



PLANNING COMMISSION MEETING

August 20, 2026 at 6:00 PM

Boardman City Hall Council Chambers
AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

A. Planning Commission Meeting July 30, 2026

5. PUBLIC HEARINGS

A. VAR26-000001: Angelica Araiza, applicant and owner. Property is described as tax lot 1800 of Assessor's Map 4N 25E 17AD and is zoned Residential. The request is to approve a secondary existing access point on a single parcel. Criteria are found in the Boardman Development Code (BDC) 5.1 Variances and is being processed as a Type III decision.

B. RVW26-000039: Guna Collaborative, applicant, Freehold LLC, owner. Property is described as tax lot 423 of Assessor's Map 4N 25E 09 and is zoned Commercial – Tourist Commercial Sub District. The request is to approve an approximate 8,575 sq ft. equipment rental, storage and service facility including an office, shop, and wash bay. Criteria for approval are found at the Boardman Development Code Chapter 4.2 Development Review and Site Design Review along with standards in Chapter 2.2.180 Tourist Commercial Sub-District and Chapter 3 Design Standards.

6. DISCUSSION ITEMS

A. Planning Official Update

7. PUBLIC COMMENT

INVITATION FOR PUBLIC COMMENT – The commission chair will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The commission chair may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.

8. COMMISSION COMMENTS

9. ADJOURNMENT

Zoom Meeting Link: <https://us02web.zoom.us/j/2860039400?omn=89202237716>

This meeting is being conducted with public access in-person and virtually in accordance with Oregon Public Meeting Law. If remote access to this meeting experiences technical difficulties

or is disconnected and there continues to be a quorum of the council present, the meeting will continue.

The meeting location is accessible to persons with disabilities. Upon request of an individual who is deaf or hard of hearing, accommodations such as sign language or equipment for the hearing impaired must be requested at least 48 hours prior to the meeting. To make your request, please contact the City Clerk at 541-481-9252 (voice), or by e-mail at city.clerk@cityofboardman.com.



SPECIAL PLANNING COMMISSION MEETING

July 30, 2026 at 6:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Commissioner Stensland called the meeting to order at 5:37 PM.

2. FLAG SALUTE

3. ROLL CALL

Commissioners Present: Commissioner Jolene Stensland, Commissioner Rod Taylor, Commission Vice Chair Sam Irons, Commissioner David Jones

Commissioners Absent: Commissioner Mike Connell (Excused), Commissioner Ragna TenEyck (Excused), Commission Chair Zack Barresse (Excused)

4. WELCOME BCP/BDC PAC MEMBERS

5. APPROVAL OF MINUTES

A. Planning Commission Meeting June 18, 2026

Timestamp - 3:11

Motion to approve the minutes of June 18, 2026, as presented.

Motion made by Commissioner Taylor, Seconded by Commission Vice Chair Irons.

Voting Yea: Commissioner Stensland, Commissioner Taylor, Commission Vice Chair Irons, Commissioner Jones

6. WORKSHOP

A. Workshop - Comprehensive Plan & Development Code Update

Timestamp - 4:07

Prearranged Presentation - Cascadia Partners

7. DISCUSSION ITEMS

A. Planning Official Update

Planning Specialist Carla McLane gave her staff report.

Timestamp: 1:55:05

8. PUBLIC COMMENT

There was none

9. COMMISSION COMMENTS

There was none

10. ADJOURNMENT

Commissioner Stensland adjourned the meeting at 7:39 PM

**FINAL FINDINGS OF FACT
PLANNING COMMISSION
VARIANCE VAR26-000001**

REQUEST: To allow an existing secondary access point on a single parcel.

OWNER/APPLICANT: Angelica Araiza
407 SW Kinkade
Boardman, Oregon 97818

PROPERTY DESCRIPTION: Tax Lot 1800 of Assessor’s Map 4N 25 17AD.

ZONING OF THE AREA: Residential

PROPERTY LOCATION: South side of Willow Fork Drive, between Locust and Kinkade.

- I. GENERAL INFORMATION:** The subject property’s existing residence was lost in a wildfire last year. During the process of obtaining permits to rebuild, the property owners discovered that the property had been divided into two parcels and later combined into one parcel. As a result of the lot consolidation, both existing access points are now located on the same parcel. The applicants are requesting to retain the secondary driveway rather than remove an existing access point.
- II. APPROVAL CRITERIA:** The application has been filed under the City of Boardman Development Code Chapter 5.1 Variances, more specifically 5.1.400 Class C Variances. The criteria are identified below in **bold** type with responses in regular type.

5.1.400 Class C Variances

A. Purpose. The purpose of this section is to provide standards for variances which exceed the Class A and Class B variance criteria in Sections 5.1.200 and 5.1.300. Class C variances may be granted if the applicant shows that, owing to special and unusual circumstances related to a specific property, the literal application of the standards of the applicable land use district would create a hardship to development which is peculiar to the lot size or shape, topography, sensitive lands (Chapter 3.7), or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district); except that no variances to “permitted uses” or “prohibited uses” shall be granted.

The applicant has worked with staff to identify the best approach for addressing the existing secondary access on the property. After consultation, it was determined that the most appropriate course of action is to apply for a Class C Variance to allow the existing secondary access to remain and not interfere with any utilities along with landscaping.

- B. Applicability.**
1. The variance standards are intended to apply to individual platted and recorded lots only.
 2. An applicant who proposes to vary a specification standard for lots not yet created through a land division process may not utilize the Class C variance procedure.
 3. A variance shall not be approved which would vary the “permitted uses” or “prohibited uses” of a land use district (Chapter 2).
 4. Variance to Parking Standards (Chapter 3.3).

- a. **The City may approve variances to the minimum or maximum standards for off-street parking in Section 3.3.100 upon finding all of the following:**
 - (1) **The individual characteristics of the use at that location require more or less parking than is generally required for a use of this type and intensity;**
 - (2) **The need for additional parking cannot reasonably be met through shared parking with adjacent or nearby uses; and**
 - (3) **All other parking design and building orientation standards are met, in conformance with the standards in Chapter 2 and Chapter 3.**
- b. **The City may approve a reduction of required bicycle parking per Section 3.3.200, if the applicant can demonstrate that the proposed use by its nature would be reasonably anticipated to generate a lesser need for bicycle parking.**
- c. **The City may allow a reduction in the amount of vehicle stacking area required for drive-through facilities if such a reduction is deemed appropriate after analysis of the size and location of the development, limited services available and other pertinent factors.**

This Variance is applicable to a platted lot, is not for a lot not yet created, and does not address a permitted or prohibited uses. The variance relates only to vehicle parking standards as they are affected by the proposed secondary driveway.

C. Approvals Process and Criteria.

- 1. **Class C variances shall be processed using a Type III procedure, as governed by Section 4.1.500, using the approval criteria in subsection 2, below. In addition to the application requirements contained in Section 4.1.500, the applicant shall provide a written narrative or letter describing his/her reasoning for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 2.**

This Variance request has been processed as a Type III with notice and a public hearing before the Planning Commission.

- 2. **The City shall approve, or approve with conditions, an application for a variance based on finding that all of the following criteria are satisfied:**
 - a. **The proposed variance will not be materially detrimental to the purposes of this Code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;**
 - b. **A hardship to development exists which is peculiar to the lot size or shape, topography, sensitive lands, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);**
 - c. **The use proposed will be the same as permitted under this title, 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, natural resources, and parks, will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;**
 - e. **The hardship is not self-imposed; and**
 - f. **The variance requested is the minimum variance which would alleviate the hardship.**

The proposed variance is not materially detrimental to this Code or applicable policies or standards. The variance is requested to allow two existing access points on the property where only one access point is currently permitted for a single-family lot. The second access point existed before the property line adjustment combined the two lots into one. The property owners would like to keep the existing access rather than remove it.

The proposed residential use will remain the same, and other standards will continue to be met. The existing access points will not negatively water and wastewater lines, neighboring properties, or other systems.

The Planning Department coordinated with the landowner regarding the landscaping requirements and provided notice of those requirements. Maintaining the required landscaping is listed as a condition of approval.

The variance requested is the minimum necessary to address the hardship and allow the property owner to continue using the existing access. This request is not for a new access point, but to allow the continued use of an existing access that has historically served the property.

- III.

LEGAL NOTICE PUBLISHED:

East Oregonian
July 22, 2026
- IV.

PROPERTY OWNERS NOTIFIED:

July 22, 2026
- V.

