

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WOSKSHOP SESSION**  
1840 SECOND STREET  
JANUARY 30, 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:**

Jan Schollenberger, 2215 First Street

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:39 p.m.

**APPROVAL OF MINUTES:**

None presented.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Barbara stated we are going to continue on page 5 of the memo presented by Lauren dated 12/14/2023 of proposed revisions to the Columbia City Development Code.

Lauren advised that Helen has provided copies for each Commissioner of written comments received from John Hansen, Mark Stevens and Bill Amos regarding the proposed changes with questions outlined. Lauren wanted to start by covering two questions that had been asked in those comments, one was asking who the Planning Director is and the second asked about the process for inspection, enforcement and compliance of the code.

Lauren read, as stated in the code, "the Planning Director is identified as the person designated by the City Council as responsible for planning activities for the City." She stated she believes that would be the City Administrator who delegates to the planning staff. In discussion, it was stated that Lauren is considered the City Planner, but when it comes to the responsibility and delegation of planning in the City it would be the City Administrator. In additional discussion it seems that by the way the code is

interpreted, the City Council should be the one who designates who the Planning Director is to be. Helen stated she will do some research into this topic for clarification.

Staff and Commissioners discussed the permitting process, which involves project review, inspection and final approval. They also discussed how the enforcement process works in relation to building and other land use projects and how to look at being pro-active in the process, but not being too involved in every project a property owner wants to do with their property.

Additional discussion was had about considerations for the definition of alteration from our previous meeting.

There was more discussion regarding the different zones and lot size minimums and suggested to look potentially at requesting input from residents before we move forward with proposed changes.

Discussion to look at making the design review criteria for corner duplexes apply to multi-unit developments and also removed of the prohibition of stairs, fire escapes etc. on front façade.

Discussion was had regarding why canvas structures are prohibited. It was explained by Commissioners and Staff that these type of structures were more consistently not being taken care of properly and not being secured properly.

Food carts and food cart pods were added as a permitted use in the Commercial and Industrial zones. It was discussed to consider adding them to the Commercial Recreational zone as well.

Lauren explained the City was audited by the Department of Land Conservation and Development (DLCD) in June 2023 and they provided change recommendations and updated needed to our Flood Hazard Overlay chapter.

**NEW BUSINESS:**

Helen stated the next scheduled date for the meeting is on Tuesday, February 20, 2024 at 6:30 p.m.

**CITIZEN INPUT AND REQUESTS:**

Jan Schollenberger, resident at 2215 First Street, expressed her concerns regarding the Port of Columbia County tenant Lignetics and the truck traffic on E Street causing issues. Lauren commented that the pellet plant doesn't have a Site Development Review or approved land use on record and would not be the enforcement body for concerns. The City Council would be the place to start to address these concerns.

**ADJOURNMENT:**

Meeting adjourned at 8:23 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant