

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

A. Planning Commission Meeting February 19, 2026

5. PUBLIC HEARINGS

A. Subdivision DIV26-000002: Unity Partners LLC, applicant, and owners. The subject property is described as tax lot 1600 of Assessor's Map 4N 25E 09CC and is zoned Commercial - Tourist Commercial Sub District. This request is for a Subdivision creating a total of 5 lots. Criteria are found in the Boardman Development Code Chapter 4.3 Land Divisions and Lot Line Adjustments and is being processed as a Type III decision.

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.



PLANNING COMMISSION MEETING

February 19, 2026 at 6:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Commission Chair Barresse called the meeting to order 6 PM.

2. FLAG SALUTE

3. ROLL CALL

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

Commissioners Absent: Commissioner Ragna TenEyck (Excused)

4. APPROVAL OF MINUTES

A. Planning Commission Meeting Minutes January 15, 2026

Motion made by Commission Vice Chair Irons, Seconded by Commissioner Taylor.
Voting Yea: Commissioner Stensland, Commissioner Taylor, Commissioner Connell, Commission Chair Barresse, Commission Vice Chair Irons

Timestamp - 1:26

5. PUBLIC HEARINGS

A. DIV26-000001: City of Boardman, applicant, and owner. Property is described as tax lots 100,101, and 800 of Assessor’s Map 4N 25E 09DA and is zoned Residential Multifamily Sub District. The request is to subdivide three existing properties into five separate lots. Criteria are found in the Boardman Development Code (BDC) Chapter 4.3 Land Divisions and Lot Line Adjustments and is being processed as a Type III decision.

Commission Chair Barresse opened the public hearing at 6:02 PM.

Motion to approve Subdivision DIV26-000001 as presented.

Motion made by Commissioner Jones, Seconded by Commissioner Stensland.
Voting Yea: Commissioner Stensland, Commissioner Taylor, Commissioner Connell, Commission Chair Barresse, Commission Vice Chair Irons, Commissioner Jones

Commission Chair Barresse closed the public hearing at 6:23 PM.

Timestamp - 1:51

B. LND25-000005 Continued: Unity Partners, applicant. Request, as amended is to update the BDC Chapter 2.1 Residential District to incorporate provisions of the Housing Model Code – Medium Cities (effective January 1, 2026). The objective of this

amendment is to address inconsistencies of the BDC with Oregon Revised Statute and Administrative Rules related to siting standards for all housing types, to allow cottage clusters and accessory dwelling units, and to clarify land partition requirements for middle housing. Criteria for approval are found in the BDC Chapter 4.1 Types of Applications and Review Procedures, specifically 4.1.600 Type IV Procedure (Legislative).

This request has been withdrawn

6. DISCUSSION ITEMS

A. Planning Official Update

Planning official Carla McLane gave her staff report

Timestamp - 25:40

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.

There was none.

8. COMMISSION COMMENTS

There was none.

9. ADJOURNMENT

Commissioner Chair Barresse adjourned the meeting at 6:43 PM.

Zack Barresse, Commission Chair

Planning Department

**PLANNING COMMISSION
FINDINGS OF FACT
SUBDIVISION DIV26-000002
TYPE III DECISION PROCESS**

REQUEST: To authorize the division of land to create up to 5 lots with associated rights-of-way dedication.

APPLICANT/OWNER: Unity Partners LLC
5004 W 32ND Ave
Kennewick, WA 99338

PROPERTY DESCRIPTION: Tax Lot 1600 of Assessor’s Map 4N 25 09CC

ZONING OF THE AREA: Commercial – Tourist Commercial Sub District

PROPERTY LOCATION: West of South Main Street, North of Oregon Trail Boulevard and at the intersection of the newly built SW Front & First Street.

- I. **GENERAL INFORMATION:** The request is to subdivide the subject property into 5 lots.
- II. **APPROVAL CRITERIA:** The application has been filed under the City of Boardman Development Code Chapter 4 Applications and Review Procedures 4.3 Land Divisions and Lot Line Adjustments. This chapter addresses a number of types of land divisions with a variety of criteria that are applicable to them at various points in the review and approval process. This review will use the approval criteria identified below in **bold** type with responses in regular type. Other parts of the chapter outline what is required of a complete application and the standards applicable to the final plat which will follow later in the decision making and approval process.

4.3.140 Approval Criteria: Preliminary Plat

- A. **General Approval Criteria. The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:**
 - 1. **The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable ordinances and regulations. At a minimum, the provisions of this Chapter, and the applicable sections of Chapter 2.0 (Land Use Districts) and Chapter 3.0 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Chapter 5.0 (Exceptions);**
The preliminary plat was submitted with the application and has been designed to comply with all applicable Development Code provisions. The proposed lots support the intended commercial uses and have adequate access and utility service. A variance has not been deemed necessary.
 - 2. **The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;**

Boardman Station has been identified for this development. The proposed plat name appears to meet this criterion, however a final determination will be completed when reviewed by the Morrow County Assessor and Surveyor.

- 3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat; and**

This subdivision follows the recent construction of both Front Street and First Street in the Southwest Quadrant of the Main Street Interchange. An important part of this plat is the dedication of right-of-way for those streets. Those streets were built at the Public Road Standard in the recently adopted Public Works Standards which requires future development to install curb, gutter, and sidewalk as well as other development requirements. Utilities have already been installed to include power, fiber, and other requested services. The applicant is required to reimburse the city for the infrastructure improvements which will be completed through a Development Agreement. These items are listed as a Condition of Approval.

- 4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat.**

No common areas or improvements are identified or proposed. This criterion is not applicable.

- B. Block and Lot Standards. All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:**

- 1. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use district (Chapter 2), and the standards of Chapter 3.1.200.J - Street Connectivity and Formation of Blocks.**

The proposed lots are of reasonable dimensions to allow development in the zone and meet the required setback and other requirements of Chapter 2. They are also consistent with the Main Street Interchange Area Management Plan.

- 2. Setbacks shall be as required by the applicable land use district (Chapter 2).**

Setbacks will be applied at the time of development.

- 3. Each lot shall conform to the standards of Chapter 3.1 - Access and Circulation.**

Each lot will have access to the street it is fronting. Additionally, access easements are shown on the plat to benefit proposed lots 1 through 3 as well as access to city infrastructure across lot 5. An Access Permit will be required for each parcel at the time of development.

- 4. Landscape or other screening may be required to maintain privacy for abutting uses. See also, Chapter 2 - Land Use Districts, and Chapter 3.2 - Landscaping.**

Landscaping or screening will be required at the time of development.

- 5. In conformance with the Uniform Fire Code, a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. See also, Chapter 3.1- Access and Circulation.**

This would be applicable at the time of development.

- 6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.**

The applicant is proposing a 28-foot-wide shared access between lot 1 and 2. A legal agreement will be recorded to make sure both lots can use it and share maintenance. This is listed as a condition of Approval.

D. Conditions of Approval. The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See also, Chapter 3.4.000.D (Public Facilities).

To conform with other parts of this chapter the applicant will accomplish a final plat with a submittal not to exceed two years from the date of this action’s approval. This is listed as a Condition of Approval.

- I. PROPERTY OWNERS NOTIFIED:** March 25, 2026
List of landowners notified is retained as part of the file.
- II. PUBLISHED NOTICE:** March 25, 2026
East Oregonian
- III. AGENCIES NOTIFIED:** April 9, 2026
List of agencies notified is retained as part of the file.
- IV. SITE TEAM MEETING:** March 31, 2026
Boardman City Hall
- V. PLANNING COMMISSION PUBLIC HEARING:** April 16, 2026
Boardman City Hall

VI. PLANNING COMMISSION DECISION: The Planning Official recommends approval of this request with the following Conditions of Approval.

PREDEDENT CONDITIONS (prior to signing and recording the final plat):

1. The applicant will submit the final plat for review within two years of the date affixed below.
2. The applicant shall dedicate right-of-way to Front Street and First Street and reimburse the City for completed infrastructure improvements through a Development Agreement. Future development shall comply with current Public Works Standards, including installation of curb, gutter, sidewalk, and related improvements.
3. The applicant record a legal agreement to ensure shared use and maintenance of all internal access easements.