AGENCIES NOTIFIED:

August 13, 2026
Glenn McIntire, Building Official; Roy Drago, Public Works Director; Jeremy Gierke, Boardman Fire Protection District
- VI.

HEARING DATE:

August 20, 2026
Council Chambers
Boardman City Hall
200 City Center Circle
Boardman, Oregon 97818
- VII.

PLANNING OFFICIAL RECOMMENDATION:

The Planning Official recommends approval with condition.

1. Maintain front landscaping.

Zack Barresse, Vice-Chair

Date

Planning Commission

ATTACHMENTS:
Vicinity Map
Applicants’ Site Plan
Applicant Narrative List

**PLANNING COMMISSION
FINDINGS OF FACT
RVW26-000039
TYPE III DECISION PROCESS**

REQUEST: To approve an approximate ±8,600 sq ft. equipment rental, storage and service facility including an office, shop, wash bay along with a conditional use request for barbed wire fencing.

APPLICANT AND OWNER: Guna Collaborative – Phil Roberson
1953 NW Kearney Street
Portland, OR 97209

PROPERTY DESCRIPTION: Tax Lot 423 of Assessor's Map 4N 25E 09.

GENERAL LOCATION: South of Interstate 84, East of Main Street, along SE 1ST St.

ZONING OF THE AREA: Commercial - Tourist Commercial Subdistrict.

- I. **GENERAL INFORMATION :** The subject property is currently a vacant, undeveloped lot. An existing 60-foot-wide easement is located along the north end of the parcel and provides for a stub road and utility corridor. The proposed development includes a new equipment rental, storage, and service facility with associated site improvements.
- II. **APPROVAL CRITERIA:** The application has been filed under the City of Boardman Development Code Chapter 4.2 Development Review and Site Design Review as a Type III Decision Process. Applicable criteria include 2.2.180 Tourist Commercial Sub-District, provisions in Chapter 3 Design Standards, and other chapters or sections as deemed appropriate. The applicable criteria are included below in **bold** type with responses in standard type.

**Chapter 4.2 Development Review and Site Design Review
Section 4.2.600 Approval Criteria**

The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

- 1. The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500, above.**

The applicant has submitted a generally complete application addressing much of the applicable criteria with the various attachments providing additional information that is being used in the development of these Findings of Fact. Included was a narrative, a site plan, and a trip generation letter. The trip generation letter indicates that further traffic analysis is NOT necessary to comply with the Boardman Development Code (BDC) or the current Transportation System Plan (TSP).

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;**

Machinery or heavy equipment sales and service are allowed uses in the Commercial Use Zone and Tourist Commercial Subdistrict. The proposed equipment rental and service facility is similar in nature to the permitted machinery and heavy equipment sales and service use. The proposal is consistent with the intent of the Tourist Commercial Subdistrict. Chapter 2 provisions concerning orientation, architecture, and other standards can be met based on the preliminary site plan that has been submitted. Setbacks, lot coverage, and building height are addressed just below.

Chapter 2.2 Commercial (C) District

2.2.120 Building Setbacks.

C. Side Yard Setbacks. 1. There is no minimum side yard setback required, except that buildings shall conform to the vision clearance standards in Chapter 3.1 and the applicable fire and building codes for attached structures, fire walls and related requirements.

The building location meets all applicable setback requirements. While no minimum front setback is required, the building is set back from First Street to allow for site circulation and access.

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2.2.130 Lot Coverage A. Lot Coverage. There is no maximum lot coverage requirement, except that compliance with other sections of the zoning codes may preclude full (100%) lot coverage for some land uses. Lot coverage in the Service Center and Tourist Commercial Sub District is limited to 85%

The proposed lot coverage is approximately 10,000 square feet of the 185,225 square-foot lot area, resulting in approximately 5.4% coverage. This is well below the maximum allowed lot coverage, meeting this criterion.

2.2.140 Building Height All buildings in the Commercial District shall comply with the following building height standards. The standards are intended to allow for development of appropriately scaled buildings.

A. Maximum Height. Buildings shall be no more than four (4) stories or fifty (50) feet in height, whichever is greater. The maximum height may be increased by ten (10) feet when conditionally approved housing is provided above the ground floor. The building height increase for housing shall apply only to that portion of the building that contains housing. Maximum height in the Tourist Commercial and Service Center Sub Districts are limited to four (4) stories or thirty-five (35) feet in height.

