

**COLUMBIA CITY PLANNING COMMISSION
REGULAR SESSION & WORKSHOP
CITY HALL – 1840 SECOND STREET
FEBRUARY 9, 2016 - 7:00 P.M.**

PLANNING

COMMISSIONERS:

Kelly Niles, Chair
Barbara Gordon, Vice-Chair
Coralee Aho
Dennis Capik
Laurie Oliver*
Shelly Sandford*
Mark Worrall*

*Denotes Commissioner absent

STAFF:

Stacey Goldstein, City Planner
Helen Johnson, Planning Administrative Assistant

OTHERS:

Ray & Sunghe Buckno (Columbia City Residents)

MEETING TO ORDER:

Kelly called the meeting to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE:

Kelly led the pledge of allegiance.

APPROVAL OF MINUTES:

IT WAS MOVED (BARBARA) AND SECONDED (DENNIS) TO APPROVE THE MINUTES OF THE SEPTEMBER 15, 2015 AND JANUARY 12, 2016 MEETINGS. MOTION CARRIED UNANIMOUSLY.

ELECTION OF NEW PLANNING COMMISSION CHAIR:

Helen stated that in the bylaws for the Planning Commission it states that in the first meeting of every year there is to be an election of the Planning Commission Chair.

IT WAS MOVED (BARBARA) AND SECONDED (DENNIS & CORALEE) TO KEEP KELLY AS THE CHAIR OF THE PLANNING COMMISSION. MOTION CARRIED UNANIMOUSLY.

CITIZEN INPUT AND REQUESTS:

Helen commented that she invited the current audience members to be present and participate in the discussion of accessory buildings and portable storage structures as they had previously expressed interest in seeing some changes be made.

PUBLIC HEARINGS:

None.

NEW BUSINESS:

Helen stated that at the last meeting it was discussed to change the start time of the Planning Commission meetings from 7:00 p.m. to 6:30 p.m. At that time it was unclear who was responsible to make the change, whether it was the City Council or Planning Commission. After review of the Planning Commission bylaws, it was determined that the Planning Commission makes those changes.

Helen also explained there are notice requirements for the change process and because we were not aware of those requirements far enough ahead of tonight's meeting, a decision cannot be made today. Notice of changes would have needed to be personally delivered to Planning Commissioners 5 days prior to discussion and that was not done.

Helen discussed with staff and the Commissioners the proposed changes to the bylaws. Wording under training would be changed to read as soon as scheduling would allow and the start time for future meetings would change to 6:30 p.m. instead of 7:00 p.m. Commissioners and staff discussed changing the day of the week for the meetings. It was determined that no other day of the week would work as well for everyone as Tuesdays. It was discussed to change the meeting from the 2nd Tuesday to the 3rd Tuesday. The other change noted to the bylaws was to add the pledge of allegiance to the Order of Business.

The bylaws will be revised and distributed to the all Commissioners prior to the March meeting and discussed for final changes at that meeting. The next meeting will be March 8, 2016.

UNFINISHED BUSINESS / WORK SESSION:

Stacey shared with the Commissioners some of the challenges staff has been having in administering code with regard to accessory buildings and portable storage structures. She suggested creating a chapter for accessory structures and addressing specifics there. She also noticed some of the definitions need to be adjusted. They are outlining more than the definition they include some of the standards.

Ray Buckno, Columbia City resident, expressed his interest in having a metal storage structure for his motorhome. Something that looks nice, blend in and would be more durable than a canvas unit and yet not as expensive as a wood built structure. He explained what he is considering would need a building permit based on size.

Commissioners, staff and residents discussed this topic at length and agreed to have Stacey look into a draft proposal for review and the next meeting.

ADJOURNMENT:

Meeting adjourned at 7:58 p.m.

Kelly Niles
Planning Commission Chair

Attest by:

Helen K Johnson
Planning Administrative Assistant