



PLANNING COMMISSION MEETING

November 21, 2024 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 Minutes, August 15, 2024

5. PUBLIC HEARINGS

A. Boardman Zoning Map Amendment LND24-000011: City of Boardman, applicant. This request is to amend the Zoning Map reducing the area of BPA Transmission Line easement to be only within the BPA easement area and to increase the Commercial – Highway SubDistrict on the north and Commercial on the south to allow development. The applicable criteria for amendment of the Zoning Map is found in Chapter 4.1.600 Type IV Procedures. This is the first of at least two public hearings with the final hearing before the City Council.

6. DISCUSSION ITEMS

A. Planning Official Report

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. Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To make

your request, please contact a city clerk at 541-481-9252 (voice), or by e-mail at city.clerk@cityofboardman.com.



PLANNING COMMISSION WORKSHOP

August 15, 2024 at 6:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Commissioner Connell called the meeting to order at 6:08 pm.

2. FLAG SALUTE

3. ROLL CALL

Commissioners Present: Commissioner Jami Carbray, Commissioner Jennifer Leighton, Commissioner Mike Connell, Commissioner Ragna TenEyck, Commissioner David Jones

Commissioner Absent: Commissioner Zack Barresse, Commissioner Sam Irons

4. APPROVAL OF MINUTES

Timestamp 18:09

A. Planning Commission Meeting Minutes July 18, 2024

Motion made by Commissioner Jones, Seconded by Commissioner TenEyck.

Voting Yea: Commissioner Carbray, Commissioner Leighton, Commissioner TenEyck, Commissioner Jones

5. DISCUSSION ITEMS

Timestamp 18:13

A. Introductory Guide to Land Use Planning

B. Boardman Development Code Audit

C. Boardman Development Code

<https://www.cityofboardman.com/community-development/page/development-codes>

6. PUBLIC COMMENT

There were none.

7. COMMISSION COMMENTS

Timestamp 19:16

Commissioner Connell is interested in joining the Parks Master Plan Advisory Committee.

Commissioner Jones is interested in joining TSP Advisory Committee.

Commissioner Carbray is interested in joining the HNA Advisory Committee.

Commissioner Leighton is interested in joining the EOA Advisory Committee.

8. ADJOURNMENT

A. Future Meetings:

September 19, 2024

October 17, 2024

**FINAL FINDINGS OF FACT
PLANNING COMMISSION
AMENDMENT LND24-000011**

REQUEST: To accomplish a minor amendment to the City of Boardman Zoning Map reducing the area of Bonneville Power Administration (BPA) Transmission Line easement to be only within the BPA easement area and to increase the Commercial – Highway SubDistrict on the north and Commercial on the south.

APPLICANT: City of Boardman
Planning Official
Post Office Box 229
200 City Center Circle
Boardman, Oregon 97818

- I. **GENERAL INFORMATION:** The current Boardman Zoning Map identifies a small area of the land under the BPA transmission lines zoned BPA Transmission Line Easement. At this point that zoning only extends a small distance to both the east and west of South Main Street. Over time as an emerging vision for “park blocks” to be developed under the BPA transmission line that zoning could be extended to both the east and west, but only after the code language is amended. It is also the intent to apply this zoning only within the easement boundary of the BPA transmission line easement. This endeavor is to redefine the current application of the zoning to be only within the easement boundary allowing the property that would be rezoned to be eligible for development.
- II. **PROCEDURE:** This amendment is being processed using Type IV procedures found within the Boardman Development Code. The Type IV process requires a hearing before the Planning Commission with a recommendation to the City Council. The final hearing will occur before the City Council.
- III. **APPROVAL CRITERIA:** The request has been filed under the BDC Chapter 4.1 Types of Applications and Review Procedures, more specifically 4.1.600 Type VI Procedures (Legislative). The criteria are identified below in **bold** type with responses in regular type.

G. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

1. Approval of the request is consistent with the Statewide Planning Goals.

The Statewide Planning Goals applicable to this request are Goal 1, Citizen Involvement and Goal 2, Coordination.

Goal 1 requires the City to “develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.” Because the proposed legislative amendment will be heard by both the Planning Commission and the City Council, there will be at least two opportunities for public comment to the proposed change. Additionally, owners of adjoining property have received notice of this proposed action. This is

consistent with the City's acknowledged citizen involvement program. (Goal 1, Policy 4: The Planning Commission is officially designated as the Citizen Involvement Committee.)

Goal 2 requires the City to adopt a comprehensive plan and implement the plan through its development code and by extension other planning level documents including the Zoning Map. The proposed amendment is consistent with and will support the comprehensive plan relative to employments lands. (Goal 2, Policy 3: The City has adopted the City of Broadman Development Code, a unified zoning and subdivision land use code to facilitate the development process and implement the land use goals of the City as outlined in the Comprehensive Plan.)

For these reasons, the criterion is met.

2. Approval of the request is consistent with the Comprehensive Plan.

The Boardman Comprehensive Plan (BCP) has a variety of policies that support the proposed amendment and the process used to achieve it. Goal 1 policies support citizen involvement and the public hearing process. Goal 1, Policy 4, designates the Planning Commission as the City's official Citizen Involvement Committee. Therefore, review by the Planning Commission ensures compliance with the comprehensive plan.

While none of the Goal 2 Policies are specifically applicable to this action, staff assert that the land use planning process required through Goal 2 is supported with the update of the Zoning Map and that the adoption of these changes further supports that action. The desired result is a Zoning Map that provides for the addition of employment lands and refines the limitations of the BPA Transmission Line Easement.

For these reasons, the criterion is met.

3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property.

The area of the change in along South Main Street and north of both the current and anticipated future expansion of Oregon Trail Boulevard. Public facilities and services are available in this area and this minor map amendment could not impact service delivery. The 2009 Main Street Interchange Area Management Plan is applicable to any development that would occur in this area with road and infrastructure improvements that have recently been installed (SE Front and 1st project) and under design (SW Front and 1st project based on development).

For these reasons, the criterion is met. We have received a comment letter from the Oregon Department of Transportation that is included that staff have not fully analyzed for next steps. More information will be provided at the Planning Commission public hearing.

- IV. **LEGAL NOTICE PUBLISHED:** October 30, 2024
East Oregonian
- V. **AFFECTED LANDOWNER NOTICE:** November 1, 2024
List of recipients on file at City Hall.
- VI. **DLCD 35-DAY NOTICE:** October 17, 2024
- VII. **AGENCIES NOTIFIED:** Dawn Hert, Department of Land Conservation and Development; Teresa Penninger and Rich Lani, Oregon Department of Transportation; Michael Hughes and Marty Broadbent, Boardman Fire; Rick Stokoe, Boardman Police; Emily Roberts, Morrow County Health District; George Shimer, Boardman Parks and Recreation District.
- VIII. **HEARING DATES:**
 - Planning Commission
 - November 21, 2024
 - Council Chambers
 - Boardman City Hall
 - 200 City Center Circle
 - Boardman, Oregon 97818

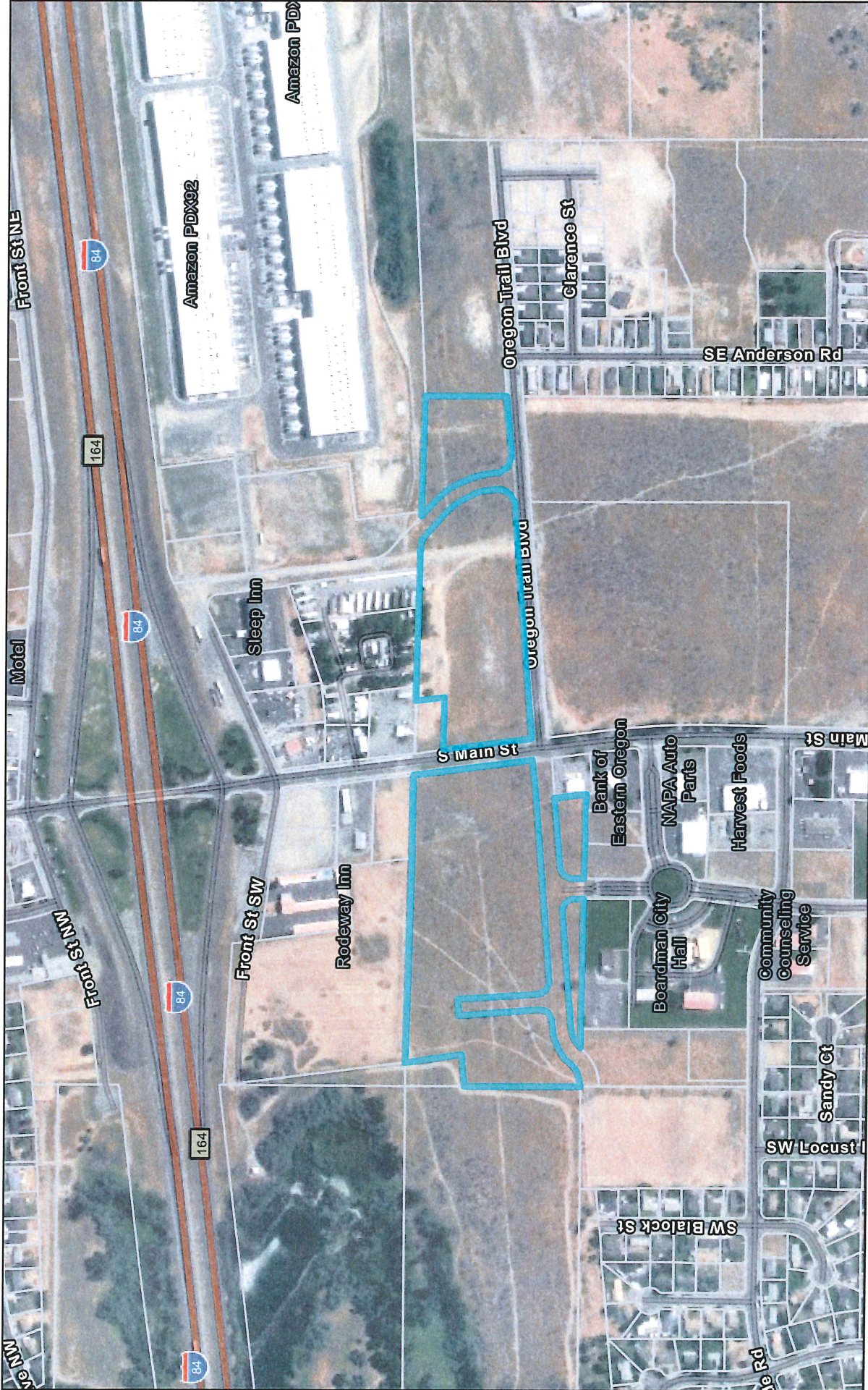
 - City Council
 - December 3, 2024
 - Council Chambers
 - Boardman City Hall
 - 200 City Center Circle
 - Boardman, Oregon 97818
- IX. **PLANNING OFFICIAL RECOMMENDATION:** The Planning Official recommends the Planning Commission forward the request to the City Council with a 'do adopt' recommendation.

Zack Barresse, Chair _____ Date
 Planning Commission

ATTACHMENTS:

- Various Maps (Vicinity, Zoning with area of proposed change identified, Assessor’s Map with area of change identified)
- Oregon Department of Transportation Comment Letter

Vicinity Map

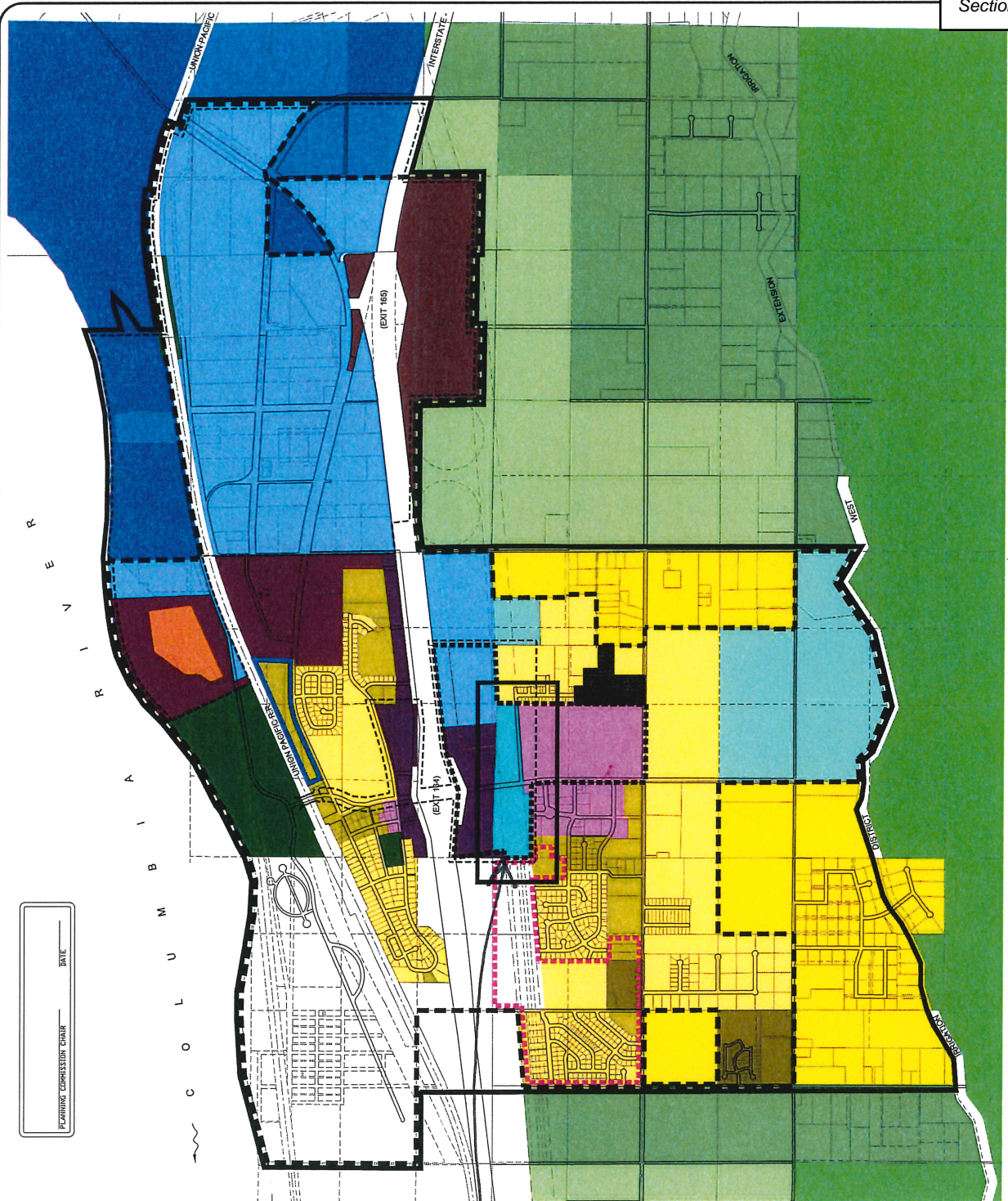


11/1/2024, 1:04:56 PM

Taxlots

Section 5, Item A.

Esri Community Maps Contributors, WSU Facilities Services GIS, Oregon State Parks, State of Oregon GEO, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, Bureau of Land Management, ArcGIS Web AppBuilder



- LEGEND**
- CITY LIMITS
 - INTERCHANGE AREA MANAGEMENT PLAN BOUNDARIES
 - URBAN GROWTH BOUNDARY
 - PUBLIC/OPEN SPACE
 - PLANNING COMMISSION CHAIR
 - DATE
- CITY ZONING**
- RESIDENTIAL
 - RESIDENTIAL SOUNDSE TERRACE SUB DISTRICT
 - RESIDENTIAL MULTIFAMILY SUB DISTRICT
 - RESIDENTIAL MANUFACTURED HOME SUB DISTRICT
 - FUTURE URBAN
 - MASTER PLAN DEVELOPMENT
 - COMMERCIAL
 - COMMERCIAL HWY SUB DISTRICT
 - LIGHT INDUSTRIAL
 - GENERAL INDUSTRIAL
 - DVA TRANSMISSION LINE EASEMENT SUB DISTRICT
 - SERVICE CENTER
- COUNTY ZONING**
- GENERAL INDUSTRIAL - COUNTY
 - SPURBAN RESIDENTIAL (1 ACRE) - COUNTY
 - FARM RESIDENTIAL (2 ACRES) - COUNTY
 - SMALL FARM (10 ACRES) - COUNTY
 - EXCLUSIVE FARM USE - COUNTY
 - FORT INDUSTRIAL

AREA OF Proposed Change



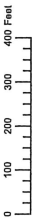
BOARDMAN, OREGON ZONING MAP

UPDATED OCTOBER 2021



0:\BOARDMAN\Zoning\ZoningMap10-21.dwg, 2/23/21, 10/11/2021 9:10 AM, pchudson

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



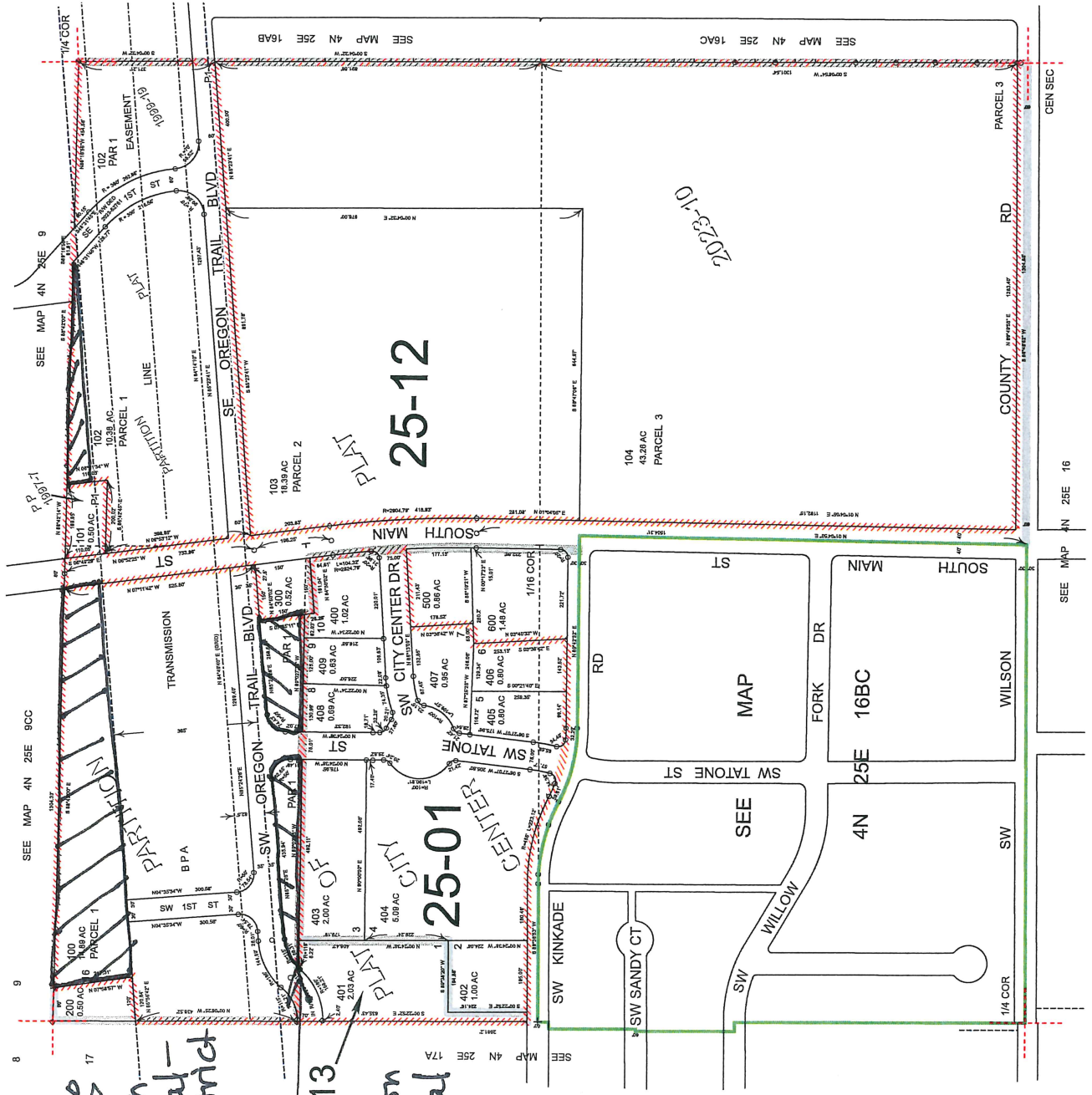
N. W. 1/4 SEC. 16 T.4N. R.25E. W.M.
MORROW COUNTY
1" = 200'

04N25E16B

- Cancelled
- 700 THRU 709
- 800
- 900
- 1000
- 1100
- 1101
- 1102
- 1200
- 1300
- 1400
- 1500
- 1600

Section 5, Item A.

04N25E16B



AREA proposed to
change from
BPA transmission
line to Commercial -
Highway Sub District

Area proposed to
change from
BPA transmission
line to Commercial



Oregon

Tina Kotek, Governor

Department of Transportation
Region 5, District 12
1327 SE 3rd Street
Pendleton, OR 97801

October 28, 2024

Carla McLane, City Planner VIA EMAIL: mclanec@cityofboardman.com
City of Boardman
200 City Center Circle
P O Box 229
Boardman, OR 97818

Subject: Zoning Map Amendment of 5 acres from BPA Transmission Line Easement Subdistrict to Commercial – Highway Subdistrict on the north and Commercial on the south

The Oregon Department of Transportation (ODOT) has jurisdiction of Interstate 84, including responsibility for managing access within the corridor. The proposed property is in the vicinity of Interstate 84/Main Street Interchange. ODOT is committed to preserving the function of the Interchange and public infrastructure investments as the area infills and redevelops.

At a minimum for a rezone, we recommend a Traffic Generation Report (TGR) which shows the before and after change in trip generation from BPA Transmission Line Subdistrict to the proposed zone(s) be conducted. If the TGR shows an increase in traffic over 400 or between 400 and 1000 Average Daily Trips (ADT), then following Oregon Highway Plan Action 1F.5, there are different thresholds for Annual ADT and highway configurations that will need to be evaluated, or the increase is over 1000 ADT, a Traffic Impact Analysis (TIA) would be recommended to evaluate if there is a significant affect.

Ensuring the transportation system is managed effectively to support multi-modal choices in accordance with the City’s Transportation System Plan as well as the 2009 Boardman Main Street Interchange Management Plan is necessary to satisfy requirements of the ORS 660-012 Transportation Planning Rule.

ODOT welcomes the opportunity to meet with the City regarding future development plans and the timing of a TIA. Please enter this letter into the record of the proceedings and provide me with a copy of the decision. Thank you for the opportunity to comment on this proposal.

Rich Lani
District 12 Manager

CJS

cc: Ken Patterson, ODOT Region 5 Manager
David Boyd, Regional Access Management Engineer
Tom Lapp, District 12

MEMORANDUM

To: Mayor Keefer and members of the City Council
 From: Carla McLane, Planning Official
 Date: October 29, 2024
 RE: Planning Department Monthly Update

My intent is that, over time, you will be able to string these Planning Department Monthly Updates together and get a story of the changes that are occurring. Guess that means this is Chapter 2. I did take some time in October to visit my grandkids in South Dakota, but things continue to move along. Here’s a brief update of what has and is happening:

Strategic Planning Program: This section is designed to provide an overview of the work we are doing on the myriads of planning program documents and inputs.

- **Transportation System Plan (TSP):** The first Public Advisory Committee (PAC) meeting will occur between the writing of this memorandum and the City Council meeting on November 5 during the afternoon of November 4. Amanda and I (mostly Amanda) are developing a home on the City’s website for housing the various Technical Memorandums and videos of the meetings. I may be able to provide clear directions of where to look next Tuesday, should time allow.
- **Economic Opportunity Analysis (EOA):** I was hoping to have the PAC for your appointment at this meeting but that has slipped and will occur in December. Background work by the consultant team is happening and Technical Memorandums will be coming soon.
- **Housing Needs Analysis (HNA):** This activity is on hold for a bit longer due to the rulemaking that is occurring through the Department of Land Conservation and Development. More to come over the next couple of months.
- **Parks Master Plan (PMP):** The PAC has been appointed and the first meeting is scheduled for November 21st. There will be several activities that day with the consultant team that are still being worked through and scheduled.
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** The consultant team has been selected and by the City Council meeting the agreement will have been signed. Their first visit is scheduled for November 7.
- **Strategic Planning:** The survey has been deployed with a postcard version about to be mailed. Responses are coming in. I am excited to see what we learn from this!
- **System Development Charge (SDC) Update:** This remains in a bit of a holding pattern as other projects are getting underway.

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

- **Boardman Municipal Code (BMC):** We are still planning the December City Council Work Session as a time for discussion of this work.
- **Tower Road:** Several actions are being taken in and near the Tower Road Interchange. The City has applied for a land division of the property we own into three parcels. That should be concluded by the middle of December give or take. The Oregon Department of Transportation is also working on the development of an Interchange Area Management Plan while at the same time preparing to do maintenance of the bridge deck, both activities that Planning staff are participating in. Also underway is the Traffic Impact Analysis work to support our zone change request for the property in City ownership.
- **Park Blocks – East and West:** Work has started to further divide the property that the City recently acquired under the BPA lines both east and west of South Main Street. The land divisions will be completed by staff with notice to adjoining property owners. The change in zoning has been initiated with 35-day notice to the Department of Land Conservation and Development. That action will require two hearings, one before the Planning Commission and the final hearing before the City Council.
- **Code Enforcement and Animal Control Program:** An annual Code Enforcement Program is being developed that will see Planning and Code Enforcement staff focus on areas of concerns throughout the year. An example would be a focus on weed management in the month of April and June focused on registration of dogs to align with the annual rabies clinic. Also to be incorporated will be the regular solid waste voucher months.

Planning Reviews and Approvals: My intent here will be to add Planning Department actions that end in an approval for development. I will be cautious to protect the City Council’s role as the appeal body for any local decisions. And if there haven’t been any decisions this section may be blank.

- ✓ **Devin Replat:** A replat has recently been approved for the property at the corner of SW Front and South Main to allow for redevelopment of that property. We are anticipating an application for development, but nothing has been received as of this writing.
- ✓ **Homes, homes, and more homes:** Over the past several months upwards of 15 new homes have been permitted in both River Ridge and Tuscany. While development slowed for a while it never stopped and with the entry of Pro-Made Homes into the Boardman market building seems to have picked back up.