The proposed building height is approximately 30 feet and this standard is met.

- 3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;**

The subject property is predominantly bare land, with no existing development or uses that would require resolution under this criterion. Therefore, this criterion is not applicable.

- 4. The application complies with the Design Standards contained in Chapter 3. All of the following standards shall be met:**

Chapter 3.1 - Access and Circulation

3.1.100 Purpose. The purpose of this chapter is to help insure that developments provide safe and efficient access and circulation, for pedestrians and vehicles. Section 3.1.200 provides standards for vehicular access and circulation. Section 3.1.300 provides standards for pedestrian access and circulation. Standards for transportation improvements are provided in Chapter 3.4.100.

Section 3.1.200 Vehicular Access and Circulation

C. Access Permit Required

- 1. City Street Permits.** Permits for access to City streets shall be subject to review and approval by the City Manager or his/her designee based on the standards contained in this Chapter, and the provisions of Chapter 3.4.100 - Transportation Standards. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval.

There are two proposed access points which will require two access point applications. This is listed as a condition of approval.

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D. Traffic Study Requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also, Section 3.4.100 - Transportation Standards, and Chapter 4.10.)

A trip generation letter was completed by HLA and submitted by the applicant and has been deemed complete and in compliance. The project is estimated to generate 66 daily trips and 18 heavy truck trips, which are below the applicable Chapter 4.10 thresholds therefore no traffic study is required.

E. Conditions of Approval . The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. To obtain access to and from off street parking areas shall not require the driver to back-out onto a public street (except for single family, two-family, and three-family dwellings).

The proposed access does not require closing existing access points or any other measures listed in this criterion. Therefore, this criterion is met.

F. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods. These methods are “options” to the developer/subdivider, unless one method is specifically required by Chapter 2 (i.e., under “Special Standards for Certain Uses”). A minimum of 10 feet per lane is required.

The preliminary site plan shows two 30-foot-wide access points, each serving as an entrance and exit. Access permits are required for both access points. An address permit is also required as a condition of approval.

G. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:

- 1. Local Streets.** The minimum feet of separation on local streets (as measured from the sides of the driveway/street) shall be determined based on the policies and standards contained in Table 3.1.200 G except as provided in subsection 3, below.

The nearest intersecting road is SE Front Street, which is classified as a collector in the Boardman Transportation System Plan (TSP). The nearest access point to SE Front Street is an existing access easement; therefore, this criterion is met.

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- H. Number of Access Points.** For single-family (detached and attached), two-family, and three-family housing types, one street access point is permitted per lot; except that two access points may be permitted for two-family and three-family housing on corner lots (i.e., no more than one access per street), subject to the access spacing standards in Section 'G', above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with Section I, below, in order to maintain the required access spacing, and minimize the number of access points.

The facility will have two access points from SE First Street. The two access points are shown on the preliminary site plan and will serve as both entrances and exits. The number of access points is minimized and appropriate for the proposed rental facility. Shared access is not required for this proposal. Both access points will require an Access Permit. This is listed as a Condition of Approval.

...

- I. Shared Driveways.** Where feasible, the number of driveway and private street accesses to public streets shall be minimized for commercial and industrial uses by the sharing of driveways between adjoining parcels. The City shall require shared driveways as a condition of land division or site design review for commercial and industrial uses, as applicable, for traffic safety and access management purposes in accordance with the following standards:

The property will not share a driveway between adjoining parcels therefore this criterion is not applicable.

...

- J. Street Connectivity.** In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:

The proposed development does not create a new land division or large site development requiring additional street connectivity. Therefore, this criterion is not applicable.

...

- K. Driveway Openings.** Driveway openings [or curb cuts] shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:

There will be two driveway access points: both facing SE First Street both measuring 30 feet in width. This criterion is met.

...

- L. Fire Access and Parking Area Turn-around.** A fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an existing public street or approved fire equipment access drive. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner. For requirements related to cul-de-sacs or dead-end streets, please refer to Section 3.4.100.M.

The applicant has submitted a plan that includes a fire access lane, and the information will need to be forwarded for review by the Fire Marshal. This is listed as a condition of approval.

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- N. Vision Clearance.** No signs, structures or vegetation in excess of three feet in height shall be placed in “vision clearance areas”, as shown in Figure 3.1.200N. This standard applies to the following types of roadways: streets, driveways, alleyways and railways. The minimum vision clearance area may be increased by the City Manager or his/her designee upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). An exception to this standard may be granted by the City Manager or his/her designee to allow utility structures (such as electrical transformers) for necessary services. This exception does not include the installation of utility poles.

Driveway locations and site design maintain adequate visibility at access points.

Landscaping and fencing will be located outside required vision clearance areas, as shown in the site plan. The standard is met.

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3.1.300 Pedestrian Access and Circulation

- A. Pedestrian Access and Circulation.** To ensure safe, direct and convenient pedestrian circulation, all developments, except single family detached housing (i.e., on individual lots), shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles.) The system of pathways shall be designed based on the standards in subsections 1-3, below:
- 1. Continuous Pathways.** The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible. The developer may also be required to connect or stub pathway(s) to adjacent streets and private property, in accordance with the provisions of Section 3.1.200 - Vehicular Access and Circulation, and Chapter 3.4. 100 - Transportation Standards.
 - 2. Safe, Direct, and Convenient Pathways.** Pathways within developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:
 - a. Reasonably direct.** A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.
 - b. Safe and convenient.** Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.
 - c. Commercial and Industrial Primary Entrance.** For commercial, industrial, mixed use, public, and institutional buildings, the “primary entrance” is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.
 - d. Residential Entrance.** For residential buildings the “primary entrance” is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard or breezeway which serves as a common entrance for more than one dwelling.
 - 3. Connections Within Development.** For all developments subject to Site Design Review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable.

Sidewalks are listed in the narrative and site plan. Sidewalks are shown on the site plan and provide continuous access from the parking area to the front and primary entrance and

along the sides of the building. The system of pathways shall be designed to meet the City of Boardman Development Code and all requirements of the Americans with Disabilities Act. This is listed as a Condition of Approval.

Chapter 3.2 Landscaping, Street Trees, Fences and Walls

3.2.200 New Landscaping

- A. Applicability.** This Section shall apply to all developments requiring Site Design Review, and other developments with required landscaping.
- B. Landscaping Plan Required.** A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 4.2, Section 500.B (Landscape Plans).
- C. Landscape Area Standards.** The minimum percentage of required landscaping equals:

...

2. Commercial District. 10 percent of the site.

The applicant has indicated in the narrative that the required landscaping coverage will be based on the site area excluding the 60-foot easement area. The proposed 16,375 square feet of landscaping meets the required 16,328 square feet. Standard is met.

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3.2.300 Street Trees

Street trees shall be planted for all developments that are subject to Site Design Review. Requirements for street tree planting strips are provided in Section 3.4.100 - Transportation Standards. Planting of unimproved streets shall be deferred until the construction of curbs and sidewalks.

Trees shall be incorporated into the landscaping plan meeting the requirements of this standard.

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3.2.400 Fences and Walls

The following standards shall apply to all fences and walls:

- A. General Requirements.** All fences and walls shall comply with the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with Chapter 4.4 - Conditional Use Permits or Chapter 4.2 - Site Design Review.
 - 1.** All private fences constructed in the public right-of-way shall require a zoning approval by the City of Boardman to construct the fence within the right-of-way. This approval will be through a Type I ministerial procedure consistent with 4.1.300.
- B. Dimensions.**
 - 1.** The maximum allowable height of fences and walls is six (6) feet, as measured from the lowest grade at the base of the wall or fence, except that retaining walls and terraced walls may exceed six (6) feet when permitted as part of a site development approval, or as necessary to construct streets and sidewalks. A building permit is required for walls exceeding 6 feet in height, in conformance with the Uniform Building Code.
 - 2.** The height of fences and walls within a front yard setback shall not exceed four (4) feet, in Residential or Commercial districts (except decorative arbors, gates, etc.) or six (6) feet in Industrial and Light Industrial Districts as measured from the grade closest to the street right-of-way.
 - 3.** Landscaping walls to be built for required buffers shall comply with Section 3.2.200.
 - 4.** Fences and walls shall comply with the vision clearance standards of Section 3.1.200.

- C. Materials.** All fences shall be constructed of materials suited to provide fences of standard and acceptable visual characteristics of the surrounding neighborhood.
1. Acceptable materials shall include; chain link fencing, redwood or cedar fencing, composite fencing materials, formed plastic fencing, split rail fencing, painted picket fencing, concrete or plaster filled PVC fencing, decorative wrought iron or metal fencing, masonry block or brick or a combination of decorative masonry block or brick and decorative wrought iron or metal.
 2. Unacceptable materials shall include; pallet panels, steel farm fencepost, chicken wire, rabbit wire or other farm related fencing, undecorated plywood, undecorated pressboard, undecorated chipboard, scrap iron, two or three wire barbed wire fencing, electric fencing materials of any type, or materials inconsistent with the acceptable list of materials in 3.2.400 (C)(1).
 3. Use of Barbed Wire: the use of barbed wire in fencing materials may be allowed for security purposes within the Industrial and Light Industrial zones and will be subject to Conditional Use approval in all other land use districts within the City. The Conditional Use Permit shall follow the Type III procedure identified in 4.1.500 and be required to submit the information consistent with the provisions in Chapter 4.4.
- D. Vision Clearance.** All fencing shall meet the requirements of vision clearance at any street intersection in accordance with Figure 3.1.200(N).
- E. Maintenance.** For safety and for compliance with the purpose of this Chapter, walls and fences shall be maintained in good condition, or otherwise replaced by the owner.

There is existing fencing with barbed wire already located on the site. The applicant has noted that the proposed fencing is for security purposes and meets all other applicable requirements. A 6-foot chain link fence with privacy slats is provided around the storage areas, including the trash enclosure. The applicant is also requesting Conditional Use approval to install three strands of barbed wire above the new 6-foot chain-link security fence surrounding the outdoor equipment storage and operational yard.

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Chapter 3.3 Vehicle and Bicycle Parking

3.3.300 Vehicle Parking Standards

...

A. Minimum Required Off-street Parking Spaces

The application and site plan provide for 14 spaces, which does not meet the requirement in the development code. For commercial uses in section 3.3.300, this use is not specifically identified and there are two categories for which similar uses are identified. In the narrative, the applicant evaluated the use most similar to be. Auto and similar bulk retail uses and accounts for 14 parking spaces, however this was a miscalculation as the quantifier for calculation is land area in the development code and the calculated spaces in the application were based on floor area.

If using that criterion, the total square footage of the land area is 184,638, requiring 45 parking spaces and 6 for employees for a total of 51 parking spaces. It may be more appropriate to evaluate the proposal as a general retail use, which requires 1 parking space per 350 sq. ft. of gross floor area, resulting in a total requirement of 25 parking spaces.

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C. Maximum Number of Parking Spaces . The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this Section by more than 10%. Spaces

provided on-street, or within the building footprint of structures, such as in rooftop parking, or under-structure parking, or in multi-level parking above or below surface lots, shall not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

- D. Parking Stall Size and Design Standards.** All off-street parking stalls shall be improved to conform to City standards for surfacing, stormwater management and striping, and have a net area of not less than 180 square feet exclusive of access drives or aisles, and shall be of usual shape and condition. If determined on a gross area basis, 280 square feet shall be allowed per vehicles. (Disabled person parking shall be provided in conformance with Section F)

Proposed parking stalls measure 9’ by 20’ and meet the minimum size requirements. There is also one proposed accessible parking space, including one van accessible space.

- E. Disabled Person Parking Spaces.** The following parking shall be provided for disabled persons, in conformance with the Americans with Disabilities Act and State Law. Disabled parking is included in the minimum number of required parking spaces in Section A.

The applicant has submitted a site plan that shows 2 ADA parking spaces meeting this requirement if development occurs consistent with the submitted site plan.

3.3.400 Bicycle Parking Requirements

- A. Number of Bicycle Parking Spaces.** The following additional standards apply to specific types of development:

...

- 5. Multiple Uses.** For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required.

It is shown in the site plan that there will be 2 bicycle parking spaces. The applicant shall comply with all bicycle parking requirements on their final site plan. This is listed as a Condition of Approval.

...

3.4.300 Sanitary Sewer and Water Service Improvements

- A. Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City’s construction specifications and the applicable Comprehensive Plan policies.

