

**COLUMBIA CITY PLANNING COMMISSION
REGULAR SESSION & PUBLIC DECISION
CITY HALL – 1840 SECOND STREET
APRIL 19, 2016 - 6:30 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* (Left at 6:45 p.m.)

OTHERS:

Ray & Sungte Buckno, Columbia City Residents

MEETING TO ORDER:

Kelly called the meeting to order at 6:40 p.m.

PLEDGE OF ALLEGIANCE:

Kelly asked Mark to lead the pledge of allegiance.

APPROVAL OF MINUTES:

IT WAS MOVED (LAURIE) AND SECONDED (BARBARA) TO APPROVE THE MINUTES OF THE FEBRUARY 9, 2016 AND THE MARCH 8, 2016 MEETINGS AS CORRECTED. MOTION CARRIED UNANIMOUSLY.

CITIZEN INPUT AND REQUESTS:

None.

PUBLIC DECISION:

Stacey stated that the applicant for the Subdivision and Site Development Review asked to be set over to May. She also explained they requested to extend the 120 day rule by 30 days. Stacey said they appear to be moving forward. She and the City Manager will be meeting with the applicant and the applicant's attorney in about two weeks. The next meeting is scheduled to be held on May 17, 2016 at 6:30 p.m. in the Community Hall, and Stacey will let Helen know and have her reserve the Community Hall.

UNFINISHED BUSINESS:

Stacey transitioned the meeting into a work session on the topic of accessory structures.

She present a memo she put together for the Planning Commission to review for potential changes regarding accessory structures.

The memo Stacey presented discussed the history and reason for the changes. Some of the key changes discussed were as follows:

- Recommended adding a chapter to the Development Code for accessory structures. It would include submittal requirements and approval criteria.
- Fixing the definitions and limit it to the definition only and not standards or criteria.
- Creating an outline and examples of the types of accessory structures. The current code definition of structure was read and thought to be too broad. Look into creating an exception based on square footage possibly.
- Using a simplified approach and regulating the structures depending on square footage.
- Lot coverage was discussed as the way to restrict the amounts of structures and not to limit the numbers. Current lot coverage standards are 50% in R-1 and R-2 and 70% in R-3.
- Add the definition for "front building line".

Stacey stated she used a reference called the State of Oregon Transportation and Growth Management Small Cities Model Code. She explained it was developed with the State using planners and designers from all over the State.

Stacey reviewed the draft chapter for Accessory Buildings and Structures. A suggestion that Helen had was to add paving to the items included in lot coverage and request the lot coverage calculation be outlined as a part of submittal.

In the approval standards section of Stacey's proposal, the building height should be 10 feet, consistant to building code. Helen suggested that the City Planner would approved all applications and the Commissioners agreed. Setbacks should also be outlined for the smaller structures under 200 square feet same as the larger structures. It is proposed that the side and rear setbacks be 5 feet for one structure and all structures shall have 6 feet between them. The Commissioners agreed that no notice would be sent to neighbors regarding accessory structures as long as they conform to code standards.

Commissioners and staff discussed buildings with a footprint over 600 square feet. The previously agreed 50% lot coverage would be used to limit size and number of structures. Stacey agreed to look a little further into the maximum size of an accessory structure, whether to use square footage or to use a percentage of the primary structure. It was also confirmed the height should not exceed the primary structure and it should be listed in all square foot areas of the proposed code.

Commissioners and staff talked about membrane and or fabric covered storage structures and agreed they no longer want to allow them. Except for certain cirmunstances they could obtain a permit from the City Administrator and on a temporary basis.

Metal siding and metal roofed structures were discussed. Commissioners agreed to allow them, but in a way that matches with the primary structure. With matching or similar colors.

NEW BUSINESS:

Laurie shared with the Commissioners that she has asked Helen to look for a replacement for her position on the Planning Commission. She expressed that with her work load she is just spread too thin. She also recommended creating an alternate position, someone who could be called as a back up in order to make a quorum or additional person to weigh in on bigger issues. Stacey and the Commissioners liked the idea of keeping Laurie as an alternate position and Stacey will look into the possibility of that option.

ADJOURNMENT:

Meeting adjourned at 7:49 p.m.

Kelly Niles
Planning Commission Chair

Attest by:

Helen K Johnson
Planning Administrative Assistant