

**Title 7  
Columbia City  
LAND USE AND DEVELOPMENT CODE**

<b>7.10 Introduction</b>	<b>Page</b>
7.10.010 Title	1
7.10.020 Purpose	1
7.10.030 History	1
7.10.040 Scope	2
7.10.050 Severability	2
7.10.060 Pre-existing approvals	2
7.10.070 Interpretation	2
7.10.080 Right-of-way dedications and improvements	3
7.10.090 Fees	3
7.10.100 Exceptions for existing lots	4
7.10.110 Exceptions to Setback Requirements	4
7.10.120 Building Permit and Certificate of Occupancy	5
<b>7.15 Amendments to the Title, Comprehensive Plan, and Maps</b>	
7.15.010 Purpose	6
7.15.020 Legislative amendments	6
7.15.030 Quasi-judicial amendments	6
7.15.040 Record of amendments	6
<b>7.20 Enforcement</b>	
7.20.010 Enforcement	7
7.20.020 Penalties for violations	7
7.20.030 Injunctive relief	7
7.20.040 Evidence	7
7.20.050 Abatement	7
<b>7.25 Definitions</b>	
7.25.010 Meaning of words generally	9
7.25.020 Meaning of common words	9
7.25.030 Meaning of specific words and terms	9
<b>7.30 Administration</b>	
7.30.010 Zones established	24
7.30.020 Classification and density	24
7.30.030 Zoning map	24
7.30.040 Determination of zoning boundaries	25
<b>7.35 Authorization of Unlisted Uses</b>	
7.35.010 Purpose	26
7.35.020 Unlisted use defined	26
7.35.030 Administration	26
7.35.040 Limitation	26
7.35.050 Approval criteria	26

<b>7.40</b>	<b>R-1 Low Density Residential Zone</b>	
	7.40.010 Purpose	27
	7.40.020 Permitted uses	27
	7.40.030 Conditional uses	27
	7.40.040 Development standards	28
<b>7.45</b>	<b>R-2 Moderate Density Residential Zone</b>	
	7.45.010 Purpose	30
	7.45.020 Permitted uses	30
	7.45.030 Conditional use	30
	7.45.040 Development standards	31
<b>7.50</b>	<b>R-3 High Density Residential Zone</b>	
	7.50.010 Purpose	34
	7.50.020 Permitted uses	34
	7.50.030 Conditional uses	34
	7.50.040 Development standards	34
<b>7.55</b>	<b>MHP Manufactured Home Park Zone</b>	
	7.55.010 Purpose	36
	7.55.020 Permitted uses	36
	7.55.030 Conditional uses	36
	7.55.040 Development standards	37
<b>7.60</b>	<b>C Commercial Zone</b>	
	7.60.010 Purpose	39
	7.60.020 Permitted uses	39
	7.60.030 Conditional uses	40
	7.60.040 Development standards	40
	7.60.050 Open inventory display	41
<b>7.65</b>	<b>CR Commercial Recreational Zone</b>	
	7.65.010 Purpose	43
	7.65.020 Permitted uses	43
	7.65.030 Conditional uses	43
	7.65.040 Development standards	43
<b>7.66</b>	<b>I Industrial Zone</b>	
	7.66.010 Purpose	45
	7.66.020 Permitted uses	45
	7.66.030 Conditional uses	45
	7.66.040 Development standards.	46
<b>7.70</b>	<b>PL Public Land Zone</b>	
	7.70.010 Purpose	47
	7.70.020 Permitted uses	47
	7.70.030 Conditional uses	47
	7.70.040 Development standards.	47

<b>7.75</b>	<b>FH Flood Hazard Overlay</b>	
	7.75.010 Purpose	49
	7.75.020 Definitions	49
	7.75.030 Applicability	50
	7.75.040 Permitted uses	50
	7.75.050 Conditional uses	50
	7.75.060 Disclaimer of liability	50
	7.75.070 Administration	51
	7.75.080 Approval standards	51
	7.75.090 Application submission requirements	53
	7.75.100 Storage, placement or stockpiling buoyant or hazardous materials in flood hazard areas	54
<b>7.80</b>	<b>H Historic Overlay</b>	
	7.80.010 Purpose	55
	7.80.020 Applicability	55
	7.80.030 Exterior remodeling	55
	7.80.040 Maintenance and repair	56
	7.80.050 Demolition	56
<b>7.90</b>	<b>Environmental Performance Standards</b>	
	7.90.010 Purpose	57
	7.90.020 General provisions	57
	7.90.030 Noise	57
	7.90.040 Visible emissions	57
	7.90.050 Vibration	57
	7.90.060 Odors	57
	7.90.070 Glare and heat	57
	7.90.080 Insects and rodents	58
	7.90.090 Electrical/electronic interference	58
<b>7.92</b>	<b>Street and Utility Improvement Standards</b>	
	7.92.010 Purpose	59
	7.92.020 General provisions	59
	7.92.030 Streets	59
	7.92.040 Blocks and lots	63
	7.92.050 Easements	64
	7.92.060 Sidewalks	65
	7.92.070 Public use areas	65
	7.92.080 Sanitary sewers	66
	7.92.090 Storm drainage	66
	7.92.100 Water system	67
	7.92.110 Bikeways	67
	7.92.120 Utilities	67
	7.92.130 Noise, dust and visual barriers	68
	7.92.140 Performance guarantee	69
	7.92.150 Monuments	69
	7.92.160 Installation/technical review fee	70
	7.92.170 Improvement procedures	70
	7.92.180 Plan checking required	70

7.92.190	Acceptance of improvements	71
7.92.200	Engineer's certification required	72
<b>7.94</b>	<b>Manufactured Home Regulations</b>	
7.94.010	Purpose	73
7.94.020	Definitions	73
7.94.030	Manufactured homes outside manufactured home parks	73
7.94.040	Manufactured home park standards	74
7.94.050	Occupying recreational vehicles	76
<b>7.96</b>	<b>Landscaping, Screening and Fencing</b>	
7.96.010	Purpose	77
7.96.020	Applicability and approval process	77
7.96.030	General provisions	77
7.96.040	Buffering and screening requirements	78
7.96.050	Screening--special provisions	79
7.96.060	Fences or walls	79
<b>7.98</b>	<b>Visual Clearance Areas</b>	
7.98.010	Purpose	81
7.98.020	Applicability of provisions	81
7.98.030	Visual clearance required	81
<b>7.100</b>	<b>Off-Street Parking and Loading Requirements</b>	
7.100.010	Compliance	82
7.100.020	Off-street loading	82
7.100.030	Off-street parking	83
7.100.040	General provisions	85
7.100.050	Development and maintenance standards	85
7.100.060	Provisions for reduction in spatial requirements for off-street parking <sup>6</sup> due to landscaping	86
7.100.070	Plan required	86
7.100.080	Unlisted uses	87
7.100.090	Recreational vehicles	87
7.100.100	Disabled person parking	87
7.100.110	Compact vehicle parking	87
7.100.120	Bicycle parking	87
7.100.130	Off street parking dimensional standards	87
7.100.140	Special exceptions	88
<b>7.102</b>	<b>Signs</b>	
7.102.010	General authority	89
7.102.020	Purpose	89
7.102.030	Sign permits required	89
7.102.040	Application	89
7.102.050	Definitions	89
7.102.060	Exempt signs	91
7.102.070	General sign provisions	92
7.102.080	Residential districts	93
7.102.090	Commercial, Industrial and public land zones	93

7.102.100	Nonconforming signs	94
7.102.110	Termination of signs by abandonment	94
<b>7.104</b>	<b>Home Occupations</b>	
7.104.010	Purpose	95
7.104.020	Applicability and exemptions	95
7.104.030	Nonconforming uses	96
7.104.040	General approval criteria and standards	96
7.104.050	Permit procedures	97
7.104.060	Type II applications	98
7.104.070	Revocation and expiration of home occupation permits	99
7.104.080	Action regarding complaints	99
7.104.090	Business license required	99
<b>7.106</b>	<b>Protection of Natural Features</b>	
7.106.010	Purpose	101
7.106.020	General terrain preparation	101
7.106.030	Hillsides	101
7.106.040	Rivers and stream corridors	103
7.106.050	Wetlands	104
7.106.060	Standards for earth movement hazard areas	104
7.106.070	Standards for soil hazard areas	105
<b>7.108</b>	<b>Telecommunications Facilities</b>	
7.108.010	Purpose	106
7.108.020	Definitions	106
7.108.030	Applicability	108
7.108.040	General requirements	108
7.108.050	Uses not requiring a permit	111
7.108.060	Administrative approval of certain uses	111
7.108.070	Planning commission approval required	112
7.108.080	Application submittal requirements	113
7.108.090	Equipment storage facilities	114
7.108.110	Removal of abandoned antennas and tower	115
7.108.120	Preexisting towers and antennas	115
<b>7.110</b>	<b>Temporary Uses or Structures</b>	
7.110.010	Purpose	116
7.110.020	Application submission requirements	116
7.110.030	Temporary use administration and approval	116
7.110.040	Temporary structure administration and approval	117
<b>7.112</b>	<b>Accessory Dwelling Units</b>	
7.112.010	Purpose	119
7.112.020	Applicability and administration	119
7.112.030	Application submittal requirements	119
7.112.040	Approval standards	119
<b>7.120</b>	<b>Site Development Review</b>	
7.120.010	Purpose	122

	7.120.020	Applicability of provisions	122
	7.120.030	Administration and approval process	123
	7.120.040	Phased development	123
	7.120.050	Bonding and assurances	
123	7.120.060	Major modification to approved plans or existing development	124
	7.120.070	Minor modification(s) to approved plans or existing development	125
	7.120.080	Application submission requirements	125
	7.120.090	Site development plans	125
	7.120.100	Approval standards	127
<b>7.130 Conditional Use</b>			
	7.130.010	Purpose	130
	7.130.020	Administration and approval process	130
	7.130.030	Phased development or existing development	130
	7.130.040	Approval standards and conditions	130
	7.130.050	Major modification to approved plans or existing development	131
	7.130.060	Minor modification(s) to approved plans or existing development	132
	7.130.070	Application submission requirements	132
	7.130.080	Site development plans	132
	7.130.090	Revocation of a conditional use permit	134
<b>7.135 Nonconforming Uses</b>			
	7.135.010	Continuation of nonconforming uses and structures	135
	7.135.020	Vested rights	135
	7.135.030	Alteration of nonconforming use or structure	135
	7.135.040	Restoration of nonconforming uses	135
	7.135.050	Discontinuance	136
	7.135.060	Criteria to grant or deny	136
	7.135.070	Compliance with state and local codes	136
<b>7.140 Variance</b>			
	7.140.010	Purpose	137
	7.140.020	Administration and approval process	137
	7.140.030	Criteria for granting a variance	137
	7.140.040	Application submission requirements	138
<b>7.145 Annexations</b>			
	7.145.010	Purpose	140
	7.145.020	Policy	140
	7.145.030	Administration and approval process	140
	7.145.040	Approval standards	140
	7.145.050	Application submittal requirements	141
	7.145.060	Annexation initiated by city	141
	7.145.070	Zoning upon annexation	141
	7.145.080	Service extensions	142

<b>7.150 Property Line Adjustments</b>	
7.150.010 Purpose	143
7.150.020 Administration and approval process for property line adjustments	143
7.150.030 Tentative plan application submission requirements	143
7.150.040 Final property line adjustment application submission requirements	145
7.150.050 Filing and recording	145
<b>7.152 Land Division: Partitions</b>	
7.152.010 Purpose	147
7.152.020 General provisions	147
7.152.030 Administration and approval process	147
7.152.040 Partition approval criteria	148
7.152.050 Preliminary application submission requirements	148
7.152.060 Final application submission requirements	149
7.152.070 City acceptance of dedicated land	150
7.152.080 Recording of partitions	150
<b>7.154 Land Division: Subdivision</b>	
7.154.010 Purpose	151
7.154.020 General provisions	151
7.154.030 Administration and approval process	151
7.154.040 Approval standards--tentative plan	152
7.154.050 Application submission requirements--tentative plan	152
7.154.060 Application submission requirements--final plat	154
7.154.070 Final plat--approval criteria	154
7.154.080 Centerline monumentation--monument box requirements	155
7.154.090 Improvement agreement	156
7.154.100 Bond--cash deposit	156
7.154.110 Filing and recording	157
7.154.120 Prerequisites to recording the plat	157
7.154.130 Vacation of plats	157
7.154.140 Vacation of streets	158
<b>7.160 Procedures for Decision Making: Legislative</b>	
7.160.010 Purpose	159
7.160.020 The application process	159
7.160.030 Notice requirements	160
7.160.040 Staff reports	161
7.160.050 Hearings procedure	161
7.160.060 Standards for the decision	163
7.160.070 Approval process and authority	163
7.160.080 Vote required for a legislative change	164
7.160.090 Reapplication	164
<b>7.162 Procedures for Decision Making: Quasi-Judicial</b>	
7.162.010 Purpose	166
7.162.020 Application process	166
7.162.030 Consolidation of proceedings	167
7.162.040 Noticing requirements	168
7.162.050 Contents of the notice	169

7.162.060	Failure to receive notice	170
7.162.070	Time period for decision-making	171
7.162.080	Approval authority responsibilities	171
7.162.090	Decision by the planning director	172
7.162.100	Notice of a decision by the planning director	173
7.162.110	Hearings procedures	174
7.162.120	Standards for the decision	176
7.162.130	Denial of the application--re-submittal	178
7.162.140	Record may remain open--admission of new evidence	178
7.162.150	Ex parte communications with approval authority	179
7.162.160	Continuation of the hearing	179
7.162.170	Evidence	179
7.162.180	Judicial notice	180
7.162.190	Participation in the decision--voting	180
7.162.200	Record of proceeding for public hearings	181
7.162.210	Form of the decision	181
7.162.220	Notice of decision by the planning commission or council	182
7.162.230	Amending a decision by the planning director	182
7.162.240	Standing to appeal	183
7.162.250	Computation of appeal period	183
7.162.260	Determination of appropriate appeal body	183
7.162.270	Type of appeal hearing--limitations of appeal	184
7.162.280	Transcripts	184
7.162.290	Notice of appeal	185
7.162.300	Fee waivers	185
7.162.310	Persons entitled to notice of appeal--type of notice	185
7.162.320	Contents of notice of appeal	185
7.162.330	Action on appeal	186
7.162.340	Notice of decision on appeal	186
7.162.350	Revocation of approvals	186
7.162.360	Expiration and extension of approvals	187

**7.164 Procedures for Decision Making: Limited Land Use Decisions**

7.164.010	Purpose	188
7.164.020	General policies	188
7.164.030	Consolidation of proceedings	188
7.164.040	Application process	188
7.164.050	Time period for decision-making	190
7.164.060	Approval authority responsibilities	190
7.164.070	Notice requirements	191
7.164.080	Decision procedure	193
7.164.090	Standards for the decision	193
7.164.100	Notice of decision	194
7.164.110	Record of proceeding	195
7.164.120	Appeal	195
7.164.130	Modification and revocation of approvals	196
7.164.140	Denial of application--re-submittal	197
7.164.150	Expiration and extension of approvals	197

## **Chapter 7.10 INTRODUCTION**

**7.10.010 Title.** This ordinance shall be known as the "Columbia City Development Code" and shall be referred to herein as "this Ordinance".

**7.10.020 Purpose.** It is the general purpose of this Ordinance to provide the principal means for the implementation of the Columbia City Comprehensive Plan. The provisions of this Ordinance shall be deemed the minimum requirements for the preservation of the public safety, health, convenience, comfort, prosperity, and general welfare of the people of the City of Columbia City, Oregon. This Ordinance is designed to:

- A. Regulate the division of land and to classify, designate and regulate the location of building, structures and land;
- B. Divide the City into zones to carry out these regulations and provide for their enforcement;
- C. Promote public health, safety, convenience and general welfare;
- D. Promote coordinated development with consideration for the City's natural environment, amenities, views, and the appearance of its buildings and open spaces;
- E. Achieve a balanced and efficient land use pattern to protect and enhance real property values;
- F. Promote safe, efficient traffic movement;
- G. Avoid uses and development that might be detrimental to the stability and livability of the City; and
- H. Insure adequate provisions for community utilities and facilities.

### **7.10.030 History.**

- A. The Zoning Ordinance of Columbia City was completely reviewed and revised (Ordinance No. 474) during a periodic review of Columbia City's Comprehensive Plan, which was completed in 1992 and amended by Ordinance No. 485 in July of 1994, Ordinance No. 496 in March of 1996, and No. 503 in December of 1996. Previously, the Zoning Ordinance of the City of Columbia City was adopted as Ordinance No. 371 (July 3, 1980) with amendments adopted by Ordinance No. 392 (February 3, 1983), No. 404 (January 19, 1984), No. 416 (November 15, 1984), No. 445 (November 17, 1988), and No. 452 (September 7, 1989). Ordinance No. 371 replaced Ordinance No. 338, which had established a prior Zoning Ordinance in May 1978.
- B. The Subdivision Ordinance of Columbia City was adopted as Ordinance 475 following a public hearing on September 15, 1992, and subsequently amended by Ordinance 484 following a public hearing on March 17, 1994. Following a public hearing on May 20, 1997, Ordinance 475, Sections 3, 5, 12, 16, 32, 33 and 39, were further amended.

Following public hearings in June 1997, the City repealed Ordinance 475 and 384 and adopted Ordinance 509 regulating subdivisions.

- C. The Sign Ordinance of Columbia City was adopted as Ordinance 409 on May 17, 1984, and repealed Ordinance 396.
- D. The Fence Ordinance of Columbia City was adopted as Ordinance 9-550-0 on November 4, 1999, and repealed Ordinances 431A and 439.
- E. This consolidated Development Code replaces the Zoning Ordinance, the Subdivision Ordinance, the Sign Ordinance and the Fence Ordinance following public hearings on May 15, 2003 and June 6, 2003.

**7.10.040 Scope.** No building or other structure shall be constructed, improved, altered, enlarged or moved, nor shall any use or occupancy of premises within the City be commenced or changed after the effective date of this Ordinance, except in conformity with conditions and regulations established herein. No person shall divide land without first complying with the provisions of this Ordinance and the laws of the State of Oregon. It shall be unlawful for any person to erect, establish, construct, move into, alter, enlarge, use, or cause to be used, any building, structure, improvement or use of premises located in any zone in a manner contrary to the provisions of this Ordinance. No permit for the construction or alteration of any building shall be valid unless the plans, specifications, and intended use of such building conform in all respects with the provisions of this Ordinance.

**7.10.050 Severability.** The provisions of this Ordinance are severable if any chapter, section, sentence, clause or phrase of this Ordinance is adjudged by a court of competent jurisdiction to be invalid. The decision by a court of competent jurisdiction that any chapter, section, sentence, clause or phrase of this Ordinance is invalid shall not affect the validity of this Ordinance, as a whole or any part thereof, other than the part declared invalid.

**7.10.060 Pre-existing Approvals.** All development applications approved more than one year prior to the adoption of this Ordinance shall be considered void, unless the Planning Commission determines that the conditions of approval are substantially completed. All development applications approved less than one year prior to the adoption of this Ordinance may occur according to such approvals. All development applications received by the City after the adoption of this Ordinance shall be subject to review for conformance with the standards under this Ordinance or as otherwise provided by state law.

**7.10.070 Interpretation.**

- A. An interpretation is a decision that is made under land use standards that require an exercise of policy or legal judgement. By definition, an interpretation does not include approving or denying a building permit issued under clear and objective land use standards or a limited land use decision.
- B. Each development and use application and other procedure initiated under this Ordinance shall be consistent with the adopted comprehensive plan of the City as implemented by this Ordinance and applicable state and federal laws and regulations. All provisions of this Ordinance shall be construed in conformity with the adopted Comprehensive Plan.

- C. Where a use is specifically identified, that use shall not be interpreted as permitted in another zone where it is not specifically identified, and such a specifically identified use shall not be interpreted as permitted in another zone under a broader, less specific listed use.
- D. Where the conditions imposed by any provision of this Ordinance are less restrictive than comparable conditions imposed by any other provision of this Ordinance or of any other ordinance, or resolution, the most restrictive or that imposing the higher standard shall govern.
- E. The Planning Director shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this Ordinance. All requests for interpretations shall be in writing and on forms provided by the City.

If the person making the request disagrees with the interpretation, they may appeal it to the Planning Commission. The Planning Commission will hear the appeal as a consideration item at the next regularly scheduled meeting following any required notice period. If the person making the request disagrees with the Planning Commission ruling on the Planning Director's interpretation, they may appeal it to the City Council. The City Council will hear the appeal at the next regularly scheduled meeting following any required notice period. The decision of the City Council shall be conclusive upon the parties.

- F. When an interpretation is discretionary, notice shall be provided and the interpretation processed in accordance with the quasi-judicial process if specific property is involved, or the legislative process if no specific property is involved.
- G. The Planning Director may develop administrative guidelines to aid in the implementation and interpretation of the provisions of this Ordinance.
- H. The City shall keep a written record of all interpretations and shall make the record available for review on written request.
- I. The City Council may exempt special events from the provisions of this Ordinance. A special event is an activity lasting a total of seven (7) contiguous calendar days or less in a one-year period and approved by the City Council.

**7.10.080 Right-of-Way Dedications and Improvements.** Upon approval of any development permit, or any land use approval of any property which abuts or is served by an existing substandard street or roadway, the applicant shall make the necessary right-of-way dedications for the entire frontage of the property to provide for minimum right-of-way widths according to the adopted Columbia City Transportation System Plan and shall improve the abutting portion of the street or roadway providing access to the property in accordance with the standards in Chapter 7.92.

**7.10.090 Fees.** To defray expenses incurred in connection with the processing of applications, report preparation, notice publications, and similar matters, the City shall charge fees as established by resolution of the Council. The filing of an application shall not be considered complete, nor shall action be taken to process it until the required fee has been paid.

**7.10.100 Exceptions for Existing Lots.** All lots hereafter created within Columbia City shall have a minimum width and lot area as required by the zone. It is not the intent of this Ordinance to deprive owners of substandard lots the use of their property. Lots of record lawfully created and recorded with Columbia County prior to May 17, 1978, may be built on according to the following:

- A. The lot has municipal sewer and water service.
- B. All development standards for the zone except minimum width and lot area are satisfied or a variance is approved pursuant to Chapter 7.140.
- C. In residential zones, use shall be limited to a single family detached dwelling unit.

[As amended by Ordinance No. 09-654-O 9/18/09]

**7.10.110 Exceptions to Setback Requirements.**

- A. Every building constructed hereafter shall satisfy the required setbacks or obtain a variance pursuant to Chapter 7.140 with the following exceptions:
  - 1. When a new structure is constructed on a lot located between two lots containing existing buildings which encroach in the front setback required by this Ordinance, the applicant may use an average of the depths of the two existing front yards to establish the required front setback for the new structure.  
  
When a new structure is constructed on a lot that shares a common side property line with a lot containing an existing building which encroaches in the front setback required by this Ordinance, the applicant may use an average of the depth of the existing front yard of the lot sharing the common side property line and the front setback required by this Ordinance to establish the required front setback for the new structure. This provision shall not apply if either lot is a flag lot.
  - 2. Where the existing setback for an existing structure on an existing lot is reduced by a public dedication, the area of the public dedication shall be included in calculating the required setback.
- B. Every part of the required setback shall remain unobstructed with the following exceptions:
  - 1. Ordinary building projections, such as eaves, cornices, awnings, chimneys, flues and heating/cooling units, may project into any required setback by not more than 36 inches, but shall remain not less than 36 inches from any property line.”  
[As amended by Ordinance No. 06-619-O 7/2/06]
  - 2. A deck and related steps, limited to a platform not exceeding 30 inches from the ground at the highest point, shall be allowed to project up to ten (10 feet) into the required front setback when the following conditions are satisfied:

- a. The total height of the deck including railings does not exceed 30 inches when measured from the ground immediately adjacent to the front edge of the deck;
  - b. No roof or solid walls are located within the portion of the deck projecting into the required setback.
  - c. The deck is not closer than ten (10) feet from the front property line or any property line adjacent to a public right-of-way.
3. A deck and related steps shall be allowed to project up to four (4) feet into the required rear or side setback when the following conditions are satisfied:
- a. The total height of the deck including railings does not exceed six feet when measured from the ground immediately adjacent to the front edge of the deck;
  - b. No roof or solid walls are located within the portion of the deck projecting into the required setback.
  - c. The deck is not closer than four (4) feet from any property line.
- C. Where two existing lots under a single ownership share a common property line and only one principal building will be constructed on the two lots, any building shall be constructed in accordance with the development standards for the zone, except where the property owner aggregates the lots for tax purposes and records a document with the Columbia County Clerk declaring the lots to be a single lot of record for development purposes. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.10.120 Building Permit and Certificate of Occupancy**

- A. A building permit shall not be issued until the Planning Director has issued a development approval in accordance with this Ordinance, or otherwise found that the building permit satisfies the requirements of this Ordinance.
- B. Certificate of Occupancy required. To insure completion of a development or use in the manner approved, a development shall not be occupied and a use shall not begin until the Building Inspector has issued a certificate of occupancy following completion of the work in substantial conformance to the applicable land use and building permits.

[As amended by Ordinance No. 09-654-O 9/18/09]

**Chapter 7.15**  
**AMENDMENTS TO THE DEVELOPMENT CODE,**  
**COMPREHENSIVE PLAN, AND RELATED MAPS**

**7.15.010 Purpose.** The purpose of this Chapter is to set forth the standards and purposes governing legislative and quasi-judicial amendments to this Ordinance, the acknowledged Comprehensive Plan, and the related maps.

**7.15.020 Legislative Amendments.** Legislative amendments to this Ordinance, the acknowledged Comprehensive Plan, and the related maps shall be in accordance with the procedures and standards set forth in Chapter 7.160. A legislative application may be approved or denied.

**7.15.030 Quasi-Judicial Amendments.** Quasi-judicial amendments to this Ordinance, the acknowledged Comprehensive Plan, and the related maps shall be in accordance with the procedures set forth in Chapter 7.162. The Council shall decide the applications on the record. A quasi-judicial application may be approved, approved with conditions or denied.

**7.15.040 Record of Amendments.** The City shall maintain a record of amendments to the text and maps of this Ordinance and the Comprehensive Plan text and maps in a format convenient for the use of the public and in accordance with Chapter 7.30, Administration.

## **Chapter 7.20 ENFORCEMENT**

**7.20.010 Enforcement.** It shall be the duty of the City Administrator, or other designee of the City Council, to enforce this Ordinance. All City and County staff vested with the duty or authority to issue permits shall conform to the provisions of this Ordinance and shall issue no permit, certificate or license for any use, building or purpose, which violates or fails to comply with conditions or standards imposed by this Ordinance or conditions of approval adopted in compliance with this Ordinance. Any permit, certificate or license issued in conflict with the provisions of this Ordinance, intentionally or otherwise, shall be void.

**7.20.020 Penalties for Violations.** Upon failure to comply with any provisions of this Ordinance, or with any restrictions or conditions imposed hereunder, any further permits may be withheld or the Council may withdraw City utility services until correction is made. Notwithstanding any such action taken by the Council, any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of this Ordinance, or who resists the enforcement of such provisions shall be subject to civil penalties of no more than \$500.00 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

**7.20.030 Injunctive Relief.** The foregoing sanctions shall not be exclusive, and where the public health, safety, or general welfare will be better served thereby, the City Administrator or other Council designee may institute such proceedings for injunctive relief against a continuing violation as may be authorized by the statutes of the State of Oregon. Failure to satisfy or conform to the requirements of this Chapter is declared a public nuisance, and such conditions or objects may be abated by any of the procedures set forth in the Columbia City Public Nuisance Ordinance. In the enforcement of provisions prohibiting nuisances caused by odor, sound, vibration, glare, and the like, the City Administrator may seek injunction against the specific devise, activity or practice causing the nuisance.

**7.20.040 Evidence.** In any prosecution for causing or maintaining any use of, activity on, or construction, moving or maintaining any structure on, any premises in violation of this Ordinance, a person in possession or control of the premises, as owner or lessee at the time of the violation, or continuance thereof, shall be presumed to be the person who constructed, moved, caused or maintained the unlawful activity use, condition or structure. This presumption shall be rebuttable by production of evidence to the contrary and either the City or the defendant in such prosecution shall have the right to show that the offense was committed by some person other than, or in addition to, an owner or lessee or other person(s) in possession or control of the premises, but this shall not be construed as relieving a person in possession and control of property from any prosecution imposed upon him in this Ordinance. That a person is taxed according to the records of the Columbia County Assessor shall be prima facie proof that the person is in possession or control of the premises. Where the premises on which the violation is committed are commercial or industrial premises on which a sign is situated identifying the commercial or industrial activity conducted thereon, the sign shall constitute prima facie proof that the person or entity identified is in possession or control of the premises as owner or lessee, any agent, manager, employee or other person who actually committed the violation.

**7.20.050 Abatement.** Written notice of an abatement hearing shall be given ten (10) days prior to the hearing and mailed to the last known address of the owner of the property as shown by

the County Assessor's records. Following a determination by the Council of the action to be taken, an abatement order shall be served upon the owner or responsible person by registered mail to the last known address of the owner of the property as shown by the County Assessor's records. The owner or responsible person shall have such period of time after service of the order but no less than thirty (30) days, as the governing body may deem to be reasonably necessary to accomplish the requirements of the order. The abatement order shall contain a notice to the property owner or other person served, that Columbia City or Columbia County shall not be responsible for the condition or storage of the component parts of, or personal property situated with, the structure following abatement by Columbia City or the County.

Where the courts of Columbia City, Columbia County or the State of Oregon cannot secure effective jurisdiction over the person or persons responsible for the violation of the ordinance because of their absence of the responsible person or persons from the County or the State, or where the governing body deems it important to the public interest that the unlawful structure or condition be removed and such removal or correction is not completed within the time prescribed in the abatement order, the City Administrator or other Council designee shall cause such abatement, going upon the premises with such persons or equipment as may be necessary. The governing body shall thereafter, by ordinance, assess the cost of abatement and shall include administrative overhead, legal fees, court costs, direct costs of physically abating the nuisance, and any additional costs required to protect and preserve private or public property and health, safety and general welfare of the community. The lien or assessment shall be enforced in the same manner as other municipal liens.

The remedy of abatement shall be in addition to and not in lieu of the other remedies prescribed in other statutes, ordinances or regulations.

## Chapter 7.25 DEFINITIONS

**7.25.010 Meaning of Words Generally.** All of the terms used in this Ordinance have their commonly accepted, dictionary meaning unless they are specifically defined in this Chapter or definition appears in the Oregon Revised Statute, or the context in which they are used clearly indicates to the contrary.

### **7.25.020 Meaning of Common Words.**

- A. All words used in the present tense include the future tense.
- B. All words used in the plural include the singular, and all words used in the singular include the plural unless the context clearly indicates to the contrary.
- C. All words used in the masculine gender include the feminine gender.
- D. The word "shall" is mandatory and the word "may" is permissive.
- E. The word "building" includes the word "structure."
- F. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."
- G. The words "land" and "property" are used interchangeably unless the context clearly indicates to the contrary.
- H. The term "this Ordinance" shall be deemed to include the text, the accompanying zoning map and all amendments made hereafter to either.

**7.25.030 Meaning of Specific Words and Terms.** (Also see Chapters 7.75, 7.94, 7.102 and 7.108). As used in this Ordinance:

"Abut/abutting" and "adjacent" "adjoining" or "contiguous" means two or more properties sharing a common property line or point and not separated by public right of way.

"Accept" means to receive as complete and in compliance with all submittal requirements.

"Access," means the place, means or way by which pedestrians, bicycles and vehicles shall have safe, adequate and usable ingress and egress to a property or use.

"Access, private" means an access not in public ownership or control by means of deed, dedication or easement.

"Accessory building" means a detached subordinate building, other than accessory dwelling units, the use of which is clearly incidental to that of the existing principal building and is located on the same lot with the principal building. Each building must have its own 3-foot yard; thus, 6 feet must be maintained between all buildings. Accessory buildings shall be similar in appearance to the principal building and shall not be of pole barn type appearance or made of corrugated material.

"Accessory use" means a use customarily incidental, appropriate and subordinate to the existing principal use and located on the same lot.

"Acre" means a measure of land containing 43,560 square feet.

"Addition" means a modification to an existing building or structure that increases the site coverage or building volume.

"Adjacent" See "Abut".

"Adjoin" See "Abut".

"Administrative" means a discretionary action or permit decision made without a public hearing, but requiring public notification and an opportunity for appeal. [Amended by Ordinance No. 09-654-O 9/18/09]

"Adverse Possession" means the right of an occupant to acquire title to a property by having continuously and openly used and maintained a property over a statutory period of time.

"Adult bookstore" means an establishment where ten (10) or more of the merchandise, items, books, magazines, other publications, films or videotapes for sale or rent is distinguished or characterized by their emphasis on matters depicting sexual activities or anatomical areas. Individual viewing of films or videotapes are not permitted on the premises of any bookstore.

"Adult Movie Theater" means any establishment used for the presentation of motion pictures or videotapes having as a dominant theme material distinguished or characterized by an emphasis on matter depicting sexual activities or anatomical areas.

"Alley" See Street Classifications. [As amended by Ordinance No. 03-589-O 9/19/03]

"Alteration" means a change in use, occupancy or a change, addition or modification in a structure (See Alteration, Structural). When the term is used in connection with a change of occupancy, it is intended to apply to changes of occupancy from one classification to another or from one division to another per the Uniform Building Code.

"Alteration, Structural" means any change or repair which would tend to prolong the life of the supporting members of a building or structure, such as alteration of bearing walls, foundation, columns, beams, or girders. In addition, any changes in the external dimensions of the building shall be considered a structural alteration.

"Alteration of Historic Site" means any exterior change or modification, through public or private action, of any cultural resource or of any property identified as a Historic site including, but not limited to; demolition, relocation or exterior changes to or modification of structure, architectural details or visual characteristics such as building materials, paint, color and surface texture, grading, surface paving, new building materials, cutting or removal of trees and other natural features; disturbance of archeological sites or areas; and the placement or removal of any exterior objects such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings and landscape accessories affecting the exterior visual qualities of the property.

"Amendment" means a change in the wording, context or substance of this Ordinance or the Comprehensive Plan, or a change in the boundaries of a zone on the zoning map or the boundaries of a designation on the Comprehensive Plan map.

"Animal hospital" means any building or portion thereof designed for the care, observation or treatment of animals.

"Appeal" means a request that a final decision by the initial approval authority be considered by a higher authority.

"Applicant" means the owner of the affected property, or such owner's representative authorized in writing.

"Approval authority" means either the planning director, the planning commission, or the council, depending on the context in which the term is used.

"Auto wrecker" means any person who wrecks, dismantles, permanently disassembles or substantially alters the form of any motor vehicle.

"Auto wrecking yard" means any land, building or structure, used for the wrecking or storing of such motor vehicles or the parts thereof, or sale of used automobile parts, or for the storage, dismantling or abandonment of junk, obsolete automobiles, trailers, trucks, machinery or parts thereof and are not being restored to operation. Two or more motor vehicles that are

not currently licensed and insured on one lot, or the parts thereof, shall constitute a wrecking yard. Auto wrecking yards are not permitted uses within the City limits. Also see "Junkyard."

**"Automobile Service Station"** means any building or land area primarily used for the retail sale of vehicular fuels or lubricants. May include, as an accessory use, the sale and installation of tires, batteries and similar accessories and service, other than body and fender repair, when all service is conducted in an enclosed structure. (**Note:** The phrase "as an accessory use" would not allow a business that, for example, consists solely of tire sales and service to locate in a zone that listed only Automobile Service Station as a permitted or conditional use -- see Accessory Use definition).

**"Automobile and Truck Sales Area"** means an open area, other than a street, used for the display, sale, or rental of new or used motor vehicles, trailers, or RVs and where no repair work is done except minor incidental repair of motor vehicles, trailers, or RVs to be displayed, sold, or rented on the premises.

**"Awning"** means a roof-like cover that projects from the wall of a building for the purpose of shielding a doorway or window from the elements.

**"Basement"** means a portion of a building which has less than one-half (1/2) of its height measured from finished floor to finished ceiling above the building grade of the adjoining ground and not deemed a story unless the ceiling is six (6) feet or more above the grade. (See requirements given in the Oregon State Building Code.)

**"Bed and Breakfast Inn"** means a use subordinate to the principal use of a single family dwelling and involving not more than four (4) bedrooms, which provides temporary overnight lodging and a morning meal in return for compensation. The owner or manager must reside onsite. The building design must be compatible with the residential neighborhood and be inspected by both the fire and health departments.

**"Berm"** means a man-made mound of earth, two (2) to six (6) feet high with a 2:1 slope used to deflect sound or to buffer incompatible areas.

**"Bike Lane, Path, Way"** means any trail, path or part of a highway, shoulder, sidewalk or any other travel way specifically designated in the Columbia City Transportation Plan and/or marked for bicycle travel.

**"Boathouse"** means a building designed to float in water that provides shelter for a boat. A boathouse may also contain space for human occupancy for use on an occasional basis. Occupancy on an occasional basis shall mean overnight stays not to exceed 10 days in any 30-day period.

**"Bond"** means any form of security including a cash deposit, surety bond, collateral, property or instrument of credit in an amount and form satisfactory to the City.

**"Bookstore"** means an establishment where 10% or more of the merchandise is books, magazines, other publications, and films or videotapes for sale or rent. Individual viewing of films or videotapes is not permitted on the premises of any bookstore.

**"Buffer"** means an area providing separation between uses or as a shield to block noise, lights and other nuisances and landscaped in accordance with Chapter 7.96.

**"Building"** means any structure greater than two hundred (200) square feet or ten (10) feet in height, having a roof supported by columns or walls, attached to a permanent foundation, and intended for the shelter, housing, protection or enclosure of any individual, animal, process, equipment, foods or materials of any kind or nature. [As amended by Ordinance No. 09-654-O 9/18/09]

**"Building Envelope"** means that portion of a lot or development site exclusive of the areas required for front, side and rear setbacks and other required open spaces and which is available for siting and constructing a building or buildings.

**"Building Grade"** (Ground Level) means the average of the original ground level at the center of all walls of the building. For purposes of measuring building height, use elevations

established at the time of the aerial photo for the sewer project dated June 1992. If grades have been modified since June 1992, use the lower elevation for determining building height. In case of a building site that slopes more than 10 feet in the area of the building site, the low point (building grade) is considered to be located 10 feet above the original ground level of the lowest point of the building. If the proposed building site is in an area where aerial topographic mapping is not available and the original ground has been modified, the City Engineer will review the site to estimate the original grade. The developer shall provide a topographic survey as needed. [As amended by Ordinance No. 06-619-O 7/2/06]

**"Building Height"** means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.)

**"Building Lines"** means a line that coincides with any side of the principal building excluding chase, chimney, cantilever, or eaves. Porches, but not steps and any other attached appurtenances, shall be included as part of the main building. See also "DECKS."

**"Building Official"** means a person duly authorized by Columbia City and the State of Oregon with responsibility for the administration and enforcement of the State Building Code in the municipality, or his duly authorized representative. (Oregon Revised Statutes 456.806(1)).

**"Building type - nonresidential,"** means buildings not designed for use as human living quarters.

a. **Detached.** A single main building, freestanding and structurally separated from other buildings.

b. **Attached.** Two or more main buildings placed side by side so that some structural parts are touching one another, located on a lot or development site or portion thereof.

**"Building type - Residential"** - See "Dwelling Types"

**"Building, Principal"** means the structure within which is conducted the principal use of the lot.

**"Caretaker dwelling"** means a single-family detached dwelling for housing the caretaker of an approved development and located on the same lot as the approved development. [As amended by Ordinance No. 03-589-O 9/19/03]

**"Carport"** means a covered structure with vehicular access which is open on two or more sides and attached to a permanent foundation. A carport shall not attach two single-family dwellings or create duplexes, or multifamily dwellings except when the carport contains common building structural parts designed to be an integral part of a continuous structure. [As amended by Ordinance No. 04-600-O 12/5/04]

**"Cemetery"** means land used, or intended to be used, for the burial of the dead and dedicated for cemetery purposes, including columbariums, mausoleums, and mortuaries, when operated in conjunction with and within the boundary of such cemetery.

**"Church"** means a structure or set of structures, the principal purpose that is for persons to regularly assemble for worship, and which has legally been recognized by the State of Oregon.

**"City"** means Columbia City, Oregon.

**"City Administrator"** means the person designated by the City Council to perform the duties of city administrator for Columbia City, Oregon.

**"Commercial Use"** means establishments or places engaged in the distribution and sale or rental of goods and the provision of services.

**"Commission"** means the Planning Commission of Columbia City, Oregon.

**"Complete"** means every item is included without omissions or deficiencies.

**"Complex"** means a structure or group of structures developed on one lot of record.

**"Community Building"** means a publicly-owned and operated facility used for meetings, recreation or education.

**"Comprehensive Plan"** means the coordinated land use map and policy statement of the governing body of the City as acknowledged by the State of Oregon.

**"Conditional Use"** means a use which may be approved, denied or approved with conditions by the approval authority following a public hearing, upon findings by the authority that the approval criteria have been met or will be met upon satisfaction of conditions of approval.

**"Conditional Use Permit"** means a permit issued by the City, following the procedures in Chapter 7.130, which states that the use meets all of the conditions placed on it by the Commission and this Ordinance."

**"Contiguous"** See "Abut/abutting."

**"Convenience Store"** means a retail store containing less than 5,000 square feet of gross floor area, designed and stocked to sell primarily food, beverages, and other household supplies to customers purchasing only a relatively few items (in contrast to a "supermarket") for example, "7-11" and "Plaid Pantry" stores.

**"Council"** means the City Council of Columbia City, Oregon.

**"Court"** means an open, unoccupied space, other than a yard, on the same lot with a building and enclosed on two or more sides by such building.

**"Days"** means calendar days, unless business days are specified, which shall mean Monday through Friday, exclusive of official City holidays.

**"Day Care Home"** means care provided to not more than 12 unrelated children or 5 unrelated adults in a residential dwelling certified by the State of Oregon during a period not to exceed twelve (12) hours in any twenty-four (24) hour day. Day care homes are Type 1 Home Occupations.

**"Day Care Facility"** means any facility where the primary purpose is provision of care for 13 or more children or 6 or more adults not related by blood or marriage, or not the legal wards or foster children of the attendance adult(s) during a period not to exceed twelve (12) hours in any twenty-four (24) hour day. See ORS 418.817.

**"Declarant"** means the person who files a declaration as required under ORS 92.075 to subdivide or partition property.

**"Declaration"** means the instrument described in ORS 92.075 by which the subdivision or partition plat was created.

**"Deck"** means a platform or surface that is either attached to or detached from the principal building or accessory buildings. A ground-level deck, limited to a platform and not to exceed 30 inches from the ground, shall be allowed 10 feet into the 20-foot front yard setback. Decks (and their steps) shall be allowed 4 feet into the normal side yard and back yard setback areas required for principal and accessory buildings as long as the total height (including railings, walls, and hot tubs, etc.) does not exceed 6 feet and does not include a roof or solid walls.

**"Dedication"** means the donation of property by its owner to the City for any public purpose.

**"Demolish"** means to raze, destroy, dismantle, deface or in any other manner cause partial or total ruin of a designated structure or resource.

**"De Novo"** means a new hearing, usually without consideration of any previous hearing testimony.

**"Density"** means the number of dwelling units allowed on a parcel of land, frequently expressed as the number of units per acre.

**"Density, Gross"** means including all of the land within the boundaries of the lot in the computation of density.

"Density, Net" means excluding from the computation those lands necessary for streets and underground utilities, as well as easements, floodways and steep slopes.

"Designated Landmark" means any cultural resource that has special historical, cultural, aesthetic or architectural character, interest or value as part of the development, heritage or history of the City, the State of Oregon or the nation, and has been designated in the Comprehensive Plan and any parcel of land on which said cultural resource is located.

"Developer" means any person, agent firm or corporation constructing any man made change to improved or unimproved real estate including but not limited to buildings or other structures, dredging, filling, grading, paving, or excavations that make a material change to the appearance of a structure or land. [As amended by Ordinance No. 09-654-O 9/18/09]

"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations that makes a material change in the use or appearance of a structure or land and including partitions and subdivisions as provided in Oregon Revised Statutes 92 and 227.215.

"Development Permit" refers to any document or permit that authorizes an applicant to commence construction or development activities.

"Development Site" means the lot or combination of lots upon which development occurs.

"Drainageway" means undeveloped land inundated during a twenty-five-year storm with a peak flow of at least five cubic feet per second and conveyed, at least in part, by identifiable channels that either drain to the Columbia River or McBride Creek directly or after flowing through other drainageways, channels, creeks or floodplain.

"Drinking Establishment" means a structure or part of a structure where beverages containing alcohol may be purchased. Drinking establishments are not permitted as primary uses within the City. Any such activity shall be an accessory use to an approved eating establishment and shall require Planning Commission approval as a conditional use.

"Dwelling Types"

a. Accessory Dwelling Unit. A second dwelling unit created on a lot or parcel with an existing house or manufactured home. The second unit is created auxiliary to, and is always smaller than the house or manufactured home.

b. Single Family, Detached: One dwelling unit, structurally separated from any other dwelling on the same lot, including modular housing and manufactured/mobile homes, but not including travel trailers or trailer houses, designed for, and occupied exclusively by, one family and the household employees of that family.

c. Two-family or Duplex: A structure on a single lot containing two dwelling units connected by either a fire resistant common wall, unpierced from ground to roof, or an unpierced ceiling and floor.

d. Multi-family: A building or portion thereof designed or used for occupancy by four (4) or more families, living independently of each other and containing independent cooking facilities. For purposes of this Ordinance, a manufactured/mobile home is not considered a multi-family dwelling.

e. Three-family or Triplex: A structure on a single lot containing three dwelling units connected by either a fire resistant common wall, unpierced from ground to roof, or an unpierced ceiling and floor.

f. Townhouse: A dwelling unit, located in a row of three or more, with each having its own front and rear access to the outside, and each being connected to the other by one or more fire resistant common walls, unpierced from ground to roof.

**"Dwelling Unit"** means any building or portion thereof which contains living facilities - including provisions for sleeping, eating, cooking and sanitation as required by the Uniform Building Code designed for occupancy by only one family.

**"Easement"** means the granting, by a recorded interest, of one or more property rights by the owner to the public, another person or entity.

**"Eating Establishment"** means a structure where the primary use is the preparation and serving of food for consumption on the premises.

**"Employees"** means all persons, including proprietors, working on the premises during the largest shift.

**"Erect"** means the act of placing or affixing a component of a structure upon the ground or upon another such component.

**"Family"** means an individual or two or more persons related by genetics, legal adoption or guardianship or marriage or a group of five or fewer persons (excluding domestic employees) who are not related by genetics, adoption or marriage.

**"Fence, Sight-Obscuring,"** means a fence or wall constructed in such a way as to obstruct vision.

**"Final Action," "Final Decision" or "Final Order"** means a determination reduced to writing, signed and mailed to the applicant that includes a statement of the facts determined to be relevant by the approval authority as the basis for making its decision.

**"Findings"** means written statements of fact, conclusions and determinations in relation to applicable criteria based on the evidence presented at a public hearing, including the staff report, and accepted by the approval authority in support of their decision.

**"Flag lot,"** means a lot that has access to a right-of-way by means of a narrow strip of land. The lot area for a flag lot shall comply with the lot area requirements of the applicable zoning district and shall be provided entirely within the building site area exclusive of any accessway.

**"Flood, 100-Year or base"** means a flood with a one- percent chance of occurrence in any given year. It is mapped by the Army Corps of Engineers and is used by the Federal Emergency Management Agency and the City for the purposes of regulating development within flood boundaries.

**"Flood Fringe"** means the area bordering the floodway and within the floodplain that acts as a reservoir of flood waters

**"Flood Insurance Rate Map (FIRM)"** means the official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable.

**"Floodplain"** means the combined area of the floodway and the flood fringe as defined herein.

**"Floodway"** means the minimum area necessary for the passage of floodwaters, which must be reserved to discharge the 100-year flood without increasing the water surface elevation more than one (1) foot.

**"Floor Area"** means the area included within the surrounding exterior walls of a building or portion thereof, exclusive of courts. The floor area of a building or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

**"Frontage"** means all the property fronting on one side of a street between intersecting or intercepting streets, or between a street and a right-of-way, waterway, and/or dead-end street, measured along the street line. An intercepting street shall determine only the boundary of the frontage on the side of the street that it intercepts.

**"Garage, Private."** "Private garage" means a building or portion of a building in which motor vehicles used by the tenant of the structure on the premises are stored or kept.

"Garage, Public." "Public garage" means a structure that provides facilities for the repair of motor vehicles including body and fender repair, painting, rebuilding, reconditioning, upholstering, or other vehicle maintenance or repair.

"Grade" means the degree or rise of a sloping surface.

"Grade, Finish" means the final elevation of the ground surface after development.

"Grandfather Clause." See Non-Conforming Use.

"Greenhouse" means an enclosed structure used for the cultivation or protection of plants. Roof and exterior walls of greenhouses shall be predominantly transparent materials. [As amended by Ordinance No. 09-654-O 9/18/09]

"Guest House" means an accessory building used for the purpose of providing temporary living accommodations and having no cooking facilities

"Gross Acres" means all of the land area included in the legal description of the property.

"Hedge, Sight Obscuring" means an evergreen barrier grown for the purpose of obstructing vision which shall be at least two (2) feet tall at the time of planting, and capable of obscuring at least 80% of the view between two (2) and six (6) feet from the ground within five years of planting.

"Home Occupation" means a lawful income-producing activity conducted in a dwelling while maintaining the residential character and having no infringement on the rights of neighboring residents (see Chapter 7.104). Home occupation does not include activity conducted by a resident of the dwelling acting as an employee of a business located on a site other than the residence.

"Homeowners Association" means an incorporated, nonprofit organization operating under recorded land agreements through which each lot owner of a planned development or other described land area is automatically subject to a charge for a proportionate share of the expenses for the organization's activities, such as maintaining a common property.

"Houseboat" means a building designed to float in water that has one or more rooms designed for human occupancy by one or more families for living purposes and that has independent cooking facilities. Such a building may also be connected, but not required to be connected, to other utilities such as electricity, water, or sewer service.

"Implementing Ordinance" means an ordinance adopted to carry out the comprehensive plan, including, but not limited, to the provisions of this Ordinance.

"Improvement" means any building, structure, place parking facility, fence, gate, wall, work of art or other object constituting a physical improvement of real property or any part of such improvement of real property or any part of such improvement.

"Industrial Use" means any use involving the manufacturing, processing or assembly of semifinished or finished products from raw materials, or similar treatment or packaging of previously prepared materials.

"Industrial Park" means a large tract of land that has been planned as an integrated facility for a number of individual industrial uses, with special attention given to traffic circulation, parking, utility needs, landscaping and compatibility of uses.

"Junk" means old discarded or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste or junked, dismantled, wrecked, scrapped or ruined motor vehicles or motor vehicle parts, iron, steel or other old or scrap ferrous or nonferrous materials, metal or nonmetal materials.

"Junkyard" means any land area, building or part thereof used for the storage, collection, processing, sale, purchase or abandonment of two (2) or more unregistered and inoperable motor vehicles, wastepaper, scrap metal, discarded goods, machinery or other materials defined as "junk". Junkyards shall not be permitted within the City.

“Kenel” means any premise where 4 (four) or more dogs, cats or other small animals are kept for the business of boarding, training, propagation or sale.

“Land Form Alteration” means any manmade change to improved or unimproved real estate, including but not limited to, the addition of buildings or other structures, mining, quarrying, dredging, filling, grading, earthwork construction, stockpiling of rock, sand, dirt or gravel or other earth material, paving, excavation or drilling operations.

“Landscaping” means ground cover, trees, grass, bushes, flowers, garden areas and any arrangement of fountains, patios, decks, street furniture and ornamental concrete or stonework areas.

“Legislative Amendment” means a change to the text of this Ordinance, to the Comprehensive Plan text, to the Comprehensive Plan Map or to the Zoning Map that is general in nature or large in size of area, and, therefore, affects a significant number of properties and owners. If there are questions as to whether a specific request for a land use review is quasi-judicial or legislative, the decision will be made by the Planning Director. The decision will be based on current law and legal precedent.

“Loading Space” means an off-street space or berth on the same lot or parcel, with a building or use, or contiguous to a group of buildings or uses, for the temporary parking of a vehicle for loading or unloading persons, merchandise or materials, and which space or berth abuts upon a street, alley or other appropriate means of access and egress.

“Lot,” means a unit or area of land owned by or under the lawful control and in the lawful possession of one distinct ownership but not limited to the fractional subdivisions of a block, according to a plot or survey.

“Lot Area” means the total horizontal area contained within the lot lines of a lot, exclusive of public right-of-ways.

“Lot Corner” means a lot with two (2) adjacent sides abutting streets other than alleys.

“Lot Coverage” means the percent of a lot area covered by the horizontal projection of any structures or buildings.

“Lot Depth” means the average distance between the front lot line and the rear lot line.

“Lot Interior,” means a lot other than a corner lot, with frontage only on one street.

“Lot Line” means any property line bounding a lot.

“Lot Line Adjustment” - See “Property Line Adjustment”.

“Lot Line Front.” “Front lot line” means in the case of an interior lot, a property line that abuts the street; in the case of a corner, through lot or flag lot, the shortest of the two property lines that abut the street or access way.

“Lot Line Rear.” “Rear lot line” means a lot line opposite to and most distant from the front lot line; or, in the case of an irregular or triangular-shaped lot, a line ten (10) feet long drawn entirely within the lot, parallel to and at a maximum distance from the front lot line.

“Lot Line Side.” “Side lot line” means any lot boundary not a front or rear property line.

“Lot of Record,” means a legally created lot meeting all applicable regulations in effect at the time of creation.

“Lot Through or Double-Frontage Lot” means an interior lot having frontage on two (2) parallel streets.

“Lot Width” means the average horizontal distance between the side lot lines.

“Major Impact Utility” means services and utilities that have a substantial visual impact on an area. Typical uses are electrical and gas distribution substations, radio microwave, telecommunications towers, telephone transmitters and cable TV receivers and transmitters.

“Minor Impact Utility” means services and utilities which have minimal visual impact and are necessary to support uses allowed outright in the underlying zone such as power lines and poles, phone booths, fire hydrants, benches, unsheltered transit stops, sheltered transit stops containing 36 square feet or less, and mailboxes.

**"Manufactured Home"** means a single-family dwelling or structure, transportable in one or more sections, each built on a permanent chassis, containing a minimum of 900 square feet of living space, and which is designed to be used for permanent occupancy as a dwelling and is not designated as a recreational vehicle or prefabricated modular home as defined by the State of Oregon. The term "mobile home" includes manufactured homes, which are structures with a Department of Housing and Urban Development (HUD) label certifying the structure is constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended.

**"Manufactured Home Park"** means any place where four or more manufactured homes are located on a lot tract, or parcel of land under the same ownership, the primary purpose of which is to rent or lease space or keep space for rent or lease to any person for a charge or fee paid or to be paid for the rental or lease or use of facilities or to offer space free in connection with securing the trade or patronage of such person.

**"Mining and/or Quarrying"** means premises from which any rock, sand, gravel, topsoil, clay, mud, peat or mineral is removed or excavated for sale, as an industrial or commercial operation, and exclusive of excavating and grading for street and roads and the process of grading a lot preparatory to the construction of a building for which a permit has been issued by a public agency.

**"Ministerial"** means a routine governmental action or decision that involves little or no discretion. Ministerial decisions do not require public notification or an opportunity for appeal. [Amended by Ordinance No. 09-654-O 9/18/09]

**"Minor Impact Utility"** means services that have minimal off-site visual impact.

**"Modular Home"** means a permanent structure consisting of one or more modules assembled in a factory in accordance with a building code and qualified to be financed and taxed as real property when placed upon a permanent foundation. (Sectionalized housing is a form of single-family modular housing.)

**"Motel"** means a building or series of buildings in which lodging only is offered for compensation, and which may have more than two sleeping rooms or units for this purpose, and which is distinguished from a hotel primarily by provision of a direct independent access to adjoining parking for each rental unit.

**"Net Acres"** means the total amount of land that can be used for development.

**"Nonconforming Lot"** means a lot which was lawful in terms of size, area, dimensions or location, prior to the adoption, revision or amendment of the zoning ordinance, but which now fails to conform to the requirements of the zoning district.

**"Nonconforming Sign"** means any sign lawfully existing on the effective date of an ordinance, or amendment thereto, which renders such sign nonconforming because it does not conform to all the standards and regulations.

**"Nonconforming Structure"** means a structure the size, dimensions or location of which were lawful prior to the adoption, revision or amendment to a zoning ordinance, but which fails to meet the present requirements of the zoning district.

**"Nonconforming Use"** means an activity lawfully existing prior to the effective date of this Ordinance, or any amendment thereto, but which fails to meet the current standards and requirements of the zone. (Note: In the case of nonconformance, the key phrase is "...lawfully existing prior to the effective date of this Ordinance or any amendment ..." which make the use or the lot, sign or structure nonconforming. These are frequently referred to as being "grandfathered in," meaning that they are allowed to remain under the conditions set by the ordinance. See Chapter 7.135).

**"Occupancy Permit"** means a required permit allowing occupancy of a building after it has been determined that all requirements are met.

"On-the-Record" means an appeal procedure in which the decision is based on the record established at the initial hearing. New information may be added only under certain limited circumstances.

"Open Space" means an area of land or water essentially unimproved and set aside, dedicated or reserved for public or private use, or for the use of owners and occupants of land adjoining or neighboring such open space.

"Owner" means any person, agent, firm or corporation having a legal or equitable interest in the property.

"Owner, Contract Purchaser Deemed". A person or persons purchasing property under contract, for the purposes of this Ordinance shall be deemed to be the owner or owners of the property covered by the contract. The Planning Commission or the council may require satisfactory evidence of such contract of purchase.

"Parcel" means a unit of land that is created by partitioning land.

"Park" means any land set apart and devoted to the purposes of pleasure, recreation, ornament, light and air for the general public.

"Parking Space" means an area within a private or public parking area, building or structure meeting the specific dimensional requirements and designated as parking for one vehicle.

"Partitioning Land" means division of an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. Partitioning does not include divisions of land resulting from lien foreclosures nor the adjustment of a property line by the relocation of a common boundary when no new parcel is thereby created.

"Permit" An official document or certificate, issued by the City or its designate Official, authorizing performance of a specified activity.

"Permitted Use" means a use that is allowed outright, but is subject to all applicable provisions of this Ordinance.

"Person" means an individual, corporation, governmental agency, official advisory committee of the city, business trust, estate, trust, partnership, association, two or more people having a joint or common interest or any other legal entity.

"Planning Director" means the person designated by the City Council as responsible for planning activities for the city.

"Plat," means (1) A map representing a tract of land, showing the boundaries and location of individual properties and streets; (2) A map of a subdivision or site plan.

"Plat, Final," means the final map of all, or a portion of, a site or subdivision plan that is presented to the City for final approval. (Note: Final approval is granted only upon the completion or installation of all the required improvements, or the posting of performance bonds or guarantees assuring the completion or installation of such improvements.)

"Portable Storage Structure" means a commercially manufactured structure for the purpose of storage that is no greater than 200 square feet in area, no greater than 12' in height, supported by poles, covered by a vinyl or canvas roof and not attached to a permanent foundation. The sides of the structure may be open or may be covered in the same material as the roof. [As amended by Ordinance No. 04-600-O 12/5/04]

"Potential Future Flooding" means condition that exists when a property elevation is at or below the established 100-year flood plain.

"Preservation" means the identification, study, protection, restoration, rehabilitation or enhancement of cultural resources.

"Principal Building" means the primary structure on a lot built for the support, shelter, protection or enclosure of any persons, animals or property of any kind, excluding an accessory

building. The principal building shall conform to the stated uses within the zoning district and all other restrictions of this Ordinance.

"Professional Office" means the office of a member of a recognized profession maintained for the conduct of that profession.

"Property Line" means the division line between two units of land.

"Property Line Adjustment" means the relocation of a common property line between two abutting properties, which does not result in the creation of an additional lot, or the creation of a substandard lot.

"Quasi-Judicial Amendment" means a change to the text of this Ordinance, the Comprehensive Plan text, the City Plan Map or the City Zoning Map that is specific in nature or involves only a small number of properties or owners. If there are questions as to whether a specific request for a land use review is quasi-judicial or legislative, the decision will be made by the City Attorney. The decision will be based on current law and legal precedent.

"Receipt" means an acknowledgment of submittal.

"Recreational Facility" means a facility, structure, or place designed for use as a location for persons of all ages to engage in physical diversion or sport.

"Recreational Vehicle" means a vacation trailer or other unit with or without motor power that is designed for human occupancy and to be used temporarily for recreational purposes and is identified as a recreational vehicle by the manufacturer.

"Recreational Vehicle Park" means any property developed for the purpose of parking or storing recreational vehicles on a temporary or transient bases, wherein two or more of such units are placed within five hundred feet of each other on any lot, tract or parcel of land under one ownership.

"Remodel" means an internal or external modification to an existing building or structure that does not increase the site coverage.

"Residence" means a structure designed for occupancy as living quarters for one or more persons.

"Residential Care Home" means any home licensed by or under the authority of the Department of Human Resources as defined in ORS 443.400, a residential home registered under ORS 443.480 to 443.500 or an adult foster home licensed under ORS 443.505 to 443.825 which provides residential care for five or fewer individuals who need not be related, excluding required staff persons.

"Residential Care Facility" means any facility licensed or registered by or under the authority of the Department of Human Resources as defined in ORS 443.400 to 443.460 or licensed by the Children's Services Division which provides residential care for six to fifteen individuals who need not be related, excluding required staff persons.

"Residential Use" means a structure used for human habitation by one or more persons.

"Reserve Strip" means a strip of property usually one foot in width overlaying a dedicated street which is reserved to the city for control of access until such time as additional right-of-way is accepted by the city for continuation or widening of the street.

"Right-of-way" means a strip of land occupied or intended to be occupied by a street, crosswalk, pedestrian and bike paths, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or other special use. The usage of the term "right-of-way for land division purposes" means that every right-of-way hereafter established and shown on a plat or map is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

"Roadway" means the portion of the street right-of-way developed for vehicular traffic.

"Screening" means a method of visually shielding or obscuring one abutting or nearby structure or use from another by fencing, walls, berms or densely planted vegetation.

**“School”** means a structure where the primary use is the provision of instruction and teaching.

**“Setback”** means the minimum allowable distance between the property line and any structural projection. If there is an access easement on the lot or parcel, setback shall mean the minimum allowable distance between the access easement and any structural projection. See 7.10.110.B and development standards for specific zones for exceptions to setback requirements. [As amended by Ordinance No. 06-619-O 7/2/06]

**“SHPO:”** The State Historic Preservation Office.

**“Sign”** means any lettered or pictorial device designed to inform or attract attention, and which shall comply with Chapter 7.102 of this Ordinance.

**“Steep Slope”** shall mean any slope defined as a slope hazard area in Section 7.106.030. [As amended by Ordinance No. 06-619-O 7/2/06]

**“Story”** means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a basement or unused underfloor space is more than six feet above grade as defined in this section for more than fifty percent of the total perimeter or is more than twelve feet above grade as defined in this section at any point, such basement or unused underfloor space shall be considered as a story.

**“Story, First.”** “First story” means the lowest story in a building which qualifies as a story, as defined in this Section, except that a floor level in a building having only one floor shall be classified as a first story, provided such floor level is not more than four feet below grade, as defined in this Section, for more than fifty percent of the total perimeter, or more than eight feet below grade, as defined in this section, at any point.

**“Story, Half.”** “Half story” means a story under a gable or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than two feet above the floor of such story. If the finished floor level directly above a basement or unused underfloor space is not more than six feet above grade, as defined in this Section, for more than fifty percent of the total perimeter or is not more than twelve feet above grade as defined in this Section, at any point, such basement or unused underfloor space shall be considered as a half story.

**“Street”** or **“Road”** means a public or private way affording the principal means of access to abutting property, excluding a private way that is created to provide ingress or egress to such land in conjunction with the use of such land for forestry, mining or agricultural purposes.

**“Street, Private”.** “Private Street” means an access way that is under private ownership.

**“Street Classifications”**

**Alley:** A narrow public street through or partially through a block existing on the Columbia County Tax Maps before September 1, 2003, or a new narrow public street through a block used to provide vehicular ingress and egress to the back or side of properties otherwise abutting the street. An alley typically has a width of no more than twenty (20) feet.

**Arterial:** A major public street carrying large amounts of traffic and so designated in the Columbia City Transportation System Plan.

**Collector:** A public street carrying traffic between local and arterial streets and so designated in the Columbia City Transportation System Plan.

**Cul-de-sac:** A public street that terminates in a vehicular turnaround.

**Half Street:** The dedication of right-of-way equal to one-half the planned width of a public street and running the length of the property frontage. The same term shall be applied to street improvements made to the centerline of the street, except paving width shall be no less than 20 feet where adequate right-of-way exists.

**Local:** A public street intended primarily for access to abutting properties.

[As amended by Ordinance No. 03-589-O 9/19/03]

"Structural Alteration" See Alteration, structural.

"Structure" means that which is built or constructed, erected, or air-inflated, permanent or temporary; an edifice or building of any kind or any piece of work artificially built up or composed of parts joined together in some definite manner and which requires location on the ground or which is attached to something having a location on the ground. Among other things, structure includes buildings, walls, signs, billboards and poster panels.

"Structural Alteration" See "Alteration, Structural".

"Subdivide Land" means to divide an area or tract of land into four or more lots within a calendar year when such area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of such year.

"Subdivision" means either an act of subdividing land or an area or a tract of land subdivided as defined in this Section.

"Substantial" means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty percent of the replacement value of the structure.

"Unstable Soil" means soil types which pose severe limitations upon development due to potential flooding, structural instability, or inadequate sewage waste disposal, as defined by the U.S. Soil Conservation Service.

"Urban Growth Boundary" means an adopted line used as a planning guideline to designate the future urban area of the City and indicating areas into which City services will be extended upon annexation to the City.

"Use" means the primary purpose for which land or a structure is designed, arranged or intended, or for which it is occupied or maintained.

"Variance" means a grant of relief from the standards of this Ordinance when it can be shown that, due to unusual conditions related to a piece of property, strict application of the Ordinance would result in an unnecessary hardship. (See Chapter 7.140).

"Visual Clearance Area" means a triangular area on a lot at the intersection of two streets or a street and an alley or railroad, two sides of which are lot lines measured from the corner intersection of the lot lines to a distance of thirty feet. The third side of the triangle is a line across the corner of the lot adjoining the ends of the other two sides. Where the lot lines at intersections have rounded corners, the lot lines will be extended in a straight line to a point of intersection. The visual clearance area shall not contain visual obstructions. [As amended by Ordinance No. 04-600-O 12/5/04]

"Visual Obstruction" means any fence, hedge, tree, shrub, device, wall or structure between the elevations of three feet (36 inches) and eight feet above the adjacent curb height or above the elevation of gutter line of street edge where there is no curb, as determined by the Planning Director, and so located in the visual clearance area as to limit the visibility of pedestrians or persons in motor vehicles. [As amended by Ordinance No. 04-600-O 12/5/04]

"Wetlands" means uncultivated land often called swamp, marsh or bog, which exhibits all of the following characteristics:

- a. The land supports hydrophytic vegetation. This occurs when more than fifty percent of the dominant species from all strata are classified as wetland species;
- b. The land has hydric soils. Hydric soils are soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part of the soil profile;
- c. The land has wetland hydrology. Wetland hydrology is permanent or periodic inundation, or soil saturation for at least one week during the growing season.

"Yard" means an open space unobstructed from the ground upward except as otherwise provided in this Ordinance.

"Yard, Corner Side." "Corner side yard," means a yard extending from the front yard to the rear lot line on the street side of a corner lot.

"Yard, Exterior Side" means a yard extending from the front yard to the rear lot line on the street side of a corner lot.

"Yard, Front." "Front yard" means A yard extending across the full width of the lot, with a depth equal to the minimum horizontal distance between the front lot line and a line drawn parallel to it at the nearest point of the building.

"Yard, Rear or Back" means a yard between side lot lines and measured horizontally at right angles to the rear lot line from the rear lot line to the nearest point of the foundation of a building.

"Yard, Side." "Side yard" means a yard between the main building and side lot line, extending from the front yard to the rear yard and measured horizontally from the nearest point of the side lot line to the nearest point of the principal building.

"Zoning District" means an area of land within the Columbia City limits designated for specific types of permitted developments subject to the development requirements of that district.

**Chapter 7.30  
ADMINISTRATION**

**7.30.010 Zones Established.** To carry out the purpose and the provisions of this Ordinance, the following zones and overlays are hereby established:

<b>ABBREVIATED DESIGNATION</b>	<b>DESCRIPTION</b>
<b>RESIDENTIAL ZONES</b>	
R-1	Low Density Residential
R-2	Moderate Density Residential
R-3	High Density Residential
MHP	Manufactured Home Park
<b>COMMERCIAL ZONES</b>	
C	Commercial
CR	Commercial Recreation
<b>INDUSTRIAL ZONES</b>	
I	Industrial
<b>PUBLIC ZONES</b>	
PL	Public Land
<b>OVERLAYS</b>	
FH	Flood Hazard
H	Historic

**7.30.020 Classification and Density.** All areas within the corporate limits of the City are divided into zoning districts. The use of each tract and ownership of land within the corporate limits is limited to those uses permitted by the zoning classification applicable to each such tract as designated on the Columbia City zoning map. Density shall generally be as follows:

- R-1 Low Density Residential: No more than 4 units per acre.
- R-2 Moderate Density Residential: No more than 8 units per acre.
- R-3 High Density Residential: No more than 10 units per acre.
- MHP Manufactured Home Park: No more than 8 units per acre.

Exact densities are subject to area, height, density and setback provisions of each district.

**7.30.030 Zoning Map.**

- A. The boundaries of the zones established in this Ordinance are to be indicated on a map entitled "Columbia City Zoning Map" referred to hereafter as the City zoning map, which

is hereby adopted by reference. The map shall be dated with the effective date of adoption and be signed by both the Mayor and City Recorder.

- B. Each lot, tract and parcel of land or portion thereof within the zone boundaries as designated and marked on the zoning map, is classified, zoned and limited to the uses as hereinafter specified and defined for the applicable zone classification.
- C. Amendments to the City zoning map may be made in accordance with the provisions of Chapters 7.160 and 7.162 of this Ordinance. Copies of all map amendments shall be dated with the effective date of the document adopting the map amendment and shall be maintained without change, together with the adopting document, on file in the office of the City Recorder.
- D. The City Administrator shall maintain an up-to-date copy of the City zoning map. Any map amendments shall be accurately portrayed, listed in the amendment column on the face of the map, with the date, the number of the Ordinance authorizing the change and the initials of the City Administrator.

**7.30.040 Determination of Zoning Boundaries.** When there is uncertainty, contradiction or conflict as to the intended location of any zone boundary, the exact location shall be determined by the Planning Director in accordance with the following standards:

- A. Street Lines - where the boundaries are indicated as following approximately the street, alley or railroad center lines, such lines shall be construed to be the zone boundaries.
- B. Street Vacations - whenever a street is lawfully vacated, the area vacated shall revert (in equal proportions) to the adjoining properties and shall acquire the zone classification of the property to which it reverts.
- C. Lot Lines - where the boundaries are indicated as following approximately the lot lines, such lot lines shall be construed to be the zone boundaries. If a zone boundary divides a lot into two zones, the entire lot shall be placed in the zone that accounts for the greater area of the lot, by means of an adjustment of the boundary of not more than fifty (50) feet.
- D. Water Courses - the boundary lines are intended to follow the centerlines of watercourses.

**Chapter 7.35**  
**AUTHORIZATION OF UNLISTED USES**

**7.35.010 Purpose.** It is not possible to contemplate all of the various uses, which will be compatible within a zoning district, and omissions will occur. The purpose of these provisions is to establish a procedure for determining whether certain specific uses would have been permitted in a zoning district had they been contemplated and whether such unlisted uses are compatible with the listed uses.

**7.35.020 Unlisted Use Defined.** An "unlisted use" is a use that is not listed as either an outright or a conditional use in any zoning district.

**7.35.030 Administration.** The City Administrator shall maintain a list by zoning district of unlisted uses approved by the Planning Commission. The list shall have the same effect as an amendment to the use provisions of the applicable zone. A copy of the updated list shall be given to each Planning Commissioner at the next regularly scheduled Planning Commission meeting following their determination that the unlisted use is a similar use and shall be available to the public on request. Annually, all copies of this Ordinance shall be updated to include the unlisted uses approved as similar uses during the previous year.

**7.35.040 Limitation.** The Planning Commission shall not authorize an unlisted use in a zoning district if the use is specifically listed in another zone as either a permitted use or a conditional use.

**7.35.050 Approval Criteria.**

- A. The Planning Commission shall approve or deny an unlisted use application based on findings that:
1. The use is consistent with the intent and purpose of the applicable zoning district;
  2. The use is similar to and of the same general type as the uses listed in the zoning district;
  3. The use has similar intensity, density, off-site impacts and impacts on public facilities as the uses listed in the zoning district.

**Chapter 7.40**  
**(R-1) LOW DENSITY RESIDENTIAL ZONE**

**7.40.010 Purpose.** The R-1 zone is intended to provide minimum standards for residential use in areas of low population densities.

**7.40.020 Permitted Uses.** In the R-1 zone, only the following uses and their accessory uses are permitted outright:

- A. Registered day care home defined by ORS 657A providing care to not more than twelve children up to the age of 13 years old as an accessory use to an existing residential use;
- B. Home occupation (Type I) subject to Chapter 7.104;
- C. Manufactured homes on individual lots subject to Section 7.94.030;
- D. Minor impact utilities;
- E. Residential care home;
- F. Single-family detached residential dwelling;
- G. Public park or recreation facility;
- H. Accessory buildings as defined in Chapter 7.25 and located in the rear or side yard.
- I. Portable storage structure located outside the front setback. [As amended by Ordinance No. 04-600-O 12/5/04]
- J. Greenhouse having less than 160 square feet and located in the rear or side yard. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.40.030 Conditional Uses.** The following uses and their accessory uses may be permitted in the R-1 zone when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, other relevant sections of this Ordinance and any conditions imposed by the planning commission:

- A. Church, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- B. Fire station, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- C. Community meeting building, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- D. Home occupation (Type II) subject to Chapter 7.104;

- E. Schools, public or private, limited to pre-kindergarten through 8<sup>th</sup> grade provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- F. Museum;
- G. Private park;
- H. Greenhouse having more than 160 square feet.

[As amended by Ordinance No. 03-589-O 9/19/03]

**7.40.040 Development Standards.**

- A. The minimum lot area shall be ten thousand (10,000) square feet.
- B. The minimum lot width shall be eighty-five (85) feet and each lot shall have a minimum of forty-five (45) feet of street access.
- C. The minimum setback requirements are as follows:
  - 1. The front setback for all structures shall be a minimum of twenty (20) feet, except the front setback adjacent to an eighty (80) foot wide local street, public right of way, shall be a minimum of ten (10) feet.
  - 2. The side setbacks for all structures shall be a minimum of eight (8) feet.
  - 3. Any street side setback shall be a minimum of ten (10) feet, except:
    - a. The street side setback adjacent to an eighty (80) foot wide local street, public right of way, shall be a minimum of five (5) feet.
    - b. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.
  - 4. The rear setback for the primary structure shall be a minimum of eight (8) feet, except:
    - a. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.
  - 5. The minimum rear setback for an accessory building shall be three (3) feet, except:
    - a. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.

6. The setback from the public right-of-way to the point of vehicular access for any garage, carport or other structure used for vehicle storage shall be a minimum of twenty (20) feet, except:
  - a. Adjacent to an alley right of way, where the point of vehicular access shall be no less than three (3) feet from the alley right-of-way;
  - b. Adjacent to an eighty (80) foot wide local street, public right of way, where the point of vehicular access shall be no less than ten (10) feet from the public right of way.
  - c. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.

[As amended by Ordinance No. 09-654-O 9/18/09]

- D. No building height in an R-1 zoning district shall exceed twenty-four (24) feet. "Building height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.) [As amended by Ordinance No. 06-619-O 7/2/06]
- E. Accessory buildings shall be similar in appearance to the principal building and shall not be of pole barn type appearance or made of corrugated material. No accessory building shall exceed 1,000 square feet.
- F. One principal building per lot or parcel.
- G. Buildings, portable storage structures and paving shall not occupy more than 50% of the lot or parcel. [As amended by Ordinance No. 06-619-O 7/2/06]
- H. Parking requirements shall be in accordance with Chapter 7.100.
- I. Landscaping requirements shall be in accordance with Chapter 7.96.
- J. Signs shall be in accordance with Chapter 7.102.
- K. Additional requirements shall include any applicable section of this Ordinance.
- L. Side and rear setbacks are not applicable to portable storage structures, except any local, collector or arterial street side setback shall be a minimum of ten (10) feet. [As amended by Ordinance No. 04-600-O 12/5/04]
- M. No parking or storage of vehicles, RV's, trailers, campers, boats, or similar items shall occur in the front setback except in a paved driveway and such parking or storage shall not occupy more than 720 square feet. [As amended by Ordinance No. 04-600-O 12/5/04]

**Chapter 7.45**  
**(R-2) MODERATE DENSITY RESIDENTIAL ZONE**

**7.45.010 Purpose.** The R-2 zone is intended to provide minimum standards for residential use in areas of moderate population concentrations.

**7.45.020 Permitted Uses.** In the R-2 zone, only the following uses and their accessory uses are permitted outright:

- A. Registered day care home as defined by ORS 657A;
- B. Residential care home;
- C. Home occupation (Type I) subject to Chapter 7.104;
- D. Manufactured home on individual lots subject to Section 7.94.030 and development standards for a single-family detached residential dwelling;
- E. Minor impact utilities;
- F. Single-family detached residential dwelling;
- G. Duplex;
- H. Public park or recreation facility;
- I. Attached accessory dwelling unit subject to Chapter 7.112;
- J. Accessory buildings as defined in Chapter 7.25 and located in the rear or side yard.
- K. Portable storage structure located outside the front setback. [As amended by Ordinance No. 04-600-O 12/5/04]
- L. Greenhouse having less than 160 square feet and located in the rear or side yard. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.45.030 Conditional Uses.** The following uses and their accessory uses may be permitted in the R-2 zone when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, other relevant sections of this Ordinance and any conditions imposed by the planning commission:

- A. Church, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- B. Fire station, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;

- C. Community meeting building, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- D. Home occupation (Type II) subject to Chapter 7.104;
- E. Schools, public or private, limited to pre-kindergarten through 8<sup>th</sup> grade provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- F. Museum;
- G. Bed and Breakfast establishments;
- H. Private park;
- I. Greenhouse having more than 160 square feet.

[As amended by Ordinance No. 03-589-O 9/19/03]

**7.45.040 Development Standards.**

- A. The minimum lot area for a single-family detached residence or duplex shall be ten thousand (10,000) square feet.
- B. The minimum lot width shall be eighty-five (85) feet and each lot shall have a minimum of forty-five (45) feet of street access.
- C. The minimum setback requirements are as follows:
  - 1. The front setback for all structures shall be a minimum of twenty (20) feet, except the front setback adjacent to an eighty (80) foot wide local street, public right of way, shall be a minimum of ten (10) feet.
  - 2. The side setbacks for all structures shall be a minimum of eight (8) feet.
  - 3. Any street side setback shall be a minimum of ten (10) feet, except:
    - a. The street side setback adjacent to an eighty (80) foot wide local street, public right of way, shall be a minimum of five (5) feet.
    - b. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.
  - 4. The rear setback for the primary structure shall be a minimum of eight (8) feet, except:

- a. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.
- 5. The minimum rear setback for an accessory building shall be three (3) feet, except:
  - a. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.
- 6. The setback from the public right-of-way to the point of vehicular access for any garage, carport or other structure used for vehicle storage shall be a minimum of twenty (20) feet, except:
  - a. Adjacent to an alley right of way, where the point of vehicular access shall be no less than three (3) feet from the alley right-of-way;
  - b. Adjacent to an eighty (80) foot wide local street, public right of way, where the point of vehicular access shall be no less than ten (10) feet from the public right of way.
  - c. Where a primary residence existing on or before May 17, 1978 is being attached to a detached garage existing on or before May 17, 1978, no additional setback shall be required.