The applicant has indicated that the project will connect to existing public infrastructure and utilities serving the site. The required water and sewer improvements will be completed according to City standards.

- B. Sewer and Water Plan approval.** Development permits for sewer and water improvements shall not be issued until the City Manager or his/her designee has approved all sanitary sewer and water plans in conformance with City standards. Sanitary sewer and water plans will be subject to review and approval by the City prior to issuance of the applicable development permits. This is listed as a Condition of Approval.

...

3.4.400 Storm Drainage

- A. General Provisions. The City shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made in conformance with Chapter 3.5 - Surface Water Management.**

...

Storm water shall be maintained on site and in conformance with Chapter 3.5 Stormwater Management. This is listed as a Condition of Approval.

3.4.500 Utilities

- A. Underground Utilities. 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, and high capacity electric lines operating at 50,000 volts or above.**

...

All installed utilities shall comply with this standard and others found in the Boardman Development Code or Municipal Code related to utilities. This is listed as a Condition of Approval.

3.4.600 Easements

Easements for sewers, storm drainage and water quality facilities, water mains, electric lines or other public utilities shall be dedicated on a final plat, or provided for in the deed restrictions. See also, Chapter 4.2 – Site Design Review, and Chapter 4.3 – Land Divisions. The developer or applicant 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. The City’s standard width for public main line utility easements shall be 10 feet unless otherwise specified by the utility company, applicable district, or City Manager or his/her designee.

An existing 60-foot-wide easement is located along the north side of the subject property for utility purposes. No new easement dedication is proposed as part of this application.

3.4.700 Construction Plan Approval and Assurances

No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council. The City may require the developer or subdivider to provide bonding or other performance guarantees to ensure completion of required public improvements.

The proposed development will require curb and sidewalk improvements. Construction plans for the required curb and sidewalk improvements shall be reviewed and approved by the City Engineer and appropriate fees paid. Curbs and sidewalks are required to be installed prior to issuance of the Certificate of Occupancy, or a bonding or performance guarantee must be provided as an alternative. This is listed as a condition of approval.

Chapter 3.6 Other Standards

...

3.6.500 Signs

- 1. The International Conference of Building Officials Uniform Sign Code Publication date May 1st, 1994, a copy of which is located in the administrative offices of the city building official, is hereby adopted by reference and incorporated as a part of this Development Code.**
- 2. Signs erected prior to _____ (Development Code adoption date) are governed under non-conforming rules in Section 5.2.**

B. Sign classifications

- 1. Permanent signs.** Signs placed for a period of 31 days or longer within one calendar year shall be classified as permanent; shall advertise or provide direction to the premises of the identified business located within the City of Boardman; shall be subject to a permanent sign permit; and shall conform to this and other City of Boardman ordinances.
 - a. On-premises signs** shall be permitted within the regulations of this ordinance, with any exceptions subject to the requirements set forth within this ordinance for requesting variances or, where conditional use is specified, the provisions for such as set forth in the zoning ordinance.

See response below.

...

C. Permits Required.

The following permits are required for all new signs, for all signs being altered due to change in ownership, business name or business type and for all signs being altered structurally.

- 1) Structural Building Codes Permit**
- 2) Electrical Building Codes Permit (if lighted)**
- 3) Sign Permit for Planning of Planning Review and Approval**

The applicant has indicated in the project narrative that building signage is proposed as part of the development. A Sign Permit will be required and can be applied for at the time of Development Review. This is listed as a Condition of Approval.

III. PROPERTY OWNERS NOTIFIED: July 22, 2026
List of landowners notified is retained as part of the file.

IV. PUBLISHED NOTICE: July 29, 2026
East Oregonian

V. AGENCIES NOTIFIED: August 13, 2026

VI. PLANNING COMMISSION PUBLIC HEARING: August 20, 2026
Boardman City Hall

VII. PLANNING OFFICIAL RECOMMENDATION: The Planning Official recommends approval of this request with the following CONDITIONS OF APPROVAL.

1. Submit a Development Review application for equipment rental facility.
2. Apply for Access Permits for both access points.
3. Apply for an Address permit.
4. The applicant shall submit plans for and obtain proper permits for signs, structures, and landscaping showing all vision clearance areas to be free and clear.
5. Any fence shall be subject to a Fence Permit that can be done at the same time as the Development Review Permit.
6. The applicant shall comply with all bicycle parking requirements based on the number of parking spaces.
7. Stormwater shall be maintained on site and in conformance with Chapter 3.5 Stormwater Management.

- 8. All installed utilities shall comply with the Boardman Development Code or Municipal Code related to utilities.
- 9. Provide an updated site plan showing required parking and still maintain the landscaping and other requirements.
- 10. The Boardman Planning Official, Public Works Director, and City Engineer shall review the Construction Plan prior to construction.
- 11. All infrastructure proposed for the development will need to meet the requirements of the Boardman Development Code and Public Works Standards.
- 12. Prior to issuance of the Certificate of Occupancy, the required curb and sidewalk improvements shall be completed and approved by the City Engineer, or a bonding or performance guarantee shall be provided.

Zack Barresse, Chair

Date

ATTACHMENTS:
Vicinity Map
Site Maps
Trip Generation Letter
Narrative

MEMORANDUM

To: Mayor Keefer and members of the City Council
 Cc: Brandon Hammond, City Manager
 From: Stephanie Case, Planning Official
 Date: July 27, 2026
 RE: Planning Department Monthly Update

Efforts remain focused on regional growth through the strategic plan, while staff concurrently manage steady residential and commercial development citywide. Notably, the Chaparral subdivision is advancing toward completion to create 65 new buildable residential lots.

The 2026 Portland State University (PSU) Population Survey is underway and due in mid-August. This survey collects retroactive annual housing unit and population data to generate the official population estimates released every year. These estimates are used to direct the distribution of state shared revenue and support local planning and decision-making as well as improve data to enhance the accuracy of net changes since the decennial Census.

Looking ahead, staff are also preparing for the upcoming 2027 Population Forecast for Morrow County. Forecast data directly impact Boardman’s long-term planning, as PSU’s official population projections are the legal baseline to determine whether a city has the mandatory 20-year supply of buildable land. The upcoming numbers will dictate whether the city can justify future expansions of its Urban Growth Boundary (UGB) to accommodate ongoing industrial and residential expansion. The forecast that was previously published in 2023 can be found here: <https://www.pdx.edu/population-research/past-forecasts>.

Strategic Planning Program: You can follow these projects at [this location](#) on the City’s website. For more information on the various projects, see below:

Completed or Nearly Completed Projects:

- Transportation System Plan (TSP):** Both the City’s TSP and the County’s co-adoption have been appealed. As of last Friday, July 24, the appellant has withdrawn the appeal of the City’s adoption. You can follow the TSP Update [here](#).
- Parks Master Plan (PMP):** The PMP has been appealed. You can follow the PMP [here](#). You can find the new Parks Page on the City of Boardman website [here](#)!
- Economic Opportunity Analysis (EOA):** The adoption documents are posted [here](#).

Projects Underway or Soon To Be:

- Boardman Development Code (BDC) and Comprehensive Plan (CP):** When you gather for the next City Council meeting the July 30 Planning Commission/PAC Workshop will have occurred. The agenda for that meeting includes Comprehensive Plan policies, a Future Land Use Map, a table of development code standards, and a draft Zoning Map. You can follow the CP/BDC PAC [here](#).
- Housing Capacity Analysis (HCA):** Still in a bit of a holding pattern as we wait for the draft Wastewater Facilities Plan. You can follow the HCA [here](#).
- Main Street Interchange Area Management Plan Refinement (MS IAMP):** This project is moving quickly with the second TAC and PAC meetings held on July 23rd with a review of 13 alternatives. You can follow the MS IAMP project [here](#).

Other Programmatic work: Work is also progressing on other projects with a planning focus. Those include the:

- System Development Charge (SDC) Update:** Staff are meeting with the consultant team on July 30. Look for proposed changes to the Municipal Code as well as a methodology and schedule of charges in the next 30 to 45 days.
- Boardman Municipal Code (BMC):** With the adoption of the procedures next comes work on the regulations. The initial push includes the nuisance provisions in Title 8 and the traffic provisions in Title 10. We are also making refinements to Title 5 Business Regulations and creating Title 14 that will address Fences and Signs (moving provisions from within the Municipal Code as well as the Development Code).

