



Columbia County Planning Commission
114 South 2nd Street, Dayton, Washington 99328
Meeting Agenda
Monday, June 11th, 2018 @ 5:30 PM

- 1) Call to Order
- 2) Roll Call and Establish Quorum
- 3) Approval of Meeting Minutes
 - a. May 14th, 2018
- 4) Public Hearings
 - a. None scheduled
- 5) New Business
 - a. Update on status of Comprehensive Plan
 - b. Introduction to draft Comprehensive Plan Docket List
- 6) Old Business
 - a. Discussion on Air B&B's
 - i. Continued review of staff proposed changes for AIR B&B regulations
 - b. Discussion on Tiny Homes
 - i. Continued review of Tiny Homes—final direction per the adopted Building Codes and current County zoning laws
- 7) Commissioner Reports
- 8) Director Report
- 9) Comments from the public and items not present on the agenda
- 10) Adjournment
 - a. Next meeting: Monday, July 9th, 2018 @ 5:30 PM.



Columbia County Planning Commission
114 South 2nd Street, Dayton, Washington 99328
Meeting Minutes
Monday, May 14th, 2018 @ 5:30 PM

- 1) Call to Order
 - a. Vice-Chair Jason Towery called the regular meeting of the Columbia County Planning Commission meeting to order at 5:53PM.
- 2) Roll Call and Establish Quorum
 - a. Members present: Vice-Chair Jason Towery, Jay Ball, and Cara Watts.
Staff: Meagan Bailey
- 3) Approval of Meeting Minutes
 - a. April 9th, 2018
 - i. Ball motioned to approve the meeting minutes as presented. Watts second, none opposed. Motion carries.
- 4) Public Hearings
 - a. 5:35 PM – Ordinance 2018—001 (Previously 2018—003)
 - i. Amendments to Chapter 2.115: Planning Commission
 1. Vice-Chair Towery opened the public hearing for comments for Ordinance 2018—001 at 5:54 PM.
 2. No members from the public were present, therefore, no public comment received.
 3. Vice-Chair Towery closed the public hearing at 5:56 PM.
 4. Ball motioned to recommend adoption of Columbia County Ordinance 2018—001 by the Board of Columbia County Commissioners as presented. Watts second, none opposed. Motion carries.
- 5) New Business
 - i. None presented.

- 6) Old Business
 - a. Discussion on Air B&B's
 - i. Staff presentation of potential changes to the zoning code to allow Air B&B's with a Conditional Use Permit
 - ii. Planning Commission members will take time to review the proposed code amendments and follow up at the next meeting with additional recommendations and/or feedback.
- 7) Commissioner Reports
 - a. None presented.
- 8) Director Report
 - a. Bailey provided a Handout that staff has been generating in regards to Tiny Homes and applicable standards. Planning Commission will review the handout and continue discussions at a later meeting.
- 9) Comments from the public and items not present on the agenda
 - a. None.
- 10) Adjournment
 - a. Ball motion to adjourn the regular meeting of the Columbia County Planning Commission at 6:13 PM, Watts second. Meeting adjourned
 - b. Next meeting: Monday, June 11th, 2018 @ 5:30 PM.

Approved June 11th, 2018

Bryan Martin, Columbia County Planning Commission Chair; Date

Attest:

Meagan Bailey, Planning Director

Columbia County 2020 Comprehensive Plan Docket List

Hirst Decision

UGA Changes

Law Building (near Public Works)

Adopt Regional Trails

Draft PUD Ordinance

Comprehensive Plan Docket Form

Columbia County _____ Dayton _____ Town of Starbuck _____

Applicant Name: _____ Date: _____

Mailing Address: _____

Email: _____ Phone: _____

Type of Request

Comp Plan or Text Amendment	<input type="checkbox"/>	Land Use Designation Amendment	<input type="checkbox"/>
Development Regulation Amendment	<input type="checkbox"/>	Zoning Classification Amendment	<input type="checkbox"/>
Other	<input type="checkbox"/>	Text Amendment	<input type="checkbox"/>

Has this been submitted previously? _____ If yes, please indicate the year _____

If yes, what was the outcome (Use additional sheet if necessary)?

Amendments to Property-Specific Use or Zonings

General location: _____

Total Acres: _____ Tax Parcel ID(s) _____

Current Land Use Designation _____ Requested Land Use Designation _____

Current Zoning Classification _____ Requested Zoning Classification _____

Requested Change and Rationale _____

Proposed use of Parcel _____

How will change affect adjoining parcels? _____

How is the change compatible with the surrounding area? _____

Area-Wide & Text Amendments

Chapter and section of Comprehensive Plan to be amended: _____

Indicate either conceptual or specific amendatory language. Be as specific as possible to aid in the evaluation of your proposal. If specific changes are proposed, indicate current and proposed language. (Use additional sheet if necessary.)

Additional Information

Describe and/or attach any studies, research information, or further documentation that will support this proposal.

How to Submit a Docket Form

Print form and submit by mail:

OR

**Save form to your computer, then
attach to an email and send to:**

Columbia County Planning and Building
114 S. 2nd Street
Dayton, WA 99328

meagan_bailey@co.columbia.wa.us

Background on the Docket Process

The docket process responds to the requirement of the Growth Management Act at 36.70A.470. Docketing means compiling and maintaining a list of suggested changes to the Comprehensive Plan or development regulations in a manner that ensures suggested changes are considered by the County and are available for review by the public. Download this form electronically or learn more about the Comprehensive Plan by visiting the Planning and Building Department page at www.columbiaco.com.

Proposed zoning amendments regarding Air B&B's in Columbia County

Chapter 18.10—Definitions (*New Definition*)

“Short Term Rental” is where bedrooms or an entire residential dwelling unit are rented to overnight guests for a rental period of less than one month, or less than thirty continuous days if the rental period does not begin on the first day of the month; commonly known as *Air B&B's*.

Section 18.15.045—Use Matrix (*New Use Line*)

Use	A-1	A-2	A-3	AR-1	AR-2	C-1	LI-1	HI-1	R-1	W-1
Short Term Rentals	C	C	C	C	C					

Section 18.80.070—Administrative Approvals (*Minor Adjustment to Section*)

A. Use permit applications for projects that the planning director finds to be minor in scale or with limited potential impacts, localized in nature, such as abandoned and existing home sites, three-acre rock quarries, commercial communication towers, temporary portable sawmill operations, **Short Term Rentals**, veterinary clinics, minor amendments to existing CUPs and similar uses that the planning director may determine that the decision on an application for a use permit will be made through an administrative process.

Chapter 18.126—Short Term Rentals (*New Chapter*)

Sections:

- 18.126.010 Purpose.
- 18.126.020 Definitions.
- 18.126.030 General requirements.
- 18.126.040 Application requirements.
- 18.126.050 Development standards.
- 18.126.060 Operating without permit and nuisance complaints.
- 18.126.070 Appeal.

18.126.010 Purpose.

A. The purpose of this chapter is to establish regulations for the operation of short-term rentals within the Columbia County. It does not apply to hotels, motels, and bed and breakfasts.

B. The provisions of this chapter are necessary to promote tourism and economic development while simultaneously preventing unreasonable burdens on services and impacts on residential neighborhoods posed by short-term rentals. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding residential and agricultural uses.

18.126.020 Definitions.

The definitions set forth in this section shall apply to short-term rental properties.

A. “Authorized agent” is a property management company or other entity or person who has been designated by the owner, in writing, to act on their behalf. The authorized agent may or may not be the designated representative for purposes of contact for complaints.

B. “Event” means wedding, bachelor or bachelorette party, concert, sponsored event, or any similar group activity.

C. “Local contact” means a person identified by the owner who is available to respond twenty-four hours a day, seven days a week, to any complaint involving the short-term rental.

D. “Owner” means the person that owns and holds legal and/or equitable title to the property.

E. “Principal residence” means the residence where the owner personally resides two hundred seventy-five or more days each calendar year.

F. “Short-term rental” means temporary lodging for charge or fee at a dwelling for a rental period of less than one month, or less than thirty continuous days if the rental period does not begin on the first day of the month.

G. “Renter” means the individual(s) paying monies to reside at the short-term rental unit.

18.126.030 General requirements.

No owner or property within unincorporated Columbia County may offer, operate, rent, or otherwise make available or allow any other person to make available for occupancy or use a short-term rental without an approved Conditional Use Permit. Offer includes through any media, whether written, electronic, web-based, digital, mobile, or otherwise.

18.126.040 Application requirements.

An application to operate a short term rental within the unincorporated areas of Columbia County must comply with the requirements as outlined in CCC Chapter 18.80.

18.126.050 Development standards.

A. One designated parking space must be provided specifically for the renter and cannot be used by the authorized agent, local contact, and/or the owner during the entire length of stay by the renter.

B. Recreational vehicles and other similar vehicles, machines, or recreational devices are not permitted to be parked on site or within the public right-of-way related to short-term rentals.

C. Owner must have property insurance and liability coverage for the short-term rental.

D. If the unit is not an owner occupied short-term rental, then a local contact must be provided who is able to respond twenty-four hours a day, seven days a week to any complaints.

E. Functioning carbon monoxide detectors and smoke detectors shall be kept in operating order and installed as required by the International Residential Code (IRC).

F. Functioning fire extinguisher(s) shall be installed within the short-term rental. Number and location will be determined based on the size of the structure during the application and permitting process.

G. If the short-term rental property has a pool then the pool must be fenced meeting the requirements of the IRC.

18.126.060 Operating without permit and nuisance complaints.

A. It is unlawful to rent, offer for rent, or advertise for rent a dwelling unit located on any property within unincorporated Columbia County without first obtaining a Conditional Use Permit. If a short-term rental is found to be renting, offering for rent, or advertising for rent without a Conditional Use Permit, the property is subject to the provisions in Title 19: Code Enforcement

B. Nuisance complaints will be processed as follows, within any time period for the life of the Conditional Use Permit:

- A. First complaint—citation with applicable fee.
- B. Second complaint—citation with applicable fee.
- C. Third complaint—citation with applicable fee and immediate revocation of Conditional Use Permit by the Planning Director.

20.139.090 Appeal.

Decisions regarding short-term rentals may be appealed to the Hearing Examiner per CCC 18.05.080 (K.3): Procedures for Hearings on an Appeal from Planning Director Decision.



COLUMBIA COUNTY WASHINGTON
PLANNING & BUILDING DEPARTMENT
114 South 2nd Street, Dayton, WA 99328
(509) 382-4676

TINY HOMES

Overview

Columbia County recognizes tiny homes as an affordable and efficient method of providing housing. Our building and zoning codes do not specifically address tiny homes because, regardless of size, all homes must meet the same health, life/fire safety, structural, energy, and building code requirements, as well as County zoning requirements.

Title 15 of the Columbia County Code (CCC) lists building code documents the County has adopted by reference, including the 2015 International Residential Code which sets the standard for home construction in Columbia County.



Site-Built Structures

Tiny homes, like all other houses, are required to comply with building codes. A building permit application with a complete set of construction plans and a site plan must be submitted to the Planning and Building Department. The home must meet requirements for light, ventilation, heating, minimum room sizes, ceiling heights, sanitation, toilet, bath and shower spaces, emergency escape and rescue openings, means of egress. The home must also be supported and anchored on a permanent foundation.

Recreational Park Trailer

State RCW 59.20.030 defines tiny homes on wheels as “park model” recreational vehicles, which are subject to CCC 18.95.010.

Columbia County code states that travel trailers used as dwellings, not placed in a mobile home park must meet Washington standards for factory-built housing and bear a state seal, be provided with water and sewage service equal to conventional on-site constructed housing, be placed on a permanent foundation, and have fire-resistant skirting installed.

Recreational vehicles may be occupied on a residential property or at another approved location for a period of no more than 15 days in any six-month period except when permitted through the Planning Department for use in conjunction with a construction permit, while work is being done on the property per CCC 18.95.010(C)(D).

Recreational vehicles in an approved RV park may be occupied for a maximum of 30 days except for extended stays permitted per CCC 18.95.010 (E).

Park models are permitted in mobile home parks, with the park owner’s permission, per RCW 36.01.225(3).

Summary

- ◆ A “tiny home” with a chassis and axle is considered a recreational vehicle and is not approved for full-time living only if placed in a mobile/manufactured home park.
- ◆ A prefabricated “tiny home” intended for use as a permanent dwelling, and built away from the site of occupancy, must be inspected and approved by the Washington State Department of Labor & Industries.
- ◆ A site-built “tiny home” is subject to the 2015 International Residential Code, adopted by the City of Dayton and Columbia County.

2015 International Residential Code

The following code references provide examples of general code requirements related to dwelling construction. Adherence to the entire code is necessary to obtain compliance.

◆ R202 – Definition of a dwelling unit and habitable space.

Dwelling Unit: A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Habitable Space: A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

◆ R301.1 – Application.

Buildings and structures, and parts thereof, shall be constructed to safely support all loads, including dead loads, live loads, roof loads, flood loads, snow loads, wind loads and seismic loads as prescribed by this code. The construction of buildings and structures in accordance with the provisions of this code shall result in a system that provides a complete load path that meets the requirements for the transfer of loads from their point of origin through the load-resisting elements to the foundation.

◆ R303 – Light, ventilation and heating.

R303.1: Habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. The openable area to the outdoors shall be not less than 4 percent of the floor area being ventilated.

R303.3: Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet, one-half of which must be openable.

R303.9: Dwelling units must be capable of maintaining a room temperature of not less than 68 degrees at a point 3 feet above the floor and 2 feet from exterior walls in habitable rooms.

R305.1: Habitable space, hallways and portions of basements containing these spaces shall have a ceiling height of not less than 7'. Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6'8".

◆ R306 – Sanitation.

R306.1: Every dwelling unit shall be provided with a water closet, lavatory, and a bathtub or shower.

R306.2: Each kitchen must have a sink.

R306.3: Plumbing fixtures must be connected to a sanitary sewer or to an approved private sewage disposal system.

R306.4: All plumbing fixtures must be connected to an approved water supply. Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machine outlets shall be provided with hot and cold water.

◆ R307 – Toilet, bath and shower spaces.

R307.1: Fixtures shall be spaced in accordance with IRC 2015 Figure R307.1.

R307.2: Bathtub and shower floors and walls above bathtubs with installed shower heads and in shower compartments shall be finished with a nonabsorbent surface to extend not less than 6' above the floor.

◆ R310 – Emergency escape and rescue openings.

R310.1: Basements, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening.

R310.2.1: Emergency and escape rescue openings shall have a net clear opening of not less than 5.7 square feet.

◆ R311 – Means of egress.

R311.1: All dwellings must have a means of egress.

R311.2: The egress door shall be side-hinged and provide a clear width of not less than 32" and a height of not less than 78".

R311.7.1: Stairways shall not be less than 36" in clear width. R311.7.5.1: Riser height shall not be more than 7.75". R311.7.5.2: Tread depth shall be at least 10".

R311.7.8: A handrail is required at stairs having four or more risers.

Other codes related to house construction include:

2015 International Mechanical Code

2015 International Fire Code

2015 Uniform Plumbing Code

2015 International Housing Code

2015 International Property Maintenance Code

2015 Washington State Energy Code