



PLANNING COMMISSION MEETING

August 21, 2025 at 6:00 PM

Boardman City Hall Council Chambers
AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PUBLIC HEARINGS

- A.** Conditional Use Permit CUP25-000001: ACOM Consulting Inc. for Verizon Wireless, applicant and the City of Boardman, owner. Property is described as tax lot 2900 of Assessor's Map 4N 25E 09CB and is zoned Commercial. The request is to allow the placement of wireless communication equipment on the City's water tower. Criteria for approval are found at the Boardman Development Code Chapter 4.4 Conditional Use Permits along with standards in Chapter 2.2 Commercial and Chapter 3 Design Standards. It is being processed as a Type III decision.

5. DISCUSSION ITEMS

- A.** Planning Official Update

6. 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.

7. COMMISSION COMMENTS

8. 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
FINDINGS OF FACT
CUP25-000001
TYPE III DECISION PROCESS

REQUEST: To approve a wireless facility located on the City of Boardman water tower.

APPLICANT: Tammy Hamilton
ACOM Consulting on behalf of Verizon Wireless

OWNER: City of Boardman
200 City Center Circle
Post Office Box 229
Boardman, Oregon 97818

PROPERTY DESCRIPTION: Tax Lot 2900 of Assessor’s Map 4N 25E 09CB.

GENERAL LOCATION: North of Interstate 84 and Boardman Avenue; west of Main Street.

ZONING OF THE TRACT: Commercial.

EXISTING DEVELOPMENT: The City of Boardman water tower and the installation of a wireless facility.

PROPOSED USE: A wireless facility.

- I. **BACKGROUND:** The subject property is developed with the City of Boardman water tower, a facility that no longer functions as it was originally built. Several years ago, the City entered into a Franchise Agreement with Verizon for the installation of a wireless facility. As part of a recent request to make site improvements to the existing wireless installation it came to the attention of City planning staff that the required Conditional Use Permit was never requested or approved. The intent of this action is to ensure that the installation is properly permitted and authorize the requested facility upgrades.
- 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 4.4 Conditional Use Permits. Applicable criteria are found at 4.4.400 Criteria, Standards and Conditions of Approval. The applicable criteria are included below in **bold** type with responses in standard type.

Chapter 4.3 Conditional Use Permits
Section 4.3.400 Criteria, Standards and Conditions of Approval
The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following standards and criteria:
A. Use Criteria.

1. **The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;**
2. **The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval; and**
3. **All required public facilities have adequate capacity to serve the proposal.**

The wireless facility was installed several years ago so it is presumed that these use criteria can and have been met. The City of Boardman water tower, where the wireless facility is mounted, has been in place even longer and is in a fenced area that is paved. The site is flat, there is adequate parking for maintenance of both facilities, no buildings have been constructed other than the usual ‘dog houses’ that accompany wireless and other similar utility infrastructure, and the installation creates little or no effects. No negative impacts have been identified, and the required public facilities have served the installation since it was originally installed. Planning staff would find that the use criteria have been met.

B. Site Design Standards. The criteria for Site Design Review approval (Section 4.2.600) shall be met.

The issuance of this Conditional Use Permit will further fulfill these requirements; however previous Zoning Permits (or Development Review Permits) have been issued that would further confirm that some level of review was accomplished to determine the use’s ability to comply with the Site Design Review standards.

Various standards such as setbacks, lot coverage, building height, vehicle access, pedestrian access, landscaping, fences and walls, parking, public service improvements, and utilities either are installed or have been met or are not applicable to this development. Planning staff would find that these Standards have been met.

C. Conditions of Approval. The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:

The City of Boardman Development Code lists 13 potential Conditions of Approval that could be considered when reviewing a Conditional Use Permit to mitigate the impact of the development. Planning staff would not recommend applying any of them as this facility does not create any impact based on the use and its location.

III. PROPERTY OWNERS NOTIFIED: July 30, 2025
List of landowners notified is retained as part of the file.

IV. PUBLISHED NOTICE: July 30, 2025
East Oregonian

V. AGENCIES NOTIFIED: August 15, 2025
Brandon Hammond, City Manager; Roy Drago, JR, Public Works Director; George Shimer, Boardman Parks and Recreation; Teresa Penninger, Oregon Department of Transportation; Mike Gorman, Morrow County Assessor’s Office.