Zack Barresse, Chair Date



ATTACHMENTS:
Vicinity Map
Preliminary Plat

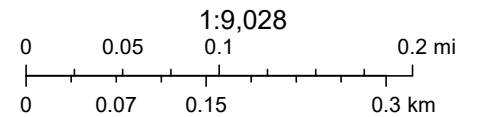
Boardman Station

Section 5, Item A.



3/23/2026, 1:30:14 PM

-  Override 1
-  Taxlots



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Source: Esri, USDA FSA

City of Boardman

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PRELIMINARY PLAT OF BOARDMAN STATION
A SUBDIVISION OF TAX LOT 1600, LOCATED IN SW 1/4 OF SECTION 9, T.4N., R.25E., W.M., CITY OF BOARDMAN, MORROW COUNTY, OREGON
SUB-XX-XX-XXX

PREPARED FOR
UNITY PARTNERS
636 N. COLORADO ST., STE. 24
KENNEWICK, WA 99336

PREPARED BY
ARMSTRONG SURVEYING, INC.
1595 N.E. THIRD ST., STE. 142
PRINEVILLE, OR 97754
(541) 447-7791

PHASING INFORMATION

PHASE 1 - 5 LOTS

LAYOUT INFORMATION

NUMBER OF LOTS: 5

LOT AREA

ALL LOTS WILL CONTAIN AT LEAST 29,000 SQUARE FEET NET ON FINAL PLAT

CONTOUR INTERVAL - SOURCE

ONE FOOT CONTOUR INTERVAL BY TOPOGRAPHIC SURVEY. ELEVATIONS ARE ASSUMED.

FLOOD ZONE - DRAINAGE

ZONE "X" OUTSIDE OF 100 YEAR FLOOD ZONE AS PER FEMA FLOOD PANEL #1046021500, EFFECTIVE DATE DECEMBER 11, 2007.

DOMESTIC WATER

DOMESTIC WATER TO CONNECT WITH EXISTING LINES IN S.W. FRONT STREET AND S.W. FIRST STREET. EXISTING LOCATIONS AS SHOWN.

FIRE PROTECTION

FIRE PROTECTION WILL BE PROVIDED BY FIRE HYDRANTS THAT ARE SUPPLIED BY THE CITY OF BOARDMAN WATER MAINS LOCATED IN S.W. FRONT STREET AND S.W. FIRST STREET.

IRRIGATION WATER

NO IRRIGATION WATER RIGHTS

TELEPHONE

EXISTING UNDERGROUND LINES IN S.W. FRONT STREET AND S.W. FIRST STREET

STORM WATER

STORM WATER DETENTION WILL BE IN THE PLANTER STRIPS BETWEEN THE CURBS AND SIDEWALKS. WATER WILL BE DELIVERED TO THE AREA BY STREET GRADING, CATCH BASINS AND PIPING.

SUBDIVISION - AREA

PHASE 1 - 5 LOTS = 322,103 FT²
TOTAL PROJECT = 239,278 FT²

SANITARY SEWER

SANITARY SEWER WILL BE PROVIDED BY THE CITY OF BOARDMAN SEWER MAINS TO CONNECT WITH EXISTING LINES IN S.W. FRONT STREET AND S.W. FIRST STREET. EXISTING LOCATIONS AS SHOWN.

EXISTING USE

BARE GROUND - NO EXISTING STRUCTURES

ZONING

CITY OF BOARDMAN - TOURIST COMMERCIAL SUB DISTRICT
PLEASE SEE THE CITY OF BOARDMAN DEVELOPMENT CODES UNDER 2.2 FOR SETBACKS AND DEVELOPMENT STANDARDS.

ELECTRICAL POWER

UMATILLA ELECTRIC COOPERATIVE
EXISTING UNDERGROUND LINES EXTENDING FROM S.W. FRONT STREET AND S.W. FIRST STREET.

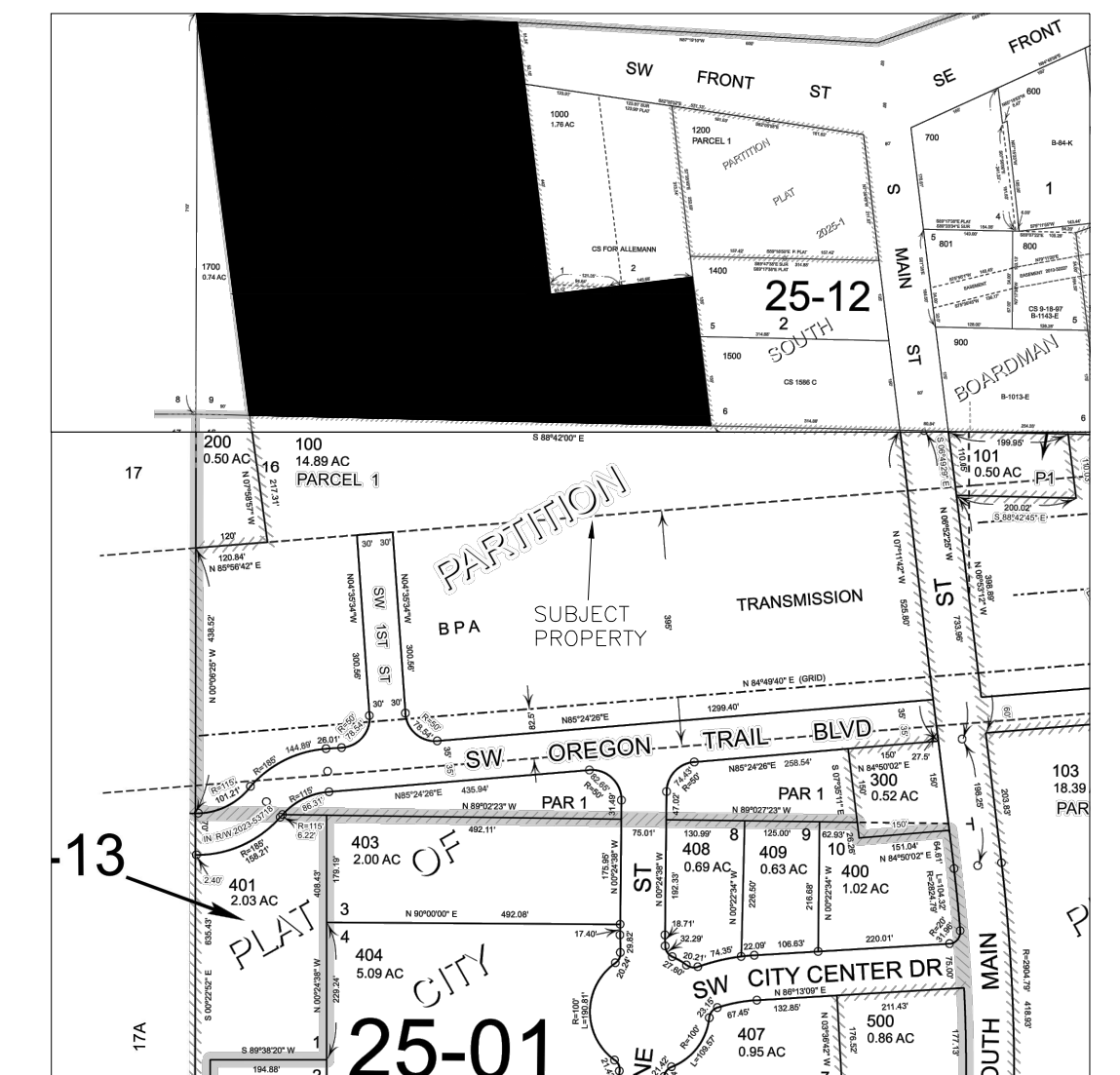
CABLE TELEVISION

SPECTRUM (CHARTER COMMUNICATIONS)
EXISTING UNDERGROUND LINES EXTENDING FROM S.W. FRONT STREET AND S.W. FIRST STREET.

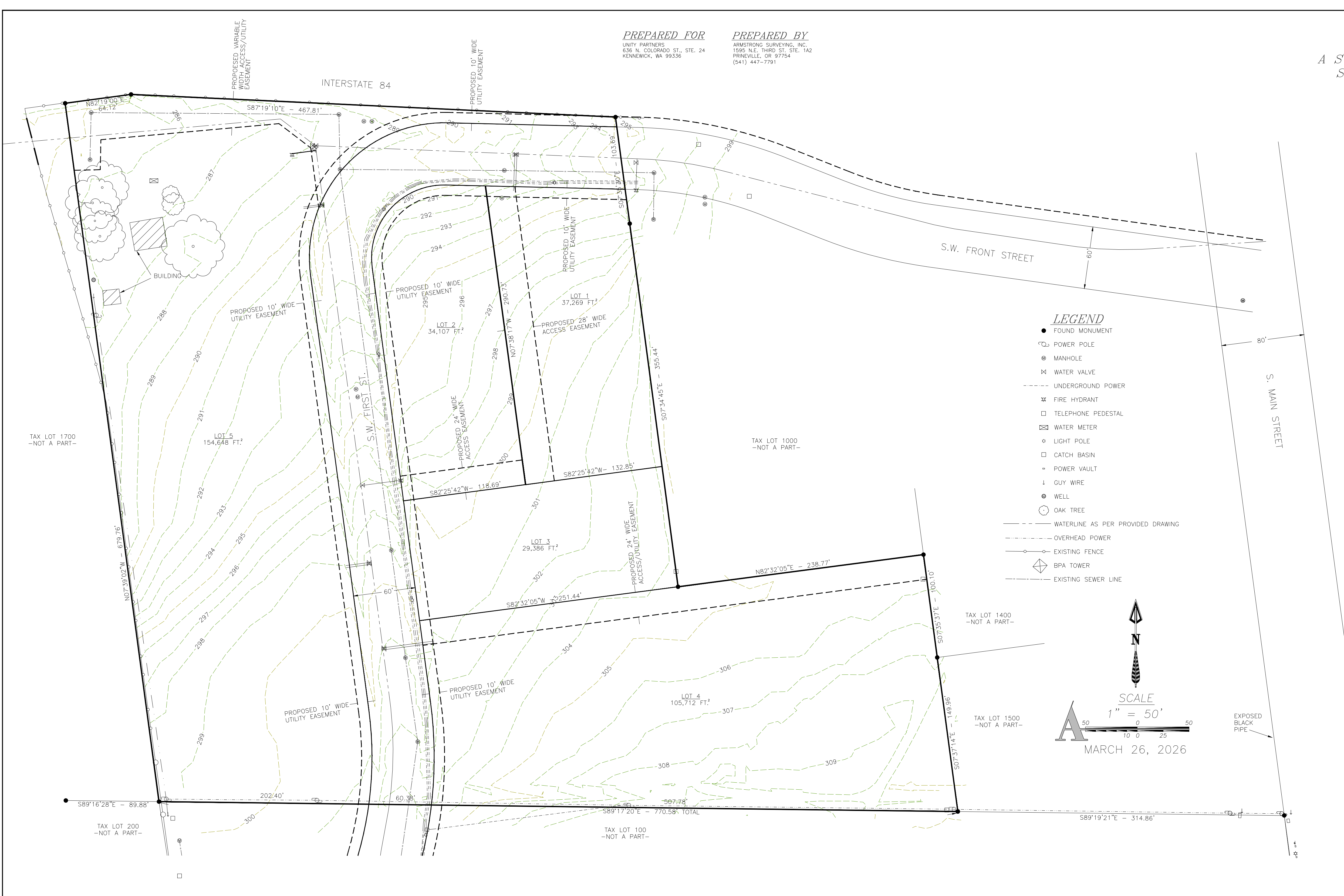
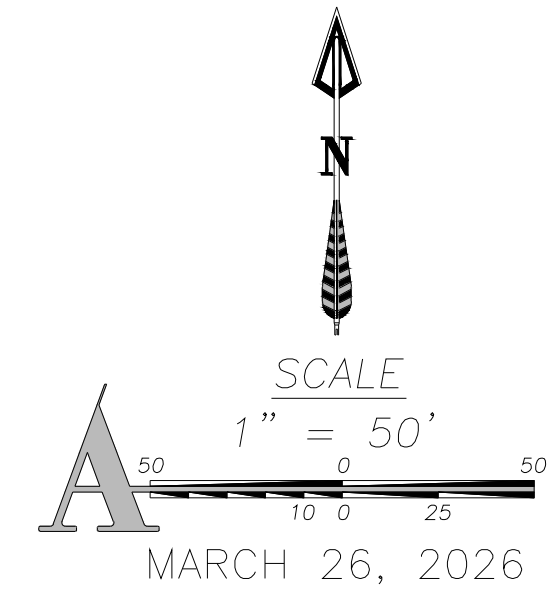
ACCESS

ACCESS TO THIS SUBDIVISION WILL BE DIRECTLY FROM S.W. FRONT STREET AND S.W. FIRST STREET AS SHOWN AND PREVIOUSLY CONSTRUCTED BY THE CITY OF BOARDMAN.

VICINITY MAP
-NOT TO SCALE-



- LEGEND**
- FOUND MONUMENT
 - ⊙ POWER POLE
 - ⊙ MANHOLE
 - ⊕ WATER VALVE
 - ⊕ UNDERGROUND POWER
 - ⊕ FIRE HYDRANT
 - ⊕ TELEPHONE PEDESTAL
 - ⊕ WATER METER
 - ⊕ LIGHT POLE
 - ⊕ CATCH BASIN
 - ⊕ POWER VAULT
 - ⊕ GUY WIRE
 - ⊕ WELL
 - ⊕ OAK TREE
 - WATERLINE AS PER PROVIDED DRAWING
 - OVERHEAD POWER
 - EXISTING FENCE
 - ⊕ BPA TOWER
 - EXISTING SEWER LINE



APPROVALS

OWNER/DEVELOPER _____ DATE _____

CITY OF BOARDMAN PLANNER _____ DATE _____

REGISTERED
PROFESSIONAL
LAND SURVEYOR

PRELIMINARY

XXXXXX OREGON
JAN 15, 2002
TODD R. CATTERSON
53270

RENEWS 12/31/XX

MEMORANDUM

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

Spring has sprung! And we are seeing that in an uptick of interest in development and requests for Development Review Permits for new homes. Which will be followed by permits for fences and sheds. Lions, and Tigers, and Bears, oh my!

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):** Morrow County is in the long, slow process of co-adopting the TSP. The Morrow County Board of Commissioners should conclude with a final public hearing to be held next Wednesday, April 1. My hope is to be able to report at the City Council meeting that they have co-adopted. The ordinance adoption process will most likely take us to mid-April and without an emergency clause it won’t be effective until mid-July. You can follow the next steps of the TSP Update [here](#).
- **Parks Master Plan (PMP):** We are working to correct a procedural error in the adoption process which you will have noticed on the agenda as the adopting Resolution is being rescinded with adoption occurring by Ordinance. Any questions will be addressed as part of the City Council actions.
- **Economic Opportunity Analysis (EOA):** The adoption documents are posted [here](#). As shared last month it has been appealed to LUBA.

Projects Underway or Soon To Be:

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** We are reengaged on this project. The next PAC meeting and an Open House will be held on May 19. You can follow the CP/BDC PAC [here](#).
- **Housing Capacity Analysis (HCA):** The first PAC meeting has been held, and the first two draft deliverables have been reviewed. We are waiting for some input on infrastructure availability which will come in April as part of the draft water management planning process. You can follow the HCA [here](#).
- **Main Street Interchange Area Management Plan Refinement (MS IAMP):** By the time you receive this the Notice of Intent to Award should have been released.

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

- **System Development Charge (SDC) Update:** An internal ‘kickoff’ meeting has been held, and we are working on responses to the consultant’s data request.
- **Boardman Municipal Code (BMC):** One of the first components that we are focusing on is the enforcement and abatement process. After that, who knows!?

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.

- ✓ **Homes, homes, and more homes:** Other than Development Review Permit requests for new homes, not a lot has changed since last month’s update. We have received a number of requests to allow development of Accessory Dwelling Units, which will require an amendment to the Development Code. Work on that will start soon.
- ✓ **Community Development:** We have received a subdivision application on commercially zoned land in the southwest quadrant of the Main Street interchange. With that we are also anticipating development applications within that same quadrant.