[As amended by Ordinance No. 09-654-O 9/18/09]

- D. The setback from the public right-of-way to the point of vehicular access for any garage, carport or other structure used for vehicle storage shall be a minimum of twenty (20) feet, except in the case of an alley where a detached garage or carport may be located no less than three (3) feet from the alley right-of-way and an attached garage may be located no less than eight (8) feet from the alley right-of-way.
- E. No building height in an R-2 zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.)
- F. Accessory buildings shall be similar in appearance to the principal building and shall not be of pole barn type appearance or made of corrugated material. No accessory building shall exceed 1,000 square feet.
- G. One principal building per lot or parcel.
- H. Buildings, portable storage structures and paving shall not occupy more than 50% of the lot or parcel. [As amended by Ordinance No. 06-619-O 7/2/06]
- I. Parking requirements shall be in accordance with Chapter 7.100.

- J. Landscaping requirements shall be in accordance with Chapter 7.96.
- K. Signs shall be in accordance with Chapter 7.102.
- L. Additional requirements shall include any applicable section of this Ordinance.
- M. Side and rear setbacks are not applicable to portable storage structures, except any local, collector or arterial street side setback shall be a minimum of ten (10) feet. [As amended by Ordinance No. 04-600-O 12/5/04]
- N. No parking or storage of vehicles, RV's, trailers, campers, boats, or similar items shall occur in the front setback except in a paved driveway and such parking or storage shall not occupy more than 720 square feet per dwelling unit. [As amended by Ordinance No. 04-600-O 12/5/04]

[As amended by Ordinance No. 03-589-O 9/19/03]

**Chapter 7.50**  
**(R-3) HIGH DENSITY RESIDENTIAL ZONE**

**7.50.010 Purpose.** The R-3 zone is intended to provide minimum standards for residential use in areas of high population concentrations.

**7.50.020 Permitted Uses.** In the R-3 zone, only the following uses and their accessory uses are permitted outright:

- A. Registered childcare home defined by ORS 657A;
- B. Residential care facility subject to Chapter 7.120, Site Development Review;
- C. Home occupation (Type I) subject to Chapter 7.104;
- D. Minor impact utilities;
- E. Triplex subject to Chapter 7.120, Site Development Review;
- F. Townhomes subject to Chapter 7.120, Site Development Review;
- G. Multi-family dwellings subject to Chapter 7.120, Site Development Review;
- H. Public park and recreation facility;
- I. Accessory buildings located in the rear or side yard.
- J. Portable storage structure located outside the front setback. [As amended by Ordinance No. 04-600-O 12/5/04]
- K. Greenhouse having less than 160 square feet and located in the rear or side yard. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.50.030 Conditional Uses.** The following uses and their accessory uses may be permitted in the R-3 zone when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Home occupation (Type II) subject to Chapter 7.104;
- B. Bed and Breakfast establishment.

**7.50.040 Development Standards.**

- A. The minimum lot area for each dwelling unit shall be twenty five hundred (2,500) square feet per dwelling unit, but no more than 10 units per acre shall be permitted.
- B. The minimum setback requirements are as follows:
  - 1. The front setback for all structures shall be a minimum of twenty feet (20).

2. The side setbacks for all structures, except townhouses, shall be a minimum of six (6) feet. Any street side setback shall be a minimum of ten (10) feet.
  3. The rear setback shall be a minimum of fifteen (15) feet. The minimum rear setback for an accessory building shall be three (3) feet.
  4. The setback from the public right-of-way to the point of vehicular access for any garage, carport or other structure used for vehicle storage shall be a minimum of twenty (20) feet, except in the case of an alley where a detached garage or carport may be located no less than three (3) feet from the alley right-of-way, and an attached garage may be located no less than eight (8) feet from the alley right-of-way. [As amended by Ordinance No. 03-589-O 9/19/03]
- C. No building height in an R-3 zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.) [As amended by Ordinance No. 03-589-O 9/19/03]
- D. Accessory buildings shall be similar in appearance to the principal building and shall not be of pole barn type appearance or made of corrugated material. No accessory building shall exceed 1,000 square feet.
- E. One principal building per lot or parcel except for multi-family developments.
- F. Buildings and portable storage structures shall not occupy more than 50% of the lot or parcel. [As amended by Ordinance No. 04-600-O 12/5/04]
- G. Parking requirements shall be in accordance with Chapter 7.100.
- H. Landscaping requirements shall be in accordance with Chapter 7.96.
- I. Signs shall be in accordance with Chapter 7.102.
- J. Additional requirements shall include any applicable section of this Ordinance.
- K. Side and rear setbacks are not applicable to portable storage structures, except any local, collector or arterial street side setback shall be a minimum of ten (10) feet. [As amended by Ordinance No. 04-600-O 12/5/04]
- L. No parking or storage of vehicles, RV's, trailers, campers, boats, or similar items shall occur in the front setback except in a paved driveway and such parking or storage shall not occupy more than 720 square feet per dwelling unit. [As amended by Ordinance No. 04-600-O 12/5/04]

**Chapter 7.55**  
**(MHP) MANUFACTURED HOME PARK ZONE**

**7.55.010 Purpose.** The Manufactured Home Park (MHP) zone is intended to provide minimum standards for manufactured home parks in areas where community services are, or can become available, for moderate population concentrations.

**7.55.020 Permitted Uses.** In the MHP zone, only the following uses and their accessory uses are permitted outright:

- A. Registered day care home defined by ORS 657A;
- B. Residential care home;
- C. Home occupation (Type I) subject to Chapter 7.104;
- D. Manufactured home parks, including meeting and recreation facilities for residents, subject to Chapter 7.94 and 7.120;
- E. Minor impact utility;
- F. Public park and recreation facility;
- G. Accessory structures, less than 120 square feet and used for storage purposes only, when located in side or rear yards of approved manufactured home parks.
- H. Greenhouse having less than 160 square feet and located in the rear or side yard. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.55.030 Conditional Uses.** The following uses and their accessory uses may be permitted in the MHP zone when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Church, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- B. Fire station, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- C. Community meeting building, provided all structures are set back a minimum of 35 feet from any property line that is not adjacent to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;
- D. Home occupation (Type II) subject to Chapter 7.104;
- E. Schools, public or private, limited to pre-kindergarten through 8<sup>th</sup> grade provided all structures are set back a minimum of 35 feet from any property line that is not adjacent

to a public right-of-way and setbacks adjacent to residential uses are screened and buffered in accordance with Chapter 7.96;

- F. Museum;
- G. Bed and Breakfast establishments;
- H. Private park;
- I. Greenhouse having more than 160 square feet;
- J. Membrane RV structures.

**7.55.040 Development Standards.**

- A. The design for the manufactured home park shall conform to all applicable state standards established by the state of Oregon, Department of Commercial Mobile Home Park standards and the requirements of Section 7.94.040.
- B. The minimum acreage for a manufactured home park shall be one acre with a minimum frontage of one hundred (100) feet and minimum depth of one hundred fifty (150) feet.
- C. The front and rear yard setback shall be twenty (20) feet and side yard setback shall be ten (10) feet, except on a corner lot the street side yards shall be twenty (20) feet.
- D. The minimum area for a manufactured home space within a park shall be two thousand five hundred (2,500) square feet with a minimum width of thirty (30) feet in width and a minimum depth of forty (40) feet.
- E. Density in a manufactured home park shall not exceed eight manufactured homes per acre.
- F. For each manufactured home space, one hundred (100) square feet shall be provided for a recreational play area, group or community activities. No recreational area shall be less than two thousand five hundred (2,500) square feet.
- G. No building height in an MHP zone shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.)
- H. Impervious surfaces shall not cover more than 80% of the lot or parcel.
- I. Parking requirements shall be in accordance with Chapter 7.100 and Section 7.94.040.
- J. Landscaping requirements shall be in accordance with Chapter 7.94.040.
- K. Additional requirements shall include any applicable section of this Ordinance.

[As amended by Ordinance No. 03-589-O 9/19/03]

**Chapter 7.60**  
**(C) COMMERCIAL ZONE**

**7.60.010 Purpose.** The Commercial Zone (C) is intended to provide areas for convenient retail and personal service commercial uses to meet the needs of the City and surrounding community with a minimum impact on surrounding residential development.

**7.60.020 Permitted Uses.** In the commercial zone, except as specifically stated in Section 7.60.050, all activities shall be conducted within an enclosed building or structure and are subject to Chapter 7.120, Site Development Review. Only the following uses and their accessory uses are permitted outright:

- A. Auditorium, community building, lodge hall, fraternal organization or church;
- B. Library;
- C. Day care facility licensed by State;
- D. Dwelling units located on the second floor of the commercial structure;
- E. Eating establishments;
- F. Financial, insurance and real estate offices;
- G. General retail, convenience sales and bookstores, except adult bookstores, when limited to 40,000 square feet per business;
- H. Small scale, walk-in customer, personal service establishments such as barber shops, hair and nail salons;
- I. Medical or dental services including labs where use of lab is limited to on-site service providers;
- J. Minor impact utilities;
- K. Mini Storage;
- L. Professional and administrative offices;
- M. Caretaker's dwelling unit provided such dwelling unit meets all building codes and is separate from the business operation;
- N. Schools, public and private;
- O. Service station, retail vehicle fuel sales or car wash;
- P. Police station;
- Q. Fire station;

- R. City Hall;
- S. Assisted Living Facilities

**7.60.030 Conditional Uses.** The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, Conditional Use, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Drinking establishments as an accessory use to an eating establishment;
- B. Adult bookstore when separated by at least one thousand five hundred feet, measured in a straight line, from any of the following:
  - 1. Residential district,
  - 2. Public or private nursery, preschool, elementary, junior, middle or high school,
  - 3. Day care facility, nursery school, nursing home, resident care facility or hospital,
  - 4. Public library,
  - 5. Community recreation facility,
  - 6. Church;
  - 7. Historic district or historic structure.
- C. Major impact utilities, excluding telecommunications facilities, provided that a ten-foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property.
- D. General retail, convenience sales and bookstores, except adult bookstores, greater than 40,000 square feet per business.

**7.60.040 Development Standards.**

- A. The minimum lot size shall be as required to satisfy the standards of applicable ordinances.
- B. The minimum lot width shall be as required to satisfy the standards of applicable ordinances.
- C. The minimum lot depth shall be as required to satisfy the standards of applicable ordinances.
- D. Unless otherwise specified, the minimum setback requirements are as follows:
  - 1. There is no minimum front yard setback except as required for buffering of off street parking in accordance with Section 7.96.050;

2. On corner lots, the minimum setback for the side facing the street shall be ten (10) feet;
  3. No side or rear yard setback shall be required except twenty feet (20) screened and buffered in accordance with Chapter 7.96 shall be required where abutting a residential zoning district;
- E. No building height in the Commercial (C)-zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.) [As amended by Ordinance No. 03-589-O 9/19/03]
- F. To continue to provide cost-efficient public safety to businesses and enhance the ability of law enforcement officers to provide effective vehicular patrols, all interior areas where the public and customers have access shall be fully visible from all adjacent street frontages during business hours for the following uses. Normal and customary public restroom facilities shall be exempt from this requirement. Such visibility shall be provided through use of unobstructed, clear glass windows and ample interior and exterior lighting.
1. Eating establishments;
  2. General retail and convenience sales;
  3. Adult bookstores;
  4. Service station, retail vehicle fuel sales or car wash;
- G. Parking shall be in accordance with Chapter 7.100.
- H. Landscaping shall be in accordance with Chapter 7.96.
- I. Signs shall be in accordance with Chapter 7.102.
- J. Additional requirements shall include any applicable section of this Ordinance.

#### **7.60.050 Open Inventory Display.**

- A. All business, service, repair, processing, storage or merchandise displays shall be conducted wholly within an enclosed building except for the following:
1. Off street parking or loading;
  2. Drive through windows;
  3. Displays of live trees, shrubs and other plants.

4. Play structures and picnic facilities when such uses are accessory to an approved school, daycare facility, community building or church.

**Chapter 7.65**  
**(CR) COMMERCIAL RECREATIONAL ZONE**

**7.65.010 Purpose.** The Commercial Recreational Zone (CR) is intended to provide areas for convenient recreational and personal development/service establishments with a minimum impact upon surrounding residential uses.

**7.65.020 Permitted Uses.** In the CR zone, uses are subject to site development review, Chapter 7.120, Site Development Review. Only the following uses and their accessory uses are permitted outright:

- A. Participatory indoor sports and recreation and related instructional classes such as racquet sports, basketball, soccer, swimming, gymnastics, and dance;
- B. Day care as an accessory use;
- C. Incidental indoor sales of sporting equipment and apparel;
- D. Caretaker's dwelling unit provided such dwelling unit meets all building codes and is separate from the business operation;
- E. Eating establishments;
- F. Participatory outdoor sports and recreation and related instructional classes.
- G. Family oriented commercial amusement facilities such as bowling alleys, billiards and video game arcades.

**7.65.030 Conditional Uses.** The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, Conditional Use, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Major impact utilities, excluding telecommunications facilities, provided that a ten-foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property.

**7.65.040 Development Standards.**

- A. The minimum lot size shall be as required to satisfy the standards of applicable ordinances.
- B. The minimum lot width shall be as required to satisfy the standards of applicable ordinances.
- C. The minimum lot depth shall be as required to satisfy the standards of applicable ordinances.
- D. Unless otherwise specified, the minimum setback requirements are as follows:

1. There is no minimum front yard setback except as required for buffering of off street parking in accordance with Section 7.96.050;
  2. On corner lots, the minimum setback for the side facing the street shall be ten (10) feet;
  3. No side or rear yard setback shall be required except twenty feet (20) screened and buffered in accordance with Chapter 7.96 shall be required where abutting a residential zoning district;
- E. No building height in Commercial Recreational (CR) zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.) [As amended by Ordinance No. 03-589-O 9/19/03]
- F. Parking shall be in accordance with Chapter 7.100.
- G. Landscaping shall be in accordance with Chapter 7.96.
- H. Signs shall be in accordance with Chapter 7.102.
- I. Additional requirements shall include any applicable section of this Ordinance.

**Chapter 7.66**  
**(I) INDUSTRIAL ZONE**

**7.66.010 Purpose.** The land designated as Industrial has access to the Columbia River and/or Highway 30 and provides appropriate locations for clean, unobtrusive industrial uses where there are no off-site nuisance characteristics such as noise, glare or smoke; facilities that encourage marine-related tourism and marine related recreational activities; and commercial activities requiring larger tracts of land.

**7.66.020 Permitted Uses.** In the Industrial Zone, all uses are subject to site development review, Chapter 7.120, Site Development Review. Only the following uses and their accessory uses are permitted:

- A. Approved uses existing on April 1, 2003;
- B. Manufacturing, processing and assembling of products where there are no emissions of noise, smoke, glare, vibration, fumes or other environmental effects which adversely affect people, property or uses beyond the property lines of the industrial zone;
- C. Packaging of previously processed materials;
- D. Minor impact utilities;
- E. Major impact utilities, excluding telecommunications facilities;
- F. Boat rental, sales or services;
- G. Warehouse storage;
- H. Wholesale distribution and sales;
- I. Marine related recreational activities;
- J. Hotels;
- K. Commercial uses which require large land areas for display or storage such as lumber yards, nursery stock production and sale, transportation facilities except automobile sales, and equipment rental agencies;
- L. Recreational vehicle storage;
- M. Truck and trailer rental.

**7.66.030 Conditional Uses.** The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, Conditional Use, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Parking structure or lot as a primary use;
- B. Telecommunications facilities, subject to Chapter 7.108;

- C. Uses permitted in the Commercial zone when the Planning Commission determines the use does not conflict with the tourism industry;
- D. Uses permitted in the Commercial recreation zone when the Planning Commission determines the use does not conflict with the tourism industry;
- E. Facilities for participatory outdoor sports.

**7.66.040 Development Standards.**

- A. The minimum lot size shall be as required to satisfy the standards of applicable ordinances.
- B. The minimum lot width shall be as required to satisfy the standards of applicable ordinances.
- C. The minimum lot depth shall be as required to satisfy the standards of applicable ordinances.
- D. Unless otherwise specified, the minimum setback requirements are as follows:
  - 1. There is no minimum front yard setback except as required for buffering of off street parking in accordance with Section 7.96.050;
  - 2. On corner lots, the minimum setback for the side facing the street shall be ten (10) feet;
  - 3. No additional side or rear yard setback shall be required except fifty (50) feet screened and buffered in accordance with Chapter 7.96 shall be required where abutting a residential zoning district.
- E. No building height in the Industrial (I)-zoning district shall exceed thirty-six (36) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.)
- F. Landscaping shall be in accordance with Chapter 7.96. All outside storage areas require buffering and screening as defined in Chapter 7.96.
- G. Parking shall be in accordance with Chapter 7.100.
- H. Signs shall be in accordance with Chapter 7.102.
- I. Additional requirements shall include any applicable section of this Ordinance.

[As amended by Ordinance No. 03-589-O 9/19/03]

**Chapter 7.70  
(PL) PUBLIC LAND ZONE**

**7.70.010 Purpose.** The land designated as Public Land (PL) provides appropriate locations for the provision of public services.

**7.70.020 Permitted Uses.** In the PL Zone, all uses except minor impact utilities are subject to site development review, Chapter 7.120, Site Development Review. Only the following uses and their accessory uses are permitted:

- A. Fire Station;
- B. Police Station;
- C. Public Library;
- D. Public School;
- E. Municipal utilities including major impact municipal utilities;
- F. Minor impact utilities;
- G. Public parks;
- H. Government administrative offices including City Hall;
- I. Emergency medical facility;
- J. U. S. Post Office;
- K. Public Community Hall. [As amended by Ordinance No. 11-666-O 5/2/11]

**7.70.030 Conditional uses.** The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 7.130, Conditional Use, other relevant sections of this Ordinance and any conditions imposed by the Planning Commission:

- A. Public parking structure or lot as a primary use;
- B. Major impact utilities other than municipal utilities;
- C. Cell towers, where lease is approved by the City Council, subject to Chapter 7.108.
- D. Government facilities other than administrative offices.

**7.70.040 Development Standards.**

- A. The minimum lot size shall be as required to satisfy the standards of applicable ordinances.

- B. The minimum lot width shall be as required to satisfy the standards of applicable ordinances.
- C. The minimum lot depth shall be as required to satisfy the standards of applicable ordinances.
- D. Except for government administrative offices, any structure built in the Public Land zone shall be setback at least 20 feet from any property line.
- E. For government administrative offices, the minimum setback requirements are as follows:
  - 1. There is no minimum front setback;
  - 2. On corner lots, the minimum setback for the side facing the street shall be ten (10) feet;
  - 3. No additional side or rear setback shall be required except twenty (20) feet screened and buffered in accordance with Chapter 7.96 shall be required where abutting a residential zoning district;
- F. No building height in the Public Land (PL) zoning district shall exceed twenty-four (24) feet. "Building Height" means the vertical distance from the "building grade" to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or the average height of the highest gable of a pitch or hip roof. (See requirements given in the Oregon State Building Code.) [As amended by Ordinance No. 03-589-O 9/19/03]
- G. Landscaping shall be in accordance with Chapter 7.96. All outside storage areas require buffering and screening as defined in Chapter 7.96.
- H. Parking shall be in accordance with Chapter 7.100.
- I. Signs shall be in accordance with Chapter 7.102.
- J. Additional requirements shall include any applicable section of this Ordinance.

## Chapter 7.75 (FH) FLOOD HAZARD OVERLAY

**7.75.010 Purpose.** The purpose of the Flood Hazard Overlay is to promote the public health, safety and general welfare; protect human life and health; minimize expenditure of public money and costly flood control projects; minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public; minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard; ensure that the public has access to information that property is in an area of special flood hazard; and maintain compliance with the National Flood Insurance and Hazard Mitigation Program

**7.75.020 Definitions.** For the purpose of this Chapter, the following words, terms and expressions shall be interpreted in accordance with the following definitions, unless the context requires otherwise.

- A. Area of Shallow Flooding: Area designated AO or AH on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.
- B. Area of Special Flood Hazard: The land in the floodplain within a community subject to a one- percent or greater chance of flooding in any given year.
- C. Base Flood: The flood having a one percent chance of being equaled or exceeded in any given year. The base flood is also referred to as the "100-year flood."
- D. Flood or Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - The overflow of inland or tidal waters; and/or
  - The unusual and rapid accumulation of runoff of surface waters from any source.
- E. Food Insurance Rate Map (FIRM): The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.
- F. Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.
- G. Lowest Floor: The lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure allows the entry and exit of flood waters.
- H. New Construction: Structures for which the start of construction commenced on or after the adoption date of this Ordinance.
- I. Start of Construction: Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair,

reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

J. **Structure:** A walled and roofed building including a gas or liquid storage tank that is principally above ground.

K. **Substantial Improvement:** Any allowed repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

1. Before the improvement or repair is started, or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

**7.75.030 Applicability.** The Flood Hazard Overlay shall be applicable to all properties which are identified as areas of special flood hazard identified by the Federal Insurance Administration on the Flood Insurance Maps dated August 16, 1988. These maps are hereby adopted by reference and declared to be a part of this Ordinance. The City shall utilize all authoritative information available in determining the location of special flood hazard areas.

**7.75.040 Permitted Uses.** For all properties located outside the riparian corridor as defined by the OAR 660-023-0090, uses within the Flood Hazard Overlay shall be as permitted in the base zoning. For properties located inside the riparian corridor, uses shall be as permitted by OAR 660-023.

**7.75.050 Conditional Uses.** For all properties located outside the riparian corridor as defined by the OAR 660-023-0090, conditional uses within the Flood Hazard Overlay shall be the conditional uses in the base zoning. For properties located inside the riparian corridor, conditional uses shall be as permitted by OAR 660-023.

**7.75.060 Disclaimer of Liability.** The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering flood plain standards prepared by the Federal Insurance Administration. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes.

This Ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of Columbia City, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made thereunder.

**7.75.070 Administration.**

- A. The City Administrator shall review all development applications including fill permits, subdivision and partition applications to determine if the property is subject to this Chapter. Upon determination that the property is located within the Flood Hazard Zone, the applicant shall be required to satisfy the requirements of this Chapter.
- B. The Planning Director shall make interpretations where needed as to exact location of the boundaries of the areas of flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions).
- C. The City Administrator shall notify all applicants flood-proofing nonresidential buildings that flood insurance premiums will be based on rates that are one foot below the flood-proofed level (e.g., a building constructed to the base flood level will be rated as one foot below that level).
- D. When an alteration to a waterway is proposed, the Planning Director shall notify adjacent communities, the Division of State Lands and the Oregon Department of Land Conservation and Development prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
- E. The City Administrator shall maintain for public inspection the following records:
  - 1. Where base flood elevation data is provided through the Flood Insurance Map or by the applicant, a record of the actual elevation (in relation to mean sea level) of the lowest habitable floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
  - 2. For all new or substantially improved floodproofed structures, a record the actual elevation (in relation to the mean sea level) and the floodproofing certifications.
  - 3. For all new or substantially improved nonresidential structures, the certification that the floodproofing methods and elevations meet the floodproofing criteria in Section 7.75.070 (H).

**7.75.080 Approval Standards.** Approval of applications for development in the Flood Plain Overlay Zone shall be based upon the following findings:

- A. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.
- B. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

- C. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- D. Electrical, heating, ventilation, plumbing, air-conditioning equipment and other service facilities shall be elevated one (1) foot above the 100-year flood plain so as to prevent water from entering or accumulating within components during conditions of flooding.
- E. All new and replacement water supply systems shall be designed to prohibit infiltration of flood waters into the system;
- F. New and replacement sanitary sewage systems shall be designed to prohibit infiltration of flood waters into the systems and discharge from the systems into flood waters. No on-site disposal systems shall be allowed.
- G. Where base flood elevations data has been provided:
  - 1. Substantial improvement of any existing residential structure shall have the lowest floor, including basement, elevated to one foot above base flood elevations. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited. Parking, crawl spaces and storage is allowed below the lowest floor provided the area is designed to permit the entry and exit of floodwaters.
  - 2. Substantial improvement of any existing commercial, industrial or other nonresidential structure, or new construction, under the permitted and conditional use of Section 7.75.030 and 7.75.040 above, located within number A zones (as defined by the Federal Emergency Management Agency) shall either have the lowest floor, including basement, elevated to one foot above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
    - a. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
    - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
    - c. Be certified by a registered professional engineer or architect that the design and methods of construction in accordance with accepted standards of this subsection based on their development and/or review of the structural design, specifications and plans.
  - 3. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in 7.75.070 H (1).
- H. In all areas where base flood elevation data is not available, either through the Flood Insurance Map, the Federal Emergency Management Agency or from another authoritative source, applications shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgement and includes use of historical data, high water marks, photographs of past flooding, etc.,

where available. All structures shall be elevated at least two feet above grade in these areas.

- I. Within areas of designated as floodways on the FIRM maps, encroachments are prohibited.

#### **7.75.090 Application Submission Requirements.**

- A. All applications for development in the Flood Hazard Overlay shall be accompanied by:

1. A registered professional engineer's certification that the proposed project will not cause a rise in base flood elevation during a one hundred-year event as it exists on the FIRM Flood Insurance Rate Map effective August 16, 1988 or create additions that would be detrimental to adjacent or neighboring properties.
2. Three copies of the development plan(s) and necessary data or narrative which explains how the development conforms to the standards. Sheet size for three sets of the development plan(s) and required drawings shall be eighteen inches by twenty-four inches. The fourth set shall be 11" x 17". The scale for all development plans shall be an engineering scale.

- B. The development plan and narrative shall include the following information. Items may be combined on one map.

1. Existing site conditions including vicinity map showing the location of the property in relation to adjacent properties and including parcel boundaries, dimensions and gross area;
2. The location, dimensions and names of all existing and platted streets and other public ways, railroad tracks and crossings, and easements on adjacent property and on the site and proposed streets or other public ways, easements on the site;
3. The location, dimensions and setback distances of all existing structures, improvements, utility and drainage facilities on adjoining properties and existing structures, water, sewer, improvements, utility and drainage facilities to remain on the site; and proposed structures, water, sewer, improvements, utility and drainage facilities on the site;
4. Existing contour lines at two-foot intervals for slopes from zero to ten percent and five-foot intervals for slopes over ten percent;
5. The drainage patterns and drainage courses on the site and on adjacent lands;
6. Potential natural hazard areas including:
  - a. Floodplain areas,
  - b. Areas having a high seasonal water table within zero to twenty-four inches of the surface for three or more weeks of the year,

- c. Unstable ground (areas subject to slumping, earth slides or movement). Where the site is subject to landslides or other potential hazard, a soils and engineering geologic study based on the proposed project may be required which shows the area can be made suitable for the proposed development,
  - d. Areas having a severe soil erosion potential, and
  - e. Areas having severe weak foundation soils;
7. Identification information, including the name and address of the owner, developer, and project designer, and the scale and north arrow;
8. A grading and drainage plan at the same scale as the site conditions and including the following:
- a. The location and extent to which grading will take place indicating general contour lines, slope ratios, and slope stabilization proposals,
  - b. A statement from a registered engineer supported by factual data that all drainage facilities are designed in conformance A.P.W.A standards and as reviewed and approved by the public works director.
9. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures and elevation in relation to mean sea level to which the structure has been floodproofed.

**7.75.100 Storage, Placement or Stockpiling Buoyant or Hazardous Materials in Flood Hazard Areas.**

- A. The transportation of buoyant or hazardous materials from rising floodwaters contributes to the community's flood hazard. Accordingly, the placement, storage or stockpiling of buoyant or hazardous materials in a flood hazard area or floodway is prohibited, except as required for a period not to exceed 30 days during the months of May, June, July, August or September as part of a public works project.

**Chapter 7.80**  
**(H) HISTORIC OVERLAY**

**7.80.010 Purpose.** The purpose of the Historic Overlay is to encourage the preservation and rehabilitation of those buildings, structures and sites that provide the citizenry a sense of history; to safeguard the City's heritage as embodied in such resources and to protect and enhance the City's attractiveness for residents and visitors.

**7.80.020 Applicability.**

- A. The Historic Overlay applies to the properties designated as Historic Areas, Sites and Structures in the Columbia City Comprehensive Plan. Permits for exterior remodeling or demolition of these properties shall not be issued until the procedures of this Section have been met. [As amended by Ordinance No. 03-589-O 9/19/03]
- B. In addition to reviewing applications for exterior alterations, the Planning Commission may:
  - 1. Investigate and report to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote cultural resource preservation in the city.
  - 2. Work to assist those property owners seeking to have their properties listed on the National Register.
  - 3. Recommend to the City Council that the City's portion of the building permit fee be waived for those remodels that emphasize the preservation of the structure.
  - 4. Evaluate historic resources under the State Goal No. 5 process and take the appropriate steps based on the outcome of that evaluation when additional historic resource inventories become available.

**7.80.030 Exterior Remodeling.** Remodeling applications shall be subject to the review process to determine if the proposed work would destroy or adversely affect a significantly historic architectural feature. To make this determination, the Planning Commission shall utilize the following guidelines:

- A. The removal or alteration of any historical material or distinctive architectural feature shall be avoided where structurally possible;
- B. Distinctive stylistic features or examples of skilled craftsmanship shall be treated with sensitivity.
- C. When deteriorating architectural features need replacement, the new material should match the material being replaced in composition, design, texture, and other visual qualities;
- D. Contemporary design for alterations and additions to existing properties may be permitted when such alterations and additions do not destroy significant historical and architectural features;

- E. New additions or alterations to structures shall be done in such a manner that if additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- F. Alterations that correct structural deterioration, when such problems will cause continuing deterioration and will shorten the life of the structure, shall take precedence over the maintenance of historical and architectural assets;
- G. The removal of architectural features such as cornices, brackets, shutters, railings, and doorway pediments shall be prohibited;
- H. Changing the essential character of the roof shape or adding new material that differs to such an extent from the old in composition, shape, and texture that the appearance of the building is altered shall be prohibited.
- I. Improving the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows that are compatible with the character of the building may be permitted.

**7.80.040 Maintenance and Repair.** Nothing in this Chapter shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on any property in the Historic Overlay that does not involve a change in design, material, or external appearance thereof; nor does this Section prevent the construction, alteration, demolition, or removal of any such feature when the building official certifies to the City Administrator that such action is required for the public safety due to an unsafe or dangerous condition.

**7.80.050 Demolition.** If a demolition permit for a structure in the Historic Resources zone is submitted, the City shall institute a 180-day waiting period before the demolition permit can be issued. Upon receiving a demolition request, the City shall immediately notify the State Historic Preservation Office and the County Historic Society and place a public notice in the local newspaper describing the proposed demolition. During this time the City and any interested civic group will investigate possible methods to purchase and save the structure or site. If an appropriate plan is developed, the demolition permit shall not be issued until the plan has been carried out; in no case shall a demolition permit be withheld for more than one year. If no plan to save the structure or site is developed within 180 days, the demolition permit shall be issued.

**Chapter 7.90**  
**ENVIRONMENTAL PERFORMANCE STANDARDS**

**7.90.010 Purpose.** The purpose of this Chapter is to apply the federal and state environmental laws, rules, and regulations to all land use within the City.

**7.90.020 General Provisions.**

- A. In addition to the regulations adopted in this Chapter, each use, activity or operation within the City shall comply with the applicable state and federal standards pertaining to noise, odor and discharge of matter into the atmosphere, ground, sewer system, or stream. Regulations adopted by the State Environmental Quality commission pertaining to non-point source pollution control and contained in the Oregon Administrative Rules shall by this reference be made a part of this Chapter.
- B. Prior to issuance of a building permit, the Planning Director may require submission of evidence demonstrating compliance with state, federal and local environmental regulations and receipt of necessary permits including, but not limited to, Air Contaminant Discharge Permits (ACDP), National Pollutant Discharge Elimination System Storm Water Discharge Permit (1200-c) or Indirect Source Construction Permits (ISCP)
- C. Compliance with state, federal and local environmental regulations is the continuing obligation of the property owner and operator.

**7.90.030 Noise.** For the purposes of noise regulation, noise resulting from any use shall not be audible beyond the property line where the source is located between the hours of 8:00 p.m. and 7:00 a.m. Additionally, the current version of the Columbia City Public Nuisance Ordinance shall apply.

**7.90.040 Visible Emissions.** Within any zoning district, there shall be no use, operation or activity which results in a stack or other point source emission, other than an emission from space heating, the emission of pure uncombined water (steam) which is visible from a property line, and residential burning authorized and conducted in accordance with the requirements of the Columbia River Fire and Rescue District. Department of Environmental Quality rules for visible emissions (340-21-015 and 340-28-070) apply.

**7.90.050 Vibration.** No vibration which is discernible without instruments at the property line of the use concerned, other than that caused by highway vehicles, river traffic, trains and aircraft, is permitted in any given zoning district.

**7.90.060 Odors.** The emission of odorous gases or other matter in such quantities as to be readily detectable at any point beyond the property line of the use creating the odors is prohibited. DEQ rules for odors (340-028-090) apply.

**7.90.070 Glare and Heat.** No direct or sky-reflected glare, whether from floodlights or from high temperature processes such as combustion or welding or otherwise, which is visible at the property line shall be permitted, and there shall be no emission or transmission of heat or heated air which is discernible at the property line of the source.

**7.90.080 Insects and Rodents.** All materials including wastes shall be stored and all grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents or create a health hazard.

**7.90.090 Electrical/Electronic Interference.** Within any zoning district, there shall be no use, operation or activity which results in any off-site electrical or electronic interference.

**Chapter 7.92**  
**STREET AND UTILITY IMPROVEMENT STANDARDS**

**7.92.010 Purpose.** The purpose of this Chapter is to inform applicants of general design standards for street and utility improvements and maintain consistency between this Ordinance and the Columbia City Transportation System Plan and public works design standards and specifications.

**7.92.020 General Provisions.**

- A. The standard specifications for construction, reconstruction or repair of streets, sidewalks, curbs and other public improvements within the City shall occur in accordance with the standards of this Ordinance, the public works design standards, the Transportation System Plan and county or state standards where appropriate.
- B. The City Engineer may require changes or supplements to the standard specifications consistent with the application of engineering principles.
- C. All applications for development shall conform to the standards established by this Chapter.

**7.92.030 Streets.**

- A. No development shall occur unless the development has frontage on or approved access to a public local, collector or arterial street. Private streets are not permitted in Columbia City.
  - 1. Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of land division. Any new street or additional street width shall be dedicated and improved in accordance with this Ordinance, the Columbia City Transportation System Plan, and the Public Works Design Standards and Specifications.
  - 2. The approval authority may accept and record a non-remonstrance agreement in lieu of street improvements if two or more of the following conditions exist:
    - a. A partial improvement creates a potential safety hazard to motorists or pedestrians;
    - b. Due to the nature of existing development on adjacent properties, it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;
    - c. The improvement is associated with an approved land partition on property zoned residential, and the proposed land partition does not create any new streets; or

- d. Additional planning work is required to define the appropriate design standards for the street, and the application is for a project which would contribute only a minor portion of the anticipated future traffic on the street.
3. Where steep terrain or existing development constrain vehicular access from the approved street frontage to a lot of record existing on September 1, 2003, the approval authority may approve use of an alley for vehicular access to a garage or carport, subject to the following:
  - a. Where the existing alley right-of-way does not extend through the block, the alley shall be improved to a paved width of not less than 16 feet to the point of vehicular access to the garage or carport.
  - b. Where the existing alley right-of-way extends through the block, the alley shall be improved to a paved width of not less than 16 feet for two-way access or not less than 12 feet for one-way access. Where one-way alley access is approved, the alley shall be posted accordingly.
  - c. When use of an alley is approved for vehicular access to a garage or carport, no on-street parking shall be permitted in the alley and the alley shall be posted accordingly.
  - d. When use of an alley is approved for vehicular access to a garage or carport, the property line adjacent to the public local, collector or arterial street on which the residence is addressed shall be regarded as the front lot line. The front façade of the residence shall be oriented to the public local, collector or arterial street on which the residence is addressed.
4. In new subdivisions, the Planning Commission may approve creation of alleys to provide vehicular access to garages subject to the following:
  - a. The alley right-of-way shall be twenty (20) feet in width and shall extend through the block;
  - b. The alley shall be improved to a paved width of twenty (20) feet;
  - c. No on-street parking shall be permitted in the alley and the alley shall be posted accordingly.
  - d. The property line adjacent to the local, collector or arterial street on which the residence is addressed shall be regarded as the front lot line. The front façade of the residence shall be oriented to the public local, collector or arterial street on which the residence is addressed.

[As amended by Ordinance No. 03-589-O 9/19/03]

- B. Rights-of-way shall normally be created through the approval of a final partition or subdivision plat.

1. The Council may approve the creation of a street by deed of dedication if any establishment of a street is initiated by the Council and is found to be essential for the purpose of general traffic circulation, and partitioning or subdivision of land has an incidental effect rather than being the primary objective in establishing the road or street for public use.
  2. All deeds of dedication shall be in a form prescribed by the City and shall name "the City of Columbia City, Oregon" as the grantee.
  3. All instruments dedicating land to public use shall bear the approval by the Mayor accepting the dedication prior to recording.
  4. No person shall create a street or road for the purpose of partitioning an area or tract of land without the approval of the City.
- C. When location is not shown in the Columbia City Transportation System Plan, the arrangement of the streets shall:
1. Provide for the continuation or appropriate projection of existing streets in the surrounding areas, or conform to a plan for the neighborhood approved by the Commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing street impractical. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.
  2. New streets shall be laid out to provide reasonably direct and convenient routes for walking and cycling within neighborhoods and accessing adjacent development.
- D. Street right-of-way and roadway widths shall be as shown in the Columbia City Transportation System Plan. Where conditions, particularly topography or the size and shape of the tract, make it impractical to otherwise provide buildable sites, narrower right-of-way may be accepted. If necessary, slope easements may be required.
- E. Reserve strips or street plugs controlling access to streets will not be approved unless necessary for the protection of the public welfare or of substantial property rights, and in those cases, they shall be required and shall be dedicated to the City on the final plat.
- F. Except for extensions of existing streets, no street name shall be used which will duplicate or be confused with the name of an existing street. Street names and numbers shall conform to the established pattern in the City and shall be subject to the approval of the Commission.
- G. Streets shall be laid out to intersect at angles as near to right angles as practical except where topography requires a lesser angle, but in no case shall the acute angle be less than eighty (80) degrees, unless there is a special intersection design. An arterial or collector street intersecting with another street shall have at least one hundred (100) feet of tangent adjacent to the intersection, unless topography requires a lesser distance. Other streets, except alleys, shall have at least five hundred (500) feet of

tangent to the intersection unless topography requires a lesser distance. Intersections which contain an acute angle of less than eighty (80) degrees, or which include an arterial street, shall have a minimum corner radius sufficient to allow for a roadway radius of twenty (20) feet and maintain a uniform width between the roadway and right-of-way line. Ordinarily, the intersection of more than two streets at any point will not be approved.

- H. Half streets, while generally not acceptable, may be approved where essential to the reasonable development of the site when in conformity with the other requirements of these regulations, and when the approval authority finds it will be practical to require the dedication of the other half when adjoining property is divided or developed. Half streets shall require a minimum paving width of 20 feet in addition to curbs, gutters, sidewalks, and storm drainage. Whenever an existing half street is adjacent to a tract to be divided or developed, the other half of the street shall be provided within such tract. Reserve strips and street plugs pursuant to Section 7.92.030 (E) may be required to preserve the objectives of half streets.
- I. A cul-de-sac shall be as short as possible, shall have a maximum length of four hundred (400) feet and shall serve building sites for not more than eighteen (18) dwelling units. A cul-de-sac shall terminate with a circular turnaround.
- J. Grades shall not exceed six percent (6%) on arterials, ten percent (10%) on collector streets, or twelve percent (12%) on other streets. Center line radii of curves shall not be less than three hundred (300) feet on major arterials, two hundred (200) feet on secondary arterials, or one hundred (100) feet on other streets and shall be to an even ten (10) feet. Where existing conditions, particularly the topography, make it otherwise impractical to provide building sites, the City Engineer may approve steeper grades and sharper curves, subject to the approval of the Fire Marshal. In flat areas, allowance shall be made for finished street grades having a minimum slope of at least one-half of one percent (0.5%). [As amended by Ordinance No. 03-589-O 9/19/03]
- K. Wherever the proposed land division or development contains or is adjacent to a railroad right-of-way, provision may be required for a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the land between the streets and the railroad. The distance shall be determined with due consideration at cross streets of the minimum distance required for approach grades to a future grade separation and to provide sufficient depth to allow screen planting along the railroad right-of-way.
- L. Where an adjacent development results in a need to install or improve a railroad crossing, the cost for such improvements may be a condition of development approval, or another equitable means of cost distribution shall be determined by the City Engineer and approved by the City Council.
- M. Where a land division or development abuts or contains an existing or proposed arterial street, the Commission may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or other treatment necessary for adequate protection of residential development design shall provide adequate protection for residential properties, and to afford separation of through and local traffic.

