



PLANNING COMMISSION MEETING

June 26, 2025 at 6:00 PM

Boardman City Hall Council
Chambers

AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

5. Introductions

A. Norma Ayala, Code Compliance/Animal Control

6. PUBLIC HEARINGS

A. RVW25-000028: PNGD INC, applicant, and Prabhakar Dayal, owner. Property is described as tax lot 500 & 600 of Assessor's Map 4N 25E 09DA and is zoned Commercial – Tourist Commercial Sub District. The request is for a Hotel and Maintenance shed. Criteria for approval are found at the Boardman Development Code Chapter 4.2 - Development Review and Site Design Review with the standards in 4.2.500 Site Design Review - Application Submission Requirements and 4.2.600 - Site Design Review Approval Criteria. It is being processed as a Type III decision.

7. DISCUSSION ITEMS

A. Planning Official Update

8. 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.

9. COMMISSION COMMENTS

10. 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 MEETING

May 29, 2025 at 6:00 PM

Boardman City Hall Council Chambers

MINUTES

1. CALL TO ORDER

Commission Vice-Chair Sam Irons called the meeting to order at 6:00 PM.

2. FLAG SALUTE

3. ROLL CALL

Commissioners present: Commissioner Jami Carbray, Commissioner Jennifer Leighton, Commissioner Mike Connell, Commissioner Ragna TenEyck, Commissioner Sam Irons

Commissioners Absent: Commissioner Zack Barresse (Excused), Commissioner David Jones (Unexcused)

4. APPROVAL OF MINUTES

A. Approval of Amended Planning Commission Meeting Minutes January 16, 2025

Motion to approve amended meeting minutes for January 16, 2025, as presented.

Motion made by Commissioner Leighton, Seconded by Commissioner Carbray.

Voting Yea: Commissioner Carbray, Commissioner Leighton, Commissioner Connell, Commissioner TenEyck, Commissioner Irons

Timestamp - 2:20

B. Approval of Planning Commission Meeting Minutes March 20, 2025

Motion to approve the minutes of March 20, 2025, Planning Commission meeting as presented.

Motion made by Commissioner Carbray, Seconded by Commissioner Connell.

Voting Yea: Commissioner Carbray, Commissioner Leighton, Commissioner Connell, Commissioner TenEyck, Commissioner Irons

Timestamp - 2:55

5. PUBLIC HEARINGS

A. Major Modification, RVW25-000023: Unity Partners LLC, applicant, and owner.

Property is described as tax lot 6600 of Assessor's Map 4N 25E 17CD and is zoned Residential - Manufactured Home Sub District. The request is for a major modification to increase the number of approved dwelling units. Criteria for approval are found at the Boardman Development Code (BDC) Chapter 4.6 Modifications to Approved Plans and Conditions of Approval with the standards in 4.6.300 Major Modification. It is being processed as a Type III decision.

Testimony in favor of the project - Hardeep Singh - Unity Park LLC, Joe Morosco - Senior Vice president First Coast Security

No Neutral Testimony

No Testimony in opposition

Move to approve Major Modification RVW25-000023 as presented.

Motion made by Commissioner Carbray, Seconded by Commissioner Leighton.

Voting Yea: Commissioner Carbray, Commissioner Leighton, Commissioner Connell, Commissioner TenEyck, Commissioner Irons

Timestamp - 3:40

- B. Replat, DIV25-000002: Apex, applicant and, Oregon Potato Company, owner. Property is currently described as Tax Lots 2500 and 2501 of Assessor's Map 4N 25E 10. The request is for a replat combining the two lots into one. This review will be completed under Chapter 4.3 Land Divisions and Lot Line Adjustments with the standards in 4.3.200 Replating and Vacation of Plats as outlined in the BDC. It has been determined to be a Type III Decision.

Motion to approve Replat, DIV25-000002 as presented with the date correction.

Motion made by Commissioner Leighton, Seconded by Commissioner Connell.

Voting Yea: Commissioner Carbray, Commissioner Leighton, Commissioner Connell, Commissioner TenEyck, Commissioner Irons

Timestamp - 27:55

6. **DISCUSSION ITEMS**

Planning Official Carla McLane provided her staff report - Timestamp - 39:00

7. **PUBLIC COMMENT**

There were none.

8. **COMMISSION COMMENTS**

There were none.

9. **ADJOURNMENT**

Commission Vice-Chair Sam Irons adjourned the meeting at 7:00 PM.

Commissioner Chair

Planning Department

PLANNING COMMISSION
FINDINGS OF FACT
RVW25-000028
TYPE III DECISION PROCESS

REQUEST: To approve an 84-room extended stay hotel and associated maintenance shed.

APPLICANT AND OWNER: Prabhakar Dayal
8200 Wallowa Road
Kennewick, WA 99338

PROPERTY DESCRIPTION: Tax Lots 500 and 600 of Assessor's Map 4N 25E 09DA.
GENERAL LOCATION: North of Interstate 84, East of Main Street, along NE Front St.
ZONING OF THE TRACT: Commercial - Tourist Commercial Subdistrict.
EXISTING DEVELOPMENT: Predominately bare property with fence and equipment from previous dog park.
PROPOSED USE: Hotel with 84 Bedrooms and 84 Bathrooms.

- I. BACKGROUND:** The subject property is predominately bare with a fence and equipment from previous use of a dog park. A site team meeting was held on June 12, 2025, with area utility and public service providers in attendance. The hotel, as proposed, will be built over a property line, which is allowed by the Oregon Building Codes Division.
- II. APPROVAL CRITERIA:** The application has been filed under the City of Boardman Development Code Chapter 4.1 Types of Applications and Review Procedures as a Type III Decision Process based on the requirements of Chapter 4.2 Development Review and Site Design Review. Applicable criteria include 4.2.600 Approval Criteria which requires evaluation under the applicable provisions for commercial development in Chapter 2, provisions in Chapter 3 Design Standards, and others 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;**

Hotels are an allowed use in the Commercial use zone and the Tourist Commercial subdistrict. The Tourist Commercial Subdistricts purpose is to accommodate development of commercial facilities catering to the traveling public at the Interstate 84 interchange. The development of a hotel would be consistent with this purpose. 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.

As stated, there is not a setback requirement. However, the hotel is proposed to cross the property line in between parcels 500 and 600. To meet this standard the applicant will need to record a covenant stating that the two properties cannot be sold separately, or as an alternative a replat could be approved and recorded. This covenant will apply to future owners and remain in effect until a replat is completed or the property is redeveloped.

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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%

Parcels 500 and 600 have a combined total area of 86,657 square feet. The proposed hotel and maintenance shed will occupy approximately 36,867 square feet, covering approximately 42% of the total lot area. The applicant will also need to meet the 10 percent landscaping requirement and provide the required number of parking spaces, including maneuverability within the subject property, which also will need to be considered in this lot coverage total.

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 submitted architectural drawings indicate a building height of 37' 1" which exceeds the height limit for the Tourist Commercial subdistrict by 2' 1". The applicant needs to either shorten the proposed building or request a Variance. This is listed as a condition of approval.

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 predominately bare with a fence and dog park around tax lot 600 that is proposed to be removed. There are no issues related to non-conforming uses and development to be resolved. This criterion is deemed to be 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

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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 ARDURRA and has been submitted by the applicant and has been deemed complete and in compliance.

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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 identifies two access points. One access will be used as an entrance and exit, and the other will be used specifically as an exit. Both will require an Access Permit. An address permit will also be required. This is listed 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.

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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 hotel will have two access points. Both will require an Access Permit. This is listed as a Condition of Approval.

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- 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.

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- 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: one along NE Front Street, measuring 40 feet in width, and a second along 4th Street, measuring 20 feet in width. This criterion is met.

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- 7. **Loading area design.** The design of driveways and on-site maneuvering and loading areas for commercial and industrial developments shall consider the anticipated storage length for entering and exiting vehicles to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation.

Loading areas are not outlined in the narrative, but should be configured for deliveries for the hotel without impacting the parking plan.

- 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 shall calculate and submit fire access plan information for review by the Fire Marshal.

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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.

The applicant shall submit plans for and obtain proper permits for signs, structures, or landscaping showing all vision clearance areas free and clear. This is listed as a Condition of Approval.

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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. 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:

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- 2. Commercial District.** 10 percent of the site.

The applicant shall submit a Landscaping Plan prior to issuance of the Development Review Permit which shall meet City of Boardman Development Code requirements for design, installation, and maintenance. This is listed as a Condition of Approval.

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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.

The applicant has not indicated that fencing will be installed. Any fence shall be subject to a Fence Permit that can be done at the same time as the Development Review Permit.

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Chapter 3.3 Vehicle and Bicycle Parking

3.3.300 Vehicle Parking Standards

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A. Minimum Required Off-street Parking Spaces

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2. Commercial Uses

Hotels and motels. One space for each guest room, plus one space for the manager.

Restaurants, bars, ice cream parlors and similar uses. One space per four seats or one space per 100-sq. ft. of gross leasable floor area, whichever is less.

There are 84 proposed rooms which, based on this standard, would require 85 parking spaces. The submitted site plan shows 100 spaces. This standard is met if development occurs consistent with the submitted site plan.

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- 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)

Parking stalls are designed to be 9'x18' in the front of the property, and 10'x18' in the back. There is space on the east side of the development for oversized or overlength vehicles.

- 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 four 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:

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- 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.

The hotel will be required to have at least 10 bicycle parking spaces. It is shown in the site plan that there will be 10 bicycle parking spaces. The applicant shall comply with all bicycle parking requirements. This is listed as a Condition of Approval.

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3.4.100 Transportation Standards

A. Development Standards. No development shall occur unless the development has frontage or approved access to a public street, in conformance with the provisions of Chapter 3.1 - Access and Circulation, and the following standards are met:

1. Streets within or adjacent to a development shall be improved in accordance with the Transportation System Plan and the provisions of this Chapter.
2. Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Section, and public streets shall be dedicated to the applicable city, county or state jurisdiction;
3. New streets and drives connected to a collector or arterial street shall be paved; and
4. The City may accept a future improvement guarantee [e.g., the property owner agrees not to remonstrate (object) against the formation of a local improvement district in the future which the City may require as a deed restriction] in lieu of street improvements if one or more of the following conditions exist:
 - a. A partial improvement may create a potential safety hazard to motorists or pedestrians;
 - b. Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;
 - c. The improvement would be in conflict with an adopted capital improvement plan; or
 - d. The improvement is associated with an approved land partition on property zoned residential and the proposed land partition does not create any new streets.

The proposed hotel has frontage along NE Front Street, an improved city street. During the 2025-2026 fiscal year the city will be designing improvements to this street with construction anticipated during 2026. No new streets are proposed or required and no future improvement guarantees are requested.

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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.
- 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.

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Water and wastewater connections can be achieved. All installations shall conform to this section. 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.**

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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.**

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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.

Perimeter easements shown on the original plat are being retained. Easements along the property line through the center of the subject property are being vacated. The easement vacation process based on Oregon Revised Statute is a City Council decision.

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.

Based on a request from the Fire Marshal for additional fire hydrants to be installed along the back perimeter of the subject property, the perimeter easements that are shown on the original subdivision plat are being retained. The fire hydrants will be city infrastructure within an easement and for this reason the installation will be reviewed by the city engineer.

Chapter 3.6 Other Standards

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3.6.500 Signs

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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.

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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 submitted a preliminary site plan that depicted a sign on the hotel. 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.

Chapter 4 Applications and Review Procedures

- 5. Conditions required as part of a Land Division (Chapter 4.3), Conditional Use Permit (Chapter 4.4), Master Planned Development (Chapter 4.5), or other approval shall be met.

This criterion is not applicable.

- 6. Exceptions to criteria 4.a-f, above, may be granted only when approved as a Variance (Chapter 5.1)

A variance may be needed to address the proposed height of the structure.

III. PROPERTY OWNERS NOTIFIED: June 4, 2025

List of landowners notified is retained as part of the file.

IV. PUBLISHED NOTICE: June 4, 2025

East Oregonian

V. AGENCIES NOTIFIED: June 4, 2025

Brandon Hammond, City Manager; George Shimer, Boardman Parks and Recreation; Teresa Penninger, Oregon Department of Transportation; Rich Foster, Oregon Department of Transportation.

VI. SITE TEAM MEETING: June 12, 2025

Boardman City Hall; Zoom

VII. PLANING COMMISSION PUBLIC HEARINGS: June 26, 2025

Boardman City Hall

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

- 1. Submit a Development Review application for hotel and maintenance shed.
- 2. Apply for Access Permits for both access points.
- 3. Apply for an Address permit.

- 4. To meet the height requirement standards, the building will need to either be shortened or a variance will need to be obtained.
- 5. 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.
- 6. Any fence shall be subject to a Fence Permit that can be done at the same time as the Development Review Permit.
- 7. Based on the number of parking spaces the hotel will be required to have at least 10 bike spaces. The applicant shall comply with all bicycle parking requirements.
- 8. to the Boardman Development Code and Public Works Standards.
- 9. Stormwater shall be maintained on site and in conformance with Chapter 3.5 Stormwater Management.
- 10. All installed utilities shall comply with the Boardman Development Code or Municipal Code related to utilities.
- 11. Easements shall be accomplished as required by the Boardman Development Code for this development.
- 12. The Boardman Planning Official, Public Works Director, and City Engineer shall review the Construction Plan prior to construction.
- 13. All infrastructure proposed for the development will need to meet the requirements of the Boardman Development Code and Public Works Standards.

Zack Barresse, Chair

Date



ATTACHMENTS:
Vicinity Map
Existing Conditions
Site Maps
Trip Generation Letter
Narrative

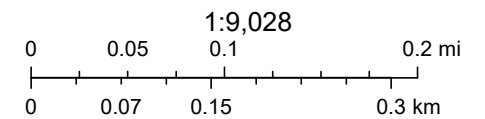
Vicinity Map

Section 6, Item A.

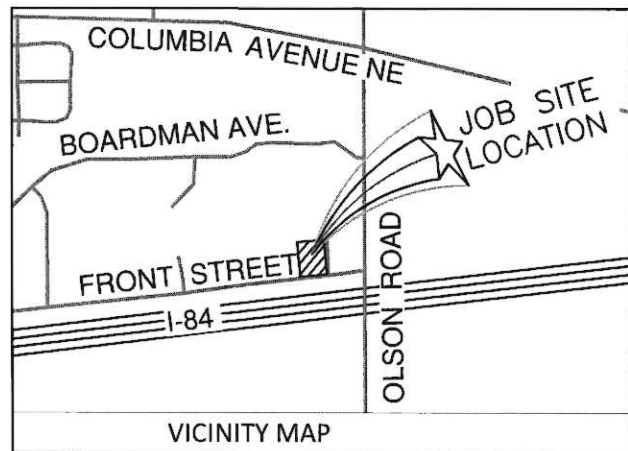


6/2/2025, 9:34:09 AM

-  Override 1
-  Taxlots



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



LEGEND

SECTION LINE
PROPERTY LINE OF RECORD
PROPERTY LINE BEING VACATED
EASEMENT LINE OF RECORD
CENTERLINE
RIGHT OF WAY
TAX LOT LINE
EXISTING UNDERGROUND POWER
EXISTING SANITARY SEWER
EXISTING WATER LINE
EXISTING FENCE
EXISTING EDGE OF GRAVEL
EXISTING UNDERGROUND POWER

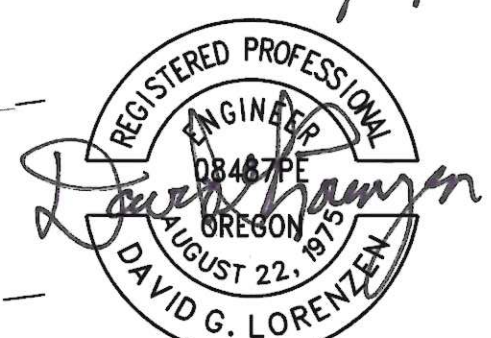
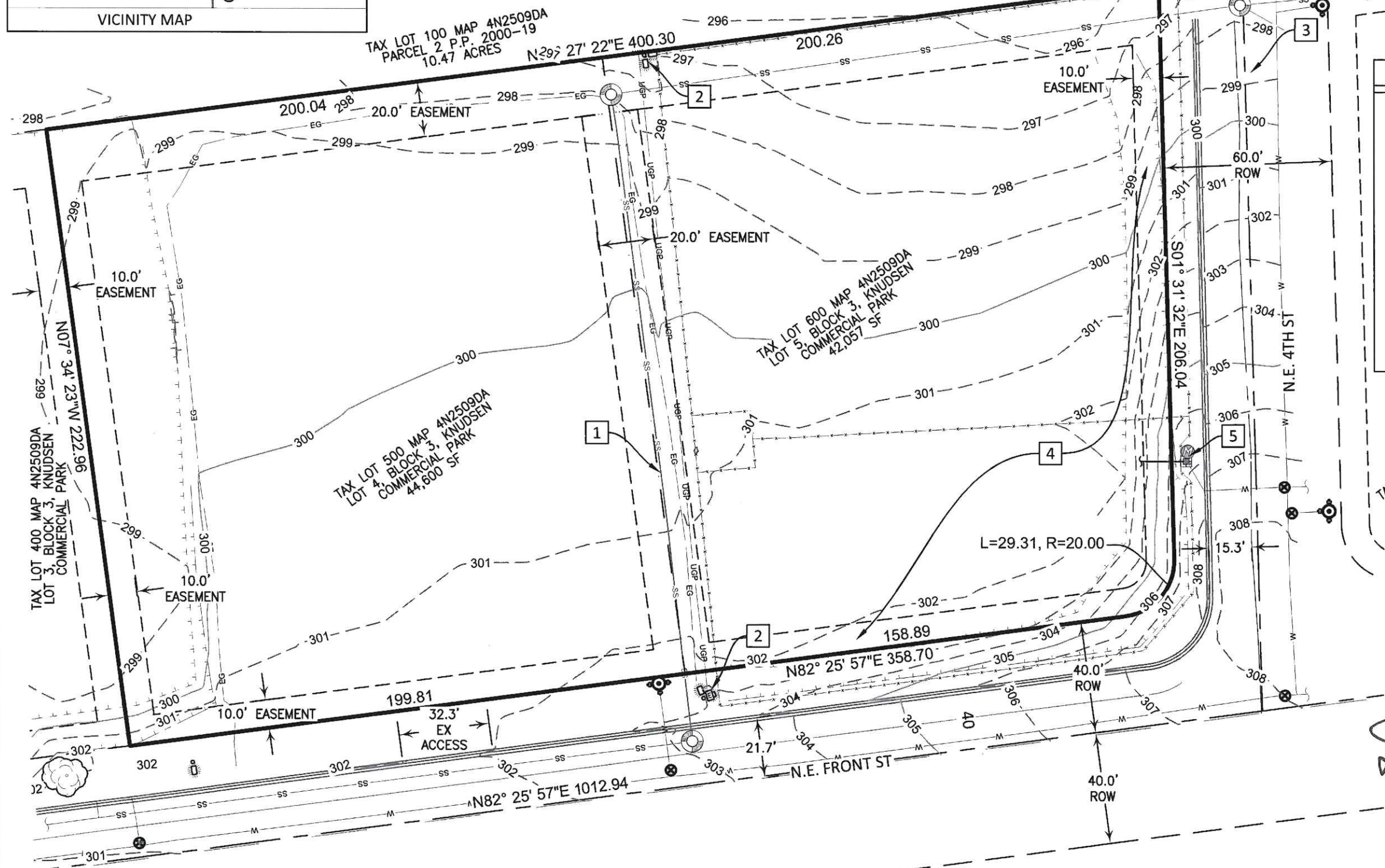
EXISTING SSMH
EXISTING FIRE HYDRANT
EXISTING WATERVALVE
EXISTING WATERMETER AND BACKFLOW PREVENTOR
EXISTING SITE/STREET LIGHT
EXISTING ECO-BLOCK

NOT FOR CONSTRUCTION
PLANNING DOCUMENT ONLY

SCALE 1"=60'

KEY NOTES

- EXISTING SANITARY SEWER TO BE RELOCATED BY THE CITY
- EXISTING SITE LIGHTS & UNDERGROUND POWER LINE TO BE RELOCATED
- EXISTING ROAD GRADE 6%±
- EXISTING SLOPES FROM 10% TO 25%
- EXISTING WATER METER & BACKFLOW PREVENTOR TO BE PRESERVED



EXPIRES 12/31/2026

Section 6, Item A.

Chk.by: DGL
Apr.by: DGL
Dwg.by: RWF
Date: MAY 2, 2022

DATE	REVISION
#	1 2 3 4

SITE ANALYSIS MAP
PNJD INC
BOB DAYAL
BOARDMAN, OREGON
TITLE: PNJD INC, ATTN: BOB DAYAL
82000 WALLOWA ROAD
KENNEWICK, WA 99338
CLIENT:

CK3, LLC
368 S.W. 5th Avenue
Ontario, Oregon 97914
Phn: (541) 889-5411
Fax: (541) 889-2074
945 W. Orchard Avenue
Hornistown, Oregon 97838
Phn: (541) 567-2345
Fax: (541) 567-2305
ENGINEERING, SURVEYING & PLANNING

EX-1
SHEET NO. 1 OF 1
0. C025002.dwg
0. C025002

SITE AREAS

TOTAL AREA 86,657.0 SF / 1.99 AC
 BUILDING AREA 11,820.2 SF
 (3-STORY) 84 ROOMS 36,568.0 SF
 IMP (CONCRETE & AC) 35,641.3 SF / 0.82 AC
 LANDSCAPING 20508.2 SF / 0.47 AC

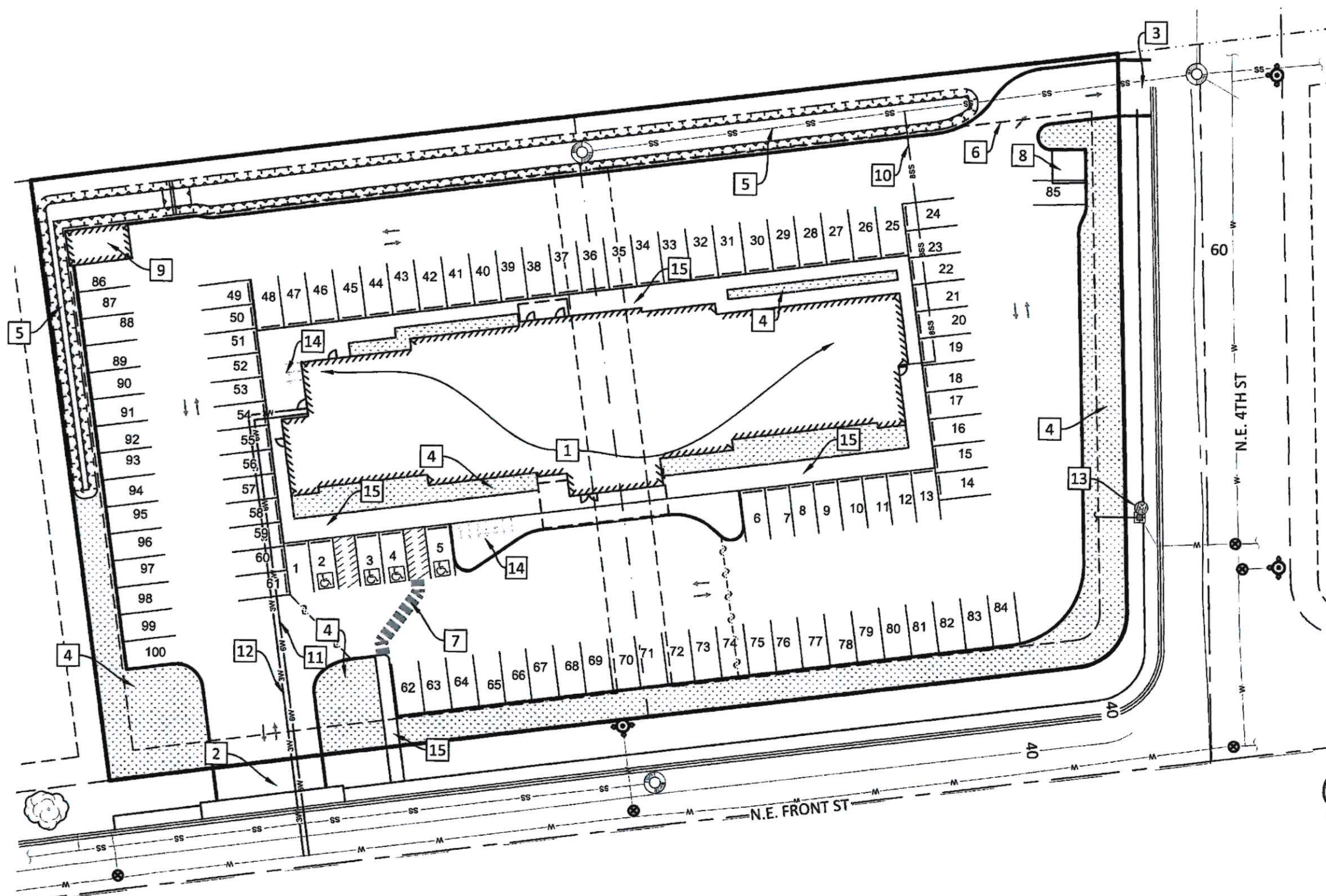
PARKING

100 VEHICLE PARKING STALLS
 4 ADA PARKING STALLS
 10 BICYCLE PARKING STALLS

NOT FOR CONSTRUCTION
 PLANNING DOCUMENT ONLY

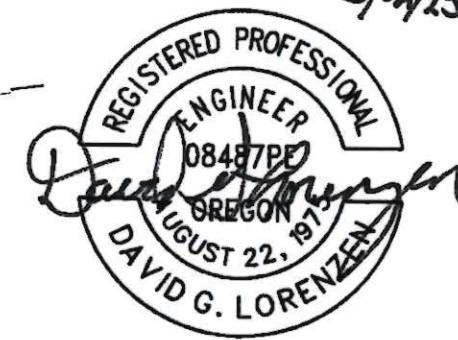
SCALE 1"=60'

N



KEY NOTES

- 1 NEW BUILDING
- 2 NEW STREET ACCESS
- 3 NEW EXIT ONLY
- 4 NEW LANDSCAPING TYP
- 5 NEW RETENTION SWALE
- 6 EASEMENT LINE
- 7 PAINTED PEDESTRIAN ACCESS TO PUBLIC SIDEWALK
- 8 NEW TRASH ENCLOSURE
- 9 NEW MAINTENANCE SHED
- 10 NEW 8" SANITARY SEWER
- 11 NEW 6" FIRE WATERLINE
- 12 NEW 3" POTABLE WATER LINE
- 13 EXISTING 2" WATERSERVICE AND BACKFLOW PREVENTOR TO BE USED FOR LANDSCAPE IRRIGATION
- 14 BIKE PARKING TYP
- 15 CONCRETE SIDEWALK



EXPIRES 12/31/2026

Chk.by: DGL
 Apr.by: DGL
 Dwg.by: RWF
 Date: MAY 2, 2025

#	REVISION	DATE
1		
2		
3		
4		

PROPOSED SITE PLAN
 PNJD INC
 BOB DAYAL
 BOARDMAN, OREGON
 TITLE: PNJD INC, ATTN: BOB DAYAL
 CLIENT: 82000 WALLOWA ROAD KENNEWICK, WA 99338

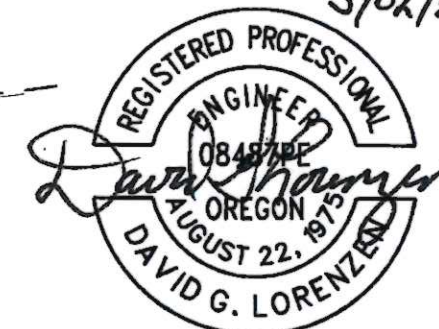
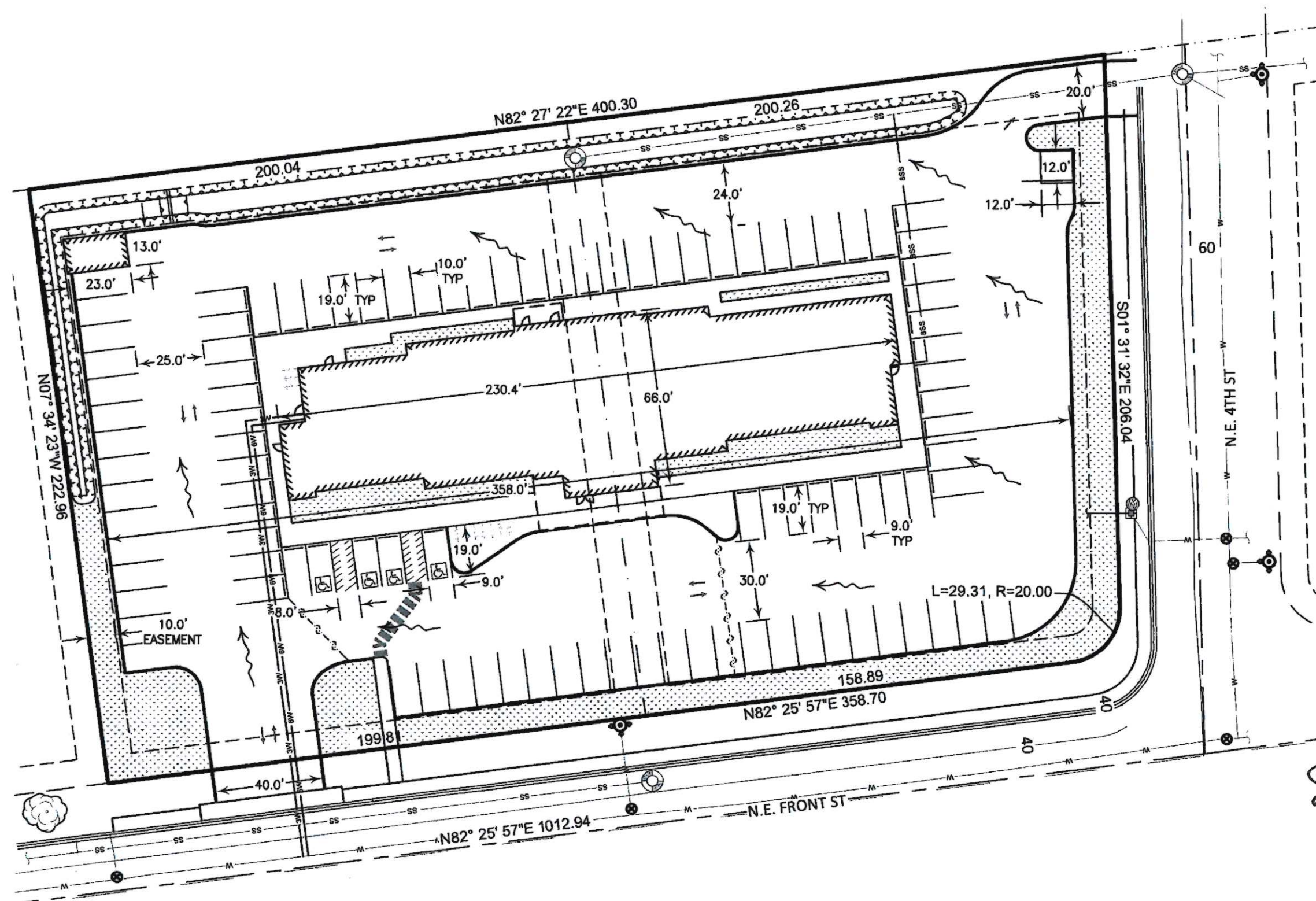
CRS, LLC
 368 S.W. 5th Avenue
 Ontario, Oregon 97914
 Phn: (541) 889-5411
 Fax: (541) 889-2074
 945 W. Orchard Avenue
 Hermiston, Oregon 97838
 Phn: (541) 567-2345
 Fax: (541) 567-2305
 ENGINEERING, SURVEYING & PLANNING

EX-2
 SHEET NO. 1 OF 2
 DWG NO. C025002.dwg
 JOB NO. C025002

VEHICLE DIRECTION ARROW
STORMWATER FLOW ARROW



NOT FOR CONSTRUCTION
PLANNING DOCUMENT ONLY



EXPIRES 12/31/2026

Chk.by:	DGL
Apr.by:	DGL
Dwg.by:	RWF
Date:	MAY 2, 2025

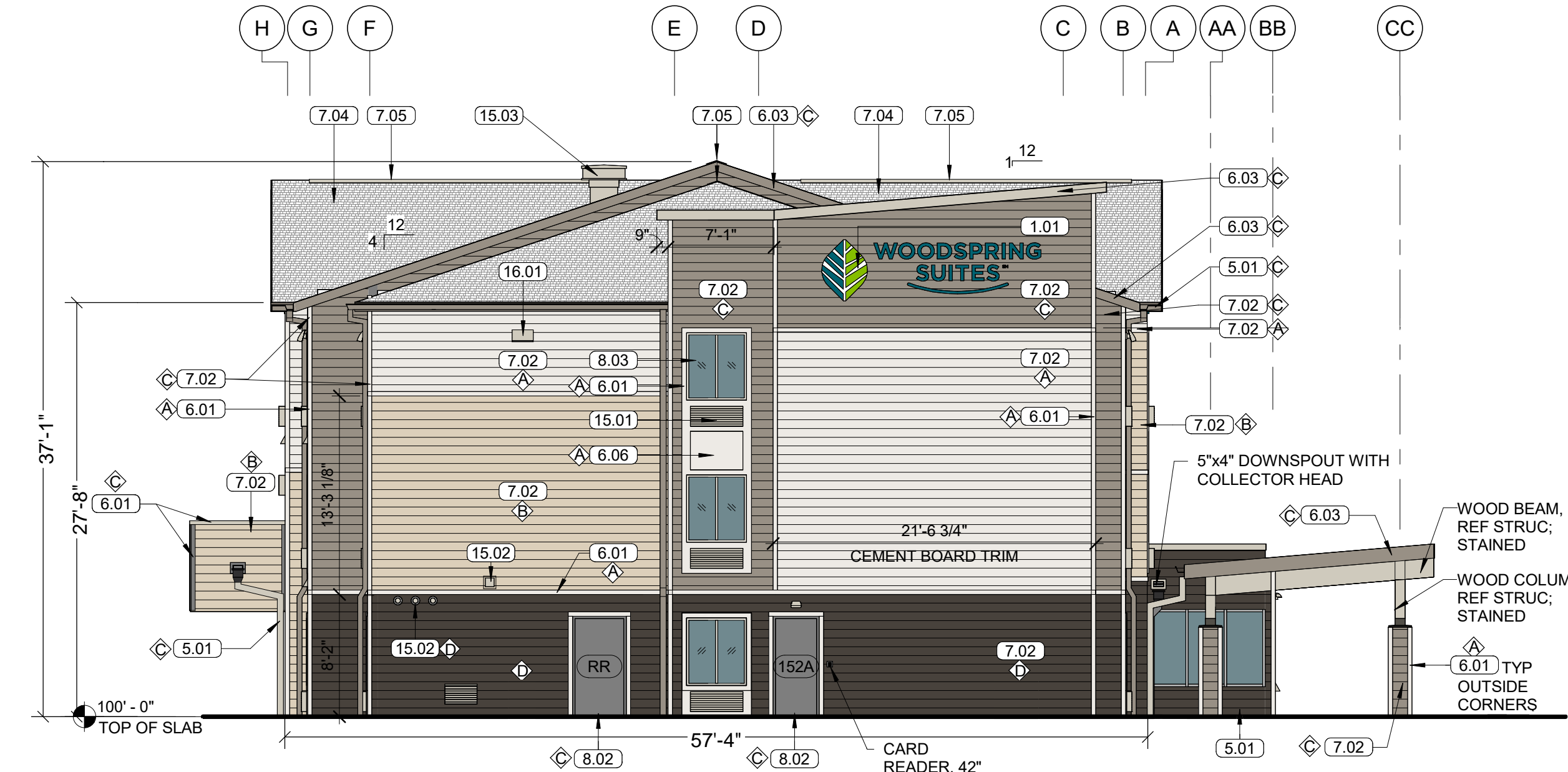
#	REVISION	DATE
1		
2		
3		
4		

PRELIMINARY GRADING PLAN
PNJD INC
BOB DAYAL
BOARDMAN, OREGON
TITLE: PNJD INC - ATTN: BOB DAYAL
CLIENT: 82000 WALLOWA ROAD KENNEWICK, WA 99338

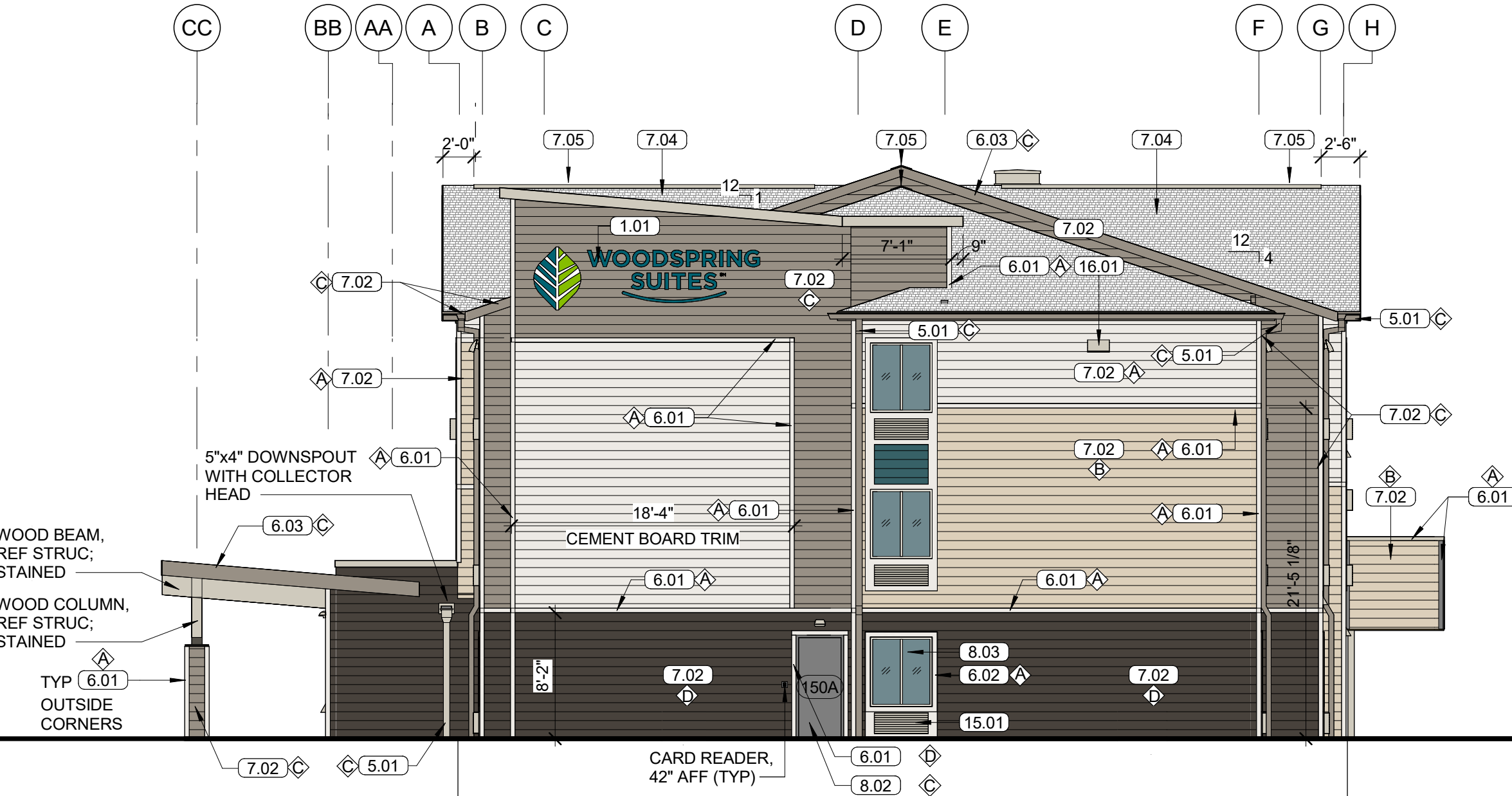
CK3, LLC
368 S.W. 5th Avenue
Oxnard, Oregon 97914
Phn: (541) 889-5411
Fax: (541) 889-2074
945 W. Orchard Avenue
Hermiston, Oregon 97838
Phn: (541) 567-2345
Fax: (541) 567-2305

ENGINEERING, SURVEYING & PLANNING

EX-2
SHEET NO. 2 OF 2
DWG NO. C025002.dwg
NO. C025002



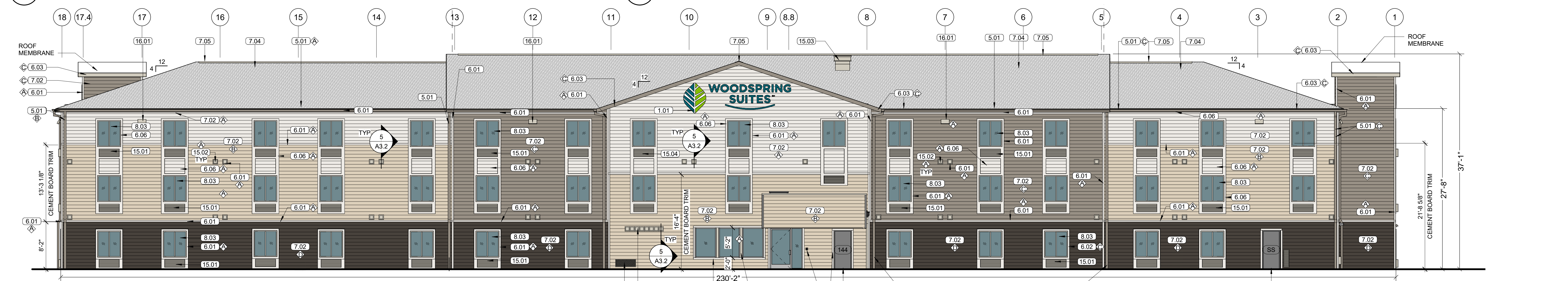
2 LEFT SIDE ELEVATION
1/8" = 1'-0"



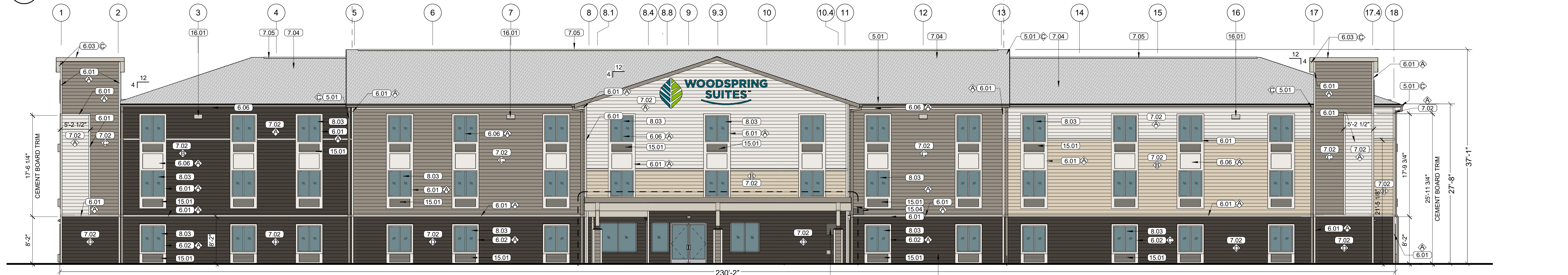
1 RIGHT SIDE ELEVATION
1/8" = 1'-0"

KEYNOTE LEGEND	
1.01	SIGNAGE BY OWNER; UNDER SEPARATE PERMIT. COORDINATE BLOCKING WITH SIGN MA
5.01	ALUMINUM GUTTERS AND DOWNSPOUTS
6.01	CEMENT BOARD TRIM: 5/4"x4" EIFS TRIM: 2-1/2"x4"
6.02	CEMENT BOARD TRIM AT STONE: 5/4"x4"
6.03	CEMENT BOARD TRIM FASCIA
6.06	CEMENT BOARD PANEL
7.02	7" EXPOSURE CEMENT BOARD LAP SIDING: SEE COLOR SCHEDULE
7.04	COMPOSITION SHINGLES
7.05	RIDGE VENT: REF SHEET A1.3 FOR DETAILS
8.02	HOLLOW METAL DOOR
8.03	SLIDING WINDOW, TYP.: SEE SPECS
15.01	THRU-WALL PTAC
15.02	MECHANICAL LOUVERS: REF MECH. DWGS. PAINT TO MATCH ADJACENT
15.03	ELEVATOR VENT THRU ROOF, REF 4/A1.3
15.04	MECHANICAL LOUVERS: REF MECH. DWGS. MILL ALUMINUM FINISH
16.01	LIGHT WALL PACK, MOUNT 35'-0" TO CENTER OF FIXTURE, REF ELEC. DWGS.

	COLOR: SW7004 "SNOWBOUND" PPG		COLOR: SW9168 "ELEPHANT EAR" PPG
	COLOR: SW7569 "STUCCO" PPG		COLOR: SW7675 "SEALSKIN" PPG



2 REAR ELEVATION
1/8" = 1'-0"

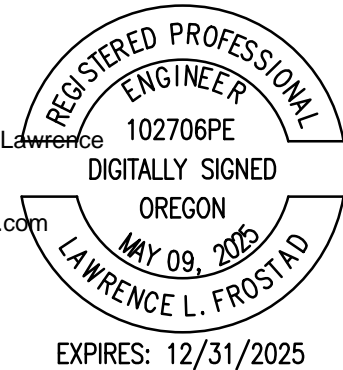


1 FRONT ELEVATION
1/8" = 1'-0"

MEMORANDUM

TO: Carla McLane, City of Boardman, Oregon
CC: Bob Dayal, PNJD, Inc
FROM: Larry Frostad, P.E., PTOE
Timothy Fisch
DATE: May 1, 2025
SUBJECT: Woodspring Suites, Trip Generation & Distribution Letter

Digitally signed by Lawrence
L Frostad
Contact Info:
LFrostad@ardurra.com
Date: 2025.05.06
14:15:12-07'00'



This report summarizes the Trip Generation and Distribution prepared for the Woodspring Suites proposed in Boardman, Oregon. The Letter provides information for use in determination of concurrency between the proposed project, applicable regulations, and the City's *Transportation System Plan*, which is currently being updated. This analysis is the initial step in addressing the City of Boardman's request to understand travel impacts in determining if further analysis is required.

The study was prepared per Traffic Impact Study guidance provided by the City (Chapter 4.10 – Traffic Impact Study, October 2002). The City of Boardman is the lead land use jurisdiction and agency that maintains access roads. Additional agencies can comment per invitation of City staff.

PROJECT DESCRIPTION

Woodspring Suites is an 84-unit extended-stay hotel proposed at the site of the existing Boardman Dog Park on Front Street near Olson Road. Zoning at the site is Commercial, with Residential zoning adjacent to the north.

Access is assumed to be from a full-access approach off Front Street. Construction would initiate following receipt of administrative approvals from Boardman officials with completion and occupancy expected by the spring of 2026.

Attached **Figure 1** provides a site location map. **Figure 2** provides the most current site plan, which shows the building and main entry oriented to access Front Street.



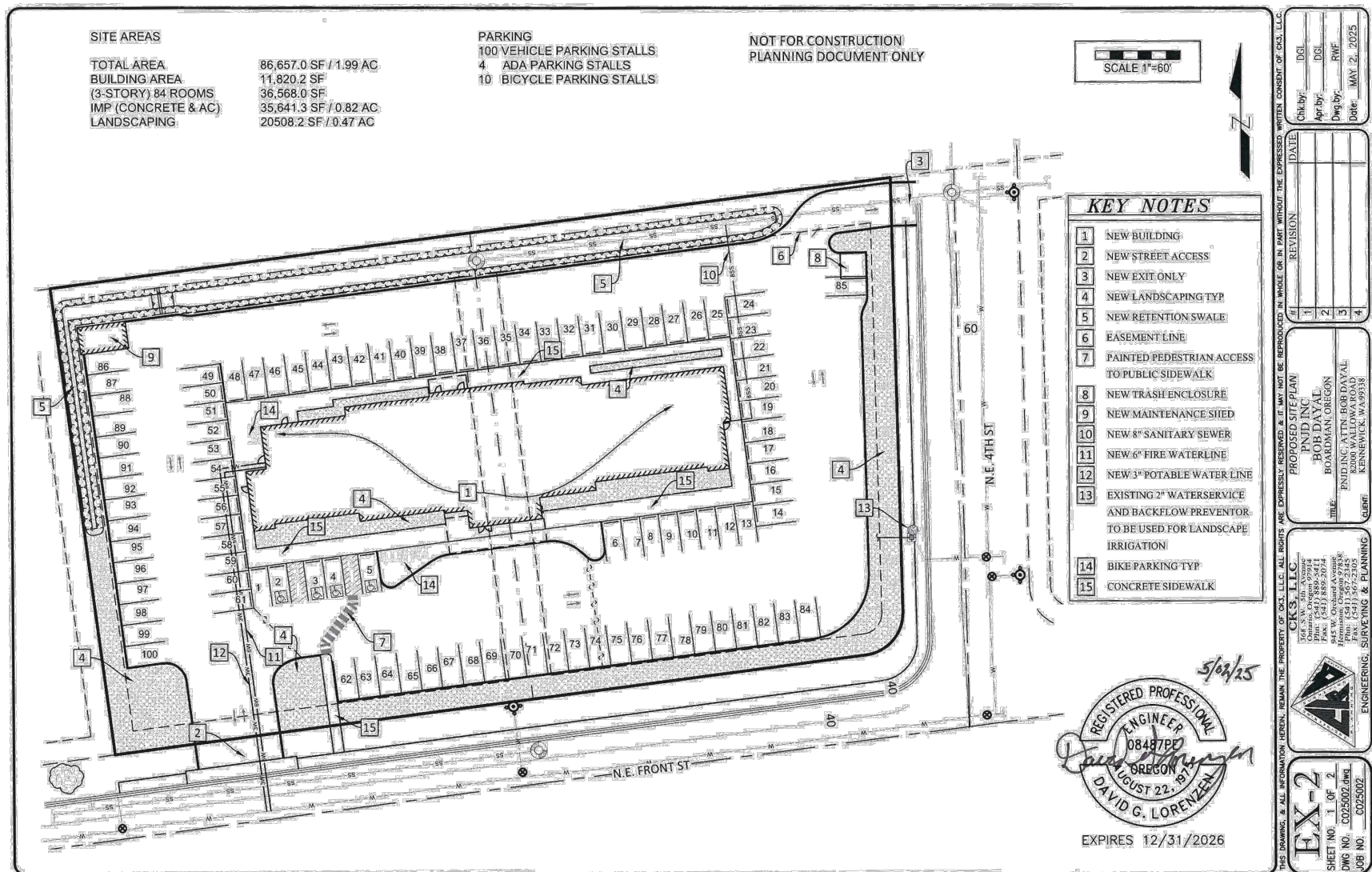
DATE: 5/2/25 JOB: 250176

WOODSPRING SUITES
FIGURE 1 - VICINITY MAP



1717 S. RUSTLE STREET, SUITE 201
SPOKANE, WA 99224

509-319-2580 | WWW.ARDURRA.COM



DATE: 5/2/25 JOB: 250176

WOODSPRING SUITES FIGURE 2 - SITE PLAN



1717 S. RUSTLE STREET, SUITE 201
SPOKANE, WA 99224

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Transportation Systems Plan

The City is currently updating this plan from the previous 2001 edition. The Main Street intersections at Boardman Avenue, N Front Street, and the Westbound Interstate 84 ramp terminal are shown to currently have service level issues, albeit mostly with low v/c ratios. The close spacing of these historical types of designs and the business access movements in between the intersections contribute to the operational issues. The *Boardman Main Street Interchange Area Management Plan* (IAMP) (DKS/Winterbrook Planning, April 2009) suggests access restrictions, bridge widening, and traffic signals as a way to mitigate these issues.

Trip Generation

Trip generation was forecast based on the methodologies of the Trip Generation Manual (ITE, 11th Edition, September 2021). The manual is a nationally recognized and locally accepted resource for forecasting traffic for commercial, institutional, and residential developments. The methods were developed based on the survey of other existing land uses located within the United States.

Calculations from the Trip Generation Manual yield total trips. However, not all these trips are new to streets. Internal, Pass-by, and Diverted, are terms used to describe the trip types that make up total trips for a commercial project depending on the purpose of the trip. While hotel trips can be considered as Pass-by or Diverted trips given the assumption is that the trips will be to and from the freeway, the impact is essentially the same as considering them as New trips on the local system.

Trip generation for Woodspring Suites was developed using ITE Land Use Code 311 – All Suites Hotel as it best approximates the planned use of the site. A description of this use is provided below:

ITE Code 311. *"An all suites hotel is a place of lodging that provides sleeping accommodations, a small restaurant and lounge, and small amounts of meeting space. Each suite includes a sitting room and separate bedroom. An in-room kitchen is often provided."*

Trip generation was determined initially based on rates that correlate traffic densities to building area. The number of studies was insufficient (<20) or had a low R-squared value to meet criteria to use Fitted Curve Equations; hence the use of Average Rates. Trips were forecast for typical weekday and then the AM and PM peak hours of adjacent streets. An adjustment for the existing use is acknowledged in the net new trips shown in Table 1.

Land Use:	Units	Weekday	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
Code 311 – All Suites Hotel	84 Rooms	370	15	14	29	15	15	30
ITE Code 411 Public (Dog) Park – (Existing Use)	1 Acre	1	0	0	0	0	0	0
Net New Trips		369	15	14	29	15	15	30

Source: ITE Trip Generation Manual (11th Edition) & Trip Generation Handbook (3rd Edition)

As shown, the Woodspring Suites project is forecast to generate 370 weekday driveway trips (primarily passenger vehicle) with 29 generated during the AM peak hour and 30 PM peak hour. It should be noted here that the proposed 84-unit project is lower than the 200 rooms and associated trips estimated for this vicinity in the Future Conditions Analysis (Kittelson & Associates, January 2025) for the *Transportation Systems Plan* update. As such, they should not be added to the volumes shown in Figures 1 and 2 of Future Conditions Analysis Attachment A for 2045 Trip Assignment.

Trip Distribution and Assignment

Trip distribution and assignment is the process of forecasting the likely travel routes for development-related traffic to identify the impacts of a project on area streets. For this study, trip distribution was based on the existing network as well as the location of primary destination centers in relation to the development, such as Interstate 84, residential, work centers, shopping/entertainment areas, etc. Figures 16 and 17 of the Draft Existing Traffic Conditions document (Kittelson & Associates, January 2025) was also reviewed.

Trips will access the site via either the Laurel Lane or Main Street Interchanges then utilizing Columbia and Olson from Laurel Lane, or Front Street from Main Street. Existing volumes indicate the Main Street Interchange to be most likely used by drivers, although this can be somewhat influenced by Motorist Information Signing or by trip routing applications.

Trips were distributed to the network as shown with **Table 2**. The entering and exiting assignments overall are also shown for the street network described above. The existing trip is not included in **Table 2**.

Table 2. Trip Distribution and Trip Assignments				
Origin/Destination	Distribution	Trip Assignments		
		Weekday	AM Peak	PM Peak
Interstate 84 via Front / Main Street				
- Westbound Ramps	35%	130	10	11
- Eastbound Ramps	35%	129	10	10
Interstate 84 via Olson, Columbia, and Laurel Lane				
- Westbound Ramps	15%	56	4	4
- Eastbound Ramps	15%	55	5	5
Trip Distribution Totals	100%	370	29	30

Trips were assigned based on the described distribution pattern with a summary of results shown with **Figure 3**. Intersections forecast to support more than 20 new trips are noted below:

Front Street / Main Street:	20 AM/21 PM peak hour trips
Main Street / Interstate 84 Westbound Ramps:	20 AM/21 PM peak hour trips

Impact Fees

Boardman does not currently charge a transportation impact fee as part of the project permitting process.

SUMMARY

Woodspring Suites is an 84-unit extended-stay hotel proposed at the location of the existing Boardman Dog Park in Boardman, Oregon. Access is assumed to be from Front Street. Completion and occupancy of the site is expected by the spring of 2026.

Trip generation was calculated using ITE Code 311 for All Suites Hotel. The project is forecast to generate 371 weekday trips that impact the street network. About 29 of these trips would be generated during the AM peak hour and 30 during the PM peak hour.

The adjacent roadways of Main Street, Front Street, Olson Road, Columbia Avenue, and Laurel Lane would provide routes for the majority of approaching and departing trips from Interstate 84. To that end, the Front Street / Main Street and Main Street / Interstate 84 Westbound Ramps intersections are anticipated to support the majority of site trips, both supporting around 20 trips during the AM and PM peak hours.

The trips estimated for this project have already been accounted for in the forecasting by Kittelson & Associates for the City's ongoing Transportation Systems Plan update. The site impacts of the project are addressed by extending frontage improvements, such as sidewalk, anticipated to be prescribed by the City.

RECOMMENDATIONS

Further study of this project in a Traffic Impact Analysis is not recommended as it will unnecessarily duplicate work already documented in the *Transportation Systems Plan* update.

The following recommendations are offered for consideration in the current planning efforts:

Update the travel forecast for the *Transportation System Plan* (Lot 5) as needed to incorporate the Woodspring Suites project.

Our recommendation for the City's *Transportation System Plan* update to address current and forecast performance issues is to prioritize the implementation of roundabouts over traffic signals. This is for several reasons:

- Roundabouts were not mentioned as an alternative in the April 2009 *IAMP*. Understanding of the benefits of roundabouts has increased in the past 16 years. Oregon now has 271

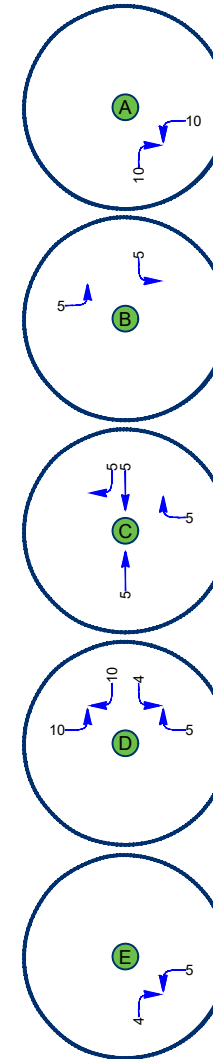
documented roundabouts in the Kittelson Roundabouts Database, which includes the two in Boardman.

- Roundabouts do not need to wait for a signal warrant for consideration of implementation and thus can be constructed as soon as funding is available.
- Stated goals for multimodal safety performance favor roundabouts over signals.
- Favorable roadway grades
- The “wide node / narrow link” concept afforded by roundabouts may preserve the Interstate 84 bridge without need for widening for a left turn lane. Replacement of a bridge that is still in fair condition (per ODOT) is likely not a priority in comparison to other needs, and options that do not require widening are available.
- Reduction in pedestrian crossing distances
- Reduction in intersection queuing (as identified in the *IAMP*) due to signals, which may allow operations without access restrictions.
- Boardman does not currently have traffic signals and thus would have to consider ongoing signal operations and maintenance costs (including equipment rehabilitation and replacement projects) that the City does not currently budget for.

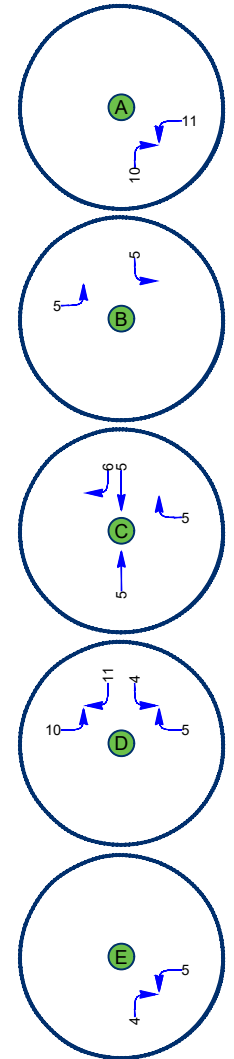
No further recommendations are provided. Please contact us if you have any questions on these recommendations.



AM PEAK



PM PEAK



DATE: 5/2/25 JOB: 250176

LEGEND

- MAJOR COLLECTOR
- INTERSTATE
- INTERSECTION TURNING MOVEMENTS

WOODSPRING SUITES FIGURE 3 - TRIP DISTRIBUTION AM AND PM PEAK HOURS



1717 S. RUSTLE STREET, SUITE 201
SPOKANE, WA 99224

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368 SW 5TH AVENUE, ONTARIO, OR. 97914
945 W. ORCHARD AVENUE, HERMISTON, OR. 97838

Section 6, Item A.

May 14, 2025

Project Narrative:

Woodspring Suites

Proposed Site:

Northwest intersection of Front St. and NE 4th St.

Boardman, Oregon 97818

Property Zoned: Commercial

Tourist Commercial Sub-District

Prepared for

Prabhakar Dayal

82000 Wallowa Rd.

Kennewick, WA 99338

Phone: (509)200-9545



EXPIRES 12/31/2026

Prepared by

David G. Lorenzen P.E.

CK3, LLC

945 W. Orchard

Hermiston, Oregon 97838

General Submission Requirements

The Land Use Application Site Design Review (Type III Procedure) form has been completed and is attached in **Appendix A**. Woodspring Suites Motel is a permitted use in the Tourist Commercial sub-District. Lot Coverage for this development is about 55%, which is below the maximum of 85% for Tourist Commercial sub-District.

Site Design Review Information

The site Analysis Map (EX- 1) and the Proposed Site Plan (EX-2) are Attached in **Appendix B**. The Architectural drawings showing building elevations, building materials and name of the Architect are attached in **Appendix C**. The Preliminary Grading Plan is shown on page 2 of the Proposed Site Plan (EX-2) in **Appendix B**. Finish grading plan with final elevation and slopes will be shown on the stamped Civil site plans. A copy of the Trip Generation Letter is attached in **Appendix D**.

Approval Criteria

This portion of the narrative report documents compliance with Sub Section 4.2.600 Approval Criteria:

1. This proposed Hotel development meets the requirements of a Type III application.
2. The proposed Hotel development is located in the Commercial District, in the Tourist Commercial sub-District. The project is a permitted use in this building zone and complies with all the land use requirements in Chapter 2.
3. The applicant agrees to upgrade any existing development that does not comply with the district standards:
 - a. Sewer and Water utility fronting this property currently meet City Standards.
 - b. Street, curbing, street lighting, and public storm drainage upgrades are currently being designed by the city. The applicant is coordinating these upgrades with his Site design. The applicant will provide or participate in the cost of new sidewalks fronting his project site.
4. Compliance with design Standard contained in Chapter 3:
 - a. Access and Circulation: The Hotel will have a 40-foot City standard driveway onto NE Front Street with Left/Right Turn egress lanes and one ingress lane. The Hotel will also have 20-foot city Standard driveway egress on NE 4th Street. All driveway access locations shall meet the visual site triangle standard. All driveways exceed the minimum spacing standard from public streets. Parking is placed around the perimeter and adjacent to the building. There is

a minimum of 24-foot driving space around the building for emergency vehicle access. There is pedestrian access for the Hotel to the public Sidewalk on NE Front Street. All pedestrians' walkways will meet ADA standards.

- b. Landscaping: A complete Landscaping plan showing Significant Vegetation, irrigation, and fencing that meets the requirements of Chapter 3.2 – Landscaping, street Trees, Fences and walls of the Development Codes for the City of Boardman will be provided with the Submittal of a Stamped Civil Site Plan.
 - c. Vehicle and bicycle parking: There are 100 Vehicle parking spaces, four (4) ADA parking spaces, and Ten Bicycle parking stalls. This exceeds the one space for each guest room, plus one space for manager (85 total). The four (4) ADA parking space meets the Standard requirement of 1 Van Accessible and 3 ADA accessible parking spaces. Commercial defined under Multiple uses is one bicycle parking per 10 Vehicle parking spaces. Ten bicycle parking spaces were provided for the 100 vehicles parking spaces.
 - d. Public Facilities Standards: All public facilities adjacent to this project Street, curbing, street lighting, and public storm drainage are being designed by the City in accordance with City of Boardman Public Works Standards. The applicant is coordinating the design with the City Engineer and designing the public sidewalks and driveways adjacent to his location to comply with City of Boardman Public Works Standards.
 - e. Stormwater Management: All Surface Water generated on site will be retained on site with storm water swales in accordance detention criteria and requirements of Chapter 3.5 – Stormwater Management Development code for the city of boardman, Oregon.
 - f. Other Standards: A permit for the building sign will be made in compliance with Chapter 3.6 of city of Boardman's Development Code and be submitted at the time of submitting plans for the building permit.
- 5. There are no Condition requirements as part of Land Division, Conditional Use Permit, Master Plan development or other approved requires
 - 6. No Variance required for this development.

If you have any questions or comments regarding the report, please feel free to contact me (541)567-2345.

Respectfully,



David G. Lorenzen, P.E.

MEMORANDUM

To: Mayor Keefer and members of the City Council
 Cc: Brandon Hammond, City Manager
 From: Carla McLane, Planning Official
 Date: May 27, 2025
 RE: Planning Department Monthly Update

Strategic Planning Program: I am just back from a much needed 13-day vacation. But before I left, we got in a Transportation System Plan (TSP) Public Advisory Committee (PAC) meeting and a Parks Master Plan (PMP) Community Meeting. Earlier in May an Economic Opportunities Analysis (EOA) PAC meeting was also held. As always you can follow all of this at [this location](#) on the City's website.

- Transportation System Plan (TSP):** At the TSP PAC meeting held on May 13 we discussed Technical Memorandum #6 which begins the process of looking at proposed solutions. This will be the topic of the Joint Work Session with the Planning Commission scheduled for next Tuesday, June 3, at 5:30 pm. You can follow the TSP Update and the PAC [here](#).
- Economic Opportunity Analysis (EOA):** We are two PAC meetings in and are anticipating some deliverables from the consultant team soon. When those arrive, they will be posted to the City's website. You can follow the EOA PAC [here](#).
- Housing Needs Analysis (HNA):** Still on hold but the rulemaking is nearing completion so we should be able to create a Scope of Work and engage the consultant soon. The appointment of the PAC for this activity will also be coming in the next couple of months.
- Parks Master Plan (PMP):** There was a Community Meeting on May 13 that was well attended even though we ended up moving it indoors at the last minute. We are in the midst of the Park Naming contest which will close in early June. You can follow the PMP PAC [here](#).
- Boardman Development Code (BDC) and Comprehensive Plan (CP):** This consultant team is taking a very interesting approach to the Comprehensive Plan update with the next PAC meeting on Monday, June 2. You can follow the CP/BDC PAC [here](#).
- System Development Charge (SDC) Update:** Still on hold.

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

- **Boardman Municipal Code (BMC):**
 - Addressing Ordinance: Work continues at the staff level.
 - Business License Ordinance: Work continues at the staff level.
 - Shipping Containers: Work continues at the staff level.
- **Tower Road:** The Morrow County Board of Commissioners’ decision has been appealed to the Land Use Board of Appeals by Jim and Kelly Doherty. Staff are working through next steps related to the appeal and the sale of the property.
- **Code Enforcement and Animal Control Program:** Current focus areas include abandoned vehicles, noise related to special events, and what to do with vacant lots. With it being spring there is also a focus on weed management for fire control.

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:** The Chaparral Phase II development may be changing ownership. This could help move the project more quickly.
- ✓ **Commercial Development:** Planning Commission has meetings on May 28 and June 26 with three requests for review. Once those make it through the Planning Commission process, I will share more.

