



Oregon

Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



NOTICE OF ADOPTED AMENDMENT

06/02/2011

TO: Subscribers to Notice of Adopted Plan  
or Land Use Regulation Amendments

FROM: Plan Amendment Program Specialist

SUBJECT: City of Columbia City Plan Amendment  
DLCD File Number 001-11

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures\*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: Wednesday, June 15, 2011

This amendment was not submitted to DLCD for review prior to adoption pursuant to OAR 660-18-060, the Director or any person is eligible to appeal this action to LUBA under ORS 197.830 to 197.845.

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

\*NOTE: The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.

Cc: Lisa Smith, City of Columbia City  
Gloria Gardiner, DLCD Urban Planning Specialist

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FORM **2**

**DLCD**

# Notice of Adoption

In person  electronic  mailed

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**DEPT OF**

**MAY 26 2011**

**LAND CONSERVATION  
AND DEVELOPMENT**

For Office Use Only

This Form 2 must be mailed to DLCD within **5-Working Days after the Final Ordinance is signed** by the public Official Designated by the jurisdiction and all other requirements of ORS 197.615 and OAR 660-018-000

Jurisdiction: **City of Columbia City**

Local file number:

Date of Adoption: **May 19, 2011**

Date Mailed: **May 25, 2011**

Was a Notice of Proposed Amendment (Form 1) mailed to DLCD?  Yes  No Date:

Comprehensive Plan Text Amendment

Comprehensive Plan Map Amendment

Land Use Regulation Amendment

Zoning Map Amendment

New Land Use Regulation

Other:

Summarize the adopted amendment. Do not use technical terms. Do not write "See Attached".

The adopted amendment clarifies questions related to processes for sign permits, variances and home occupations; corrects a previous oversight related to existing public community hall; and corrects scribner's errors.

Does the Adoption differ from proposal? Please select one

Not applicable.

Plan Map Changed from: **NA**

to: **NA**

Zone Map Changed from: **NA**

to: **NA**

Location: **Columbia County, Oregon**

Acres Involved: **NA**

Specify Density: Previous: **NA**

New: **NA**

Applicable statewide planning goals:

**1**  **2**  **3**  **4**  **5**  **6**  **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14**  **15**  **16**  **17**  **18**  **19**

Was an Exception Adopted?  YES  NO

Did DLCD receive a Notice of Proposed Amendment...

45-days prior to first evidentiary hearing?

Yes  No

If no, do the statewide planning goals apply?

Yes  No

If no, did Emergency Circumstances require immediate adoption?

Yes  No

DLCD file No. 001-11 (18848) [16657]

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

Local Contact: ~~Lisa Smith~~, John A. Rankin, LLC

Phone: (503) 543-2010 Extension:

Address: 26715 SW Baker Road

Fax Number: - -

City: Sherwood

Zip: 97140

E-mail Address: lisasmith1@centurylink.net

## ADOPTION SUBMITTAL REQUIREMENTS

**This Form 2 must be received by DLCD no later than 5 days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) per ORS 197.615 and OAR Chapter 660, Division 18**

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting, please print this Form 2 on light green paper if available.
3. Send this Form 2 and One (1) Complete Paper Copy and One (1) Electronic Digital CD (documents and maps) of the Adopted Amendment to the address in number 6:
4. **Electronic Submittals: Form 2 – Notice of Adoption will not be accepted via email or any electronic or digital format at this time.**
5. The Adopted Materials must include the final decision signed by the official designated by the jurisdiction. The Final Decision must include approved signed ordinance(s), finding(s), exhibit(s), and any map(s).
6. **DLCD Notice of Adoption must be submitted in One (1) Complete Paper Copy and One (1) Electronic Digital CD via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.** (for submittal instructions, also see # 5) MAIL the PAPER COPY and CD of the Adopted Amendment to:

ATTENTION: PLAN AMENDMENT SPECIALIST  
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
635 CAPITOL STREET NE, SUITE 150  
SALEM, OREGON 97301-2540

7. Submittal of this Notice of Adoption must include the signed ordinance(s), finding(s), exhibit(s) and any other ~~supplementary information~~ (see [ORS 197.615](#) ).
8. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) of adoption (see [ORS 197.830 to 197.845](#) ).
9. In addition to sending the Form 2 - Notice of Adoption to DLCD, please notify persons who participated in the local hearing and requested notice of the final decision at the same time the adoption packet is mailed to DLCD (see [ORS 197.615](#) ).
10. **Need More Copies?** You can now access these forms online at <http://www.lcd.state.or.us/>. You may also call the DLCD Office at (503) 373-0050; or Fax your request to: (503) 378-5518.

Updated December 22, 2009

**ORDINANCE NO. 11-666-O**

**AN ORDINANCE AMENDING ORDINANCE NO. 03-586-O, THE COLUMBIA CITY DEVELOPMENT CODE (CCDC); DECLARING AN EMERGENCY.**

The City of Columbia City ordains as follows:

**Section 1.** Ordinance No. 03-586-O, Chapter 7.70, Section 7.70.020 Permitted Uses shall be amended to include the following item:

K. Public Community Hall

**Section 2.** Ordinance No. 03-586-O, Chapter 7.102, Section 7.102.010 shall be amended to read:

**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.

**Section 3.** Ordinance No. 03-586-O, Chapter 7.102, Section 7.102.030 Sign Permits Required, Subsection A shall be amended to read:

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.

**Section 4.** Ordinance No. 03-586-O, Chapter 7.104, Section 7.104.050 Permit Procedures, Subsection C shall be amended to read:

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.

**Section 5.** Ordinance No. 03-586-O, Chapter 7.104, Section 7.104.070 Revocation and Expiration of Home Occupation Permits, Subsection C shall be amended to read:

C. A home occupation permit shall become invalid if the applicant moves from his or her residence.

**Section 6.** Ordinance No. 03-586-O, Chapter 7.150, Section 7.150.020 Administration and Approval Process, Subsection B, Item 3 shall be amended to read:

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.


**Section 7.** In support of the above amendments, the City Council hereby adopts the recommendations of the Planning Commission and the findings, conclusions and recommendations in the staff report dated May 3, 2011.

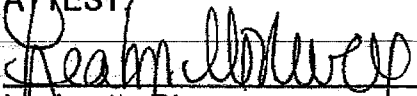
**Section 8. Effective Date.** To provide for the orderly and efficient development and use of land within the City, thereby preserving the natural qualities and value of the land and promoting the health, peace, safety and welfare of the residents and inhabitants of the City, it is necessary that the terms of this ordinance become effective immediately. An emergency is hereby declared to exist, and this ordinance shall be effective upon its adoption by the Council.

Adopted by the City Council on this 19th day of May, 2011, by the following vote:

AYES: 5    NAYS: 0    ABSENT: 0    ABSTAIN: 0

Approved by the Mayor this 20th day of May, 2011.

  
\_\_\_\_\_  
Cheryl A. Young  
Mayor

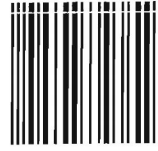
ATTEST:  
  
\_\_\_\_\_  
Leannette Rivers  
City Administrator/Recorder

Effective date: May 20, 2011

15 SW Baker Rd  
Wood, OR  
97140



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97301

U.S. POSTAGE  
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Attn: Plan Amendment Specialist  
DLCD  
635 Capitol Street NE Suite 150  
Salem, OR 97301-2540