N. Concrete vertical curbs, curb cuts, wheelchair, bicycle ramps and driveway approaches shall be constructed in accordance with public works design standards where required by the Columbia City Transportation System Plan. Driveways shall be asphalt or concrete, not less than four inches deep or two inches of asphalt on four inches of three-fourths-inch minus gravel.

O. Intersection spacing for streets and driveways shall be as follows:

Classification	Posted Speed	Minimum spacing between driveways And/or Streets
Highway 30	N/A	As permitted by ODOT
Collector Street	25 mph	75 feet
Local Street	25 mph	50 feet

Where spacing standards cannot be satisfied for existing lots of record adjacent to collector or local streets, shared driveways serving no more than two residences may be permitted with a recorded reciprocal access and maintenance agreement.

P. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be established or re-established, protected and recorded.

Q. The developer shall install all street signs, relative to traffic control and street names, as specified by the public works director for any development. The cost of signs shall be the responsibility of the developer.

R. The location of traffic signals shall be noted on approved street plans, and where a proposed street intersection will result in an immediate need for a traffic signal, a City-approved signal shall be installed. The cost shall be included as a condition of development.

S. Streetlights shall be installed in accordance with the City's public works design standards and shall be served from an underground source of supply.

**7.92.040 Blocks and Lots.**

A. The length, width, and shape of blocks shall take into account the need for adequate building site size and street width, and shall recognize the limitations of the topography.

B. No block shall be more than one thousand (1000) feet in length between street corner lines unless it is adjacent to an arterial street, or unless the topography or the location of adjoining streets justifies an exception. The recommended minimum length of blocks along an arterial street is one thousand eight hundred feet. A block shall have sufficient width to provide for two tiers of building sites unless topography or the location of adjoining streets justifies the exception.

- C. Through lots and parcels shall not be permitted except where they are essential to provide separation of residential development from major traffic arteries or adjacent non-residential activities, or to overcome specific disadvantages or topography and orientation. A planting screen easement at least ten (10) feet wide, and across which there shall be no right of access, shall be required along the line of building sites abutting such a traffic artery or other incompatible use. The planting screen easement shall be landscaped in accordance with the requirements for screening in Chapter 7.96.
- D. The lines of lots and parcels, as far as is practicable, shall run at right angles to the street upon which they face, except that on curved streets they shall be radial to the curve.
- E. The Planning Commission may approve the creation of a flag lot for residential development when necessary to achieve planning objectives, such as reducing direct access to roadways, providing existing internal platted lots with access to a residential street, meeting the desired density standards for the zone, or preserving natural or historic resources, when all of the following criteria are satisfied:
  - 1. The depth of the existing legal lot of record is equal to or more than two times the lot depth required by the zone; and
  - 2. The result would not increase the number of properties requiring direct and individual access connections to the State Highway System or other arterials; and
  - 3. No more than one lot shall be permitted per deeded access flag; and
  - 4. All affected driveways shall meet the access spacing standard except where flag lots on adjacent properties share a common property line and the driveway for each flag lot is constructed immediately adjacent to the common property line and functions as a shared driveway with a recorded reciprocal access and maintenance agreement; and
  - 5. The flag access shall have a minimum width of 20 feet and a maximum width of 25 feet; and
  - 6. The flag driveway shall have a minimum paved width of 12 feet; and
  - 7. In no instance shall flag lots constitute more than two lots in a partition or a subdivision; and
  - 8. The lot area for a flag lot shall comply with the lot area requirements of the applicable zoning district and shall be provided entirely within the building site area exclusive of any accessway.

**7.92.050 Easements.**

- A. Easements for sewers, drainage, water mains, electric lines or other public utilities shall be granted wherever necessary. The easements shall be at least sixteen (16) feet wide and centered on lot or parcel lines, except for utility pole tie-back easements which may be reduced to six (6) feet in width. The property owner proposing a development shall

make arrangements with the city, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development.

- B. If a tract is traversed by a watercourse, such as a drainageway, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for the purpose. Streets or parkways parallel to the major watercourses may be required.
- C. When desirable for public convenience, a pedestrian or bicycle way may be required to connect a cul-de-sac or to pass through an unusually long or oddly shaped block or otherwise provided appropriate circulation.

#### **7.92.060 Sidewalks.**

- A. On public streets, sidewalks are required except as exempted by the Columbia City Transportation System Plan and shall be constructed, replaced or repaired in accordance with the City's public works design standards.
- B. Maintenance of sidewalks and curbs is the continuing obligation of the adjacent property owner.
- C. The City may accept and record a non-remonstrance agreement for the required sidewalks from the applicant for a building permit for a single-family residence when the City Engineer determines the construction of the sidewalk is impractical for one or more of the following reasons:
  - 1. The residence is an in-fill property in an existing neighborhood and the adjacent residences do not have sidewalks;
  - 2. Topography or elevation of the sidewalk base area makes construction of a sidewalk impractical.

#### **7.92.070 Public Use Areas.**

- A. If the City has an interest in acquiring a portion of a proposed subdivision or development for a public purpose, or if the City has been advised of such interest by a school district or other public agency, and there is reasonable assurance that steps will be taken to acquire the land, the Commission may require, as a condition of approval, that that portion of the subdivision or development be reserved for public acquisition for a period not to exceed two (2) years at a cost not to exceed the value of the land prior to the subdivision or development. Such land shall be released to the property owner if not purchased by a public agency within 2 years of the date of the final decision.
- B. Within or adjacent to a subdivision, a parcel of land may be set aside and dedicated to the public by the subdivider. The size of this parcel shall be determined by the distance from the existing City parks and the number of people to be housed by said subdivision. The parcel shall be approved by the Commission as being suitable and adaptable for

park and recreation areas. The developer may be eligible for credit on parks systems development charges for such a dedication.

#### **7.92.080 Sanitary Sewers.**

- A. Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the provisions set forth by the City's public works design standards and the adopted policies of the Comprehensive Plan.
- B. The City Engineer shall approve all sanitary sewer plans and proposed systems prior to issuance of development permits involving sewer service.
- C. Proposed sewer systems shall include consideration of additional development within the area as projected by the Comprehensive Plan and the wastewater treatment facility plan and potential flow upstream in the sewer sub-basin.
- D. Applications shall be denied by the approval authority where a deficiency exists in the existing sewer system or portion thereof which cannot be rectified within the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of the sewage treatment system.

#### **7.92.090 Storm Drainage.**

- A. Permits shall be issued only where adequate provisions for stormwater and floodwater runoff have been made, and:
  - 1. The stormwater drainage system shall be separate and independent of any sanitary sewerage system.
  - 2. Where possible, inlets shall be provided so surface water is not carried across any intersection or allowed to flood any street.
  - 3. Surface water drainage patterns shall be shown on every development proposal plan.
  - 4. All stormwater analysis and calculations shall be submitted with proposed plans for review and approval.
  - 5. All stormwater construction materials shall be subject to approval of the City Engineer.
- B. A culvert or other drainage facility shall, and in each case be, large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development. The City Engineer shall determine the necessary size of the facility.
- C. Where it is anticipated by the City Engineer that the additional runoff resulting from the development will overload an existing drainage facility, the City shall not approve the infrastructure construction permits or any other construction permits until provisions

have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development.

- D. Drainage facilities shall be provided within a subdivision or development and to connect the subdivision or development drainage to drainage ways or storm sewers off site. Design of drainage, as provided by the City Engineer, shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the subdivision or development and to allow extension of the system to serve such areas.
- E. Street improvements shall include installation of catch basins with oil/water separators connected to drainage tile leading to storm sewers or drainage ways.

**7.92.100 Water System.** The Planning Director and City Engineer shall issue permits only where provisions for municipal water system extensions have been made, and:

- A. Any water system extension shall be designed in compliance with the Comprehensive Plan and existing water system plans. Waterlines shall be improved to a minimum size of 6 inches in diameter for in fill development. [As amended by Ordinance No. 06-619-O 7/2/06]
- B. Extensions shall be made in such a manner as to provide for adequate flow and looping of the system.
- C. The City Engineer shall approve all water system construction materials.
- D. Water lines and fire hydrants serving each building site in the subdivision or development and connecting the subdivision or development to City mains shall be installed.
- E. Applications shall be denied by the approval authority where a deficiency exists in the existing water system or portion thereof which cannot be rectified within the development and, which if not rectified, will result in a threat to public health or safety.

**7.92.110 Bikeways.**

- A. Developments adjoining proposed bikeways as shown in the Columbia City Transportation System Plan shall include provisions for the future extension of such bikeways through the dedication of easements or rights-of-way.
- B. Minimum width for bikeways is four paved feet per travel lane.

**7.92.120 Utilities.**

- A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, high capacity electric lines operating at fifty thousand volts or above, and:

1. The applicant shall make all necessary arrangements with the serving utility to provide the underground services;
  2. The City reserves the right to approve location of all surface mounted facilities;
  3. All underground utilities, including sanitary sewers, water lines, and storm drains installed in streets by the applicant, shall be constructed prior to the surfacing of the streets; and
  4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.
- B. The applicant shall show on the development plan or in the explanatory information, easements for all underground utility facilities, and
1. Plans showing the location of all underground facilities as described herein shall be submitted to the City Engineer for review and approval; and
  2. Above ground equipment shall not obstruct vision clearance areas for vehicular traffic.

**7.92.130 Noise, Dust and Visual Barriers.** When a subdivision abuts a state highway or a railroad right-of-way, the residence immediately adjacent to the highway or railroad track must be protected from the adverse noise, dust and visual impacts by means of one of the following:

- A. When abutting residences face the highway, access to the highway must be provided by a frontage road which shall comply to the design standards for a local street as established in this Ordinance. The property between the outer edge of the frontage road and the state highway right-of-way shall be planted with at least one (1) row of deciduous and evergreen trees staggered and spaced not more than fifteen (15) feet apart.
- B. When abutting residences face the railroad right-of-way, access must be provided by a frontage road which shall comply to the design standards for a local street as established in this Ordinance. The property between the outer edge of the frontage road and the railroad right-of-way shall be planted with at least one (1) row of deciduous and evergreen trees staggered and spaced not more than fifteen (15) feet apart.
- C. When internal circulation is provided so that the back of adjacent residences are located on the state highway or railroad track, one of the following barriers must be provided:
1. In an area not less than fifteen (15) feet in width, the planting of at least one (1) row of deciduous and evergreen trees staggered and spaced not more than fifteen (15) feet apart, with at least one (1) row of evergreen shrubs planted on the highway side spaced not more than five (5) feet apart, which will grow to form a continuous hedge at least five (5) feet in height within one (1) year of planting. Lawn, low growing evergreen shrubs, and evergreen ground cover shall cover the balance of the area.
  2. In a planting area not less than ten (10) feet in width, an earth berm with a slope not more than forty percent (1:25) on the highway side shall be constructed. On

the side of the berm closer to residences, at least one (1) row of deciduous and/or ever green shrubs spaced not more than five (5) feet apart shall be planted. Lawn, low growing evergreen shrubs, and evergreen ground cover shall cover the balance of the area.

3. In a planting area not less than five (5) feet in width, a masonry wall not less than five (5) feet in height shall be constructed, with dense evergreen hedges at least five (5) feet high and/or earth berms planted/constructed on both sides. Lawn, low growing evergreen shrubs, and evergreen ground cover shall cover the balance of the area.

#### **7.92.140 Performance Guarantee.**

- A. A performance guarantee shall be provided by the entity constructing street or utility improvements. For purposes of guaranteeing completion of improvements, that entity shall be regarded as the developer.
- B. Prior to beginning any construction, the developer shall assure the completion and maintenance of improvements by securing a bond or by placing cash in escrow, in an amount equal to one hundred twenty five percent (125%) of the City Engineer's estimated cost of said improvements. Further, the developer shall execute an agreement with the City Attorney regarding the repair, at the applicant and developer's expense, of any public facilities damaged during development.
- C. The period within which the required improvements must be completed shall be one (1) year from the date of the approval of the related land use application approved under this Ordinance, except where an extension is granted by the approval authority pursuant to applicable decision making process. If there is no related land use application, the required improvements shall be completed shall be one (1) year from the date of approval of the permit to construct the improvements.
- D. All on-site required improvements, including those involving oversized lines, shall be made by the developer, without reimbursement by the City except where the Council has approved a reimbursement plan.
- E. If the developer fails to complete the required improvements within the time frame in subsection C above, the City may declare the developer to be in default and call on the bond or escrow deposit to complete the improvements to the satisfaction of the City Engineer. If the amount of the bond or escrow deposit exceeds the cost of the completed improvements and the expenses incurred by the City, the City shall release the remainder to the developer. If the cost to make the improvements and the related expenses incurred by the City exceeds the amount of the bond or escrow agreement, the developer shall be liable to the City for the difference, together with any court costs and attorney's fees necessary to collect said costs and expenses from the developer.

[As amended by Ordinance No. 09-654-O 9/18/09]

**7.92.150 Monuments.** Any monuments that are disturbed before all improvements are completed by the applicant shall be replaced and recorded prior to final acceptance of the improvements.

### **7.92.160 Installation/Technical Review Fee.**

- A. No improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting or other requirements shall be undertaken except after the plans have been approved by the City, and all applicable fees paid.
- B. At the time construction drawings are submitted to the City for review, the applicant shall pay a technical review deposit. The deposit shall be used to defray the expenses for such technical services as are necessary to review the construction drawings and insure that the proposed improvements will be constructed to City standards in accordance with accepted engineering practices. If the original deposit is not adequate to cover the cost of the technical review, the applicant shall pay the additional amount necessary to cover these costs prior to receiving approval of the construction drawings.

**7.92.170 Improvement Procedures.** In addition to other requirements, improvements installed by the developer either as a requirement of these regulations or at the developers own option, shall conform to the requirements of this Ordinance and to improvement standards and specifications followed by the City, and shall be installed in accordance with the following procedure:

- A. Improvement work shall not be commenced until plans have been checked for adequacy and approved by the City. To the extent necessary for evaluation of the proposal, the plans may be required before approval of the tentative plat of a subdivision or a partition or a design review.
- B. Improvement work shall not commence until after the City is notified, and if work is discontinued for any reason, it shall not be resumed until after the City is notified.
- C. Improvements shall be constructed under the inspection and to the satisfaction of the City Engineer. The City may require changes in typical sections and details in the public interest if unusual conditions arise during construction to warrant the change.
- D. Underground utilities, sanitary sewers and storm drains, where required, are to be installed in streets prior to the surfacing of the streets. Stubs for service connections for underground utilities and sanitary sewers shall be placed to the length required to insure the street improvements will remain undisturbed when service connections are made.
- E. A map showing public improvements as built shall be filed with the City upon completion of the improvements.
- F. The City Engineer shall prepare and submit to the City Council specifications to supplement the standards of this Ordinance based on engineering standards appropriate for the improvements concerned. Specifications shall be prepared for the design and construction of required public improvements, such other public facilities as a developer may elect to install, and public streets.

### **7.92.180 Plan Checking Required.**

- A. Work shall not begin until construction plans and a construction estimate have been submitted and checked for adequacy and approved by the City in writing. Three (3) copies of the design drawings, drawn to scale and prepared by a registered engineer or surveyor, shall be submitted to the City Administrator, with the required deposit.
- B. Drawings shall be drawn at a scale of one (1) inch equals fifty (50) feet, and oriented so that north is to the top of the page, whenever practical. The title of the drawing, the date, including all revision dates, as well as the name, signature and stamp of the surveyor and/or engineer responsible for the drawings shall be shown.
- C. Street and storm sewer systems shall be on the same set of drawings, with sewer and water systems on another set of drawings, whenever possible.
- D. Plans and profiles shall show the locations and typical cross sections of street pavements, including, as applicable, curbs and gutters, sidewalks, rights-of-way, manholes and catch inlets, direction of flow and invert elevations of existing and proposed sanitary sewers and storm sewer systems and fire hydrants.
- E. The City Administrator shall distribute copies of the submitted drawings to City staff and affected agencies for a fourteen- (14) day review period.
- F. If the drawings are found to require changes, these shall be listed in a letter to the applicant, and no approval granted until drawings reflecting all of the modifications have been resubmitted.

**7.92.190 Acceptance of Improvements.**

- A. Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest.
- B. The City Council may accept the improvements only after all of the following have been completed:
  1. The applicant has submitted a letter to the Council requesting the City accept the improvements.
  2. The applicant has submitted two (2) full size paper copy sets of "as built" drawings. As-built drawings shall also be submitted in electronic dwg format, AutoCAD 2000 or later version or an approved equivalent. [As amended by Ordinance No. 06-619-O 7/2/06]
  3. The City's Engineer has approved the improvements and recommended acceptance.
  4. The applicant has signed a maintenance agreement and submitted a maintenance bond or escrow agreement in an amount not less than ten percent (10%) of the cost of the improvements. The agreement shall run for two (2) years. Within this period, the applicant shall be required to correct all deficiencies of workmanship and/or materials that may arise within the

development. Deficiencies shall be corrected within 30 days of notice from the City regarding such deficiencies. [As amended by Ordinance No. 06-619-O 7/2/06]

**7.92.200 Engineer's Certification Required.** The developer's engineer shall provide written certification that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, and are of high grade and that improvements were built according to plans and specifications, prior to City acceptance of the subdivision's improvements or any portion thereof for operation and maintenance.

## Chapter 7.94 MANUFACTURED HOME REGULATIONS

**7.94.010 Purpose.** The purpose of this Chapter is to establish criteria for the placement of manufactured homes in manufactured home parks or on individual building lots within the City, to provide standards for development of recreational vehicle parks and allow the temporary use of a manufactured home under certain circumstances.

**7.94.020 Definitions.** As used in this chapter:

**"Anchoring System"** means an approved system of straps, tables, turnbuckles, chains, ties, or other approved materials used to secure a manufactured home.

**"Approved"** means acceptable to the City and meeting all current federal, state, or local building and installation codes.

**"Driveway"** means a private road giving access from an access way to a manufactured home space.

**"Foundation Siding/Skirting"** means a type of wainscoting constructed of fire and weather resistant material, such as aluminum, treated pressed wood or other approved materials, enclosing the entire under carriage of the manufactured home in a fashion consistent with adjoining areas.

**"Manufactured Housing Construction and Safety Standards Code"** means Code VI of the Housing and Community Development Act (42 U.S.C. 5401 et sequential), as amended (previously known as the Federal Mobile Home Construction and Safety Act), rules and regulations adopted thereunder (including information supplied by the home manufacturer, which has been stamped and approved by a Design Approval Primary Inspection Agency, an agent of the U.S. Department of Housing and Urban Development pursuant to HUD Rules) and regulations and interpretations of said Code by the Oregon Department of Commerce; all of which became effective for manufactured home construction on June 15, 1976.

**"Manufactured Home Space"** means a plot of ground within a manufactured home park designed for the accommodation of one manufactured home.

**"Occupied Space"** means the total area of earth horizontally covered by the structure, excluding accessory structures, such as, but not limited to, garages, patios and porches.

**"Permanent Perimeter Enclosure"** means a permanent perimeter structural system completely enclosing the space between the floor joists of the home and the ground.

**"Permanent Foundation"** means a structure system approved by the City and following the standards set by the Oregon Department of Commerce, for transposing loads from a structure to the earth. Standards subject to additional conditions set in each manufactured home classification.

**"Section"** means a unit of a manufactured home at least ten body feet in width and thirty body feet in length.

**"Support System"** means a pad or a combination of footings piers, caps, plates and shims, which, when properly installed, support the manufactured home.

**"Vehicular Way"** means an unobstructed way of specified width containing a drive or roadway which provides vehicular access within a manufactured home park and connects to a public street.

### **7.94.030 Manufactured Homes Outside Manufactured Home Parks.**

- A. It is unlawful to occupy, live in, use as an accessory structure, or store any manufactured home within the City, unless it complies with Subsection B of this Section.

- B. The siting of manufactured homes outside of manufactured home parks shall comply with the following regulations:
1. Dimensions. The manufactured home shall be assembled from not less than two major structural sections, and shall contain a liveable floor area of not less than one thousand square feet.
  2. Hauling Mechanisms. Hauling mechanisms including wheels, axles, hitch and lights assembly shall be removed in conjunction with installation.
  3. Foundation. The manufactured home shall be permanently affixed to an excavated and backfilled foundation and enclosed at the perimeter with cement, concrete block or other materials as approved by the building inspector, such that the manufactured home is not more than twelve inches above grade; if the lot is a sloping lot, then the uphill side of the foundation shall be not more than twelve inches above grade.
  4. Roof. The manufactured home shall have a minimum nominal roof pitch of at least three feet in height for each twelve feet in width, as measured from the ridgeline. The roof shall be covered with shingles, shakes, or tile similar to that found on immediately surrounding single-family dwellings. Eaves from the roof shall extend at least six inches from the intersection of the roof and the exterior walls. The determination of roof covering comparability shall be made by the building inspector.
  5. Exterior Finish. The manufactured home shall have exterior siding which in color, material and appearance is comparable to the predominant exterior siding materials found on surrounding dwellings. The determination of comparability shall be made by the building inspector.
  6. Weatherization. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards required of single-family dwelling construction under the Oregon Building Code, as defined in ORS 455.010.
  7. Off-Street Parking. A garage or carport constructed of like materials consistent with the predominate construction of immediately surrounding dwellings and sided, roofed and finished to match the exterior of the manufactured home is required.
- C. Historic Sites. Manufactured homes shall be prohibited within, or adjacent to, or across a public right-of-way from a historic site, landmark or structure.

#### **7.94.040 Manufactured Home Park Standards.**

- A. Design of the proposed enlargement, alteration or creation of a home park manufactured home park shall be submitted to the Planning Commission for review. The review shall be conducted in accordance with Chapter 7.120.

- B. Primary access to the park shall be from a public street. Where necessary, additional street right-of-way shall be dedicated to the City to maintain adequate traffic circulation. Primary access shall have a width of not less than thirty feet and shall be paved.
- C. Vehicular ways shall be paved with an asphaltic material or concrete, a minimum of thirty feet in width with on-street parking and a minimum of twenty feet in width with no on-street parking, and shall be minimally constructed with four inches of one and one-half minus base rock, two inches of three-fourths-inch minus topped with two inches of asphalt concrete. Vehicular ways shall be named and marked with signs which are similar in appearance to those used to identify public streets, and a map of the vehicular ways shall be provided to the Columbia River Fire and Rescue, the Police Department and the Public Works Department.
- D. Walkways shall connect each manufactured home to its driveway. All walks must be concrete, well drained, and not less than thirty-six inches in width.
- E. Lighting for the manufactured home park shall average .25 horizontal candlepower of light the full length of all roadways and walks within the park.
- F. Driveways shall be asphalt or concrete, not less than four inches deep or two inches of asphalt on four inches of three-fourths-inch minus gravel. Driveways shall begin at a vehicular way and extend into the individual space in a manner to provide parking for at least two vehicles. When the vehicular way is paved to a width of 30', one parking space on the vehicular way may be substituted for one of the required parking spaces. Driveways shall not be directly connected to a City street.
- G. Parking spaces shall be a rectangle not less than nine feet wide and eighteen feet long.
- H. The boundaries of each manufactured home space shall be clearly marked by a fence, landscaping or by permanent markers and all spaces shall be permanently numbered.
- I. The manufactured home shall be parked on a concrete slab on appropriate footings, supports and/or stands. Tie-downs, foundations or other supports shall be in accordance with state and federal laws.
- J. Each manufactured home site shall have a patio of concrete, or flagstone or similar substance not less than three hundred square feet adjacent to the manufactured home parking site.
- K. Landscaping and screening shall be provided in each manufactured home park and shall satisfy the following requirements:
  - 1. All areas in a park not occupied by paved roadways or walkways, patios, pads and other park facilities shall be landscaped.
  - 2. Screen planting, masonry walls, or fencing shall be provided to screen objectionable views. Views to be screened include laundry drying yards, garbage and trash collection stations, and other similar uses.

3. Landscaping plans are to be done by a landscape architect or established landscaper.
  4. The side and rear perimeter setbacks shall be fenced with an approved sight obscuring fence or wall not less than five (5) feet nor more than six (6) feet in height and shall be landscaped in accordance with the buffering requirements of Chapter 7.96.
- L. Each site shall be serviced by municipal facilities such as water supply, sewers, concrete sidewalks and improved streets.
- M. Prior to occupancy of the manufactured home, each site shall have a storage area space in a building having a gross floor area of at least forty-eight square feet for storing the outdoor equipment and accessories necessary to residential living.
1. There shall be no outdoor storage of furniture, tools, equipment, building materials, or supplies belonging to the occupants or management of the park.
  2. Except for automobiles and motorized recreational vehicles, no storage shall be permitted except within an enclosed storage area.
  3. A recreational vehicle or trailer shall not be occupied overnight in a manufactured home park unless it is parked in a manufactured home space or in an area specifically designated for such use. No more than one recreational vehicle or trailer will be occupied at one time in a manufactured home space. Recreational vehicles, trailers and boats and other oversized vehicles greater than 6' in width may not be parked in the vehicular access way.

**7.94.050 Occupying Recreational Vehicles.** It is unlawful for any recreational vehicle, to be occupied, lived in or otherwise used as a residence within the City, unless such use is specifically approved by the City under Chapter 7.110, Temporary structures, except a private, residentially zoned property is permitted to use a recreational vehicle to house non-paying guests no more than a total of ten (10) days in a calendar year.

**Chapter 7.96**  
**LANDSCAPING, SCREENING AND FENCING**

**7.96.010 Purpose.** The purpose of this Chapter is to establish standards for landscaping, buffering and screening in order to enhance the environment of the City through the use of plant materials as a unifying element and by using trees and other landscaping materials to mitigate the effects of the sun, wind, noise and lack of privacy.

**7.96.020 Applicability and Approval Process.**

- A. Section 7.96.060 shall apply to all properties in Columbia City. All other sections of this Chapter shall apply to all development except single family residences, duplexes and accessory buildings including accessory dwelling units.
- B. In residential zones, at least 10% of the total area shall be landscaped.
- C. In the commercial and industrial zones, landscaping shall be as follows:
  - 1. Properties up to 20,000 square feet in size shall have at least 15% of the total lot area landscaped.
  - 2. Properties larger than 20,000 square feet in size shall have at least 10% of the total lot area landscaped.

**7.96.030 General Provisions.**

- A. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severably responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.
- B. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise so that:
  - 1. Public utilities can be maintained or repaired;
  - 2. Pedestrian or vehicular access is unrestricted;
  - 3. Visual clearance provisions are met. (See Chapter 7.98, Visual Clearance Areas.)
- C. Certificates of Occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the City to insure the completion of landscaping requirements.
- D. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the plantings.
- E. Plant materials are to be watered at intervals sufficient to ensure survival and growth.

- F. The use of native plant materials is encouraged to reduce irrigation and maintenance demands.
- G. The prescribed height of required landscaping shall be measured from where the plant meets the ground after planting to the top of the plant. [As amended by Ordinance No. 06-619-O 7/2/06]

**7.96.040 Buffering and Screening Requirements.**

- A. Buffering and screening a minimum width of twenty (20) feet shall be required between any non-residential use located in a residential or non-residential zone which abuts a residential use in a residential zone.
- B. A buffer shall consist of an area within a required interior setback adjacent to a property line, having a width of ten feet or greater and a length equal to the length of the property line.
- C. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, accessways or parking areas shall be allowed in a buffer area.
- D. The minimum improvements within a buffer area shall include:
  - 1. One row of trees or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten feet tall for deciduous trees and five feet tall for evergreen trees measured from where the tree meets the ground after planting to the top of the tree. Spacing for trees shall be as follows: [As amended by Ordinance No. 06-619-O 7/2/06]
    - a. Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;
    - b. Medium sized trees between twenty-five feet to forty feet tall and with sixteen feet to thirty-five feet wide branching at maturity shall be spaced no greater than twenty-five feet apart;
    - c. Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty feet apart.
  - 2. In addition, at least one shrub shall be planted for each 100 square feet of required buffer area.
  - 3. The remaining area shall be planted in groundcover, or spread with bark mulch.
- E. Where screening is required, the following improvements are required in addition to subsection 7.96. 040 (D):
  - 1. A hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or

2. An earthen berm planted with evergreen plant materials which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulched; or
  3. A six-foot fence or wall providing a continuous sight obscuring screen. Fences and walls shall be constructed of materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the Planning Director. Corrugated metal is not considered to be acceptable fencing material. Chain link fences with slats may qualify as screening when combined with a planting of a continuous evergreen hedge;
- F. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter 7.98, Visual Clearance Areas.
- G. When the use to be screened is downhill from the adjoining property, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property.

#### **7.96.050 Screening--Special Provisions.**

- A. If four or more off-street parking spaces are required under this Ordinance, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscaping for each lineal foot of street frontage. The minimum standard for such landscaping shall consist of shrubbery at least two feet in height located adjacent to the street as much as practical and one tree for each fifty lineal feet of street frontage or fraction thereof.
- B. Landscaping in parking areas shall include special design features which effectively screen the parking lot areas from view. These design features may include the use of landscaped berms, decorative walls, and raised planters. Landscape planters may be used to define or screen the appearance of off-street parking areas from the public right-of-way. Materials to be installed shall achieve a balance between low lying and vertical shrubbery and trees.
- C. Screening of loading areas and outside storage is required according to specification in Section 7.96.040 (E). Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area.

#### **7.96.060 Fences or Walls.**

- A. Fences or walls up to 42" in height may be constructed in required front yards, except in the vision clearance area where no fence shall exceed 36" as required by Chapter 7.98, Visual Clearance Areas. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to six feet in height without any additional permits. Any fence or fence/berm combination greater than six feet in height shall require Planning Commission approval and may require a building permit.

- B. The prescribed heights of required fences or walls shall be measured from the lowest of the adjoining levels of finished grade on the property where the fence is being constructed. [As amended by Ordinance No. 09-654-O 9/18/09]
  
- C. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the Planning Director. Material which will do bodily harm or is considered hazardous or dangerous, such as electric, barbed wire, corrugated metal, or broken glass, is not considered to be acceptable fencing material. Barbed wire shall be allowed on cyclone fences around City water reservoirs or where provided by State Laws. Where permitted, barbed wire shall be stretched along and across arms so that the barbed wire is inside the property line and none of it lower than six feet above the ground.

[As amended by Ordinance No. 03-589-O 9/19/03]

**Chapter 7.98**  
**VISUAL CLEARANCE AREAS**

**7.98.010 Purpose.** The purpose of this Chapter is to establish standards which will assure proper sight distances at intersections in order to reduce the hazard from vehicular turning movements.

**7.98.020 Applicability of Provisions.** The provisions of this Chapter shall apply to all street intersections not regulated by traffic signals and to intersections of a street and a railroad.

**7.98.030 Visual Clearance--Required.**

- A. At any corner formed by the intersection of non-signalized streets or a street and a railroad, it shall be unlawful to obstruct the view within that triangular area between the property line and a diagonal line joining points on the property lines at a distance of thirty (30) feet from their intersection. In the case of rounded corners, the triangular areas shall be between the lot lines extended in a straight line to a point of intersection and so measured and a third side which is a line across the corner of the lot joining the non-intersection ends of the other two sides. This triangular area is the visual clearance area.
- B. Within the visual clearance area, there shall be no vehicle, recreational vehicle, watercraft, parts designed to be affixed to a vehicle of any type, hedge, planting, fence, wall structure, or temporary or permanent obstruction (except for an occasional utility pole or tree), exceeding 36" in height, measured from the top of the curb, or where no curb exists, from the street center line grade, except that trees exceeding this height may be located in this area, provided all branches below eight feet as measured from the pavement, are removed. [As amended by Ordinance No. 03-589-O 9/19/03]
- C. Where the crest of a hill or vertical curve conditions contribute to the obstruction of clear vision areas at a street or driveway intersection, hedges, plantings, fences, walls, wall structures and temporary or permanent obstructions shall be further reduced in height or eliminated to comply with the intent of the required clear vision area.

**Chapter 7.100  
OFF-STREET PARKING AND LOADING REQUIREMENTS**

**7.100.010 Compliance.**

- A. The provision and maintenance of off-street parking and loading spaces is a continuing obligation of the property owner. Hereafter, every use commenced and every building erected or altered shall have permanently maintained parking spaces in accordance with the provisions of this Ordinance.
- B. No building, development, or other permit involving new construction, additional gross floor area or change of use shall be issued until plans and evidence are presented to show how the off-street parking and loading requirements are to be fulfilled and that property is and will remain available for the exclusive use of off-street parking and loading spaces. The subsequent use of the property for which the permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this Ordinance.

**7.100.020 Off-Street Loading Requirements.**

- A. Every use for which a building is erected or structurally altered to the extent of increasing the floor area to equal a minimum floor area required to provide loading space and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, shall provide off-street loading space on the basis of minimum requirements as follows:

<b>USE</b>	<b>GROSS SQ. FT.</b>	<b>MINIMUM LOADING SPACES</b>
Commercial,	5,000- 25,000	1
Industrial,	25,001-60,000	2
Municipal Utilities,	60,001-100,000	3
Restaurants	Over 100,000	3+ 1 space per 60,000 sq. ft.
Hotel, Motels,	5,000-30,000	1
Institutions,	30,001-70,000	2
Office buildings,	70,001-130,000	3
Hospitals, Schools,	Over 130,000	3+ 1 space per 100,000 sq. ft.
Public buildings, Recreation, entertainment facilities		
Manufacturing,	5,000-40,000	1
Wholesale storage	40,001-100,000	2
	100,001-160,000	3
	Over 160,000	3+ 1 space per 80,000 sq. ft.

- B. A loading berth shall contain space 12 feet wide, 35 feet long and have a height clearance of 14 feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.

- C. If loading space has been provided in connection with an existing use such space shall not be eliminated if elimination would result in non-conformance with the above standards.
- D. Off-street parking areas used to fulfill the requirements of this Ordinance shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs.

**7.100.030 Off-Street Parking Requirements.** Off-street parking spaces shall be provided and maintained as set forth in this Section for all uses in all zones. The following required spaces shall be available for parking, and not used for storage, sale, repair or servicing of vehicles, except property resident. Nothing in this Ordinance shall be interpreted to prevent the occasional use of parking areas for community events, special sales, public gatherings and similar activities not otherwise prohibited.

<b>USE</b>	<b>STANDARD</b>
A. Residential Uses/Day Care/Institutional/Hospital	
1. Single- and two-family	2 spaces per dwelling unit
2. Multi-family dwelling	1 space per studio or one bedroom dwelling unit, 2 spaces per dwelling unit with two or more bedrooms plus and one space per three dwelling units for guests.
3. Manufactured home park	Two spaces per unit, plus one space for every three units for guests
4. Bed and Breakfast	2 spaces plus 1 space for each guest bedroom
5. Residential care Home or Facility	1 space per 4 residential care beds plus 1 space per employee
6. Institutional or Hospital	1 space per 3 beds and 1 space per 3 employees

B. Places of Public Assembly.

The following uses shall be treated as combinations of separate use areas such as office, auditorium, restaurant, etc. The required spaces for each separate use shall be provided.

- 1. Auditorium, Church or Meeting Room      1 space per 4 seats or 8 feet of bench length.  
If no fixed seats or benches, 1 space per 60 square feet

2. Library, Reading Room 1 space per 400 square feet plus 1 space per 2 employees
3. Senior High/Private School 1 space per employee plus 5 spaces per every classroom
4. Elementary School/Jr. High 1 space per employee plus 1 space per every 100 square feet of floor area in assembly area
5. Pre-school, Nursery or Kindergarten 5 spaces plus 1 space per classroom

C. Commercial Uses.

1. Hotel/Motel 1 space per room plus 1 space per every 2 employees
2. Retail, Bank, Office, Medical, Dental 1 space per 400 square feet but not less than 3 spaces per establishment
3. Service or repair of bulky merchandise 1 space per 750 square feet
4. Bowling 4 spaces per lane plus 1 space per every 2 employees
5. Beauty/Barber Shop 1.5 spaces per chair
6. Theater, Stadium 1 space per 4 seats or 8' bench length
7. Mini Storage 1 space per 200 square feet of office space plus 2 spaces for caretaker residence
8. Eating establishment with seating 1 space per 240 square feet
9. Eating establishment with no seating 1 space per 400 square feet
10. Health and Fitness Club 1 space per 400 square feet

D. Industrial Uses.

1. Manufacturing, Research Freight, Transportation Terminal, Warehouse, 1 space per employee on two largest shifts

Public Utility

- 2. Wholesale Uses 1 space per employee, plus one space per 800 square feet of patron serving area

E. All uses providing drive-in services shall provide on the same site a reservoir for inbound vehicles as follows:

<b>USE</b>	<b>RESERVOIR REQUIREMENTS</b>
Drive-in banks	2 spaces/service terminal
Drive-in restaurants	5 spaces/service window
Service Stations	2 spaces/pump
Mechanical car washes	2 spaces/washing unit
Auto Lube	2 spaces per bay

**7.100.040 General Provisions.**

- A. In the event several uses occupy a single structure or parcel of land, the total requirements of the several uses should be computed separately.
- B. Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Other required off-street parking spaces shall be located on the same parcel or on another parcel not farther than 300 feet from the building or use they are intended to serve, measured in a straight line from the building.
- C. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for the storage of vehicles or materials or for the parking of trucks used in the conducting of the business or use. The subsequent use of property for which the appropriate permits are issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading spaces required.
- D. Required off street parking or loading spaces for multi-family dwellings, commercial and industrial uses shall be located to the side or the rear of the principal use, not between the principal structure and the lot frontage.
- E. Where employees are specified, the employees counted are the persons who work on the premises, including proprietors, executives, professional people, production, sales, and distribution employees during the largest shift at peak season.

[As amended by Ordinance No. 03-589-O 9/19/03]

**7.100.050 Development and Maintenance Standards.** Every parcel of land hereafter used as a public or private parking area, including commercial parking lots, shall be developed as follows:

- A. All parking and maneuvering surfaces shall have a durable, hard and dustless surface such as asphalt, concrete, cobblestone, unit masonry, scored and colored concrete, grasscrete, or combination of the above.

- B. Any lighting used to illuminate the off-street parking areas shall be so arranged that it will not project light rays directly upon any adjoining residential property.
- C. Except for single-family and duplex dwellings, groups of more than two parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street or right-of-way other than an alley.
- D. Areas used for access and standing and maneuvering of vehicles shall comply to the dimensional standards of this Ordinance, and to the requirements of the Public Works Standards.
- E. Access aisles shall be of sufficient width for all vehicular turning and maneuvering.
- F. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls or other barriers or markers. Service drives to drive-in establishments shall be designed to avoid backing movements or other maneuvering within a street and conflicts with pedestrians.
- G. Service drives shall have a minimum vision clearance area formed by the intersections of the driveway center line, the street right-of-way line and a straight line joining said lines through points 15 feet from their intersection.
- H. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street right-of-way. The outer boundary of a parking or loading area shall be provided with a bumper rail or curbing at least four inches in height, and at least three feet from the lot line or any fence.
- I. All areas for the parking and maneuvering of vehicles shall be marked in accordance with the approved plan required and such marking shall be continuously maintained.
- J. All parking lots shall be kept clean and in good repair at all times. Breaks in surfaces and areas where water puddles shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.
- K. The provision for and maintenance of off-street parking and loading facilities shall be a continuing obligation of the property owner.

**7.100.060 Provisions for Reduction in Spatial Requirements for Off-Street Parking Due to Landscaping.**

Where landscaping is to be provided in parking areas, the Planning Commission may approve a proportional reduction in parking area gross spatial requirement up to a total of 5 percent reduction if general landscaping (including ground cover, raised beds, or low shrubbery, all of evergreen nature) are utilized around parking area borders, or where landscaping is required as screening around borders, or as traffic control structures within parking areas, or as general landscaping within parking areas.

**7.100.070 Plan Required.** A plot plan showing the dimensions, legal description, access and circulation layout for vehicles and pedestrians, space markings, the grades, drainage, setbacks, landscaping and abutting land uses in respect to the off-street parking area and such other information as shall be required, shall be submitted to the Planning Director with each application for approval of a building or other required permit, or for a change of use.

**7.100.080 Unlisted Uses.** Off-street parking or loading requirements for structures or uses not specifically listed shall be determined by the Planning Director. The Planning Director shall base such requirements on the standards for parking or loading of comparable, listed uses.

**7.100.090 Recreational Vehicles.** The parking restrictions shall not be interpreted to prevent the parking on-site of recreational vehicles at all single-family residences provided the applicable parking requirements are satisfied.

**7.100.100 Disabled Person Parking.** A sign shall be posted for each disabled person parking space required by Subsection A of this Section. The sign shall be clearly visible to a person parking in the space, shall be marked with the International Symbol of Access, shall indicate that the spaces are reserved for persons with disabled person parking permits and shall be designed as set forth in standards adopted by the Oregon Transportation Commission. Parking spaces constructed under this Section shall be in accordance with the Uniform Building Code.

**7.100.110 Compact Vehicle Parking.** All parking spaces designated for compact vehicles shall be labeled by painting "compact only" on the parking space. Up to 50 percent of the required parking spaces may be designated compact spaces.

**7.100.120 Bicycle Parking.** At least one secured bicycle rack space shall be provided for each 15 required parking spaces or portion in any new commercial, industrial, or multi-family development. Bicycle parking areas shall not be located within parking aisles, landscape areas, or pedestrian ways.

**7.100.130 Off-Street Parking Dimensional Standards.** All off-street parking lots shall be designed subject to City standards for stalls and aisles as set forth in the following table.

- A. Parking Angle In Degrees
- B. Stall Width
- C. Stall Depth
- D. Aisle Width One Way
- E. Curb Length Per Car
- F. Bay Width (Includes stall length plus back up length)

A	B	C	D	E	F
0	9'0"	9.0	12.0	22.0	21.0
	9'6"	9.5	12.0	22.0	21.5
	10'0"	10.0	12.0	22.0	22.0
45	9'0"	19.8	13.0	12.7	22.8
	9'6"	20.1	13.0	13.4	33.1
	10'0"	20.5	13.0	14.1	33.5

60	9'0"	20.3	18.0	10.4	38.0
	9'6"	21.2	18.0	11.0	39.2
	10'0"	21.5	18.0	11.9	39.5
70	9'0"	21.0	19.0	9.6	40.0
	9'6"	21.2	18.5	10.1	39.5
	10'0"	21.2	18.0	10.6	39.2
90	9'0"	20.0	24.0	9.0	44.0
	9'6"	20.0	24.0	9.5	44.0
	10'0"	20.0	24.0	10.0	44.0

A	B	C	D	E	F
P A R A L E L	8'0"		12.0	22.0	18.0

- A. For one row of stalls use "C" + "D" as minimum bay width.
- B. Public alley width may be included as part of dimension "D," but all parking stalls must be on private property, off the public right-of-way.
- C. For estimating available parking area, use 300-325 square feet per vehicle for stall, aisle and access areas.

**7.100.140 Special Exceptions.** If conformance with this Chapter would require an existing structure to be modified, or would involve destroying existing landscaping, the Planning Commission may approve modifications to the requirements of this Chapter and no variance shall be required for such modification.

## Chapter 7.102 SIGNS

**7.102.010 General Authority.** In all areas of the City, municipal approval of a sign permit application must be obtained before any sign, except those specifically exempted, is erected, placed, painted, constructed, carved or otherwise given public exposure. The sign provisions of this Chapter may be considered as a part of a development application or individually. Applications shall be filed with the City on an appropriate form in any manner prescribed by the City, accompanied with an application fee in the amount established by general resolution of the City Council. [Amended by Ordinance No. 11-666-O 5/20/11]

**7.102.020 Purpose.** Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the City. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise.

### **7.102.030 Sign Permits Required.**

- A. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the City for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 7.102.040. The person(s) in control of said building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the City. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the City. [Amended by Ordinance No. 11-666-O 5/20/11]
- C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the approved application permit.
- D. Sign Permit Fees. The application for a sign permit shall be accompanied by a filing fee in an amount established by resolution of the City Council.

### **7.102.040 Application.** The applicant shall submit the following:

- A. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
- B. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

### **7.102.050 Definitions.**

"Advertising Structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the said advertising structure.

"Alterations" means any change in size, shape, method of illumination, position, location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building Facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building Register Sign" means a sign which identifies four or more businesses contained within a single building structure or complex.

"Bulletin Board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business Frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Construction Sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Curvilinear" means represented by curved lines.

"Direct Illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing Sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent Colors" means extra bright and glowing type colors; includes "dayglow" orange, fluorescent green, etc.

"Fluorescent Lighting" means light provided by tubes.

"Free-standing" means a sign which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"Marquee" means a permanent roofed, nonenclosed structure projecting over an entrance to a building which may be attached to the ground surface or not.

"Neighborhood Identification" means a sign located at the entry point to a single-family subdivision comprising not less than two (2) acres, or a sign identifying a multiply-family development.

"Neon Light" means a form of illumination using inert gases in glass tubes. Includes "black light" and other neon lights.

"Parcel" or "Premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Primary Revenue Source" means no less than seventy-five percent of gross total principal income derived from a business.

"Public Right-of-Way" means the area commonly shared by pedestrians and vehicles for right of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality Material" means materials that are appropriate to make temporary window signs, including posterboard, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or lightweight paper are not allowed.

"Real Estate Sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

"Sidewalk" means a hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

"Sign Area of" In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be made at the extreme horizontal and vertical limit of a sign.

"Street Frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

"Wind Sign or Device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement.

**7.102.060 Exempt Signs.** The following signs and devices shall not be subject to the provisions of this Chapter and shall not require a sign permit application:

- A. Memorial tablets, cornerstones or similar plaques not exceeding six square feet;
- B. Flags of national, state, or local governments;
- C. Temporary political signs not exceeding four square feet, provided the signs are located on private property, and are erected not more than forty-five days prior to the election they relate to and are removed within fifteen days following the election;
- D. Temporary, nonilluminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided said signs are removed within fifteen days after sale, lease or rental of the property, or the completion of the project;
- E. Temporary signs for new businesses, after the City has been notified, for a period not exceeding thirty days;

- F. Temporary paper signs placed upon a window opening of a nonresidential building, when such signs do not obscure more than twenty percent of the window area, and are maintained for a period not exceeding fifteen days;
- G. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held;
- H. Small nonilluminated informational signs such as "open/closed" signs (including one 3 foot by 5 foot flag or banner per store front), credit card signs, rating or professional association signs, and signs of a similar nature.
- I. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies;
- J. Nameplates indicating the name, address or profession of the occupant not exceeding three square feet;
- K. Garage sale signs which are to be removed immediately at the close of the sale. Signs shall be maximum size of two (2) square feet, shall be no more than four (4) feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the City's park. Signs may be placed in the City right-of-way if placed no closer than four (4) feet from the street. Sign may also be placed on private property with the owner's permission.
- L. A sign identifying the name of the occupant or owner, provided the sign is not larger than one (1) square foot, is unilluminated and is either attached to the structure or located within the front setback.
- M. Temporary banners, pennants and flags advertising civic events, subject to removal within 48 hours after said event concludes.
- N. For approved Type II Home Occupations, one nonilluminated sign, not exceeding 144 square inches, which shall be attached to the residence or accessory structure or placed in a window.
- O. Signs placed by the City of Columbia City. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.102.070 General Sign Provisions.** The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 7.102.060, within the City:

- A. No sign shall be attached to a utility pole nor placed within any public right-of-way, except garage sale signs, subject to Section 7.102.060 (M), or unless approved by the City Council.
- B. When lighting is used for signs, only internal or indirect lighting is allowed. Fluorescent and/or internal neon lighting is not allowed in residential zones.

- C. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable.
- D. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 7.102.060.
- E. Any unofficial sign which purports to be, is in imitation of, or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.
- F. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.
- G. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic, and comply with ADA requirements. Sandwich board signs must be removed at the end of each business day with a maximum allowable limit of one sign per storefront. Sandwich board signs are considered to be informational signs.
- H. No free standing sign, or any portion of any free standing sign, shall be located on or be projected over any portion of a street, sidewalk or other public right-of-way.
- I. Roof signs are not permitted.

**7.102.080 Residential Zones.** Signs in residential zones shall be permitted as follows:

- A. Neighborhood Identification. One freestanding sign shall be permitted at each entry point to a subdivision. The sign shall not exceed an area of twelve (12) square feet per sign, nor five feet in height above grade.
- B. Multiple-Family Residential and Conditional Uses. Where otherwise permitted, one sign of not more than twelve (12) square feet shall be permitted for multiple-family dwellings and for conditional uses. The sign may be attached to the building or freestanding. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed eight feet in height. [As amended by Ordinance No. 03-589-O 9/19/03]

**7.102.090 Commercial, Industrial and Public Land Zones.** Signs in Commercial, Industrial and Public Land Zones shall be permitted as follows:

- A. Freestanding sign for uses bordering Highway 30: One free standing sign per parcel. The maximum height shall be 24 feet to the top of the sign. Any lighting shall be indirect. The sign shall contain a maximum of 80 square feet per side and shall be limited to two sides.
- B. Freestanding sign for uses not bordering Highway 30: One free standing sign per parcel. The maximum height shall be 24 feet to the top of the sign. Any lighting shall be indirect. The sign shall contain a maximum of 32 square feet per side and shall be limited to two sides.

- C. Wall signs placed flat against a building which supports it, extending not more than twelve inches from the building, and not exceeding ten (10) percent of the gross area of the face of the building to which the sign is attached.

**7.102.100 Nonconforming Signs.** All signs not conforming with the provisions of this Chapter are deemed nonconforming signs.

- A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.
- B. Termination of Nonconforming Signs.
  - 1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within thirty days after the business or product sale ceases.
  - 2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.
  - 3. Termination by Damage or Destruction. Any nonconforming sign damaged or destroyed, by any means, to the extent of one-third of its replacement cost shall be terminated and shall not be restored.
  - 4. Termination shall consist of removal of the sign or its alteration to eliminate fully all nonconforming features.

**7.102.110 Termination of Signs by Abandonment.**

- A. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God. and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this Subsection.
- B. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty days, may be granted by the City Council upon an appeal filed by the legal owner of the premises or person in control of the business.

**Chapter 7.104**  
**HOME OCCUPATIONS**

**7.104.010 Purpose.** It is the purpose of this Chapter to permit residents an opportunity to use their homes to engage in small-scale business ventures which could not be sustained if it were necessary to lease commercial quarters and to establish approval criteria and standards to ensure that home occupations are conducted as lawful uses which are subordinate to the residential use of the property and are conducted in a manner that is not detrimental or disruptive in terms of appearance or operation to neighboring properties and residents.

**7.104.020 Applicability and Exemptions.**

- A. No person shall carry on a home occupation, or permit such use to occur on property which that person owns or is in lawful control of, contrary to the provisions of this Chapter.
- B. Exemptions from the provisions of this Chapter are:
  - 1. Garage sales (limited to twelve days per year);
  - 2. For-profit production of produce or other food products grown on the premises. This may include temporary or seasonal sale of produce or other food products grown on the premises;
  - 3. Hobbies which do not result in payment to those engaged in such activity;
  - 4. Proven nonconforming home occupations as per Section 7.104.030.
  - 5. Day care for three or fewer children not residing in the home. [As amended by Ordinance No. 09-654-O 9/18/09]
- C. Type I Home Occupations. Daycare homes as defined in Chapter 7.25 are Type I home occupations. Except for daycare homes, a Type I home occupation shall exhibit no evidence that a business is being conducted from the premises. Except for daycare homes, a Type I home occupation shall not permit:
  - 1. Exterior signs which identify the property as a business location;
  - 2. Clients or customers to visit the premises for any reason;
  - 3. Exterior storage of materials.
  - 4. Employees, other than family members residing within the dwelling located on the home occupation site. Daycare homes shall be limited to one full time equivalent employee at the home occupation site at any given time. Additional individuals may be employed by or associated with the home occupation so long as they do not report to work or pick up/deliver at the home. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or any other purpose including dispatch to other

locations. The home occupation site means the lot on which the home occupation is conducted. [As amended by Ordinance No. 09-654-O 9/18/09]

D. Type II Home Occupations. Property on which a Type II home occupation is located may show evidence that a business is being conducted from the premises. The following is allowed for Type II home occupations:

1. One non-illuminated sign, not exceeding 144 square inches, which shall be attached to the residence or accessory structure or placed in a window.
2. Employ no more than five total full or part-time persons.
3. Activities related to the home occupation that are visible outside the residence including arrival and departure of employees, customers and clients and deliveries shall occur between the hours of eight a.m. and eight p.m., Monday through Saturday. These activities shall not generate excessive traffic or monopolize on-street parking;
4. Storage of materials, goods and equipment which is screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback. Any storage of materials, goods, and equipment shall be reviewed and approved by the City and the Fire Department.

#### **7.104.030 Nonconforming Uses.**

- A. Ongoing home occupations may be granted nonconforming status, provided that they were:
1. Permitted under County authority prior to annexation to the City and have been in continuous operation since initial approval;
  2. Permitted under City authority prior to the date of adoption of this Ordinance and have since been in continuous operation.
- B. A nonconforming situation is further governed by Chapter 7.135. Such use may continue until the use is expanded or altered so as to increase the level of noncompliance with the present Code. The burden of proving a home occupation's nonconforming status rests with the property owner or tenant.
- C. Home occupations without City or County approval which cannot prove nonconforming status shall be considered in violation of this Chapter and shall cease until the appropriate approvals have been granted.

**7.104.040 General Approval Criteria and Standards.** All home occupations shall observe the following criteria:

- A. There shall be no more than three (3) deliveries per week to the residence by suppliers.

- B. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation. Home occupations shall observe the provisions of Chapter 7.90. [As amended by Ordinance No. 03-589-O 9/19/03]
- C. The home occupation shall be operated entirely within the dwelling unit or a conforming accessory building. The total area which may be used in the accessory building for material product storage and the business activity shall not exceed 1,000 square feet nor shall the home occupation and associated storage of materials and products occupy more than twenty-five percent of the combined residence and accessory buildings gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes.
- D. A home occupation shall not make necessary a change in the Uniform Building Code use classification of a dwelling unit. Any accessory building that is used for a home occupation must meet Uniform Building Code requirements.
- E. More than one business activity constituting two or more home occupations may be allowed on one property only if the combined floor space of the business activities does not exceed twenty-five percent of the combined gross floor area of the residence and accessory building. Each home occupation shall apply for a separate home occupation permit, if required as per this Chapter, and each shall also have separate business license certificates.
- F. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupations shall make available to the fire marshal for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.
- G. The following uses shall not be permitted as home occupations:
  - 1. Auto-body repair and painting;
  - 2. Ongoing mechanical repair conducted outside of an entirely enclosed structure;
  - 3. Junk and salvage yards;
  - 4. Storage and/or sale of fireworks.
- H. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle may be parked outside of a structure.
- I. The existence of a home occupation shall not be used as a justification for a zone change.

#### **7.104.050 Permit Procedures.**

- A. A person wishing to engage in a home occupation shall be a principal occupant of the property and shall make application to the City for a Home Occupation Type Determination. The Planning Director shall determine if the proposed home occupation is a Type I or a Type II home occupation. The Planning Director shall issue a written notice of determination.
- B. Upon receipt of written notice of determination as a Type I home occupation and prior to engaging in business activities, the applicant shall agree in writing to abide by the provisions of this Chapter and shall acquire an annual business license.
- C. Upon receipt of written notice of determination as a Type II home occupation and prior to engaging in business activities, the applicant shall seek Planning Commission approval for a Type II home occupation. If Planning Commission approval is granted, the applicant shall agree in writing to abide by the provisions of this Chapter and acquire an annual business license. [Amended by Ordinance No. 11-666-O 5/20/11]
- D. The Planning Commission shall approve, approve with conditions, or deny any application for a Type II home occupation. The decision to approve, approve with conditions, or deny an application for a Type II home occupation permit shall be made by the Planning Commission upon findings of whether or not the proposed use:
  - 1. Is in conformance with the standards contained in this Chapter;
  - 2. Will be subordinate to the residential use of the property;
  - 3. Is undertaken in a manner that is not detrimental nor disruptive in terms of appearance or operation to neighboring properties and residents;
  - 4. Is approved by the Fire Chief.
- E. All Type II home occupations are subject to Chapter 7.130, Conditional Uses.
- F. Applications for Type II Home Occupations shall be processed in accordance with Chapter 7.162, Quasi Judicial Decision-Making.

[As amended by Ordinance No. 06-619-O 7/2/06]

**7.104.060 Type II Applications.** An application for a Type II home occupation shall be made on forms provided by the City and shall be accompanied by:

- A. The applicant's statement or narrative which explains how the proposal conforms to the approval criteria in Sections 7.104.040;
- B. A site plan of the property drawn to scale with a north arrow indicated. The site plan shall show all major features of the property including buildings, major vegetation, access for public streets, sidewalks, etc.;
- C. A floor plan of all structures on the property which are to be used for the home occupation(s);

- D. A copy of the Title transfer instrument;
- E. The property owner of record signature(s) or written authorization.

**7.104.070 Revocation and Expiration of Home Occupation Permits.**

- A. The Planning Commission may revoke a home occupation approval if the conditions of approval have not been or are not being complied with and the home occupation is otherwise being conducted in a manner contrary to this Chapter.
- B. When a home occupation permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a home occupation on the subject parcel will be considered.
- C. A home occupation permit shall become invalid if the applicant moves from his or her residence. [Amended by Ordinance No. 11-666-O 5/20/11]

**7.104.080 Action Regarding Complaints.**

- A. Complaints may be originated by the City or the public. Complaints shall clearly state the objection to the home occupation, such as generation of excessive traffic, monopolizing on-street parking spaces, or other activities not compatible with a residential neighborhood.
- B. Complaints shall be reviewed by the Planning Commission: The Planning Commission shall either approve the use as it exists, revoke the home occupation permit, or compel measures to be taken to ensure compatibility with the neighborhood and conformance with this Chapter. The operator of the home occupation may appeal the Planning Commission's decision to the City Council.
- C. Cessation of Home Occupation Pending Review. If it is determined by the Planning Commission in exercise of reasonable discretion, that the home occupation in question will affect public health and safety, the use may be ordered to cease pending Planning Commission review and/or exhaustion of all appeals.
- D. Notice of Appeal Hearing. Written notice of a hearing on an appeal of the Planning Commission's decision to either revoke or not revoke a home occupation permit, shall include its date, time and place and shall be give to the property owner(s) and the person(s) undertaking the use if other than the owner(s). Written notice shall also be given to property owners within two hundred feet of the use, the affected neighborhood planning organization, if any, and the complainant(s).
- E. City Council Appeal. The City Council shall approve the use as it exists, revoke the permit, or compel suitable restrictions and conditions to ensure compatibility with the neighborhood.

**7.104.090 Business License Required.** The City requires a business license to operate a home occupation. By definition, home occupation does not include activity conducted by a resident of the dwelling acting as an employee of a business located outside of the residence. A business license shall not be issued for a home occupation until the person wishing to

engage in a Type I home occupation agrees to comply with the provisions of this Chapter; or the application for a Type II home occupation has been approved by the Planning Commission and the application certifies that the home occupation will be operated in strict compliance with the provisions of this Chapter and any conditions of approval.

**Chapter 7.106**  
**PROTECTION OF NATURAL FEATURES**

**7.106.010 Purpose.**

- A. To protect the natural environmental and scenic features of Columbia City and encourage site planning and development practices which protect and enhance natural features such as streams, swales, ridges, rock outcroppings, views, and significant native vegetation.
- B. To protect lives and property from natural or man-induced geologic or hydrologic hazards and disasters, damage due to soil hazards, forest and brush fires and to avoid financial loss resulting from development in hazard areas.

**7.106.020 General Terrain Preparation.**

- A. All developments shall be planned, designed, constructed and maintained with maximum regard to natural terrain features and topography, especially hillside areas, floodplains, and other significant landforms.
- B. All grading, filling and excavating done in connection with any development shall be in accordance with Chapter 70 of the Uniform Building Code.
- C. In addition to any permits required under the Uniform Building code, all developments shall be planned, designed, constructed and maintained so as to:
  - 1. Limit the extent of disturbance of soils and site by grading, excavation and other land alterations.
  - 2. Avoid substantial probabilities of (1) accelerated erosion; (2) pollution, contamination, or siltation of lakes, rivers and streams; (3) damage to vegetation; (4) injury to wildlife and fish habitats.
  - 3. Minimize the removal of native vegetation that stabilize hillsides, retain moisture, reduce erosion, siltation and nutrient runoff, and preserve the natural scenic character.

**7.106.030 Hill Sides.** All development proposals containing slopes 15% or greater shall include a site plan and topographic map and shall be submitted to the City Engineer for a determination of slope hazard areas. The City Engineer shall issue written notice of the determination. If a slope hazard exists in areas containing 15% or greater slope, but less than 20% slope, the development proposal shall be subject to the requirements of this section. All development proposals containing slopes 20% or greater shall be subject to this section. Slopes of properties shall be determined by the original ground slopes shown on the aerial photo used for the 1992 sewer improvements project. A survey of the property to be developed may be required to confirm ground slope.

- A. "Slope hazard areas" are those areas subject to a severe risk of landslide or erosion. They include any of the following areas:

1. Any area containing slopes greater than or equal to fifteen percent and one of the following subsections;
    - a. Impermeable soils (typically silt and clay) frequently interbedded with granular soils (predominately sand and gravel),
    - b. Any area located on areas containing soils which, according to the current version of the USDA Soil Conservation Soil Survey for Columbia County and accompanying maps, may experience severe to very severe erosion hazard,
    - c. Any area located on areas containing soils which, according to the current version of the USDA Soil Conservation Soil Survey for Columbia County and accompanying maps are poorly drained or subject to rapid runoff;
    - d. Springs or ground water seepage.
  2. Any area potentially unstable as a result of natural drainage ways, rapid stream incision, or stream bank erosion;
  3. Any area containing slopes greater than or equal to twenty percent.
- B. No partition or subdivision shall create any new lot which cannot be developed under the provisions of this Section.
- C. The City Engineer shall determine an application for development in a slope hazard area satisfies the requirements of this section based on the following criteria:
1. The proposed landform alterations shall preserve or enhance slope stability;
  2. The proposed landform alteration shall not result in erosion, stream sedimentation, ground instability, or other adverse on-site and off-site effects or hazards to life or property;
  3. The proposed landform alteration addresses storm water runoff, maintenance of natural drainage ways, and does not increase existing flow intensity;
  4. The proposed building site(s) is appropriately sited not requiring mass pad grading or terracing;
  5. The proposed structure(s) is designed to ensure structural stability and proper drainage of foundation and crawl space areas;
  6. Ground disturbing construction activities shall occur in drier weather no earlier than April 15 and no later than October 1.
  7. Where removal of natural vegetation is proposed, the areas not covered by structures or impervious surfaces shall be protected from erosion during the construction process and replanted prior to November 1 to prevent erosion.

[As amended by Ordinance No. 09-654-O 9/18/09]

- D. An application for development in a slope hazard area shall include:
1. An engineering geotechnical study and supporting data demonstrating that the site is stable for the proposed use and development;
  2. The study shall include, at a minimum, geologic conditions, soil types and nature, soil strength, water table, history of area, slopes, slope stability, erosion, affects of proposed construction, and recommendations. This study shall be completed by a registered geotechnical engineer in the state of Oregon. The plans and specifications shall be based on the study recommendations shall be prepared and signed by a professional civil engineer registered in the State of Oregon;
  3. A stabilization program for the slope hazard area based on established and proven engineering techniques that ensure protection of public and private property and prepared and signed by a professional civil engineer registered in the State of Oregon;
  4. A plan showing the proposed storm water system prepared and signed by a professional civil engineer registered in the State of Oregon. Said system will not divert storm water into slope hazard areas.
- E. A structure constructed prior to the adoption of this title which would be subject to the limitations and controls imposed by this Chapter shall comply with the provisions of this Chapter if more than 50% of the existing structure is damaged or destroyed or enlargement of the footprint is proposed.

[As amended by Ordinance No. 06-619-O 7/2/06]

#### **7.106.040 Rivers and Stream Corridors.**

- A. All developments shall be planned, designed, constructed, and maintained so that:
1. River and stream corridors are preserved to the maximum extent feasible and water quality is protected through adequate drainage and erosion control practices.
  2. Buffers or filter strips of natural vegetation shall be retained along McBride Creek for a minimum of fifty (50) feet as measured from the top of the bank. This standard shall not be construed to mean that clearing of debris from the stream bed itself is prohibited, subject to applicable State and Federal laws.
- B. The minimum required setback for buildings or structures proposed along side of McBride Creek shall be fifty (50) feet, except the Planning Commission may approve a reduction in the setback where the applicant demonstrates, through an ESEE analysis, that all impacts can be mitigated and submits a mitigation plan for approval. The ESEE analysis shall include consideration of:

1. Soil types;
  2. Types and amount of existing and proposed vegetative cover;
  3. Bank stability;
  4. Slope of the land abutting McBride Creek;
  5. Hazards of flooding; and
  6. Stream character.
  7. Impacts on habitat.
- C. All development proposed in flood plain areas shall be governed by provisions of Chapter 7.75.
- D. The siting/construction of subsurface sewage disposal fields within the flood plain shown on the FEMA maps or within one hundred (100) feet of any watercourse is prohibited.
- E. The unauthorized diversion of impoundment of stream courses which adversely impact fisheries, wildlife, water quality or flow is prohibited.

**7.106.050 Wetlands.** The National Wetlands Inventory does not identify any areas of wetlands in the Columbia City. Should areas be identified as containing wetlands, development shall be in accordance with the requirements of the State of Oregon.

**7.106.060 Standards for Earth Movement Hazard Areas.**

- A. No development or grading shall be allowed in areas where land movement, slump or earth flow, and mud or debris flow, is observed except under one of the following conditions:
1. Stabilization of the identified hazardous condition based on established and proven engineering techniques which ensure protection of public and private property. Appropriate conditions of approval may be attached by the City.
  2. An engineering geologic study approved by the City establishing that the site is stable for the proposed use and development. The study shall include the following:
    - a. Index map.
    - b. Project description, to include: location; topography, drainage, vegetation; discussion of previous work; and discussion of field exploration methods.
    - c. Site geology, to include: site geologic map; description of bedrock and superficial materials including artificial fill; location of any faults, folds, etc.; and structural data including bedding, jointing, and shear zones.

- d. Discussion and analysis of any slope stability problems.
  - e. Discussion of any off-site geologic conditions that may pose a potential hazard to the site or that may be affected by on-site development.
  - f. Suitability of site for proposed development from geologic standpoint.
  - g. Specific recommendations for cut slope stability, seepage and drainage control, or other design criteria to mitigate geologic hazards.
  - h. Supportive data, to include: cross sections showing subsurface structure; graphic logs of subsurface explorations; results of laboratory tests; and reference.
  - i. Signature and certification number of engineering geologist registered in the State of Oregon.
  - j. Additional information or analysis as necessary to evaluate the site.
- B. Vegetative cover shall be maintained or established for stability and erosion control purposes.
- C. Diversion of storm water into these areas shall be prohibited.

**7.106.070 Standards for Soil Hazard Areas.**

- A. The principal source of information for determining soil hazards shall be the USDA Soil Conservation Soil Survey for Columbia County and accompanying maps.
- B. Where soil hazards are identified in the USDA Soil Conservation Soil Survey, approved site specific soil studies shall be required to identify the extent and severity of the hazardous conditions on the site. An engineered design shall be required to insure structural stability and property drainage of foundation and crawl space areas.

**Chapter 7.108**  
**TELECOMMUNICATIONS FACILITIES.**

**7.108.010 Purpose.** The purposes of this Chapter are to:

- A. Register telecommunication providers within the City in order to ensure compliance with this Section;
- B. Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively, and efficiently;
- C. Minimize any adverse impacts of towers and antennas on residential areas and land uses and minimize the total number of towers throughout the community;
- D. Ensure that the height of towers in Columbia City area are not higher than reasonably necessary and that they are to the maximum extent possible integrated into the terrain and architecture of Columbia City;
- E. Encourage users of towers and antennas to configure them in a way that minimizes any adverse visual impact of the towers and antennas through careful design, siting, landscape screening, and innovative camouflaging techniques, consistent with state and federal requirements, including FAA requirements;
- F. Encourage the joint use of tower sites as a primary option rather than construction of additional single-use towers and minimize fiscal impacts upon taxpayers due to increased use of public rights-of-way by deregulated commercial enterprises such as telecommunications owners.

**7.108.020 Definitions.** As used in this section the following terms shall have the meanings set forth below:

“Antenna” means any exterior transmitting or receiving device which may be mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.

“Back-haul Network” means the lines that connect a provider's towers/cell sites to one (1) or more cellular telephone switching offices, and/or long distance providers, or the public switched telephone network.

“Cable Act” means the Cable Communications Policy Act of 1984, 47 U.S.C §532, et seq., as now and hereafter amended.

“Cable Operator” means a telecommunications owner providing or offering to provide "cable service" within the City as that term is defined in the Cable Act.

“Cable Service” for the purpose of this Section shall have the same meaning provided by the Cable Act.

“City” means the City of Columbia City.

“Equipment Cabinet” means a storage cabinet used exclusively for the protection of telecommunications equipment.

“Excess Capacity” means the surplus volume or surplus space in any existing or future duct, conduit, manhole, handhole, pole, tower, structure or other utility facility that is or will be available for use for additional telecommunications facilities.

“Facemount Antenna” means a camouflaged antenna attached to and covering a small portion of the surface of a building, architecturally integrated into the supporting structure.

“FAA” means the Federal Aviation Administration.

“FCC or Federal Communications Commission” means the Federal administrative agency, or lawful successor, authorized to regulate and oversee telecommunications owners, services and providers on a national level.

“Height” means, when referring to a tower antenna or other telecommunications structure, the distance measured from the finished grade to the highest point on the tower, antenna or other structure, including the base pad and any antenna.

“Linear Facilities” means lines, cables, fibers, or any other such facility, whether or not a telecommunications facility which is linear in nature and which is used for the transmission of water, gas, electricity, data, video images, voice images or other such services.

“Person” means and includes corporations, companies, associations, joint stock companies or associations, firms, partnerships, limited liability companies and individuals and includes their lessors, trustees and receivers.

“Preexisting Towers and Preexisting Antennas” mean any tower or antenna for which a building permit has been issued prior to the effective date of this Section, including permitted towers or antennas that have not yet been constructed so long as such approval is current and not expired.

“PUC or Public Utilities Commission” means the state administrative agency, or lawful successor, authorized to regulate and oversee telecommunications owners, services and providers in the State of Oregon.

“Residentially Zoned Property” means those zones within the City which primarily permit accommodation of residential housing including: R-1, R-2, R-3, and any properties located in the Historic Residential Overlay.

“Roof-mounted Antennas” mean and include a telecommunications facility placed on a rooftop through gravity mounts or other surface attachments and integrated into the natural rooftop profile of the building so as to resemble a permissible rooftop structure, such as a ventilator, cooling equipment, solar equipment, water tank, chimney, or parapet and to be no higher than twelve feet (12') above the roof.

“State” means the State of Oregon.

“Telecommunication Services” means the providing or offering for rent, sale or lease, or in exchange for other value received, of the transmittal of voice, data, image, graphic and video programming information between or among points excluding only cable services.

“Telecommunications Facilities” means the plant, equipment and property, including but not limited to, fiber optic lines, cables, wires, conduits, ducts, pedestals, towers, antennas, electronics and other appurtenances used or to be used to transmit, receive, distribute, provide or offer telecommunications services.

“Telecommunications Owner” means and includes every person that directly or indirectly owns, controls, operates or manages plant, equipment or property within the City, used or to be used for the purpose of offering telecommunications service.

“Telecommunications Provider” means and includes every person who provides telecommunications service over telecommunications facilities without any ownership or management control of the facilities.

“Tower” means any structure that is designed and constructed primarily for the purpose of supporting one (1) or more antennas telecommunications services, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, tower alternative structures, and the like. The term includes the structure and any support thereto.

“Tower Alternative” means manmade trees, clock towers, bell steeples, light poles and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.

“Usable Space” means the total existing capacity of a tower, conduit, pole, building or other structure physically available for siting telecommunications facilities.

“Utility Easement” means any easement owned by the City and acquired, established, dedicated or devoted for public utility purposes.

“Utility Facilities” means the plant, equipment and property, including but not limited to the poles, pipes, mains, conduits, ducts, cables, wires, plant and equipment located under, on or above the surface of the ground within the City properties of the City, but excluding telecommunications facilities.

#### **7.108.030 Applicability.**

- A. All towers or antennas located within the City limits whether upon private or public lands shall be subject to this Chapter. This Chapter shall apply to towers and antennas upon state and federal lands to the extent of the City's jurisdiction by way of law, pursuant to any memoranda of understanding or otherwise. Only the following facilities shall be excepted from the application of this Chapter:
1. Amateur Radio Station Operators/Receive Only Antennas. This Section shall not govern any tower, or the installation of any antenna, that is under seventy (70) feet in height; and, approved by the FAA if over thirty five (35) feet in height; and, owned and operated by a federally-licensed amateur radio station operator;
  2. Emergency Services. Towers and antennas used exclusively for emergency services including police, fire, and operation of the City water utility.

#### **7.108.040 General Requirements.**

- A. All towers are regarded as major impact utilities for the purpose of determining zoning districts where towers may be permitted. Tower alternatives may be regarded as minor impact utilities for the purpose of determining zoning districts. All towers and antennas shall comply with the existing City codes including the requirements for obtaining a building permit.
- B. Antennas and towers/tower alternatives may be considered either a principal or an accessory use depending upon whether they are used principally for the benefit of others not located upon the land or as an accessory in aid of other activities occurring upon the land. A different existing use on the same lot shall not preclude the installation of an antenna or tower on such lot.
- C. For purposes of determining whether the installation of a tower/tower alternative or antenna complies with these regulations, the dimensions of the entire lot shall be used when applying these regulations, even though the antennas or tower/tower alternatives may be located on leased parcels within such lot. [As amended by Ordinance No. 03-589-O 9/19/03]
- D. Each applicant for an antenna and/or tower/tower alternative shall provide to the City an inventory of its existing towers/tower alternatives, antennas, or sites approved for

tower/tower alternatives or antennas, that are within the jurisdiction of the City and/or within three (3) miles of the border thereof, including specific information about the location, height, and design of each tower/tower alternative. The City may share such information with all members of the public provided, however, by sharing this information, the City is not, in any way representing or warranting that such sites are available or suitable.

- E. Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the lighting alternatives and design chosen shall cause the least disturbance to the surrounding properties. Tower alternatives shall not be artificially lighted.
- F. To ensure the structural integrity of tower/tower alternatives, the owner of a tower/tower alternative shall ensure that it is maintained in compliance with standards contained in applicable state or local building codes and the applicable standards for tower/tower alternatives that are published by the Electronic Industries Association, as amended from time to time. If, upon inspection, the City concludes that a tower/tower alternative fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower/tower alternative, the owner shall have thirty (30) days to bring such tower/tower alternative into compliance with such standards. Failure to bring such tower/tower alternative into compliance within said thirty (30) days shall constitute grounds for the removal of the tower/tower alternative or antenna at the owner's expense and shall also constitute an abandonment of the tower/tower alternative.
- G. Owners and/or operators of tower/tower alternatives or antennas shall certify in writing that all franchises, leases and other contracts, if any, for use of real property required by the PUC, SCC, FCC, FAA or any other regulatory body for the construction and/or operation of a telecommunication system in the City have been obtained.
- H. Approvals issued under this Chapter shall be processed in accordance with Chapter 7.130, Conditional Use.
- I. No signs shall be allowed on an antenna or tower/tower alternative unless said signs are necessary for safety reasons or for compliance with the law. If a sign is required it shall comply with all local ordinances regarding signage unless a federal or state law requires otherwise.
- J. Telecommunications owners shall submit an annual application for approval of multiple tower/tower alternatives and/or antenna sites to be constructed within the City within a year.
- K. All property used for siting of tower/tower alternatives or antennas shall be maintained, without expense to the City, so as to be safe, orderly, attractive, and in conformity with all City codes including those regarding removal of weeds and trash.
- L. If the construction requires the location of underground facilities, said facilities shall be surveyed by depth, line, grade, proximity to other facilities or other standard, the permittee shall cause the location of such facilities to be verified by a registered Oregon land surveyor. The permittee shall relocate its own facilities which are not located in

compliance with permit requirements. If conduit is to be constructed and placed within or upon City property said conduit shall be dedicated to the City.

- M. Upon order of the City Administrator all work outside of City rights-of-way which does not comply with the application plans and specifications for the work, or the requirements of this Section or approval authority, shall be removed or made to comply within sixty (60) days. Upon order of the City Administrator, all work within City rights-of-way which does not comply with the application plans and specifications for the work, or the requirements of this Section, shall be removed or made to comply within sixty (60) days. Permittee is only responsible for its own facilities.
- N. The applicant shall promptly complete all construction activities affecting City-owned property so as to minimize disruption of the leasable City property.
- O. The permittee, within sixty (60) days after completion of construction of all approved tower/tower alternatives and antennas, shall furnish the City with two (2) complete sets of plans, drawn to scale and certified to the City as accurately depicting the location of all telecommunications facilities constructed pursuant to the permit.
- P. Upon completion of any tower/tower alternative or antenna construction work, the permittee shall promptly repair any and all public and private property improvements, fixtures, structures and facilities on City property damaged during the course of construction, restoring the same as nearly as practicable to its condition before the start of construction.
- Q. All vegetation, landscaping and grounds removed, damaged or disturbed as a result of the construction, installation maintenance, repair or replacement of tower/tower alternatives or antennas, shall be replaced or restored, by the permittee, as nearly as practicable to the condition existing prior to performance of work. All restoration work within City property shall be done in accordance with applicable City code.
- R. The City will require a signed affidavit from applicant acknowledging that, regardless of any agreements between the applicant and property owner, the property owner has been advised that he or she may be responsible for the removal of all tower/tower alternatives and antennas upon abandonment.
- S. All applications which involve work on, in, under, across or along any public rights-of-way shall be accompanied by a traffic control plan demonstrating the protective measures and devices that will be employed, if any, consistent with Uniform Manual of Traffic Control Devices, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic.
- T. No towers or antennas shall be permitted upon lands or structures which are designated as historic resources in the Columbia City Comprehensive Plan.
- U. All tower/tower alternatives and antennas and affiliated facilities including but not limited to telecommunications facilities shall be designed and constructed in such a manner as to minimize noise to the maximum extent technically feasible by way of insulation and sound-proofing. Additionally, no tower/tower alternatives or antennas shall be permitted if they violate the City's noise ordinance.

- V. Heights shall be generally limited to the overlying or underlying zoning height limits, whichever are more restrictive. Any tower/tower alternative or antenna exceeding the height limit imposed by this general requirement shall require a variance pursuant to Chapter and a demonstration before the appropriate reviewing body that compliance with this general requirement can not be achieved by use of alternative locations and without loss of telecommunications service coverage.
- W. A condition of all permits for new tower construction shall be that the permittee shall allow co-location, to the extent feasible, of telecommunications facilities at commercially reasonable rates upon or within the site that is the subject of such permit.
- X. Separation distances shall be measured by drawing or following a straight line between the base of any existing tower/tower alternative and the proposed base of a new tower/tower alternative. The minimum separation distances shall be one thousand feet (1,000').
- Y. All tower/tower alternatives shall be set back a distance equal to at least one hundred percent (100%) of the height of the tower/tower alternative from any adjoining lot line. The setback distances shall be measured by drawing a straight line between the base of the tower/tower alternative or antenna and the nearest adjacent property line.

**7.108.050 Uses not Requiring a Permit.** A permit or approval, excepting only a building or electrical permit if otherwise required, is not required for the construction or use of antennas and other over-the-air receiving devices, for the reception of video images as defined and regulated by FCC Report and Order #96-328, which devices do not exceed one (1) meter in diagonal length or diameter or are designed to receive television broadcast signals only. the following antennas and tower/tower alternatives so long as they comply with requirements. Nothing herein shall constitute a waiver of the City's enforcement authority in the event that a particular tower/tower alternative or antenna is either noncomplying or is deemed to constitute a safety hazard, a risk to public safety or otherwise in violation of law.

**7.108.060 Administrative Approval of Certain Uses.** The following uses may be approved by the Planning Director after an administrative review pursuant to Chapter 7.162, Quasi Judicial Land Use Decisions: [As amended by Ordinance No. 09-654-O 9/18/09]

- A. New antennas on existing towers or structures. An antenna which is attached to an existing tower or structure may be administratively approved. Co-location of antennas by more than one (1) carrier on existing towers or structures shall take precedence over the construction of new towers. Co-location of antennas on existing towers or structures shall comply with all the following:
  - 1. No antenna shall extend more than thirty feet (30') above the highest point of the structure;
  - 2. The antenna shall comply with all applicable FCC and FAA regulations;
  - 3. The antenna shall comply with all applicable building codes; and

4. The antenna shall not exceed the height limitation for the underlying or overlay zoning unless the antenna is placed on a preexisting tower or structure and does not exceed the height of the tower or structure.
- B. Relocated tower/tower alternatives. Onsite relocation of tower/tower alternatives may be approved administratively if:
1. A tower/tower alternative which is being rebuilt to accommodate the co-location of one or more additional antennas may be moved onsite within fifty feet (50') of its existing location.
  2. Such relocation shall not increase the number of tower/tower alternatives remaining on the site.
  3. A relocated onsite tower/tower alternative shall continue to be measured from the original tower/tower alternative location for purposes of calculating separation distances between tower/tower alternatives.
  4. The height of a relocated tower/tower alternative shall be in compliance with the underlying and overlay zoning.
- C. A cable microcell network may be approved administratively if it constitutes the use of multiple low-powered transmitters/receivers attached to existing wireline systems, such as conventional cable or telephone wires, or similar technology that does not require the use of tower/tower alternatives.

#### **7.108.070 Planning Commission Approval Required.**

- A. Any tower/tower alternative or antenna which is not otherwise permitted or administratively approved or which permit or administrative approval is appealed shall be brought for consideration to the Planning Commission. Planning Commission approval shall be required for the construction and placement of all tower/tower alternatives and antenna in all zoning districts unless said construction or placement is otherwise permitted or administratively approved pursuant to this Section.
- B. Applications for tower/tower alternatives and antennas under this Section shall be subject to the procedures and requirements of Chapter 7.130, Conditional Uses, except as modified in this Section.
- C. Unless a variance is granted pursuant to 7. 140, Variances, height shall be limited to the development standards of the base zone.
- D. No new tower shall be allowed unless the applicant makes an adequate showing that tower alternatives are not viable.
- E. No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the Planning Commission that no existing tower or structure can be used in lieu of new construction to accommodate the applicant's proposed telecommunications facility. An applicant shall submit information to the Planning Commission related to the availability of suitable existing towers and other structures.

Evidence submitted to demonstrate that no existing tower or structure can reasonably accommodate the applicant's proposed telecommunications facilities may consist of any of the following:

1. No existing towers or structures are located within the geographic area which meet applicant's engineering requirements;
  2. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements;
  3. Existing towers or structures do not have sufficient structural strength or space available to support applicant's proposed telecommunications facilities and related equipment;
  4. The applicant's proposed telecommunications facilities would cause unavoidable electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed telecommunications facilities;
  5. There are other limiting factors that render existing towers and structures unsuitable.
- F. The Planning Commission shall require that towers or antennas be enclosed by fencing or walls not less than six feet (6') nor more than eight feet (8') in height and designed to have the least negative impact upon the streetscape and may also require that any tower be equipped with an appropriate anti-climbing device.
- G. The Planning Commission may require landscaping surrounding towers and antennas. Existing vegetation and natural landforms on the site shall be preserved to the maximum extent possible.

#### **7.108.080 Application Submittal Requirements.**

- A. Applications shall be made on forms provided by the City.
- B. Applications shall include a narrative discusses how the proposal conforms to the standards in 7.130.040 and the standards of this Chapter.
- C. Applications shall include a scaled site plan clearly indicating the location, type and height of the proposed tower/tower alternative, on-site land uses and zoning, adjacent land uses and zoning (including when adjacent to other jurisdictions), general plan classification of the site, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed tower/tower alternative and any other structures, topography, parking, and other information deemed by the Planning Director to be necessary to assess compliance with this Section.
- D. Applications shall include a legal description of the parent tract and leased parcel including a copy of the plat of survey for the Planning and Land Use Department's verification that all facilities are placed upon a legal lot of record.
- E. Applications shall include the setback distance between the proposed tower/tower

alternative and residentially zoned property.

- F. Applications shall include the separation distance from other tower/tower alternatives shall be shown on an updated site plan or map. The applicant shall also identify all existing tower/tower alternative(s) within one thousand feet (1,000') and the owner/operator of the nearest existing tower/tower alternative.
- G. Applications shall include a landscape plan showing specific landscape materials.
- H. Applications shall include method of fencing, and finished color and, if applicable, the method of camouflage.
- I. Applications shall include a notarized statement by the applicant as to whether construction of the tower will accommodate co-location of additional antennas for future users.
- J. Applications shall include identification of the entities providing the backhaul network for the tower/tower alternative(s) described in the application and other wireless sites owned or operated by the applicant in the municipality.
- K. Applications shall include description detailing the scientific, technical or engineering concerns which use of tower alternatives not viable under Section 7.108.060.D and stating precisely why the use of existing towers and other structures is not viable.
- L. Applications shall include a description of any locations for additional tower/tower alternatives or antennas to be constructed within a year of the requested special exception.
- M. Any other information reasonably required by the Planning Director in order to determine if applicant has substantially complied with this Chapter.
- N. Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a licensed professional engineer.

**7.108.090 Equipment Storage Facilities.** The equipment used in association with an antenna or tower/tower alternative shall be safely stored in a building or equipment cabinet.

- A. If the equipment is stored in a building; the building shall meet all applicable code requirements for buildings excepting only that there shall be no parking requirement for the tower/tower alternative or antenna use. Any other uses of the building shall meet applicable parking requirements.
- B. If the equipment is stored in an equipment cabinet, the equipment cabinet shall be no more than ten feet (10') in length and width and no more than five feet (5') in height. The equipment cabinet shall be placed in the least visible section of the parcel, land or facility and shall be constructed and painted in a manner so as to minimize the visibility of the equipment cabinet, unless part of a City approved or sponsored art program.
- C. All equipment storage facilities shall comply with all applicable electrical, building, plumbing, and any other safety codes.

**7.108.110 Removal of Abandoned Towers and Antennas.** Any antenna or tower that is not utilized for provision of telecommunications services for a continuous period of six (6) months shall be considered abandoned, and the owner of such antenna or tower shall remove the same within ninety (90) days of receipt of notice from the City notifying both parties of such abandonment. Failure to remove an abandoned antenna or tower within said ninety (90) days shall be grounds to remove the tower or antenna at both parties' expense. If there are two (2) or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

**7.108.120 Pre-existing Towers and Antennas.** As of April 1, 2003, there were no pre-existing towers or antennas requiring a permit under this Chapter within the City limits of Columbia City. All antennas and towers shall be treated as new towers or antennas and shall be required to comply with the requirements of this Title.

**Chapter 7.110**  
**TEMPORARY USES OR STRUCTURES**

**7.110.010 Purpose.** The purpose of the temporary use permit is to permit commercial activities that are small scale and short term in nature and generally promote celebration of specific events, holidays and seasons. Examples include, but are not limited to, fire works stands, Christmas tree sales, seasonal produce sales, and farmers markets.

The purpose of the temporary structure approval is to permit property owners to utilize temporary structures for up to one year. Examples include, but are not limited to temporary construction offices and leasing offices for previously approved developments.

**7.110.020 Application Submission Requirements.**

- A. All applications for temporary uses or temporary structures shall be made on forms provided by the City and shall be accompanied by:
1. A site plan drawn to standard engineering scale showing the location of the temporary use or temporary structure, the entrance and exits from the site, areas to be designated for parking, if applicable, and any requested signs;
  2. A letter from the property owner of record giving approval for the proposed temporary use or structure.
  3. A completed business license application if required by the City's Business License Ordinance.

**7.110.030 Temporary Use Administration and Approval.**

- A. The Planning Director may approve a temporary use based on following criteria:
1. The temporary use is located in a Commercial or Industrial Zone and the parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use.
  2. The temporary use will last for no more than a single, contiguous, seven- (7) day period in any 365-day period.
  3. The temporary use and all items related to the use shall be removed from the site prior to expiration of the approval period;
  4. No regulations prohibiting the activity are identified in a review of the Columbia City Municipal Code and Oregon Revised Statutes.
  5. No changes will occur to existing vegetation or landforms as a result of the temporary use.
  6. The temporary use and all items related to the temporary use will be located on private property and outside of any rights-of-way that are owned by the State or the City, except as specifically approved by the City.

7. The temporary use and all items related to the temporary use shall not negatively impact parking or traffic circulation on the property or on adjacent streets.
  8. The temporary use and all items related to the temporary use will not negatively impact the line of sight for vehicles entering and exiting the site.
  9. Utility locates are required prior to any activity that requires may impact underground utilities including placing posts for signs or tent stakes.
- B. No notice of decision is required except a letter to the applicant stating how the application satisfies the criteria in Section 7.110.030 (A) and specifying the dates for which the approval is valid. A copy of this letter shall be attached to the business license application as filed in City Hall.
- C. Approvals issued under 7.110.030 shall not be granted extensions of time.

#### **7.110.040 Temporary Structure Administration and Approval**

- A. Temporary structures are structures designed to be portable and moveable, to be located on a specific site for a period no greater than one (1) year.
- B. Applications for temporary structure permits shall be processed in accordance with Chapter 7.162, Quasi Judicial Decisions.
- C. Subject to approval by the Planning Commission, temporary structures may be sited in any zoning district outside the Flood Hazard Overlay.
- D. The Planning Commission may approve temporary use of an approved recreational vehicle as a residence for the property owner for a period not to exceed six months, subject to the following:
1. When an existing, owner-occupied, single-family residence is damaged by a catastrophic event over which the property owner has no control, such as fire, wind or flood, to such extent that the residence cannot be occupied during reconstruction; and
  2. A building permit has been issued for reconstruction; and
  3. The requirements of Subsection 7.110.040 (E) are satisfied; and
  4. The recreational vehicle is designed for human occupancy, contains a minimum of two hundred (200) square feet and contains a kitchen, bathroom and sleeping areas. For the purposes of this Section, tent trailers are not approved recreational vehicles; and
  5. The approved recreational vehicle is located on the same site as the existing, damaged single-family residence for which the building permit has been issued.

6. The approved recreational vehicle must be connected to and utilize municipal water and sewer and such connections shall be subject to approval by the Columbia City Engineer and Public Works Director.
7. The approved recreational vehicle must be connected to and utilize public electric service.

[As amended by Ordinance No. 03-589-O 9/19/03]

- E. The Planning Commission shall approve, approve with conditions, or deny an application for a temporary structure based on findings of fact with respect to each of the following criteria:
  1. The characteristics of the site are suitable for the proposed temporary structure considering size, shape, location, topography and natural features;
  2. Necessary public utilities are available to serve the proposed temporary structure;
  3. The setback requirements of the zoning district are met.

**Chapter 7.112**  
**ACCESSORY DWELLING UNITS**

**7.112.010 Purpose.** Accessory dwelling units are allowed in certain situations to:

- A. Allow more efficient use of existing housing stock and infrastructure;
- B. Provide a mix of housing that responds to changing family needs and smaller households;
- C. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services; and
- D. Provide a broader range of accessible and more affordable housing.

**7.112.020 Applicability and Administration.**

- A. An accessory dwelling unit may be added to any single family detached dwelling or manufactured home in the R-2 Moderate Density Residential-zoning district.
- B. Approvals for accessory dwellings shall be approved administratively pursuant to 7.164, Limited Land Use Decision-Making.

**7.112.030 Application Submittal Requirements.**

- A. All applications for accessory dwelling units shall be made on forms provided by the City and shall be accompanied by:
  - 1. A site plan drawn to standard engineering scale showing the location of the accessory dwelling unit, the entrance and exits from the site, and areas to be designated for parking;
  - 2. A completed building permit application, if applicable.

**7.112.040 Approval Standards.**

- A. Standards for creating accessory dwelling units address the following purposes:
  - 1. Ensure that accessory dwelling units are compatible with the desired character and livability of Columbia City's residential zones;
  - 2. Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;
  - 3. Ensure that accessory dwelling units are smaller in size than principal dwelling units; and
  - 4. Provide adequate flexibility to site buildings so that they fit the topography of sites.

- B. The design standards for accessory dwelling units are stated in this Section. If not addressed in this Section, the base zone development standards apply.
- C. An accessory dwelling unit may only be created through converting existing living area, attic, basement or garage or adding floor area to an existing dwelling unit.
- D. Only one entrance to a residence may be located on the front facade of the single family dwelling or manufactured home facing the street, unless the single family dwelling or manufactured home contained additional front doors entrances before the conversion accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.
- E. The size of the accessory dwelling unit may be no more than 50% of the living area of the single family detached dwelling or manufactured home or the maximum allowed for an accessory dwelling unit in the applicable zone or overlay, whichever is less.
- F. Accessory dwelling units created through the addition of floor area must meet the following:
  - 1. The exterior finish material must be the same or visually match in type, size and placement, the exterior finish material of the existing single family detached dwelling or manufactured home.
  - 2. The roof pitch must be the same as the predominant roof pitch of the existing single family detached dwelling or manufactured home.
  - 3. Trim on edges of elements on the addition must be the same in type size and location as the trim used on the rest of the existing single family detached dwelling or manufactured home.
  - 4. Windows must match those in the existing single family detached dwelling or manufactured home in proportion (relationship of width to height) and orientation (horizontal or vertical).
- H. All parking must meet the requirements of Chapter 7.100, Off Street Parking and Loading, for single-family residences, except as follows:
  - 1. No additional parking space is required for the accessory dwelling unit if it is created on a site with an existing single-family dwelling or manufactured home and, the paved surface of the street providing vehicular access to the site is at least 18 feet wide.
  - 2. One additional parking space is required for the accessory dwelling unit when:
    - a. The paved surface of the street providing vehicular access to the site is less than 18 feet wide; or

- b. The accessory dwelling unit is created at the same time as the single family detached dwelling is constructed or the manufactured home is sited.

[As amended by Ordinance No. 06-619-O 7/2/06]

**Chapter 7.120**  
**SITE DEVELOPMENT REVIEW**

**7.120.010 Purpose.** The purpose and intent of site development review is to promote the general welfare by directing attention to site planning, and giving regard to the natural environment and the elements of creative design to assist in conserving and enhancing the appearance of the City. It is in the public interest and necessary for the promotion of the health, safety and welfare, convenience, comfort and prosperity of the citizens of the City:

- A. To implement the City's Comprehensive Plan and other approval standards in this Ordinance;
- B. To maintain and improve the qualities of and relationships between individual buildings, structures and the physical developments which best contribute to the amenities and attractiveness of an area or neighborhood;
- C. To protect and ensure the adequacy and usefulness of public and private developments as they relate to each other and to the neighborhood or area; and
- D. To ensure that each individual development provides for a quality environment for the citizens utilizing that development as well as the community as a whole.
- E. In order to prevent the erosion of natural beauty, the lessening of environmental amenities, the dissipation of both usefulness and function, and to encourage additional landscaping, it is necessary:
  - 1. To stimulate harmonious design for individual buildings, groups of buildings and structures, and other physical developments; and
  - 2. To integrate the functions, appearances and locations of buildings and improvements so as to best achieve a balance between private preferences, and the public interest and welfare.

**7.120.020 Applicability of Provisions.** Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section 7.120.060, except it shall not apply to:

- A. Single-family detached dwellings and its accessory uses;
- B. Manufactured homes on individual lots and its accessory uses;
- C. A duplex, which is not part of any other development and its accessory uses;
- D. Minor modifications as provided in Section 7.120.070;
- E. Any proposed development which has a valid conditional use approved through the conditional use permit application process;

- F. Registered day care home defined by ORS 657A providing care to not more than twelve (12) children up to the age of 13-years old as an accessory use to an existing residential use;
- G. Home occupations (Type I and Type II);
- H. Accessory dwelling units;
- I. Temporary Uses;
- J. Temporary Structures
- K. Telecommunications Facilities approved under 7.108.060.

[As amended by Ordinance No. 03-589-O 9/19/03]

**7.120.030 Administration and Approval Process.**

- A. The applicant for a site development review proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. Applications for site development review shall be processed according to Chapter 7.164, Limited Land Use Process.
- C. The Planning Commission shall approve, approve with conditions or deny any application for site development review.

**7.120.040 Phased Development.**

- A. If requested, the Planning Commission may approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than three years without reapplying for site development review.
- B. In addition to the standards in 7.120. 100, the following criteria shall be satisfied in order to approve a phased site development review proposal:
  - 1. All underground utilities are constructed during the initial phase of the development and the remaining public facilities are constructed in conjunction with or prior to each phase.
  - 2. The development and occupancy of any phase is not dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable City or zoning district standard.
  - 3. The phased development shall not result in requiring the City or other property owners to construct public facilities that were required by an approved development proposal.

**7.120.050 Bonding and Assurances.**

A. On all projects where public improvements are required, the City shall: [As amended by Ordinance No. 09-654-O 9/18/09]

1. Require a performance guarantee pursuant to Section 7.92.140. [As amended by Ordinance No. 09-654-O 9/18/09]
2. Approve and release such bonds upon the completion of the project. A portion of a bond may be released as components of the project are completed;
3. Require a development agreement containing the conditions of approval to be signed by the developer and recorded with Columbia County.

B. Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to the cost of the landscaping as determined by the Planning Director is filed with the City, assuring such installation within six months after occupancy. Security may consist of a performance bond payable to the City, cash, certified check or such other assurance of completion approved by the City; and if the installation of the landscaping is not completed within the six-month period, the security may be used by the City to complete the installation.

#### **7.120.060 Major Modification to Approved Plans or Existing Development.**

A. The Planning Director shall determine that a major modification(s) will result if one or more of the following changes are proposed:

1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
2. A change that requires additional on-site parking in accordance with Chapter 7.100;
3. A change in use as defined by the Uniform Building Code;
4. An increase in the height of the building(s) by more than twenty percent or an increase to more than 24 feet in zones where heights greater than 24 feet are permitted;
5. A change in the type and location of access ways and parking areas where off-site traffic would be affected;
6. An increase in vehicular traffic to and from the site expected to exceed twenty vehicles per day;
7. A reduction of project amenities where specified in the approved site plan including open space, recreational facilities, screening, and/or landscaping provisions;
8. A modification to the conditions imposed at the time of site development review approval, which is not the subject of subdivisions (A) (1) through (7) of this Subsection.

- B. When a proposed modification to the site development plan is determined to be a major modification, the applicant shall submit a modified site development review application and receive Planning Commission approval prior to any issuance of building permits.
- C. Modified site development review applications shall be noticed and processed in accordance with Chapter 7.164, Limited Land Use Decisions.

**7.120.070 Minor Modification(s) to Approved Plans or Existing Development.**

- A. Any modification which is not within the description of a major modification as provided in Section 7.120.060, may be considered a minor modification.
- B. A minor modification shall be approved, approved with conditions or denied following the Planning Director's review based on the finding that no code provisions will be violated; and the modification is not a major modification.

**7.120.080 Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City.
- B. All applications shall include a narrative discussing how the proposal conforms to each of the applicable standards.
- C. All applications shall include three (3) copies of site development plans containing the information required in Subsection 7.120.090 and drawn to a standard engineering scale. One copy must be no larger than 11" X 17".

**7.120.090 Site Development Plans.**

- A. Required information may be combined on one map. Site development plan(s) shall include the following information, as appropriate:
  - 1. A vicinity map showing the proposed site and surrounding properties;
  - 2. The site size and its dimensions;
  - 3. The location, dimensions and names of all existing and platted streets and other public ways and easements on the site and on adjoining properties;
  - 4. The location, dimensions and names of all proposed streets or other public ways and easements on the site;
  - 5. The location and dimension of all proposed:
    - a. Entrances and exits on the site,
    - b. Parking and traffic circulation areas,
    - c. Loading and services areas, where applicable,

- d. Pedestrian and bicycle facilities,
  - e. Utilities;
6. The location, dimensions and setback distances of all:
    - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
    - b. Proposed structures, improvements, and utilities on the site;
  7. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent for current site grades;
  8. A grading plan that includes:
    - a. The identification and location of the benchmark and corresponding datum,
    - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals;
    - c. The location of drainage patterns and drainage courses;
  9. The location of any floodplain areas (one hundred-year floodplain and floodway);
  10. The location of any slopes in excess of twelve percent,
  11. The location of any unstable ground (areas subject to slumping, earth slides or movement),
  12. The location of any areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year and any wetlands;
  13. The location of any areas having a severe soil erosion potential as defined by the soil conservation service, and
  14. The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas;
  15. A landscaping plan including:
    - a. Location and height of fences, buffers and screening,
    - b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
    - c. Location, type and size of plant materials,

- d. Soil conditions and erosion control measures that will be used.
16. Elevation drawings of all sides of the development with landscaping shown as it will appear both at the time of planting and at maturity.

**7.120.100 Approval Standards.** The Planning Commission shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

- A. Provisions of all applicable Chapters;
- B. Buildings shall be located to preserve topography and natural drainage and shall be located outside areas subject to ground slumping or sliding;
- C. Privacy and noise:
  - 1. Buildings shall be oriented in a manner that protects private spaces on adjoining residential properties from view and noise,
  - 2. On-site uses that create noise, lights, or glare shall be buffered from adjoining residential uses;
- D. Residential private outdoor areas:
  - 1. Structures that include residential dwelling units shall provide private outdoor areas, which are screened from view by adjoining units,
  - 2. Private open space such as a patio or balcony shall be provided and shall be designed for the exclusive use of individual units and shall be at least forty-eight square feet in size with a minimum width dimension of four feet, and
    - a. Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit, and
    - b. Required open space may include roofed or enclosed structures such as a recreation center or covered picnic area,
  - 3. Wherever possible, private outdoor open spaces should be oriented toward the sun;
- E. Residential shared outdoor recreation areas:
  - 1. In addition to the requirements of Subsection 7.120.100 (D) Section, usable outdoor recreation space shall be provided in multifamily residential developments for the shared or common use of all the residents in the following amounts:

- a. Studio up to and including two-bedroom units, two hundred square feet per unit, and
    - b. Three or more bedroom units, three hundred square feet per unit,
  - 2. The required recreation space may be provided as follows:
    - a. It may be all outdoor space, or
    - b. It may be part outdoor space and part indoor space; for example, an outdoor tennis court, and indoor recreation room,
    - c. It may be all public or common space,
    - d. It may be part common space and part private; for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit, and
    - e. Where balconies are added to units, the balconies shall not be less than forty-eight square feet.
    - f. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety.
- F. Demarcation of public, semipublic, and private spaces;
- 1. Structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and
  - 2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;
- G. Crime prevention and safety:
- 1. In residential developments, interior laundry and service areas shall be located in a way that they can be observed by others,
  - 2. Mailboxes shall be located in lighted areas having vehicular or pedestrian traffic,
  - 3. Exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and
  - 4. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

- H. Access and circulation:
  - 1. The number of allowed access points for a development shall be as determined by the City Engineer in accordance with access standards in Chapter 7.92 and standard engineering practices for City rights-of-way; as determined by Columbia County for County rights-of-way; and as determined by the Oregon Department of Transportation for access to Highway 30.
  - 2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.
- I. Public transit:
  - 1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.
  - 2. The requirements for transit facilities shall be based on:
    - a. The location of other transit facilities in the area,
    - b. The size and type of the proposal.
  - 3. The following facilities may be required:
    - a. Bus stop shelters,
    - b. Turnouts for buses, and
    - c. Connecting paths to the shelters;
- J. All parking and loading areas shall be designed in accordance with the requirements set forth in Chapter 7.100.
- K. All landscaping shall be designed in accordance with the requirements set forth in Chapter 7.96;
- L. All public improvements shall be designed in accordance with the requirements of Chapter 7.92;
- M. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and
- N. All of the provisions and regulations of the underlying zone shall apply.

## **Chapter 7.130 CONDITIONAL USE**

**7.130.010 Purpose.** The purpose of this Chapter is to provide standards and procedures under which conditional use may be permitted, enlarged or altered if the site is appropriate and if other conditions can be met.

**7.130.020 Administration and Approval Process.** Action on the application shall be in accordance with Chapter 7.162, Quasi-Judicial Decision-Making.

### **7.130.030 Phased Development or Existing Development.**

- A. The Planning Commission shall approve a time schedule for developing a site in phases but in no case shall the total time period for all phases be greater than three years without reapplying for conditional use review.
- B. In addition to 7.130.040, the following criteria shall be satisfied for approving a phased conditional use:
  - 1. The public facilities shall be constructed in conjunction with or prior to each phase.
  - 2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable City or district standard.
  - 3. The phased development shall not result in requiring the City or other property owners to construct public facilities that were required by approved development proposal.

### **7.130.040 Approval Standards and Conditions.**

- A. The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use based on findings of fact with respect to each of the following criteria:
  - 1. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and natural features;
  - 2. All required public facilities have adequate capacity to serve the proposal and are improved to the standards in Chapter 7.92;
  - 3. The requirements of the zoning district are met;
  - 4. The use is compatible with surrounding properties or will be made compatible by imposing conditions.
  - 5. All parking and loading areas are designed and improved in accordance with the requirements set forth in Chapter 7.100.

6. All landscaping is designed and improved in accordance with the requirements set forth in Chapter 7.96;
  7. All public improvements are designed and constructed in accordance with the requirements set forth in Chapter 7.92; and
  8. All facilities for the handicapped are designed in accordance with the requirements set forth in the ADA requirements; and
  9. The provisions of all applicable chapters of this Ordinance are satisfied; and
  10. Properties located in the Historic Commercial or Historic Residential overlay comply with the requirements set forth in Title 8 of the Columbia City Municipal Code. A certificate of appropriateness approved by the Historic Review Board shall satisfy this requirement.
- B. In reviewing an application for a conditional use, the Commission shall consider the most appropriate use of the land and the general welfare of the people residing or working in the neighborhood. In addition to the general requirements of this Ordinance, the Commission may impose any other reasonable conditions deemed necessary. Such conditions may include, but are not limited to:
1. Limiting the manner in which the use is to be conducted, including restrictions on the hours of operation;
  2. Establishing additional setbacks or open areas;
  3. Designating the size, number, location and nature of vehicle access points;
  4. Limiting or otherwise designating the number, size, location, height and lighting of signs;
  5. Requiring fences, sight-obscuring hedges or other screening and landscaping to protect adjacent properties;
  6. Protecting and preserving existing soils, vegetation, wildlife habitat or other natural resources.

**7.130.050 Major Modification to Approved Plans or Existing Development.**

- A. The Planning Director shall determine that a major modification(s) will result if one or more of the following changes are proposed:
1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
  2. A change that requires additional on-site parking in accordance with Chapter 7.100;
  3. A change in the use as defined by the Uniform Building Code;

4. An increase in the height of the building(s) by more than twenty percent or an increase to more than 35 feet in height for zones where heights greater than 35 feet may be permitted;
  5. A change in the type and location of access ways and parking areas where off-site traffic would be affected;
  6. An increase in vehicular traffic to and from the site expected to exceed twenty vehicles per day;
  7. A reduction of project amenities where specified in the approved site plan including open space, recreational facilities, screening, and/or landscaping provisions;
  8. A modification to the conditions imposed at the time of conditional use approval, which is not the subject of (A) (1) through (9) of this Subsection.
- B. When a proposed modification to the site development plan is determined to be a major modification, the applicant shall submit a modified conditional use application and receive Planning Commission approval prior to any issuance of building permits.
- C. Modified site development review applications shall be noticed and processed in accordance with Chapter 7.162.

**7.130.060 Minor Modification(s) to Approved Plans or Existing Development.**

- A. Any modification, which is not within the description of a major modification, as provided in Section 7.130.050, may be considered a minor modification.
- B. A minor modification shall be approved, approved with conditions or denied following the Planning Director's review based on the finding that no ordinance provisions will be violated and the modification is not a major modification.

**7.130.070 Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City.
- B. All applications shall include a narrative discusses how the proposal conforms to the standards in 7.130.040.
- C. All applications shall include three (3) copies of site development plans containing the information required in subsection 7.130.080 and drawn to a standard engineering scale. One copy must be no larger than 11" X 17".

**7.130.080 Site Development Plans.**

- A. Required information may be combined on one map. Site development plan(s) shall include the following information, as appropriate:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions;
3. The location, dimensions and names of all existing and platted streets and other public ways and easements on the site and on adjoining properties and all proposed streets and easements on the site;
4. The location and dimension of all proposed:
  - a. Entrances and exits on the site,
  - b. Parking and traffic circulation areas,
  - c. Loading and services areas, where applicable,
  - d. Pedestrian and bicycle facilities,
  - e. Utilities;
5. The location, dimensions and setback distances of all:
  - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
  - b. Proposed structures, improvements, and utilities on the site;
6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent for current site grades;
7. A grading plan that includes:
  - a. The identification and location of the benchmark and corresponding datum,
  - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals;
  - c. The location of drainage patterns and drainage courses;
8. The location of any floodplain areas (100-year floodplain and floodway);
9. The location of any slopes in excess of twelve percent and any areas subject to slumping, earth slides or movement,
10. The location of any areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year, and the location of any wetlands;

11. The location of any areas having a severe soil erosion potential as defined by the soil conservation service, the location of any areas having severe weak foundation soils; and the method for mitigating any adverse impacts on wetlands.
12. A landscaping plan including:
  - a. Location and height of fences, buffers and screening,
  - b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
  - c. Location, type and size of plant materials,
  - d. Soil conditions and erosion control measures that will be used.

**7.130.090 Revocation of a Conditional Use Permit.** The Commission, on its own motion following a public hearing conducted pursuant to 7.162, may revoke any conditional use permit for one of the following reasons:

- A. Noncompliance with the conditions placed upon it.
- B. The approval was obtained by fraud or by misrepresentation.
- C. The use for which such approval was granted has ceased to exist or has been suspended for more than two (2) years; or
- D. The permit granted is being exercised in violation of a state law or in a manner that constitutes a public nuisance.

**Chapter 7.135**  
**NONCONFORMING USES**

**7.135.010, Continuation of Nonconforming Uses and Structures.** Except as otherwise provided, the use of a building, structure, premises or land lawfully existing at the time of the effective date of this Ordinance or at the time of a change in the official zoning maps may be continued and maintained in reasonable repair, although such use does not conform with the provisions of this Ordinance. [As amended by Ordinance No. 09-654-O 9/18/09]

**7.135.020 Vested Rights.** Nothing in this Ordinance shall require any change in the plans, construction, alteration or designated use of a structure on which construction has physically, lawfully and substantially commenced prior to the adoption of this Ordinance, provided the structure is completed within two years from the issuance of the development permit.

**7.135.030 Alteration of Nonconforming Uses or Structures.** As used in this Section, "alteration" of a nonconforming use or structure including a change in use of structure of no greater adverse impact to the neighborhood. Expansion of nonconforming structures may be allowed by the Planning Commission subject to the following:

- A. The applicant shall demonstrate that such expansion will not result in any greater adverse impact upon other property than is currently the case; and
- B. There shall be no increase in any nonconformity with dimensional requirements as a result of the expansion. [As amended by Ordinance No. 03-589-O 9/19/03]
- C. Only one such expansion shall be permitted in any five- (5) year period commencing on the date of the initial expansion.
- D. No expansion shall result in a structure with a footprint greater than 150% of the original structure.
- E. The nonconformity shall not be expanded onto any property that is not now part of one contiguous tract in common ownership, or which was not part of such a contiguous tract in common ownership in May 1978.
- F. In allowing such an expansion, the Planning Commission may impose all such conditions and requirements as may be reasonably necessary to assure that there shall be no increase in the adverse impact of such nonconforming use upon other property within the district.
- G. Nothing in this Ordinance shall be deemed to preclude the strengthening or restoring to a safe condition any building or part thereof found to be unsafe by any official charged with protecting the public or to prohibit ordinance repairs provided that the volume of the building and the land area occupied by such building remain the same as that which existed in May 1978.

**7.135.040 Restoration of Nonconforming Uses.** If a nonconforming structure or a structure containing a nonconforming use is destroyed by any cause to an extent greater than sixty percent of the replacement value using new materials, a future structure or use on the property

shall conform to the provisions of this Ordinance except that single-family residential uses may be rebuilt by right provided such reconstruction is completed within two years of its destruction.

**7.135.050 Discontinuance.**

- A. Except for single family residential uses which shall be continued by right, if a nonconforming use involving a structure is discontinued from active use for a period of one year, further use of the property or structure shall be a conforming use, except as provided in 7.135.050 C.
- B. If a nonconforming use not involving a structure is discontinued for a period of one year, further use of the property shall be a conforming use.
- C. A previous nonconforming use may be reinstated pursuant to the same standards and procedures as required for allowance of a conditional use and the criteria in Section 7.135.060 upon application filed within three (3) years following the last date such nonconforming use was lawfully in operation.

**7.135.060 Criteria to Grant or Deny.** When reviewing any request to restore a nonconforming use, in addition to the other applicable criteria, it shall be determined that all of the following are found to exist:

- A. The nature and character of the proposed use are substantially the same as that for which the structure was originally design;
- B. There is no material difference in the quality, character, intensity or degree of use;
- C. The proposed use will not prove materially adverse to surrounding properties.

**7.135.070 Compliance with State and Local Codes.** The granting of any such approval shall not be deemed as providing any exception to all other state and local codes such as, but not limited to, fire and life safety, building or comprehensive plan implementing ordinances.

## **Chapter 7.140 VARIANCE**

**7.140.010 Purpose.** The purpose of this Chapter is to provide standards for the granting of variances from the applicable zoning requirements of this Ordinance where it can be shown that, owing to special and unusual circumstances related to a specific piece of the land, the literal interpretation of the provisions of the applicable zone would cause an undue or unnecessary hardship, except that no use variances shall be granted.

### **7.140.020 Administration and Approval Process.**

- A. Minor Variance: A minor variance is any deviation from a minimum development standard by not more than ten (10) percent. The Planning Director may approve, approve with conditions, or deny any application for a minor variance.
- B. Major Variance: A major variance is any variance not defined as a minor variance. The planning commission shall approve, approve with conditions, or deny any application for a major variance.
- C. The application for a variance shall be filed and processed in accordance with Chapter 7.162, Quasi Judicial Decision-Making.
- D. No variance shall be granted to allow the use of property for purposes not authorized within the zone in which the proposed use would be located.
- E. In granting a variance, the approval authority may attach conditions that it finds necessary to protect the interests of the surrounding property owners or neighborhood and to otherwise achieve the purposes of this Ordinance.
- F. The approval authority shall apply the standards set forth in Section 7.140.030 when reviewing an application for a variance.

[As amended by Ordinance No. 09-654-O 9/18/09]

**7.140.030 Criteria for Granting a Variance.** A variance may be granted only when the applicant has shown that all of the following conditions exist:

- A. The proposed variance will not be materially detrimental to the purposes of this Ordinance, be in conflict with the policies of the Comprehensive Plan, to any other applicable policies and standards, and to other properties in the same zoning district or vicinity;
- B. A hardship to development exists which is peculiar to the lot size or shape, topography, wetlands, steep slope, existing development or other similar circumstances related to the land or structure involved and is not generally applicable to lands and structures in the same zone.
- C. The use proposed will be the same as permitted under this Ordinance and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;

- D. Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic land forms, or parks will not be adversely affected any more than would occur if the development were located as specified in this Ordinance; and
- E. The variance granted shall be the minimum necessary to alleviate the hardship.
- F. For variances to height requirements, six (6) inches shall be added to the required setbacks for the front, side and rear yards, for every foot of height allowed beyond the established limit.

[As amended by Ordinance No. 09-654-O 9/18/09]

#### **7.140.040 Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City and shall be accompanied by:
  - 1. A narrative which explains how the proposal conforms to Section 7.140.030.
  - 2. A copy of all existing and proposed restrictions or covenants;
  - 3. A vicinity map showing the proposed site and surrounding properties;
  - 4. Three (3) copies of site plan containing the information drawn to a standard engineering scale. One copy must be no larger than 11" X 17". The site plan shall show the following, as applicable:
    - a. The site size and its dimensions;
    - b. The location, dimensions and names of all existing and platted streets and other public ways and easements on the site and on adjoining properties;
    - c. The location, dimensions and names of all proposed streets or other public ways and easements on the site;
    - d. The location and dimension of all proposed entrances and exits on the site, parking and traffic circulation areas, loading and services areas, pedestrian and bicycle facilities, and utilities;
    - e. The location, dimensions and setback distances of all existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
    - f. The location, dimensions and setback distances of all proposed structures, improvements, and utilities on the site;
- B. In the case of a request for a variance to the building height provisions, the following additional information is required:

1. An elevation drawing of the structure and the proposed variance; and
2. A drawing(s) to scale showing the impact on adjoining properties.

**7.145**  
**ANNEXATIONS**

**7.145.010 Purpose.** The purpose of this Chapter is to enact policies relating to annexation and petitions for annexation of property to the City, to determine the process and criteria by which annexations will be reviewed and approved, to provide for City review of all annexation requests for a determination of the availability of facilities and services as related to the proposal, and maximize citizen involvement in the annexation review process.

**7.145.020 Policy.** Annexations shall be considered on a case-by-case basis, taking into account the goals and policies in the Columbia City Comprehensive Plan, long range costs and benefits of annexation, statewide planning goals, this Ordinance and other ordinances of the City and the policies and regulations of affected agencies' jurisdictions and special districts.

**7.145.030 Administration and Approval Process.**

- A. The approval process for annexations to the City shall be as provided in ORS 222.
- B. The application for an annexation required by this Chapter shall be filed with the City, including required fees on forms provided by the City. Upon receipt of a completed request for annexation, the Planning Director shall prepare a staff report and recommendation describing compliance with the policies and criteria required by this and other relevant ordinances. The Planning Commission shall hold a public hearing in accordance with the provisions of Chapter 7.162 and shall make a recommendation to the City Council. The City Council shall hold a public hearing in accordance with the provisions of Chapter 7.162. Following the public hearing, the City Council shall make a final decision on the annexation request. The final action on a proposed annexation shall be by ordinance. If no election is required, the annexation shall become effective 30 days after the date of adoption by the City Council.
- C. When the City Council elects to hold an election, pursuant to ORS 222, annexations approved by the Council shall be placed on the ballot at the next available primary or general election. If an election is required, the annexation ordinance shall be effective on the date the election is certified.

**7.145.040 Approval Standards.** The decision to approve, approve with modification or deny, shall be based on the following criteria:

- A. There is sufficient sewer and water system capacity to serve all net buildable lands inside the City at the maximum allowed density, plus sufficient additional capacity to adequately serve the proposed annexation area at its maximum allowed density, and
- B. The land is immediately adjacent to the current City limits or separated by less than 60 feet of right-of-way and sewer and water service are immediately available; or the land is commercial or industrial designated land which is located less than 250 feet from the current City limits, and for which sewer and water service can be provided by minor line extensions.
- C. The application complies with the Comprehensive Plan, all other applicable City policies and ordinances and the applicable sections of ORS 222.

#### **7.145.050 Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City and shall be accompanied by:
1. A map to an engineering scale of the area to be annexed which includes the surrounding area;
  2. A map of the area to be annexed including adjacent City territory as shown on the Columbia County assessor map;
  3. A conceptual development plan which includes:
    - a. The type of intensities (density) of the proposed land use,
    - b. Transportation corridors,
    - c. Significant natural features, and
    - d. Adjoining land uses.
  4. A narrative which explains how the annexation conforms to the approval standards.
  5. The applicable County Assessor map.
  6. A metes and bounds description of the annexation area including a map;
  7. A narrative which discusses the availability, capacity and status of existing water, sewer, drainage, transportation, park, police and fire service, and school facilities and how the increased demand for such facilities to be generated by any proposed development within the annexation area may be satisfied.
- B. Three copies of maps, conceptual development plan and required drawings are required. One copy shall not exceed 11" X 17". Sheet size shall not exceed eighteen inches by twenty-four inches. The scale of the required drawings shall be an engineering scale.
- C. The required information may be combined on one map.

**7.145.060 Annexation Initiated by City.** The City Council may initiate an annexation on its own motion. In that event, the standards and procedures of this Chapter, including zone change procedures, shall apply as if the annexation was initiated by a property owner, except that no filing fee shall be required.

**7.145.070 Zoning upon Annexation.** The City of Columbia City has a single Comprehensive Plan map and Zoning map. Upon annexation, the area annexed shall be automatically zoned to

the land use zoning classification that corresponds with the existing Comprehensive Plan map designation.

**7.145.080 Service Extensions.** Property owners in the annexed area must bear the costs associated with extension of sewer and water lines and roads except for major facilities such as a sewer pump station or major water main needed to facilitate the functioning of the City-wide system or to accommodate for substantial future growth. At the discretion of the City Council, the City may assess property owners in the annexed area for a portion of the costs associated with above major facilities.

**Chapter 7.150**  
**PROPERTY LINE ADJUSTMENTS**

**7.150.010 Purpose.** The purpose of this Chapter is to provide rules, regulations and standards governing approval of property line adjustments for lots of record. A property line adjustment is any adjustment to a property line by the relocation of a common boundary where an additional parcel of land is not created.

**7.150.020 Administration and Approval Process.**

- A. The applicant for property line adjustment proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. The Planning Director shall approve, approve with conditions or deny a request for a property line adjustment in writing based on findings that the criteria stated are satisfied as follows:
  - 1. An additional parcel is not created by the property line adjustment, and the existing parcel as reduced in size by the adjustments is not reduced below the minimum lot size established by the zoning district;
  - 2. By reducing the lot size, the lot or structures(s) on the lot will not be in violation of the site development or zoning district regulations for that district; and
  - 3. The resulting parcels are in conformity with the requirements of the zoning district. Where an existing lot of record does not satisfy the minimum square footage requirements for the zone, a property line adjustment may be permitted provided all other criteria are satisfied or the adjusted lots do not increase the non-conformance. [Amended by Ordinance No. 11-666-O 5/20/11]
  - 4. A property line adjustment is not considered a development action for purposes of determining whether floodplain, greenway or right-of-way dedication may be required.
- C. The Planning Director shall mail notice of the tentative property line adjustment approval to the owners of the property involved in the proposal and to the owners of abutting properties.
- D. The decision of the Planning Director may be appealed to the Planning Commission.

**7.150.030 Tentative Plan Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City and shall be accompanied by copies of the tentative property line adjustment map and necessary data or narrative.
- B. The tentative property line adjustment map and necessary data or narrative shall include the following:
  - 1. Name of the owner(s) of the subject parcel,

2. Name of the owner(s) authorized agent (if applicable), and
  3. The map scale, north arrow and date;
  4. Sufficient description to define the location and boundaries of the proposed area to be adjusted;
  5. The scale for the tentative property line adjustment map shall be an engineering scale sufficient to show the details of the plan and related data;
  6. The location, width and names of streets or other public ways and easements within and adjacent to the proposed property line adjustment;
  7. The location of all permanent buildings on and within twenty-five feet of all affected property lines,
  8. The location and width of all water courses,
  9. All slopes greater than twelve percent, and
  10. The location of existing utilities and utility easements;
  11. Any deed restrictions that apply to the existing lot;
  12. Legal descriptions for existing parcels;
- C. The tentative property line adjustment map shall be as accurate as possible to ensure proper review by affected agencies.
- D. Within 30 days of receipt of an application, the Planning Director shall review it for compliance with the requirements for submittal and notify the applicant if the application is found to be incomplete.
- E. Upon acceptance of a complete application, the Planning Director shall transmit copies of the tentative property line adjustment map to the City Engineer and Public Works as well as other potentially affected agencies where necessary.
- F. The Planning Director shall review the proposal for compliance with the provisions of this Ordinance and coordinate the review conducted by affected agencies and applicable districts for compliance with applicable regulations. If the Planning Director believes that existing utilities may be affected by the proposed adjustment, the Planning Director may defer making a decision on the application until the affected service providing agencies have been given an opportunity to review and comment upon the proposal. In addition, an affected agency may request an amended decision within ten days of the issuance of a decision for which comments were not requested, if the agency finds that utilities may be affected by the proposed adjustment.
- G. The Planning Director shall review the proposed property line adjustment for compliance with the provisions of this Ordinance, and shall issue a decision to owners of the involved parcels, abutting property owners, and affected service providing agencies with

regard to the compliance of the application with respect to all applicable approval criteria and including any conditions of approval to be completed prior to approval of the final property line adjustment map.

#### **7.150.040 Final Application Submission Requirements.**

- A. All final applications for property line adjustments shall be on forms provided by the City and shall be accompanied by a copy of the final property line adjustment map prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.
- B. The property line adjustment map and data or narrative shall be drawn to the minimum standards set forth by the Oregon Revised Statutes (ORS 92.050) and by Columbia County and shall include the following:
  - 1. The final property line adjustment map shall be eighteen inches by twenty-four inches;
  - 2. The scale of the map shall be an engineering scale approved by the county surveyor;
  - 3. Name of the owner(s) of the subject parcel,
  - 4. Name of the owner(s) authorized agent (if applicable), and
  - 5. Name, address and phone number of the land surveyor;
  - 6. Dimensions and legal descriptions of the adjusted parcels;
  - 7. Boundary lines and names of adjacent partitions and subdivisions, and tract lines abutting the site;
  - 8. The locations, width and names of streets or other public ways and easements within and adjacent to the proposed partition.
- C. The Planning Director shall approval the final property line adjustment map based on findings that:
  - 1. The final property line adjustment map substantially conforms to the approved tentative property line adjustment map; and
  - 2. All conditions of approval for the tentative property line adjustment have been satisfied.

#### **7.150.050 Filing and Recording.**

- A. Within ten days of the City review and approval of the final property line adjustment map, the applicant shall submit the final property line adjustment map to the County for recording.

- B. Within fifteen days of recording with the County, the applicant shall submit to the City a full size plain paper copy of the recorded property line adjustment map. No building permits shall be issued until the City has received this copy.

**Chapter 7.152  
LAND DIVISION  
PARTITIONS**

**7.152.010 Purpose.** The purpose of this Chapter is to provide rules, regulations and standards governing approval of land partitions.

**7.152.020 General Provisions.**

- A. An application for a partition shall be processed through a two-step process: (1) the tentative plan, and (2) the final plat:
  - 1. The tentative plan for a partition shall be approved by the Planning Director before the final plat can be submitted for approval consideration;
  - 2. The final plat shall be approved by the Planning Director and shall reflect all conditions of approval of the tentative plan.
- B. All partition proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

**7.152.030 Administration and Approval Process.**

- A. The applicant of a partition proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. No parcel to be created through the partitioning process shall be sold until approval and filing of the final partition plat.
- C. Partitions shall be processed according to Chapter 7.164, Limited Land Use Decisions.
- D. Upon receipt of a completed application for a partition, the Planning Director shall:
  - 1. Provide notice to affected property owners in accordance with Chapter 7.164;
  - 2. Furnish one copy of the proposed tentative plan to the Public Works Director and the City Engineer;
  - 3. Furnish one copy of the tentative plan to:
    - a. The Columbia County Land Development Services, if the proposed partition is adjacent to the UGB or has County road access,
    - b. The Oregon Department of Transportation (ODOT) if the proposed partition is adjacent to Highway 30 and access to Highway 30 is desired by the applicant
    - c. The Columbia River Fire and Rescue District,
    - d. Any other affected agencies as determined by the Planning Director.

4. The Planning Director shall approve, approve with conditions, or deny any application for tentative plan. The Planning Director shall apply the standards set forth in Section 7.152.040 when reviewing an application for a partition and shall prepare a notice of decision containing findings for the standards set forth in Section 7.152.040.

**7.152.040 Approval Criteria.** A request to partition land shall meet all of the following criteria:

- A. The proposed partition complies with all statutory and ordinance requirements and regulations;
- B. Adequate public facilities are available to serve the proposal. No temporary public facilities shall be permitted. The standards of Chapter 7.92 apply to partitions.
- C. All proposed lots conform to the size and dimensional requirements of this Ordinance; and
- D. All proposed improvements meet City and applicable agency standards.

**7.152.050 Preliminary Application Submission Requirements.**

- A. All applications shall be made on forms provided by the City and shall be accompanied by three (3) copies of the preliminary partition map and narrative. One copy shall be no larger than 11" X 17".
- B. The preliminary partition map and narrative shall include the following:
  1. a. Name of the owner(s) of the subject parcel,  
b. Name of the owner(s) authorized agent (if applicable), and  
c. Name, address and phone number of the land surveyor,
  2. The map scale, north arrow and date;
  3. Sufficient description to define the location and boundaries of the proposed area to be partitioned;
  4. The scale shall be an engineering scale sufficient to show the details of the plan and related data;
  5. The location, width and names of streets or other public ways and easements within and adjacent to the proposed partition;
  6. The location of all permanent buildings on and within twenty-five feet of all property lines,
  7. The location and width of all water courses,
  8. The location of existing utilities and utility easements;

9. Any deed restrictions that apply to the existing parcels;
  10. A plan outlining how utilities, public services, and utility easements will serve newly created parcels; and
  11. Where it is evident that the subject parcel can be further partitioned, the applicant must show that the land partition will not preclude the efficient division of land in the future.
- C. The tentative plan shall be as accurate as possible to ensure proper review by affected agencies.
- D. Upon receipt of an application, the Planning Director shall review it for compliance with the requirements for submittal. If the application is found to be incomplete, the Planning Director shall notify the applicant within 30 days and advise the applicant of the requirements for an acceptable application. The applicant shall submit necessary items within 30 days of such notification or the Planning Director shall return the entire application and fee to the applicant and a new application shall be required.
- E. Except as provided in ORS 92.040, the review of the tentative plan does not guarantee the applicant that the final application for a land partition or property line adjustment will be approved nor that additional information or revisions will not be required by the City.

#### **7.152.060 Final Application Submission Requirements.**

- A. All final applications for partitions shall be on forms provided by the City and shall be accompanied by a reproducible copy of the partition plat prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.
- B. The partition plat and data or narrative shall be drawn to the minimum standards set forth by the Oregon Revised Statutes (ORS 92.050) and by Columbia County and shall include the following:
1. The final partition map shall be drawn on an eighteen inch by twenty-four inch mylar sheet. The final property line adjustment map must be eighteen inches by twenty-four inches and may be on vellum or mylar;
  2. The scale of the map shall be an engineering scale approved by the County Surveyor;
  3.
    - a. Name of the owner(s) of the subject parcel,
    - b. Name of the owner(s) authorized agent (if applicable), and
    - c. Name, address and phone number of the land surveyor;
  4. The assessor's map and lot number and a copy of the deed, sales contract or document containing a legal description of the land to be partitioned;

5. The map scale, north arrow and date;
6. Dimensions and legal descriptions of the parent parcel and all proposed parcels;
7. Boundary lines and names of adjacent partitions and subdivisions, and tract lines abutting the site;
8. The locations, width and names of streets or other public ways and easements within and adjacent to the proposed partition;
9. Any deed restrictions that apply to existing or proposed lots; and
10. Signature blocks for City approval and acceptance of public easements and rights-of-way.

**7.152.070 City Acceptance of Dedicated Land.**

- A. The Mayor shall accept by signature on the final plat the proposed right-of-way dedication prior to recording a land partition.
- B. The Mayor shall accept by signature on the final plat all public easements shown for dedication on partition plat maps.

**7.152.080 Recording of Partitions.**

- A. Within ten days of the Planning Director's approval of the partition and the Mayor's acceptance of any dedicated land to the City, the applicant shall record the partition plat with Columbia County and submit the recordation numbers to the City, to be incorporated into the record.
- B. Within fifteen days of recording, the applicant shall submit a plain paper copy of the recorded final partition plat and a computer-aided drafting program (such as CAD) copy of the final partition plat to the City. No building permits shall be issued until the City receives these copies.

**Chapter 7.154  
LAND DIVISION  
SUBDIVISION**

**7.154.010 Purpose.** The purpose of this Chapter is to provide rules, regulations and standards governing the approval of plats of subdivisions, to carry out the development pattern and plan of the City, to promote the public health, safety and general welfare, to lessen congestion in the streets, and secure safety from fire, flood, pollution and other dangers, to provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage and drainage; and to encourage the conservation of energy resources.

**7.154.020 General Provisions.**

- A. An application for a subdivision shall be processed through a two-step process: the tentative plan and the final plat:
  - 1. The tentative plan shall be approved by the Planning Commission before the final plat can be submitted for approval consideration; and
  - 2. The final plat shall be approved by the Planning Director and shall reflect all conditions of approval of the tentative plan.
- B. All subdivision proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.
- C. When subdividing tracts into large lots, the Planning Commission shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this Ordinance.
- D. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located to minimize flood damage and constructed according to public works design standards and specifications.

**7.154.030 Administration and Approval Process.**

- A. Subdivision proposals shall be processed according to the procedures in Chapter 7.164, Limited Land Use Decisions.
- B. Final action on the tentative plan, including the resolution of all appeals and review on the land division application, shall be taken within one hundred twenty days after the application is deemed complete.
- C. The Planning Director shall:
  - 1. Schedule a limited land use decision pursuant to Chapter 7.164 to be held by the Planning Commission within sixty days from the time the complete application is filed and shall provide a notice of the hearing;
  - 2. Furnish one copy of the proposed tentative plan to the City Engineer;

3. Furnish one copy of the tentative plan and supplemental material to:
    - a. Columbia County Road Department if the proposed subdivision is adjacent to a County road and access to the County road is desired by the applicant;
    - b. The Oregon Department of Transportation (ODOT), if the proposed subdivision is adjacent to Highway 30 and access to Highway 30 is desired by the applicant;
    - c. Columbia River Fire and Rescue District;
    - d. The St. Helens School District;
    - e. Any other affected agencies as identified by the Planning Director.
  4. Incorporate all staff recommendations into a report to the Planning Commission.
- D. The Planning Director shall mail notice of the tentative plan proposal to persons who are entitled to notice.
- E. The Planning Commission shall approve, approve with conditions, or deny any application for tentative plan. The Planning Commission shall apply the standards set forth in Section 7.154.040 when reviewing an application for a subdivision.

**7.154.040 Approval Standards--Tentative Plan.**

- A. The Planning Commission may approve, approve with conditions or deny a tentative plan based on the following approval criteria:
1. The proposed tentative plan complies with the City's Comprehensive Plan, the applicable chapters of this Ordinance, and other applicable ordinances and regulations;
  2. The proposed plat name is not duplicative or otherwise satisfies the provisions of ORS Chapter 92[.090(1)]; and
  3. All public improvements comply with Chapter 7.92.
- B. The Planning Commission may attach such conditions as are necessary to carry out the Comprehensive Plan and other applicable ordinances and regulations and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties.

**7.154.050 Application Submission Requirements-- Tentative Plan.**

- A. All applications shall be made on forms provided by the City and shall be accompanied by:

1. Three full size copies of the tentative plan map and required data or narrative and one 11" X 17" copy of the tentative plan and required data or narrative;
  2. The applicable County Assessor Map.
- B. The tentative plan map and data or narrative shall include the following:
1. Sheet size for the tentative plan shall not exceed eighteen inches by twenty-four inches;
  2. The scale shall be an engineering scale, and limited to one phase per sheet;
  3. Vicinity map showing the general location of the subject property in relationship to arterial and collector streets;
  4. Names, addresses and telephone numbers of the owner, developer, engineer, surveyor and designer, as applicable;
  5. The date of application;
  6. The assessor's map and tax lot number and a legal description sufficient to define the location and boundaries of the proposed subdivision;
  7. The boundary lines of the tract to be subdivided;
  8. The names of adjacent subdivisions or the names of recorded owners of adjoining parcels of unsubdivided land;
  9. Existing contour lines related to a City established benchmark at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
  10. The purpose, location, type and size of all the following (within and adjacent to the proposed subdivision) existing and proposed:
    - a. Public and private rights-of-way and easements,
    - b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (fifty thousand volts or better), telephone transmission lines, and watercourses, and
    - c. Deed reservations for parks, open spaces, pathways, tree conservation easements, and any other land encumbrances;
  11. Approximate plan and profiles of proposed sanitary and storm sewers with grades and pipe sizes indicated and plans of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;

12. Approximate centerline profiles showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision;
13. Scaled cross sections of proposed street rights-of-way;
14. The location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of all watercourses and drainageways;
15. The proposed lot configurations, approximate lot dimensions and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots;
16. The existing use of the property, including location of all structures and present use of the structures, and a statement of which structures are to remain after platting;
17. Supplemental information including proposed deed restrictions, if any, proof of property ownership, and a proposed plan for provision of subdivision improvements;
18. Existing natural features including waterways, rock outcroppings, wetlands and marsh areas.

C. If any of the foregoing information cannot practicably be shown on the tentative plan, it shall be incorporated into a narrative and submitted with the application.

**7.154.060 Application Submission Requirements--Final Plat.** Unless otherwise provided in Section 7.154.020, the applicant shall submit final plat and two copies to the planning director within one (1) year of the final decision on the tentative plan and the final plat shall comply with the approved tentative plan.

**7.154.070 Approval Criteria-- Final Plat.**

- A. The Planning Director shall review the final plat and shall approve or deny the final plat approval based on findings that:
  1. The final plat complies with the plat approved by the Planning Commission and all conditions of approval have been satisfied;
  2. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;
  3. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the City;
  4. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, storm drainage, sewage disposal, and water supply systems;

5. An explanation is included which explains all of the common improvements required as conditions of approval and are in recordable form and have been recorded and referenced on the plat;
  6. The final plat complies with the applicable zoning ordinance and other applicable ordinances and regulations;
  7. A certificate has been provided by the City Engineer that municipal water and sewer will be available to the property line of each and every lot depicted in the proposed plat;
  8. Copies of signed deeds have been submitted granting the City a reserve strip as provided by Section 7.154.040(B);
  9. The final plat has been made in black India ink, or silver halide and is eighteen inches by twenty-four inches in size on four mil double matted mylar;
  10. The lettering of the entire plat is of such size and type as approved by the County Surveyor, and the plat is at such a scale as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch;
  11. If there are three or more sheets, a face sheet and index has been provided;
  12. The final plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapters 92.050 and 92.060 and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Survey or a lot corner of recorded subdivision or partition;
  13. The final plat contains an affidavit for signature by the Mayor accepting street rights-of-way and street improvements for jurisdiction and maintenance by the City and accepting dedications of property to the City;
  14. The final plat contains an affidavit for signature by the City Engineer certifying that the final plat meets the requirements of the public works design standards for all improvements to be maintained by the City;
  15. The final plat shall not contain any information or be subject to any requirements that is or may be subject to administrative change or variance ((ORS 92.050 (11)).
- B. The acceptance by the City for maintenance and jurisdiction shall follow approval of the completed improvements.

**7.154.080 Centerline Monumentation--Monument Box Requirements.**

- A. The centerlines of all street and roadway rights-of-way shall be monumented and recorded before City acceptance of street improvements; and the following centerline monuments shall be set:
  - 1. All centerline-centerline intersection points;
  - 2. All cul-de-sac center points;
  - 3. Curve points, beginning and ending points (point of curvature (P.C.) and point of tangency (P.T.); and
  - 4. The beginning and end of each new street.
- B. Monument boxes conforming to City standards will be required around all centerline intersection points and cul-de-sac center points; and the tops of all monument boxes will be set to finished pavement grade.

**7.154.090 Improvement Agreement.**

- A. If the applicant seeks approval of the final plat prior to completion of the required infrastructure improvements, before City approval is certified on the final plat, and before approved construction plans are issued by the City, the applicant shall:
  - 1. Execute and file an agreement with the City specifying the period within which all required improvements and repairs shall be completed; and
  - 2. Include in the agreement provisions that if such work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the declarant.
- B. The agreement shall stipulate improvement fees and deposits as may be required to be paid and may also provide for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

**7.154.100 Bond--Cash Deposit.**

- A. As required by Section 7.154.090, the declarant shall file with the agreement an assurance of performance supported by one of the following:
  - 1. A surety bond executed by a surety company authorized to transact business in the State of Oregon which remains in force until the surety company is notified by the City in writing that it may be terminated; or
  - 2. Cash.
- B. The assurance of performance shall be for a sum equal to one hundred twenty-five (125) percent of the estimated cost of the improvements as determined by the City Engineer as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses.

- C. The declarant shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. In the event the declarant fails to carry out all provisions of the agreement and the City has unreimbursed costs or expenses resulting from such failure, the City shall call on the bond or cash deposit.
- E. The declarant shall not cause termination of nor allow expiration of said guarantee without having first secured written authorization from the City.

[As amended by Ordinance No. 09-654-O 9/18/09]

**7.154.110 Filing and Recording.**

- A. Within ten days of the City review and approval, the applicant shall submit the final plat to the County for signatures of County officials as required by ORS Chapter 92 and Section 7.154.070.
- B. Within fifteen days of recording, the applicant shall submit a plain paper copy of the recorded final partition plat, a reproducible copy no greater than 11" X 17" and a computer-aided drafting program (such as CAD) copy of the final partition plat to the City. No building permits shall be issued until the City receives these copies.

**7.154.120 Prerequisites to Recording the Plat.**

- A. No plat shall be recorded unless all ad valorem taxes and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid in the manner provided by ORS 92.095.
- B. No plat shall be recorded until it is approved by the County Surveyor in the manner provided by ORS 92.

**7.154.130 Vacation of Plats.**

- A. Any plat or portion thereof may be vacated by the owner of the platted area at any time prior to the sale of any lot within the platted subdivision.
- B. All applications for a plat or street vacation shall be made in accordance with Sections 7.154.020, 7.154.030 and 7.154.080(A).
- C. The application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets or alleys.
- D. All approved plat vacations shall be recorded in accordance with Section 7.154.110:
  - 1. Once recorded, the vacation shall operate to eliminate the force and effect of the plat prior to vacation; and

2. The vacation shall also divest all public rights in the streets, alleys and public grounds, and all dedications laid out or described on the plat.
- E. When lots have been sold, the plat may be vacated in the manner herein provided by all of the owners of lots within the platted area.

**7.154.140 Vacation of Streets.** All street vacations shall comply with the procedures and standards set forth in ORS Chapter 271 and any applicable City ordinance or regulation.

**Chapter 7.160**  
**PROCEDURES FOR DECISION-MAKING**  
**LEGISLATIVE**

**7.160.010 Purpose.** The purpose of this Chapter is to establish procedures for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps.

**7.160.020 Application Process.**

- A. The application process may be initiated by:
  - 1. Motion approved by the City Council;
  - 2. Motion approved by the Planning Commission;
  - 3. The Planning Director;
  - 4. A recognized neighborhood planning organization or City advisory board or commission; or
  - 5. Application of a record owner of property within Columbia City or contract purchaser.
  
- B. Any persons authorized by this Ordinance to submit an application for approval may be represented by an agent authorized in writing to make the application.
  
- C. The application shall be made on forms provided by the City.
  
- D. The application shall be complete and shall:
  - 1. Contain the information requested on the form;
  - 2. Address the appropriate criteria in sufficient detail for review and action;
  - 3. Be accompanied by the required fee except as follows:
    - a. Fees for land use applications and appeals of a land use decision shall be waived for a recognized neighborhood planning organization (NPO) if the appeal or land use application is supported by a majority vote of NPO members at a public meeting where a quorum of NPO members was present and a copy of the minutes of the NPO meeting where the appeal or land use application was initiated is submitted with the appeal or land use application.
    - b. The NPO chairperson or designated representative shall appear at the next available City Council meeting after the application or appeal is filed to request a waiver. The NPO shall work with the Planning Director to schedule the item on a Council agenda.

- c. Council may, on its own motion and by voice vote, waive the appeal fee for other nonprofit organizations;
- 4. Be accompanied by a narrative addressing the standards in Section 7.160.060.
- E. An application shall be deemed incomplete unless it addresses each element required by the form and each element required by this Ordinance and is accompanied by the required fee.
- F. The Planning Director shall not accept an incomplete application.
- G. The Planning Director may require information in addition to that required by a specific provision of this Ordinance, provided the Planning Director determines this information is needed to properly evaluate the proposed development proposal; and the need can be justified on the basis of a special or unforeseen circumstance.
- H. The Planning Director may waive the submission of information for a specific requirement provided the Planning Director finds that specific information is not necessary to properly evaluate the application; or the Planning Director finds that a specific approval standard is not applicable to the application.

**7.160.030 Notice Requirements.**

- A. The Planning Commission shall hold at least one public hearing on each application request within sixty days of receipt of a completed application.
- B. The Council shall hold at least one public hearing on each application request within forty-five days of the Planning Commission's recommendation.
- C. Notice of legislative public hearings shall be given by the Planning Director in the following manner:
  - 1. At least forty-five days before the first evidentiary hearing on adoption of any proposal to amend the Comprehensive Plan or to adopt a new land use regulation, notice shall be sent to the DLCD;
  - 2. At least ten days prior to the scheduled hearing date, written notice shall be sent to:
    - a. The applicant;
    - b. Any affected governmental agency;
    - c. The affected recognized neighborhood planning organization; and
    - d. Any person who requests notice in writing.
    - e. Any affected property owner when legislation will limit or prohibit otherwise permissible land uses.

3. At least seven days prior to the scheduled public hearing date, notice shall be published in a newspaper of general circulation in the City.
  4. Notice may be given for both the Commission and Council hearings in one consolidated notice.
- D. The Planning Director shall:
1. Cause a copy of the notice and the applicable mailing list to be filed and made a part of the record; and
  2. Cause a copy of the notice to be published to be filed and made part of the record.

#### **7.160.040 Staff Reports.**

- A. The Planning Director shall prepare a staff report, which includes:
1. The facts found relevant to the proposal and found by the Planning Director to be true;
  2. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes Chapter 197;
  3. Any federal or state statutes or rules found applicable;
  4. The applicable Comprehensive Plan policies and map;
  7. The applicable provisions of the implementing ordinances;
  8. If applicable, proof of a substantial change in circumstances, a mistake, or inconsistency in the Comprehensive Plan or implementing ordinance which is the subject of the application;
  7. An analysis relating the facts found to be true by the Planning Director to the applicable criteria and a recommendation for approval, approval with modifications or denial and if applicable, any alternative recommendations.
- B. The staff report and all case file materials shall be available seven days prior to the initial scheduled Planning Commission hearing.
- C. Prior to the initial Council hearing, the Planning Director shall transmit the following to the Council members:
1. A copy of the staff report and any additional materials submitted to the Commission;
  2. A copy of the Commission recommendation.

#### **7.160.050 Hearings Procedure.**

- A. Unless otherwise provided in the rules of procedure adopted by the City Council the presiding officer of the Planning Commission and of the Council shall have the authority to:
1. Regulate the course, sequence and decorum of the hearing;
  2. Dispose of procedural requirements or similar matters;
  3. Rule on offers of proof and relevancy of evidence and testimony;
  4. Impose reasonable time limits for oral presentation and rebuttal testimony; and
  5. Take such other action appropriate for conduct commensurate with the nature of the hearing.
- B. Unless otherwise provided in the rules of procedures adopted by the Council, the presiding officer of the Planning Commission and of the Council, shall conduct the hearing as follows:
1. Opening statement: The hearing shall be opened by a statement from the presiding officer setting forth the nature of the matter before the body, a general summary of the procedures set forth in this Section, and whether the decision which will be made is a recommendation to the City Council or whether it will be the final decision of the Council.
  2. Hearing process:
    - a. A presentation of the staff report and other applicable reports shall be given.
    - b. Presentation by applicant or representative.
    - c. The public shall be invited to testify.
    - d. Staff shall be invited to comment on testimony or evidence presented.
    - e. The public hearing may be continued to another hearing date to allow additional testimony or it may be closed.
    - f. The body's deliberation may include questions to staff, comments from the staff or inquiries directed to any person present.
  3. The hearing body may make a decision on the matter, continue its deliberation, table the matter or, if the body deems it necessary or advisable, it may direct that additional hearings be held.
  4. The Planning Commission or the Council may continue any hearing and no additional notice shall be required if the matter is continued to a place, date and time certain.

- C. Unless otherwise provided in the rules of procedures adopted by the Council, the following rules shall apply to the general conduct of the hearing:
1. The approval authority may ask questions at any time before the close of the hearing, and the answers shall be limited to the substance of the question.
  2. Parties or the Planning Director must receive approval from the approving authority to submit questions directly to other parties or witnesses or the Planning Director.
  3. A reasonable amount of time shall be given to persons to respond to questions.
  4. No person shall testify without first receiving recognition from the approval authority and stating his full name and address.
  5. The approval authority may require that testimony be under oath or affirmation.
  6. Audience demonstrations such as applause, cheering and display of signs, or other conduct disruptive of the hearing shall not be permitted. Any such conduct may be cause for immediate suspension of the hearing or removal of persons responsible.
  7. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.

**7.160.060 Standards for the Decision.**

- A. The recommendation by the Planning Commission and the decision by the Council shall be based on consideration of the following factors:
1. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes Chapter 197;
  2. Any federal or state statutes or rules found applicable;
  3. The applicable Comprehensive Plan policies and map; and
  4. The applicable provisions of the implementing ordinances.
- B. Consideration may also be given to proof of a substantial change in circumstances, a mistake, or inconsistency in the Comprehensive Plan or implementing ordinance which is the subject of the application.

**7.160.070 Approval Process and Authority.**

- A. Following the public hearing, the Planning Commission shall formulate a recommendation to the Council to approve, to approve with modifications or to deny the proposed change, or to adopt an alternative.

- B. Within ten days of the Planning Commission's recommendation, the Planning Director shall provide written notification to the Council and to all persons who provided testimony.
- C. Any member of the commission who voted in opposition to the recommendation by the Commission on a proposed change may file a written statement of opposition with the Planning Director prior to any Council public hearing on the proposed change. The Planning Director shall transmit a copy to each member of the Council and place a copy in the record.
- D. If the Planning Commission fails to recommend approval, approval with modification, or denial of the proposed legislative change within sixty days of its first public hearing on the proposed change, the Planning Director shall:
  - 1. Report the failure to approve a recommendation on the proposed change to the Council; and
  - 2. Cause notice to be given, the matter to be placed on the Council's agenda, a public hearing to be held and a decision to be made by the Council. No further action shall be taken by the Planning Commission.
- E. The Council shall:
  - 1. Have the responsibility to approve, approve with modifications or deny an application for the legislative change or to remand to the Planning Commission for rehearing and reconsideration on all or part of an application transmitted to it under this Ordinance. The Council may set conditions of approval that require conveyances and dedications of property needed for public use as a result of the Development Code, Plan or map amendment;
  - 2. Consider the recommendation of the Planning Commission, however, it is not bound by the Planning Commission's recommendation; and
  - 3. Act by ordinance on applications that are approved and shall be signed by the Mayor after the Council's adoption of the ordinance.
- F. The approved legislative change shall take effect after adoption as specified in the enacting ordinance.

**7.160.080 Vote Required for a Legislative Change.**

- A. An affirmative vote by a majority of members of the Planning Commission present shall be required for a recommendation for approval, approval with modifications, or denial.
- B. An affirmative vote by a majority of the members of the Council present shall be required to decide any proposed change.

**7.160.090 Reapplication.** If an application has been made and denied in accordance with the provisions set forth in this Ordinance or by action by the Land Use Board of Appeals, the Land Conservation and Development Commission, or the courts, no new application for the same or substantially similar change shall be accepted within one year from the date of the final action

denying the application; except the Council may re-initiate an application upon a finding that there has been a substantial change in the facts surrounding the application or a change in policy which would support the reapplication.

**Chapter 7.162**  
**PROCEDURES FOR DECISION-MAKING**  
**QUASI-JUDICIAL**

**7.162.010 Purpose.** The purpose of this Chapter is to establish procedures for the consideration of development applications, for the consideration of quasi-judicial Comprehensive Plan or zoning amendments and for appeal of quasi-judicial decisions.

**7.162.020 Application Process.**

- A. The applicant shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. The applicant shall be required to meet with the Planning Director for a pre-application conference. Such a requirement may be waived in writing by the applicant.
- C. At such conference, the Planning Director shall:
  - 1. Cite the applicable Comprehensive Plan policies and map designation;
  - 2. Cite the applicable substantive and procedural ordinance provisions;
  - 3. Provide available technical data and assistance that will aid the applicant as provided by the City Engineer;
  - 4. Identify other policies and regulations that relate to the application; and
  - 5. Identify other opportunities or constraints that relate to the application.
- D. Another pre-application conference is required if an application is submitted six months after the pre-application conference.
- E. Failure of the Planning Director to provide any of the information required by this Chapter shall not constitute a waiver of the standards, criteria or requirements of the applications. Neither the City nor the Planning Director shall be liable for any incorrect information provided in the pre-application conferences.
- F. Applications for approval required under this Ordinance may be initiated by:
  - 1. Motion of the City Council;
  - 2. Motion of the Planning Commission;
  - 3. The Planning Director;
  - 4. A recognized neighborhood planning organization or City advisory board or commission; or
  - 5. Application of a record owner of property or contract purchaser or the person authorized in writing to act as the owner's agent.

- G. The application shall be made on forms provided by the City.
- H. The application shall:
  - 1. Include the information requested on the application form;
  - 2. Address appropriate criteria in sufficient detail for review and action; and
  - 3. Be accompanied by the required fee.
- I. The Planning Director may require information in addition to that required by a specific provision of this Ordinance, provided the Planning Director determines this information is needed to properly evaluate the proposed development proposal; and the need can be justified on the basis of a special or unforeseen circumstance.
- J. The Planning Director may waive the submission of information for a specific requirement provided the Planning Director finds that specific information is not necessary to properly evaluate the application; or the Planning Director finds that a specific approval standard is not applicable to the application.
- K. Where a requirement is found by the Planning Director to be inapplicable, the Planning Director shall cite in the staff report the specific requirements found inapplicable.
- L. An application shall be deemed incomplete unless it addresses each element required to be considered under applicable provisions of this Ordinance and the application form, unless that requirement has been found inapplicable by the Planning Director. The Planning Director shall not accept an incomplete application.
- M. If an application is incomplete, the Planning Director shall:
  - 1. Notify the applicant in writing within thirty days of receipt of the application of exactly what information is missing; and
  - 2. Allow the applicant thirty days from the date of notification to submit the missing information.
- N. The application shall be deemed complete when the missing information is provided and at that time the one hundred twenty-day time period shall begin to run for the purposes of satisfying state law.
- O. If the applicant refuses to submit the missing information, the application shall be deemed incomplete on the sixty-first day after the Planning Director first received the application and returned to the applicant.

#### **7.162.030 Consolidation of Proceedings.**

- A. Except as provided in Subsection C of this Section, whenever an applicant requests more than one approval and more than one approval authority is required to decide the

applications, the proceedings shall be consolidated so that one approval authority shall decide all applications in one proceeding.

- B. In such cases as stated in Subsection A of this Section, the hearings shall be held by the approval authority having original jurisdiction over one of the applications under Section 7.162.090, in the following order of preference: the Council, the Commission, or the Planning Director
- C. Where there is a consolidation of proceedings:
  - 1. The notice shall identify each action to be taken;
  - 2. The decision on a plan map amendment shall precede the decision on the proposed zone change and other actions. Plan map amendments are not subject to the one hundred twenty-day decision-making period prescribed by state law and such amendments may involve complicated issues. Therefore, the Planning Director shall not be required to consolidate a plan map amendment and a zone change or other permit applications requested unless the applicant requests the proceedings be consolidated and signs a waiver of the one hundred twenty-day time limit prescribed by state law for zone change and permit applications; and
  - 3. Separate actions shall be taken on each application.
- D. Consolidated Permit Procedure.
  - 1. When the consolidated procedure is utilized, application and fee requirements shall remain as provided by resolution approved by the Council. If more than one permit is required by this Ordinance or other ordinance to be heard by the Planning Commission or City Council, each such hearing shall be combined with any other permit also requiring such hearing. The standards applicable to each permit by this or any other ordinance shall be applied in the consolidated procedures to each application.
  - 2. In a consolidated proceeding, the staff report and recommendation provided by the Planning Director shall be consolidated into a single report.
  - 3. All rules and ordinances of the City not in conflict with this Section shall apply in a consolidated permit procedure.

#### **7.162.040 Noticing Requirements.**

- A. Notice of a pending quasi-judicial public hearing shall be given by the Planning Director in the following manner:
  - 1. At least twenty days prior to the scheduled hearing date, or if two or more hearings are scheduled, ten days prior to the first hearing, notice shall be sent by mail to:

- a. The applicant and all owners or contract purchasers of record of the property which is the subject of the application;
  - b. All property owners of record or the most recent property tax assessment roll:
    - i. Within two hundred feet of the property which is the subject of the notice where the subject property is wholly or in part within the urban growth boundary,
    - ii. Within two hundred fifty feet of the property which is the subject of the notice where the subject property is outside the urban growth boundary and not within a farm or forest zone;
    - iii. Within five hundred feet of the property which is the subject of the notice where the subject property within a farm or forest zone,
    - iv. If the adjoining property(s) subject to the notice are excessively large lots, the notice of hearing shall be provided to a minimum of two adjoining property owners in each lot side direction;
  - c. Any governmental agency affected by the decision that has entered into an intergovernmental agreement with the City that includes provision for such notice;
  - d. Acknowledged neighborhood-planning organizations, if active;
  - e. Any person who requests, in writing; and
  - f. The appellant and all parties to an appeal.
- 2. Notice of a hearing on a proposed zone change for a manufactured home park shall be given to tenants of that manufactured home park at least twenty days but no more than forty days prior to the hearing; and
  - 3. The Planning Director shall cause a record of the mailing of notice be made a part of the administrative record.
- B. For all quasi-judicial decisions requiring a public hearing, at least ten days prior to the hearing, notice shall be given in a newspaper of general circulation in the City. An affidavit of publication shall be made part of the administrative record.

**7.162.050 Contents of the Notice.** Notice given to persons entitled to mailed or published notice pursuant to Section 7.162.040(A)(1) shall include the following information:

- A. A description of the subject property, the street address if available, and a general location which shall include tax map designations from the County Assessor's office;
- B. Except for notice published in the newspaper, a map showing the location of the property;

- C. An explanation of the proposed use or uses which could be authorized;
- D. The applicable criteria from the ordinances and Comprehensive Plan;
- E. The time, place and date of the public hearing;
- F. A statement that both public oral and written testimony is invited, and a general explanation of the requirements for submission of evidence and the procedure for conduct of the hearing;
- G. State that copies of all evidence relied upon by the applicant are available for review, and that copies can be obtained at cost;
- H. A statement that all documents or evidence in the file are available for inspection at no cost, or copies at a reasonable cost;
- I. A statement that a copy of the staff report will be available for inspection at no cost, or copies at reasonable cost, at least seven days prior to the hearing;
- J. A statement that failure to raise an issue in the hearing or during the comment period, in person or by letter, or failure to provide sufficient specific detail to give the decision maker or hearing body an opportunity to respond to the issue, precludes appeal to the land use board of appeals on that issue. Issues shall be raised with sufficient specificity to enable the decision-maker to respond to the issue.

**7.162.060 Failure to Receive Notice.**

- A. Where either the Planning Commission or Council or both intend to hold more than one public hearing on the same application, notice of multiple public hearings before either or both approval authorities may be given in one notice.
- B. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.
- C. Personal notice is deemed given when the notice is deposited with the United States Postal Service.
- D. Published notice is deemed given on the date it is published.
- E. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.
- F. The records of the Columbia County Assessor's office shall be the official records used for giving notice required in this Ordinance, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice.

**7.162.070 Time Period for Decision-Making.** The City shall take final action on an application for a development application or zone change, including the resolution of all appeals, within one hundred twenty days after the application is deemed complete, except:

- A. The one hundred twenty-day period may be extended for a reasonable period of time at the request of the applicant;
- B. The one hundred twenty-day period applies only to a decision wholly within the authority and control of the City; and
- C. The one hundred twenty-day period does not apply to an amendment to an acknowledged Comprehensive Plan or land use regulation.

**7.162.080 Approval Authority Responsibilities.**

- A. The Planning Director may refer any application for review to the Planning Commission. The Planning Director shall have the authority to approve, deny or approve with conditions the following applications:
  - 1. Telecommunications facilities pursuant to Chapter 7.108;
  - 2. Interpretations subject to Section 7.10.060.
  - 3. Minor variances pursuant to Chapter 7.140.

[As amended by Ordinance No. 09-654-O 9/18/09]

- B. The City Engineer shall have the authority to determine an application for development satisfies the requirements of Section 7.106.030, Hill Sides. This determination shall be regarded as ministerial.

[As amended by Ordinance No. 09-654-O 9/18/09]

- C. The Planning Commission shall conduct a public hearing in the manner prescribed by this Chapter and shall have the authority to approve, approve with conditions, approve with modifications or deny the following development applications:
  - 1. Recommendations for applicable Comprehensive Plan and zoning district designations to City Council for lands annexed to the City;
  - 2. A quasi-judicial Comprehensive Plan map amendment except the Planning Commission's function shall be limited to a recommendation to the Council. The Commission may transmit their recommendation in any form and a final order need not be formally adopted;
  - 3. A quasi-judicial zoning map amendment shall be decided in the same manner as a quasi-judicial plan amendment;
  - 4. Conditional use pursuant to Chapter 7.130;

5. Major variances pursuant to Chapter 7.140; [as amended by Ordinance No. 09-654-O 9/18/09]
6. Type II home occupation pursuant to Chapter 7.104;
7. [Deleted by Ordinance No. 09-654-O 9/18/09]
8. Telecommunications facilities pursuant to Chapter 7.108;
9. Appeal of a decision made by the Planning Director; and
10. Any other matter not specifically assigned under this Ordinance. [As amended by Ordinance No. 09-654-O 9/18/09]

[As amended by Ordinance No. 06-619-O 7/2/06]

- D. Upon appeal or recommendation, the City Council shall conduct a public hearing in the manner prescribed by this Chapter and shall have the authority to approve, deny or approve with conditions the following development applications:
1. The formal imposition of plan and zone designations made to lands annexed to the City;
  2. Appeals of quasi-judicial plan and zone amendments;
  3. Matters referred to the Council by the Planning Commission;
  4. Review of decisions of the Planning Commission, whether on the Council's own motion or otherwise.

**7.162.090 Decision by the Planning Director.**

- A. Pursuant to Section 7.162.080(A), the Planning Director is authorized to make certain decisions, and no hearing shall be held unless:
1. An appeal is filed; or
  2. The Planning Director has a financial interest in the outcome of the decision. In such cases, the application shall be treated as if it were filed under Section 7.162.080(C).
- B. The decision shall be based on the approval criteria set forth in Section 7.162.120 and applicable chapters of this Ordinance.
- C. Notice of the decision by the Planning Director shall be given as provided by Section 7.162.100.
- D. The record shall include:

1. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;
  2. All correspondence relating to the application;
  3. All information considered by the Planning Director in making the decision;
  4. The staff report of the Planning Director;
  5. A list of the conditions of approval;
  6. A copy of the notice of decision;
  7. A copy of the notice and a list of persons to whom notice was mailed;
  8. A list of all persons who were given mailed notice;
- E. Standing to appeal shall be as provided by Section 7.162.170.
- F. The appeal period shall be computed as provided by Section 7.162.180.
- G. The method for taking the appeal shall be as provided by Subsection 7.162.190(A) and the notice of appeal submitted by an appellant shall be as provided by Section 7.162.220.
- H. The hearing on the appeal shall be confined to the prior record as provided in Section 7.162.270.
- I. Notice of the final decision on appeal shall be as provided by Section 7.162.220 and Section 7.162.210.
- I. The action on the appeal shall be as provided by Section 7.162.330.
- J. A decision by the Commission on an appeal of a Planning Director's decision may be appealed to the Council.
- K. Re-submittal shall be as provided by Section 7.162.130.

**7.162.100 Notice of a Decision by the Planning Director.**

- A. Where notice of the Planning Director's decision on an application is required by Section 7.162.080(A), notice shall be given in the following manner:
1. Within five days of signing the proposed decision, notice shall be sent by mail to:
    - a. The applicant and all owners or contract purchasers of record of the property which is the subject of the application;

- b. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City which includes provision for such notice; and
- c. Any person who requests notice in writing.

[As amended by Ordinance No. 09-654-O 9/18/09]

- B. The Planning Director shall cause a record of mailing to be made a part of the record.
- C. Notice of a decision by the Planning Director shall contain:
  - 1. A discussion of the nature of the application in sufficient detail to inform persons of what the decision will allow;
  - 2. The address and general location of the subject property;
  - 3. A statement of where the adopted findings of fact, decision and statement of conditions can be obtained;
  - 4. The date the Planning Director's decision will become final;
  - 5. A statement that a person entitled to notice or adversely affected or aggrieved by the decision may appeal the decision:
    - a. The statement shall explain briefly how an appeal can be made, the deadlines and where information can be obtained, and
    - b. The statement shall explain that if an appeal is not filed, the decision shall be final;
  - 6. A map showing the location of the property; and
  - 7. A statement that the hearing on an appeal will be confined to the prior record.

#### **7.162.110 Hearings Procedures.**

- A. Unless otherwise provided in the rules of procedure adopted by the City Council the presiding officer of the Planning Commission and of the Council shall have the authority to:
  - 1. Regulate the course, sequence and decorum of the hearing;
  - 2. Dispose of procedural requirements or similar matters;
  - 3. Rule on offers of proof and relevancy of evidence and testimony;
  - 4. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation and rebuttal testimony; and

5. Take such other action appropriate for conduct commensurate with the nature of the hearing;
- B. Unless otherwise provided in this Ordinance or other ordinances adopted by Council, the presiding officer of the Planning Commission and of the Council shall conduct the hearing as follows:
1. Opening statement: announce the nature and purpose of the hearing and summarize the rules of conducting the hearing, and if the proceeding is an initial evidentiary hearing before the Planning Commission or the City Council, make a statement that:
    - a. Lists the applicable substantive criteria;
    - b. States that testimony and evidence must be directed toward the criteria described in Subdivision (1)(a) of this Subsection, or to the other criteria in the Comprehensive Plan or the Code which the apply to the decision;
    - c. States that failure to raise an issue with sufficient specificity to afford the decision-maker and the parties an opportunity to respond to the issue precludes appeal to the land use board of appeals on that issue.
  2. Quasi-judicial hearing process:
    - a. Recognize parties;
    - b. Request the Planning Director to present the staff report, to explain any graphic or pictorial displays which are a part of the report, summarize the findings, recommendations and conditions, if any, and to provide such other information as may be requested by the approval authority;
    - c. Allow the applicant or a representative of the applicant to be heard;
    - d. Allow parties or witnesses in favor of the applicant's proposal to be heard;
    - e. Allow parties or witnesses in opposition to the applicant's proposal to be heard;
    - f. Upon failure of any party to appear, the approval authority shall take into consideration written material submitted by such party;
    - g. Allow the parties in favor of the proposal to offer rebuttal evidence and testimony limited to rebuttal of points raised.
    - h. Allow staff to comment on any testimony or evidence presented.
    - i. Make a decision pursuant to Section 7.162.120 or continue the hearing pursuant to Section 7.162.160.

- C. Unless otherwise provided in this Ordinance or other ordinances adopted by the Council, the following rules shall apply to the general conduct of the hearing:
1. The approval authority may ask questions at any time before the close of the hearing, and the answers shall be limited to the substance of the question;
  2. Parties or the Planning Director must receive approval from the approval authority to submit questions directly to other parties or witnesses or the Planning Director;
  3. A reasonable amount of time shall be given to persons to respond to questions;
  4. No person shall testify without first receiving recognition from the approval authority and stating his full name and address;
  5. The approval authority may require that testimony be under oath or affirmation;
  6. Audience demonstrations such as applause, cheering and display of signs, or other conduct disruptive of the hearing shall not be permitted. Any such conduct may be cause for immediate suspension of the hearing or removal of persons responsible; and
  7. No person shall be disorderly, abusive or disruptive of the orderly conduct of the hearing.

**7.162.120 Standards for the Decision.**

- A. The decision shall be based on proof by the applicant that the application fully complies with:
1. Applicable policies of the City Comprehensive Plan and map designation; and
  2. The relevant approval standards found in the applicable chapter(s) of this Ordinance, the Columbia City public works design standards, and other applicable implementing ordinances.
  3. In the case of a quasi-judicial Comprehensive Plan map amendment or zone change, the change will not adversely affect the health, safety and welfare of the community.
- B. Consideration may also be given to:
1. Proof of a substantial change in circumstances or a mistake in the Comprehensive Plan or zoning map as it relates to the property which is the subject of the development application; and
  2. Factual oral testimony or written statements from the parties, other persons and other governmental agencies relevant to the existing conditions, other applicable standards and criteria, possible negative or positive attributes of the proposal or factors in Subsections (A) or (B)(1) of this Section.

- C. In all cases, the decision shall include a statement in a form addressing the Planning Director's staff report.
- D. The approval authority may:
  - 1. Adopt findings and conclusions contained in the staff report;
  - 2. Adopt findings and conclusions of a lower approval authority;
  - 3. Adopt its own findings and conclusions;
  - 4. Adopt findings and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or
  - 5. Adopt findings and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.
- E. The decision may be for denial, approval or approval with conditions.
  - 1. Conditions may be imposed where such conditions are necessary to:
    - a. Carry out applicable provisions of the Columbia City Comprehensive Plan;
    - b. Carry out the applicable implementing ordinances; and
    - c. Ensure that adequate public services are provided to the development or to ensure that other required improvements are made;
  - 2. Conditions may include, but are not limited to:
    - a. Minimum lot sizes;
    - b. Larger setbacks;
    - c. Preservation of significant natural features;
    - d. Dedication of easements; and
    - e. Conveyances and dedications of property needed for public use.
  - 3. Changes, alterations or amendments to the substance of the conditions of approval shall be processed as a new action;
  - 4. Prior to the commencement of development, i.e., the issuance of any permits or the taking of any action under the approved development application, the owner and any contract purchasers of the property which is the subject of the approved

application, may be required to sign and deliver to the Planning Director their acknowledgment in a development agreement and consent to such conditions:

- a. The Mayor shall have the authority to execute the development agreement on behalf of the City,
  - b. No building permit shall be issued for the use covered by the application until the executed development agreement is recorded in the Columbia County Clerk's records, and
  - c. Such development agreement shall be enforceable against the signing parties, their heirs, successors and assigns by the City by appropriate action in law or suit in equity;
5. A bond in a form acceptable to the City or a cash deposit from the property owners or contract purchasers for the full amount as will ensure compliance with the conditions imposed pursuant to this Subsection may be required. Such bond or deposit shall be posted prior to the issuance of a building permit for the use covered by the application.
- F. The final decision on the application may grant less than all of the parcel which is the subject of the application.
- G. If the Planning Commission fails to recommend approval, approval with modification, or denial of an application within sixty days of its first public hearing, the Planning Director shall:
1. Report the failure to approve a recommendation to the Council; and
  2. Cause notice to be given, the matter to be placed on the Council's agenda, a public hearing to be held and a decision to be made by the Council. No further action shall be taken by the Planning Commission.

**7.162.130 Denial of the Application--Re-Submittal.** An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve months from the date the final City action is made denying the application unless there is a substantial change in the facts or a change in City policy which would change the outcome.

**7.162.140 Record May Remain Open--Admission of New Evidence.**

- A. Unless there is a continuance, the record shall remain open for new evidence for at least seven days at the request of any participant in the initial evidentiary hearing before the Planning Commission or the City Council, if the request is made prior to the conclusion of the hearing.
- B. When the record is left open to admit new evidence, testimony, or criteria for decision-making, any person may raise new issues that relate to that new material.

### **7.162.150 Ex Parte Communications with Approval Authority.**

- A. Members of the approval authority shall not:
  - 1. Communicate, directly or indirectly, with any party or representative of a party in connection with any issue involved except upon giving notice and opportunity for all parties to participate; nor
  - 2. Take notice of any communication, report or other materials outside the record prepared by the proponents or opponents in connection with the particular case unless the parties are afforded an opportunity to contest the material so noticed.
- B. No decision or action of the Planning Commission or Council shall be invalid due to an ex Parte contact or bias resulting from an ex Parte contact with a member of the Decision-Making body, if the member of the Decision-Making body receiving the contact:
  - 1. Places on the record the substance of any written or oral ex Parte communications concerning the decision or action; and
  - 2. Makes a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication made at the first hearing following the communication where action will be considered or taken on the subject to which the communication related.
- C. Members of the Planning Commission shall be governed by the provisions of Oregon Revised Statute 227.035 and the provisions of this Section.
- D. This Section shall not apply to Planning Director decisions made under Section 7.162.080(A).
- E. A communication between the Planning Director or any City employee and the Planning Commission or Council shall not be considered an ex Parte contact.

### **7.162.160 Continuation of the Hearing.**

- A. An approval authority may continue the hearing from time to time to gather additional evidence, to consider the application fully or to give notice to additional persons.
- B. Unless otherwise provided by the approval authority, no additional notice need be given of a continued hearing if the matter is continued to a date, time and place certain.

### **7.162.170 Evidence.**

- A. All evidence offered and not objected to may be received unless excluded by the approval authority on its own motion.
- B. Evidence received at any hearing shall be of a quality that reasonable persons rely upon in the conduct of their everyday affairs.

- C. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence.
- D. Evidence shall be received and notice may be taken of those facts in a manner similar to that provided for in contested cases before state administrative agencies pursuant to ORS 183.450, except as otherwise provided for in this Ordinance.
- E. Formal rules of evidence, as used in courts of law, shall not apply.

**7.162.180 Judicial Notice.**

- A. The approval authority may take notice of the following:
  - 1. All facts which are judicially noticeable. Such noticed facts shall be stated and made part of the record;
  - 2. The Statewide Planning Goals and regulations adopted pursuant to Oregon Revised Statutes Chapter 197; and
  - 3. The Comprehensive Plan and other officially adopted plans, implementing ordinances, rules and regulations of the City.
  - 4. Matters judicially noticed need not be established by evidence and may be considered by the approval authority in the determination of the application.

**7.162.190 Participation in the Decision--Voting.**

- A. In addition to the provision of Oregon Revised Statute 227.035 which applies to Planning Commission members or Oregon Revised Statutes Chapter 244 which applies to all members of an approval authority, each member of the approval authority shall be impartial. Any member having any substantial past or present involvement with the applicant, other interested persons, the property or surrounding property, or having a financial interest in the outcome of the proceeding, or having any pre-hearing contacts, shall state for the record the nature of their involvement or contacts, and shall either:
  - 1. State that they are not prejudiced by the involvement or contacts and will participate and vote on the matter; or
  - 2. State that they are prejudiced by the involvement or contact and will withdraw from participation in the matter.
- B. An affirmative vote by a majority of the qualified voting members of the approval authority who are present is required to approve, approve with conditions, or deny an application or to amend, modify, or reverse a decision on appeal.
- C. Notwithstanding Subsections A and B of this Section, no member of an approval authority having a financial interest in the outcome of an application shall take part in proceedings on that application; provided, however, with respect to the Council only, a

member may vote upon a finding of necessity which shall be placed on the record by the presiding officer.

- D. In an appeal, if there is a tie vote, the decision that is the subject of appeal shall stand.

**7.162.200 Record of Proceeding for Public Hearings.**

- A. A verbatim record of the proceeding shall be made by mechanical means (such as a tape recording), and:

1. It shall not be necessary to transcribe testimony except as provided for in Section 7.162.280.
2. The minutes or (if applicable) transcript of testimony, or other evidence of the proceedings, shall be part of the record.

- B. All exhibits received shall be marked so as to provide identification upon review.

- C. The record shall include:

1. All materials, pleadings, memoranda, stipulations and motions submitted by any party to the proceeding and recorded or considered by the approval authority as evidence;
2. All materials submitted by the Planning Director to the approval authority with respect to the application including in the case of an appeal taken pursuant to Section 7.162.240, the record of the Planning Director's decision as provided by Section 7.162.090;
3. The transcript of the hearing, if requested by the Council or a party, or the minutes of the hearing, or other evidence of the proceedings before the approval authority;
4. The written findings, conclusions, decision and, if any, conditions of approval of the approval authority;
5. Argument by the parties or their legal representatives permitted in Section 7.162.270 at the time of review before the Council;
6. All correspondence relating to the application; and
7. A copy of the notice that was given as provided by Section 7.162.050 and a list of persons who were sent mailed notice.

**7.162.210 Form of the Decision.**

- A. The decision shall be a decision that is in writing and signed by the Planning Director.

- B. Within ten (10) calendar days after the decision is made by the approval authority, the Planning Director shall mail notice of decision to the applicant and all parties in the action.

**7.162.220 Notice of Decision by the Planning Commission or Council.**

- A. Notice of a decision shall briefly summarize the decision and contain:
  - 1. A statement that all notices required under Section 7.162.030 were given;
  - 2. A statement of where the adopted findings of fact, decision and statement of conditions can be obtained;
  - 3. The date the final decision was mailed; and
  - 4. A statement of whether a party to the proceeding may seek appeal of the decision, as follows:
    - a. In the case of a decision by the Council, the statement shall explain that this decision is the final local action and how appeal may be heard by a higher authority; or
    - b. In the case of a decision by the Planning Commission, the statement shall explain briefly how an appeal can be taken to the Council pursuant to Section 7.162.260, the deadlines, and where information can be obtained.
- B. Notice of the decision by the Planning Commission or Council shall be mailed to the applicant and to all the parties to the decision, and shall be made available to the members of the Council.

**7.162.230 Amending a Decision by the Planning Director.**

- A. The Planning Director may issue an amended decision after the notice of decision has been issued and prior to the end of the appeal period.
- B. A request for an amended decision shall be in writing, and filed with the Planning Director not more than eight days after the notice of decision has been filed.
- C. A request for an amended decision may be filed by:
  - 1. The recognized neighborhood planning organization affected by the initial decision;
  - 2. Motion of the City Council;
  - 3. Motion of the Planning Commission;
  - 4. The Planning Director;

- 5. Any party entitled to notice of the original decision.
- D. The amended decision process shall be limited to one time for each original application.
- E. The Planning Director shall make the determination as to issuance of an amended decision based on findings that one or more of the following conditions exist:
  - 1. An error or omission was made on the original notice of final decision;
  - 2. The original decision was based on incorrect information and incorrect information may only be considered in administrative actions before the Planning Director;
  - 3. New information becomes available during the appeal period that was not available when the decision was made which alters the facts or conditions in the original decision. New information may only be considered in administrative actions before the Planning Director.
- F. Notice of an amended decision shall be processed in accordance with Section 7.162.100 of this Ordinance.

**7.162.240 Standing to Appeal.**

- A. In the case of a decision by the Planning Director, any person entitled to notice of the decision under this Chapter, or any person who is adversely affected or aggrieved by the decision, may file a notice of appeal as provided by Section 7.162.290.
- B. In the case of a decision by the Planning Commission, except for a decision on an appeal of the Planning Director's decision, any person shall be considered a party to a matter, thus having standing to seek appeal, provided:
  - 1. The person appeared before the Planning Commission orally or in writing;
  - 2. The person was entitled as of right to notice and hearing prior to the decision to be reviewed; or
  - 3. The person is aggrieved or has interests adversely affected by the decision.

**7.162.250 Computation of Appeal Period.**

- A. The length of the appeal period shall be seven (7) municipal business days from the date of mailing the notice of decision.
- B. In computing the length of the appeal period, the day that notice of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the City or on a Saturday, in which case, the last day shall be the next business day.

**7.162.260 Determination of Appropriate Appeal Body.**

- A. All appeals of decisions or interpretations made by the Planning Director may be appealed to the Planning Commission or pursuant to Section 7.162.080 except the Council may, on its own motion, seek to hear the matter by voice vote prior to the effective date of the notice of the decision.
- B. Any decision made by the Planning Commission under this Chapter may be reviewed by the Council by:
  - 1. The filing of a notice of appeal as provided by Section 7.162.290, by any party to the decision by 5:00 p.m. on the last day of the appeal period;
  - 2. The Council or Planning Commission, on its own motion, seeking appeal by voice vote prior to the end of the appeal period; or
  - 3. Referral of a matter under Section 7.162.080 (D) by the initial hearings body to the Council, upon closure of the hearing, when the case presents a policy issue which requires Council deliberation and determination, in which case the Council shall decide the application.
- C. Failure to file an available appeal shall be deemed a failure to exhaust administrative remedies. The filing of available appeals is a condition precedent to appeal to the land use board of appeals.

**7.162.270 Type of Appeal Hearing--Limitations of Appeal.**

- A. The appeal of a decision made by the Planning Director under Section 7.162.080(A) or Section 7.162.090, shall be confined to the prior record and conducted as if brought under Section 7.162.080(B) or (C).
- B. The appeal of a decision of the Planning Commission to the Council shall be:
  - 1. Confined to the record of the proceedings unless Council determines the admission of additional evidence is appropriate;
  - 2. Limited to the grounds relied upon in the notice of appeal and the hearing shall be conducted in accordance with the provisions of this Chapter;
  - 3. The subject of written and oral argument. Such written argument shall be submitted not less than five days prior to Council consideration; and
  - 4. Reviews by Council of Planning Commission decisions shall be completed within forty days of when the notice of appeal is filed.

**7.162.280 Transcripts.**

- A. The appellant shall be responsible to satisfy all costs incurred for preparation of the transcript. An estimated payment shall be made prior to the preparation of the transcript; any additional actual cost shall be paid prior to the hearing or if the actual cost is less than the estimate the remainder shall be returned.

- B. Any party other than the appellant that requests a transcript shall be charged the actual copy costs.

**7.162.290 Notice of Appeal.**

- A. The notice of appeal shall be filed within the appeal period and contain:
  - 1. A reference to the application sought to be appealed;
  - 2. A statement of the petitioner's standing to the appeal;
  - 3. The specific grounds for the appeal; and
  - 4. The date of the final decision on the action or, in the case of a decision by the Planning Director, the date the decision was filed;
- B. The appeal application shall be accompanied by the required fee except as allowed under Section 7.162.300.

**7.162.300 Fee Waivers.**

- A. Fees for land use applications and appeals of a land use decision shall be waived for a recognized neighborhood planning organization (NPO) if all of the following conditions are met:
  - 1. The appeal or land use application must have been supported by a majority vote of NPO members at a public meeting where a quorum of NPO members was present;
  - 2. A copy of the minutes of the NPO meeting where the appeal or land use application was initiated must be submitted with the appeal or land use application;
  - 3. The appeal or application will be considered valid when conditions (1) and (2) of this Section are met and all other filing requirements are met; and
  - 4. The NPO chairperson or designated representative shall appear at the next available City Council meeting after the application or appeal is filed to request a waiver. The NPO shall work through the City Administrator to schedule the item on a Council agenda.
- B. Council may, on its own motion and by voice vote, waive the appeal fee for other nonprofit organizations.

**7.162.310 Persons Entitled to Notice of Appeal--Type of Notice.** Upon appeal, notice shall be given to parties entitled to notice under Section 7.162.040 and all persons having standing to appeal under Section 7.162.240.

**7.162.320 Contents of Notice of Appeal.** Notice shall include those matters provided by Section 7.162.050.

### **7.162.330 Action on Appeal.**

- A. The appellate authority shall affirm, reverse or modify the decision which is the subject of the appeal; however, the decision shall be made in accordance with the provisions of Section 7.162.120; or
- B. Upon the written consent of all parties to extend the one hundred twenty-day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial hearing. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:
  - 1. The prejudice to parties,
  - 2. The convenience or availability of evidence at the time of the initial hearing,
  - 3. The surprise to opposing parties,
  - 4. The date notice was given to other parties as to an attempt to admit, or
  - 5. The competency, relevancy and materiality of the proposed testimony or other evidence.

### **7.162.340 Notice of Decision on Appeal.**

- A. The decision on an appeal shall be a decision that is in writing and signed by the Planning Director.
- B. Within ten (10) calendar days after the decision is made by the approval authority; the Planning Director shall mail notice of decision to the appellant and all parties in the action. The notice of decision on an appeal shall contain the information listed in Section 7.162.220.
- C. Action by the appellate authority on appeal shall be final and effective on the day of mailing notice of the decision.

### **7.162.350 Revocation of Approvals.**

- A. The hearings authority may, after a hearing conducted pursuant to this Chapter, modify or revoke any approval granted pursuant to this Chapter for any of the following reasons:
  - 1. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation be intentional or unintentional;
  - 2. A failure to comply with the terms and conditions of approval;
  - 3. A failure to use the premises in accordance with the terms of the approval; or

4. A material misrepresentation or mistake of fact or policy by the City in the written or oral report regarding the matter whether such misrepresentation be intentional or unintentional.
- B. In the case of a decision made by the Planning Director, the hearing on whether to modify or revoke an approval shall be held by the Planning Commission.
  - C. A petition for appeal of a revocation or modification may be filed in the same manner as provided by Section 7.162.260.

**7.162.360 Expiration and Extension of Approvals.**

- A. Approvals issued pursuant to Chapter 7.162 shall be effective for a period of one year from the date of approval.
- B. Approval shall lapse if:
  1. Substantial construction of the approved plan has not been completed within a one-year period;
  2. Construction on the site is a departure from the approved plan.
- C. The Planning Commission may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:
  1. No changes are made on the original approved tentative plan;
  2. The applicant has expressed written intent of submitting a final plat within the one-year extension period; and
  3. There have been no changes to the applicable Comprehensive Plan policies and ordinance provisions on which the approval was based.
- D. Written notice of the decision regarding an extension of time shall be provided to the applicant.

**Chapter 7.164**  
**PROCEDURES FOR DECISION-MAKING**  
**LIMITED LAND USE DECISIONS**

**7.164.010 Purpose.** The purpose of this Chapter is to establish procedures for limited land use decisions.

**7.164.020 General Policies.**

- A. A limited land use decision is a final decision or determination pertaining to a site within the urban growth boundary which concerns: (a) the approval or denial of a subdivision or partition; or (b) the approval or denial of an application based on discretionary standards designed to regulate the physical characteristics of a use permitted outright.
- B. A limited land use decision shall be consistent with applicable provisions of the Comprehensive Plan and this Ordinance consistent with ORS 197.195(1).
- C. Such decisions may include conditions authorized by law.
- D. Approval or denial of a limited land use decision shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon in rendering the decision and explains the justification for the decision based on the criteria, standards and facts set forth.

**7.164.030 Consolidation of Proceedings.**

- A. Whenever an applicant requests more than one approval and more than one approval authority is required to decide the applications, the proceedings shall be consolidated so that one approval authority shall decide all applications in one proceeding.
- B. The decision shall be made by the approval authority having original jurisdiction over one of the applications under Section 7.164.060 in the following order of preference: the Planning Commission or the Planning Director.
- C. Where there is a consolidation of proceedings:
  - 1. The notice shall identify each action to be taken;
  - 2. Separate actions shall be taken on each application
  - 3. In a consolidated proceeding, the staff report and recommendation provided by the Planning Director shall be consolidated into a single report.
- D. Limited land use decisions that are consolidated with quasi-judicial decisions shall be decided under the quasi-judicial Decision-Making process.

**7.164.040 Application Process.**

- A. The applicant for a subdivision or site development review shall be required to meet with the Planning Director for a pre-application conference. Such a requirement may be waived in writing by the applicant.
- B. At the pre-application conference, if conducted, the Planning Director shall:
  - 1. Cite the applicable Comprehensive Plan policies and map designation;
  - 2. Cite the applicable substantive and procedural ordinance provisions;
  - 3. Provide available technical data and assistance which will aid the applicant as provided by the Public Works Director and City Engineer;
  - 4. Identify other policies and regulations that relate to the application; and
  - 5. Identify other opportunities or constraints that relate to the application.
- C. Another pre-application conference is required if an application is submitted six months after the pre-application conference.
- D. Failure of the Planning Director to provide any of the information required by this Chapter shall not constitute a waiver of the standards, criteria or requirements of the applications. Neither the City nor the Planning Director shall be liable for any incorrect information provided in the pre-application conferences.
- E. Applications for approval required under this Ordinance may be initiated by application of a record owner of property or contract purchaser.
- F. Any persons authorized by this Ordinance to submit an application for approval may be represented by an agent authorized in writing to make the application.
- G. The application shall be made on forms provided by the City.
- H. The application shall include:
  - 1. The information requested on the application form;
  - 2. Narrative addressing appropriate criteria in sufficient detail for review and action;
  - 3. The required fee.
- I. The Planning Director may require information in addition to that required by a specific provision of this Ordinance, provided the Planning Director determines this information is needed to properly evaluate the proposed development proposal; and the need can be justified on the basis of a special or unforeseen circumstance.
- J. The Planning Director may waive the submission of information for a specific requirement provided the Planning Director finds that specific information is not necessary to properly evaluate the application; or the Planning Director finds that a specific approval standard is not applicable to the application.

- K. An application shall be deemed incomplete unless it addresses each element required to be considered under applicable provisions of this Ordinance and the application form, unless that requirement has been waived by the Planning Director. The Planning Director shall not accept an incomplete application.
- L. If an application is incomplete, the Planning Director shall notify the applicant in writing within thirty days of receipt of the application of exactly what information is missing; and allow the applicant 30 days to submit the missing information.
- M. When the missing information is provided, the application shall be deemed complete and at that time the one hundred twenty-day time period shall begin.
- N. If the applicant fails to submit the missing information, the application shall be deemed incomplete on the sixty first day after the Planning Director first received the application and shall be returned to the applicant.

**7.164.050 Time Period for Decision-Making.** The City shall take final action on an application for a limited land use decision including the resolution of all appeals within one hundred twenty days after the application is deemed complete, except:

- A. The one hundred twenty-day period may be extended for a reasonable period of time at the request of the applicant; and
- B. The one hundred twenty-day period applies only to a decision wholly within the authority and control of the City.

**7.164.060 Approval Authority Responsibilities.**

- A. The Planning Director may refer any application for review to the Planning Commission. The Planning Director shall have the authority to approve, deny or approve with conditions the following applications.
  1. Property line adjustments pursuant to Chapter 7.150. Actions and decisions on property line adjustments shall be regarded as ministerial.
  2. Partitions pursuant to Chapter 7.152. Actions and decisions on partitions shall be regarded as administrative, except actions and decisions on partition final plats shall be regarded as ministerial.
  3. Accessory Dwelling Units pursuant to Chapter 7.112. Actions and decisions on accessory dwelling units shall be regarded as ministerial.
  4. Subdivision Final Plats pursuant to Chapter 7.154. Actions and decisions on subdivision final plats shall be regarded as ministerial.
  5. Temporary uses pursuant to Chapter 110. Actions and decisions on temporary uses shall be regarded as ministerial.

6. Extensions of time for applications previously approved under Chapter 7.164. Actions and decisions on extensions of time for applications previously approved under Chapter 7.164 shall be regarded as ministerial.
7. Determination of parking requirements for unlisted uses. Actions and decisions on determination of parking requirements for unlisted uses shall be regarded as administrative.
8. Determination of visual clearance area pursuant to Chapter 7.98. Actions and decisions on determination of visual clearance area shall be regarded as ministerial.
9. Determination of access, egress and circulation plan (not subject to Planning Commission approval) pursuant to public works design standards. Actions and decisions on determination of access, egress and circulation plan (not subject to Planning Commission approval) shall be regarded as ministerial.
10. Signs pursuant to Chapter 7.102. Actions and decisions on signs shall be regarded as ministerial.
11. Type I Home Occupation pursuant to Chapter 7.104. Actions and decisions on Type I Home Occupations shall be regarded as ministerial.

[As amended by Ordinance No. 09-654-O 9/18/09]

- B. The Planning Commission shall have the authority to approve, deny or approve with conditions the following applications:
  1. Subdivision Tentative Plats pursuant to Chapter 7.154;
  2. Site development review pursuant to Chapter 7.120.
  3. Temporary structures pursuant to Chapter 7.110.
- C. The decision shall be based on the approval criteria set forth in Section 7.164.090.

**7.164.070 Notice Requirements.**

- A. For all decisions identified as ministerial in Section 7.164.060, no notice is required. For all decisions identified as administrative in Section 7.164.060, no written notice is required prior to the decision. Following the decision, written notice of an administrative decision shall be provided to the owners of property adjacent to the entire contiguous site for which the application is made. An administrative decision shall be final 14 days following the date of mailing of the notice of administrative decision if no written comments are received. [As amended by Ordinance No. 09-654-O 9/18/09]
- B. Tentative subdivision plats and site development review shall require notice of the pending limited land use decision to owners of property within 100 feet of the entire contiguous site for which the application is made.

- C. Tentative subdivision plats and site development review shall also require notice to be printed in the local newspaper at least fourteen days prior to the hearing clearly identifying the decision that is pending, stating that there is no public hearing and there is a fourteen-day period for public written comment regarding the pending limited land use decision and including the expiration date for receipt of written comments.
- D. The property owner list shall be compiled from the most recent property tax assessment roll.
- E. For purposes of review, this requirement shall be deemed met when the local government can provide an affidavit or other certification that such notice was given. Notice shall also be provided to any neighborhood or community organization recognized by the governing body and whose boundaries include the site.
- F. Notices mailed to property owners shall include the following information:
  - 1. A description of the subject property and a general location which shall include tax map designations from the County Assessor's office;
  - 2. A map showing the location of the subject property;
  - 3. A description of what the application will allow the applicant to do and what the applicable criteria for the decision are;
  - 4. State that a fourteen-day period for submission of written comments is provided prior to the decision;
  - 5. State the place, date and time that the written comments are due;
  - 6. State that copies of all documents or evidence relied upon by the applicant are available for review, the address where copies can be reviewed and that copies can be obtained at cost;
  - 7. A statement that issues which may provide the basis for an appeal must be raised in writing during the comment period and comments must be sufficiently specific give the decision maker an opportunity to respond to the issue;
  - 8. A statement that a limited land use decision does not require an interpretation or the exercise of policy or legal judgement, or a public hearing;
  - 9. A statement that the applicant and any person who submits written comments during the fourteen-day period shall receive notice of the decision.
- G. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.
- H. Personal notice is deemed given when the notice is deposited with the United States Postal Service.

- I. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.
- J. The records of the Columbia County Assessor's office shall be the official records used for giving notice required in this Ordinance, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice.

**7.164.080 Decision Procedure.** The Planning Commission limited land use decision shall be conducted as follows:

- A. Request the Planning Director to present the staff report, to explain any graphic or pictorial displays which are a part of the report, summarize the findings, recommendations and conditions, if any, and to provide such other information as may be requested by the approval authority;
- B. Allow the applicant or a representative of the applicant discuss the application and respond to the staff report;
- C. Request the Planning Director read all written comments into the record;
- D. Allow the applicant to respond to all written comments;
- E. Make a decision pursuant to Section 7.164.090 or continue the decision to gather additional evidence or to consider the application further.

**7.164.090 Standards for the Decision.**

- A. The decision shall be based on proof by the applicant that the application fully complies with:
  - 1. The applicable provisions of the Columbia City Comprehensive Plan; and
  - 2. The relevant approval standards in the applicable chapter(s) of this Ordinance and other applicable implementing ordinances;
- B. Consideration may also be given to:
  - 1. Proof of a substantial change in circumstances; and
  - 2. Factual written statements from the parties, other persons and other governmental agencies relevant to the existing conditions, other applicable standards and criteria, possible negative or positive attributes of the proposal or factors in Subsections (A) or (B)(1) of this Section.
- C. In all cases, the decision shall include findings of fact addressing all applicable criteria.

- D. The decision may be for denial, approval or approval with conditions. Conditions may be imposed where such conditions are necessary to:
1. Carry out applicable provisions of the Columbia City Comprehensive plan;
  2. Carry out the applicable implementing ordinances;
  3. Ensure that adequate public services are provided to the development or to ensure that other required improvements are made;
  4. Prior to the commencement of development, i.e., the issuance of any permits or the taking of any action under the approved development application, the owner and any contract purchasers of the property which is the subject of the approved application may be required to sign and deliver to the Planning Director their acknowledgment in a development agreement and consent to such conditions;
    - a. The Mayor shall have the authority to execute such development agreements on behalf of the City,
    - b. No building permit shall be issued for the use covered by the application until the executed contract is recorded in the County records, and
    - c. Such development agreements shall be enforceable against the signing parties, their heirs, successors and assigns by the City by appropriate action in law or suit in equity;
  5. A bond in a form acceptable to the City or a cash deposit from the property owners or contract purchasers for the full amount as will ensure compliance with the conditions imposed may be required. Such bond or deposit shall be posted prior to the issuance of a building permit for the use covered by the application.
- E. The final decision on the application may grant less than all of the parcel that is the subject of the application.

**7.164.100 Notice of Decision.**

- A. All limited land use decisions require a notice of decision.
- B. The applicant and any person who submits written comments during the fourteen-day period shall be entitled to receive the notice of decision.
- C. The notice of decision shall include:
1. A brief summary of the decision;
  2. A statement of where the adopted findings of fact, decision and statement of conditions can be obtained;
  3. The date the final decision was made; and

4. A statement of whether a party to the proceeding may seek appeal of the decision, as appropriate.
- D. The staff report and notice of decision for limited land use decisions by the Planning Director may be combined as one document.

**7.164.110 Record of Proceeding.** The record shall include:

- A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;
- B. All testimony, evidence and correspondence relating to the application;
- C. All information considered by the approval authority in making the decision;
- D. The staff report of the Planning Director;
- E. A list of the conditions, if any are attached to the approval of the application; and
- F. A copy of the notice advising of the decision which was given pursuant to Section 7.164.100 and accompanying affidavits, and a list of all persons who were given mailed notice.

**7.164.120 Appeal.**

- A. Standing to Appeal. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided the person submitted written comments to the approval authority during the fourteen-day period prior to the decision or the person was entitled as of right to notice prior to the decision to be reviewed.
- B. Computation of Appeal Period.
  1. The length of the appeal period shall be 7 municipal business days from the date of the decision.
  2. In computing the length of the appeal period, the day of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the City or on a Saturday, in which case, the last day shall be the next business day.
- C. Determination of Appropriate Appeal Body.
  1. Any decision made by the Planning Director under this Chapter may be reviewed by the Planning Commission by:
    - a. The filing of a notice of appeal and payment of required fees by any party to the decision by five p.m. on the last day of the appeal period;
    - b. The Council or Planning Commission, on its own motion, seeking appeal by voice vote prior to the end of the appeal period; or

2. Any decision made by the Planning Commission under this Chapter, may be reviewed by the Council by
    - a. The filing of a notice of appeal and payment of required fees by any party to the decision before five p.m. on the last day of the appeal period;
    - b. The Council or Planning Commission, on its own motion, seeking appeal by voice vote prior to the end of the appeal period; or
  3. Failure to file an available appeal shall be deemed a failure to exhaust administrative remedies. The filing of available appeals is a condition precedent to appeal to the Land Use Board of Appeals.
- D. The notice of appeal shall be filed within the appeal period and contain:
1. A reference to the application sought to be appealed;
  2. A statement of the petitioner's standing to the appeal;
  3. The specific grounds for the appeal;
  4. The date of the decision on the action;
  5. The applicable fees.
- E. The appeal hearing shall be confined to the prior record.
- F. Upon appeal, notice shall be given to parties who are entitled to notice under Section 7.164.070.
- G. The appellate authority shall affirm, reverse or modify the decision which is the subject of the appeal; however, the decision shall be made in accordance with the provisions of Section 7.164.090; or upon the written consent of all parties to extend the one hundred twenty-day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial decision. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:
1. The prejudice to parties;
  2. The convenience or availability of evidence at the time of the initial hearing;
  3. The surprise to opposing parties;
  4. The date notice was given to other parties as to an attempt to admit; or
  5. The competency, relevancy and materiality of the proposed testimony or other evidence.

**7.164.130 Modification and Revocation of Approvals.** The approval authority may modify

or revoke any approval granted pursuant to this Chapter for any of the following reasons:

- A. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation be intentional or unintentional;
- B. A failure to comply with the terms and conditions of approval;
- C. A material misrepresentation or mistake of fact or policy by the City in the written or oral report regarding the matter whether such misrepresentation be intentional or unintentional.

**7.164.140 Denial of the Application--Re-Submittal.** An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve months from the date the final City action is made denying the application unless there is a substantial change in the facts or a change in City policy which would change the outcome.

**7.164.150 Expiration and Extension of Approvals.**

- A. Approval under Chapter 7.164, Limited Land Use Decision, shall be effective for a period of one year from the date of approval.
- B. The approval for a property line adjustment, partition or subdivision shall lapse if a property line adjustment map or final plat has not been submitted within a one-year period and/or the property line adjustment map or final plat does not substantially conform to the approved tentative plan.
- C. All other limited land use approvals shall lapse if substantial construction of the approved plan has not been completed within a one-year period and/or construction on the site is a departure from the approved plan.
- D. The Planning Director may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:
  - 1. No changes are made on the original approve tentative plan;
  - 2. The applicant has expressed written intent of submitting a final plat within the one-year extension period; and
  - 3. There have been no changes to the applicable Comprehensive Plan policies and ordinance provisions on which the approval was based.
- E. Written notice of the decision regarding an extension of time shall be provided to the applicant.