

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WORKSHOP SESSION**  
1840 SECOND STREET  
OCTOBER 15, 2024 - 6:30 P.M.

**PLANNING**

**COMMISSIONERS:** Barbara Gordon, Chair (by phone) \*Denotes Commissioner absent  
Bill Amos, Vice-Chair  
Coralee Aho\*  
Doug Calkins\*  
John Hansen  
Mark Stevens  
Chris Thurman

**STAFF:** Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:** None

**MEETING TO ORDER:**

Vice-Chair Bill called the meeting to order at 6:32 p.m., as Chair Barbara is in attendance by phone and asked him to run the meeting.

**APPROVAL OF MINUTES:**

None.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Bill asked Lauren to present the next step in the Development Code changes.

Before going into those changes, Lauren wanted to provide an update to the FEMA floodplain topic. She said FEMA is offering workshops this fall for cities to learn more about the model ordinance and permit by permit options. Lauren stated she and Helen would both be attending the model code workshops and she will be attending the permit by permit workshop for work she does in another city. There are still many unknowns. Lauren shared the Governor and both Senators sent letters to FEMA requesting an extension, further assistance and for flexibility in city compliance requirements. Lauren said the due date of December 1<sup>st</sup> is still the deadline. DLCD did post an FAQ to their website, but it didn't really provide any new information.

Mark asked if City Council had reviewed the Planning Commission's recommendation of moratorium in the floodplain. Helen stated the City Council is discussing at their meeting this Thursday. She said they

have been provided a memo from Lauren about the request and reasons. Helen explained if Council approves to move forward with a moratorium staff will need to work with the City attorney to draft an ordinance as there are specific legal requirements for moratoriums.

Barbara stated she has a house in Tillamook County and will be attending a zoom meeting tomorrow night put on by one of the people from the County Commission regarding the floodplain and FEMA changes. She invited any Commissioners if they are interested to let her know. Lauren stated she is not available to attend the meeting but asked Barbara to provide her will any summary information. Lauren said that Tillamook County was where this all started and they have a lot of input on the matter.

Lauren started on the proposed Development Code amendments with Chapter 7.40 (R-1) Low Density Residential Zone and continued through Chapter 7.164 Procedures for Decision-Making Limited Land Use Decisions reviewing the proposed changes in red as highlighted below:

- Adding back in 7.40.040 D. regarding height limits as it had been mistakenly removed in a previous code revision (she explained this will trigger a Measure 56 notice requirement to all properties in the R-1 zone).
- Staff and Commissioners discussed at length the minimum lot sizes for the three different residential zones. The Commissioners were split on changing the R-2 zone's minimum to 7,000 square feet instead of 10,000 and decided to table the discussion for another meeting.
- Added to 7.45.040 A. the sentence, "Lots created on or before May 17, 1978 may be five thousand (5,000) square feet." Bill explained at this time a 5,000 square foot lot is considered non-conforming and can create lending and insurance challenges for home owners. By adding this statement, those lots would be considered a conforming use.
- Added to 7.50.020, L. allowing ADU's in the R-3 zone, which now makes them available in all residential zones.
- Adjustments made to 7.94 Manufactured Home Regulations to be compliant with state law and would no longer allows requirements of a manufactured home that are not equally required of a single dwelling unit.
- Discussed adjustments to Chapter 7.111 Accessory Buildings and Structures, Helen will be clarifying with the Building Official about the current height measurement that triggers a building permit. It was thought to have been increased from 10 feet to 15 feet. Other adjustments were made to help the footprint sizes align with building code as well.
- Reviewed adjustments made to Chapter 7.120 Site Development Review removing criteria that is not clear and objective or those that are covered in other chapters of the code. Also reviewed the addition of 7.120.120 for design standards associated with future single dwelling developments.
- Removed from Chapter 7.130.040 A. 10. the reference to a Historic Review Board, because the City doesn't have one.
- Adjustment made to Chapter 7.145 Annexations to match what is in ORS regarding elections.
- Changed 7.162.360 C. to give the Planning Director the ability to approved extensions of land use applications by one year as long as there are no changes to code or changes to the approved application, instead of requiring Planning Commission approval.

Barbara asked about community mailboxes and said there have been people in lower Columbia City asking about them and wondered if the Planning Commission would be involved in that, Helen answered no. Helen commented the City has been in discussions with the US Postal Service about mailbox concerns, but at this time there are no regulations in place from the City's perspective, but that could change in the future.

## **NEW BUSINESS:**

Helen advised Commissioners about a training opportunity in St. Helens on November 18<sup>th</sup> to discuss Public Meeting Law. She explained this is not required for Planning Commissioners, but could be very

beneficial. Barbara encouraged new members to attend the training as she found it to be very informative.

Staff and Commissioners discussed the next meeting dates and the agenda items for those meetings and noticing requirements for Development Code changes and it was decided to ask Council for their input on whether or not to make any changes to the minimum lot sizes in the City's residential zones. Helen will speak with Kim tomorrow and see if it can be added to the Council's agenda for their meeting this week.

It was also discussed and agreed to hold the next meeting date of Tuesday, November 12, 2024 at 6:30 p.m. and cancel if there is no need for the meeting.

**ADJOURNMENT:**

Meeting adjourned at 8:27 p.m.

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Bill Amos  
Planning Commission Vice-Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant