

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WOSKSHOP SESSION**  
1840 SECOND STREET  
APRIL 16, 2024 - 6:30 P.M.

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins\*  
John Hansen\*  
Mark Stevens  
Chris Thurman

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

None

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:30 p.m.

**APPROVAL OF MINUTES:**

IT WAS MOVED (BILL) AND SECONDED (CORALEE) TO APPROVE THE MINUTES OF THE DECEMBER 19, 2023 MEETING. MOTION CARRIED UNANIMOUSLY.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**NEW BUSINESS:**

Chair Barbara decided to discuss new business first as there is going to be a need for a public hearing at the next meeting. Lauren explained the public hearing is for a type II home occupation. There is a quilting business requesting customers be allowed to come to and from the residence. Lauren stated she would not be available on the regularly scheduled meeting date of May 21, 2024. The meeting date was moved to Monday, May 13, 2024 at 6:30 p.m.

The Commissioners discussed the possibility of moving the regular Planning Commission meetings to the 2<sup>nd</sup> Monday of each month. The Commissioners asked staff to run the idea by the City Council.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Lauren stated we are going to continue discussing her memo dated 12/14/2023 of the proposed revisions to the Columbia City Development Code starting on page 9 discussing manufactured home

regulations. Lauren explained these proposed changes come from HB 4064 from 2022, which states regulations cannot be put on manufactured homes that are not applied to a single-family home on the same type of land.

Continuing with Lauren's memo it was clarified that Short Term Vacation Rentals are processed by the Planning Director. This brought back up the previous discussion of Planning Director verses City Planner and its reference, use and definition in the code. Helen stated that City Planner is only used 3 times in code and Planning Director is used 130 times. It was further discussed that the Council is not the body or person that designates the Planning Director. Lauren proposed new language for the definition to read, the City Administrator designates the Planning Director.

Discussion continued from Lauren's memo including clarification in Sign Regulations regarding signs that do not require permits; in Home Occupations it was suggested to outline vehicles above class III (3) or a maximum vehicle gross weight greater than 14,000 pounds are prohibited from being parked on property associated with Home Occupations. Also changes were agreed that the Planning Director and/or City Administrator can order a Home Occupation to cease pending Planning Commission review.

Also discussed were changes in the Accessory Buildings and Structures chapter having the requirements relating to size of structure match those that trigger a building permit. It was also discussed to add reference to free-standing decks, patio covers or other movable shade structures as not being required to be separated from other structures by 6 feet.

In the Accessory Dwelling Units chapter the reference to CC&R's is being removed as the City does not regulate those.

Lauren asked Commissioners to consider for the next meeting that code updates are discussed, to think about the goals or design standards for buildings and how they want the City to look. What is important to regulate and how to make the regulations clear and objective. Lauren presented the City of Banks example as a reference.

Staff and Commissioners discussed the consideration of the dark sky initiative guidelines for our code and would like to discuss at the next meeting.

**ADJOURNMENT:**

Meeting adjourned at 8:12 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant