA) AND SECONDED (DOUG) TO APPROVE THE MINUTES OF THE MARCH 19, 2019, MEETING AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

CITIZEN INPUT AND REQUESTS:

None.

PUBLIC HEARING:

None.

NEW BUSINESS:

Scot Siegel with Siegel Planning, introduced himself as part of the company that has been providing planning services to the City since 2015. Stacey Goldstein has moved on to the State of Oregon with Department of Land Conservation and Development (DLCD).

Scot said the new City Planner for us is Lauren Scott. Matt Straite and Scot will also be assisting Lauren as needed. Siegel Planning will be merging with a company called MIG located in downtown Portland and that is going to be the company providing planning services.

Scot led the Commissioners through an outline of some Development Code Updates that he and Helen had been working on. The areas discussed were:

- Accessory Dwelling Units: the application of the code needs some clarity and improvements to process. Confirmed the process should be approved by Planner and not through the Planning Commission and public hearing. Also allowing units in the R-1 zone as well.
- Accessory Structures Setbacks: it doesn't seem appropriate for items like a deck, patio or pergolas that is free standing to require 6 feet of separation.
- Accessory Structures Siding: Considering allowing metal siding on accessory structures, which are more than 200 square feet.
- Accessory Structure Size: Should we consider a square footage requirement for review requirement, but the concern is what is happening inside the structure. It was discussed public education more than a change or assigning a definitive square footage.
- Assisted Living: definition clarification as outlined by the State.
- Building Permits/Certificates of Occupancy: was discussed that we have any area of code where we state we can hold a certificate of occupancy if the front landscaping is not in place, it has been determined that would not be a valid reason to hold a certificate of occupancy.
- Codification: some areas of the code need to be updated based on changes made.
- Docks and Ramps: the process for flood hazard areas have recently been changed and we have process stated in code, but it is not clearly outlined, specifically when we get applications the City is to sign off on for boat ramps or docks.
- Hillside Development: considering best practices and process improvements for slopes.
- Land Division Process: the code calls for a second step to the process and there have been issues with parts of the second step being completed properly. May need to consider an application process for final approval.
- Notices to State: Code needs updated to match the number of days for consistency with State law.
- Signs: Electronic LED signs have been requested off the highway in Columbia City. It was discussed doing some research and coming back with some examples and also considering ODOT's involvement.
- Sign Code Exemptions: when considering the number of signs as it reads in the code, some types should be exempt and outlined in code.
- Short-Term Rentals: The application, business license need and process needs to be created.
- Time Extensions: currently extension require planning commission approval, would be changed to Planner approval.
- Vehicles in Front Setback: Consider looking at the number of vehicles that can be parked in the front setback. 720 square feet can accommodate a pretty high number of vehicles, do we want to consider changing or limiting them.
- Zoning Map: removing from code, the requirement for signatures needed on zoning maps.

Doug talked about attending a recent Community Leaders meeting. He stated they wanted to ask what the main concerns were for our area. The two main areas discussed that deter businesses from coming here were the need for a hospital in this area and also transportation.

UNFINISHED BUSINESS:

None.

ADJOURNMENT:

Meeting adjourned at 8:07 p.m.

Kelly Niles
Planning Commission Chair

Attest by:

Helen K Johnson
Planning Administrative Assistant