VI. PLANING COMMISSION PUBLIC HEARINGS: August 21, 2025
Boardman City Hall

VII. PLANNING OFFICIAL RECOMMENDATION: The Planning Official recommends approval of this request.

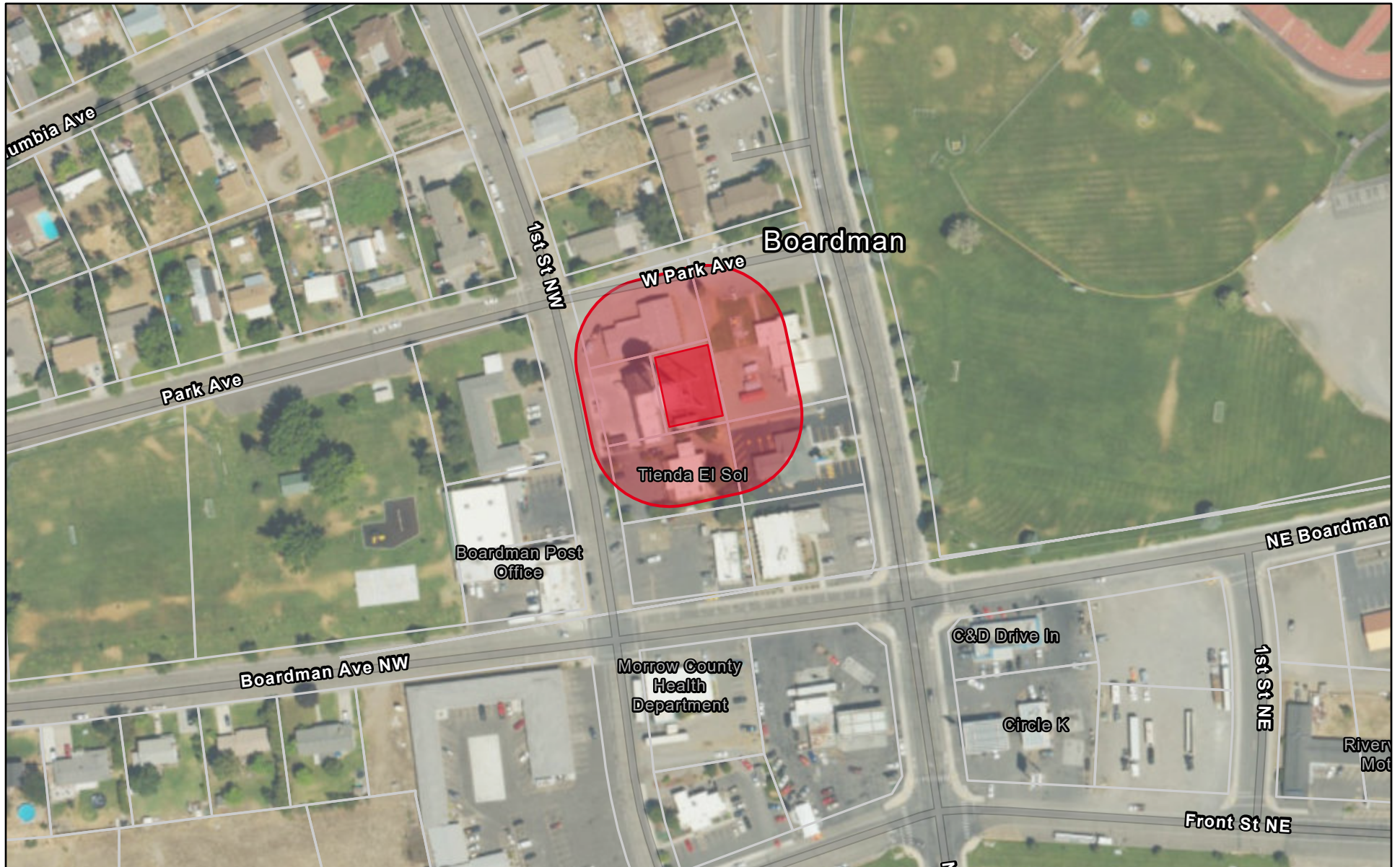
Zack Barresse, Chair

Date

- ATTACHMENTS:
- Vicinity Map
 - Site Plan
 - Existing Site Conditions
 - Narrative

Verizon Wireless Facility - CUP25-000001

Section 4, Item A.



7/23/2025, 1:58:15 PM

 CityLimits

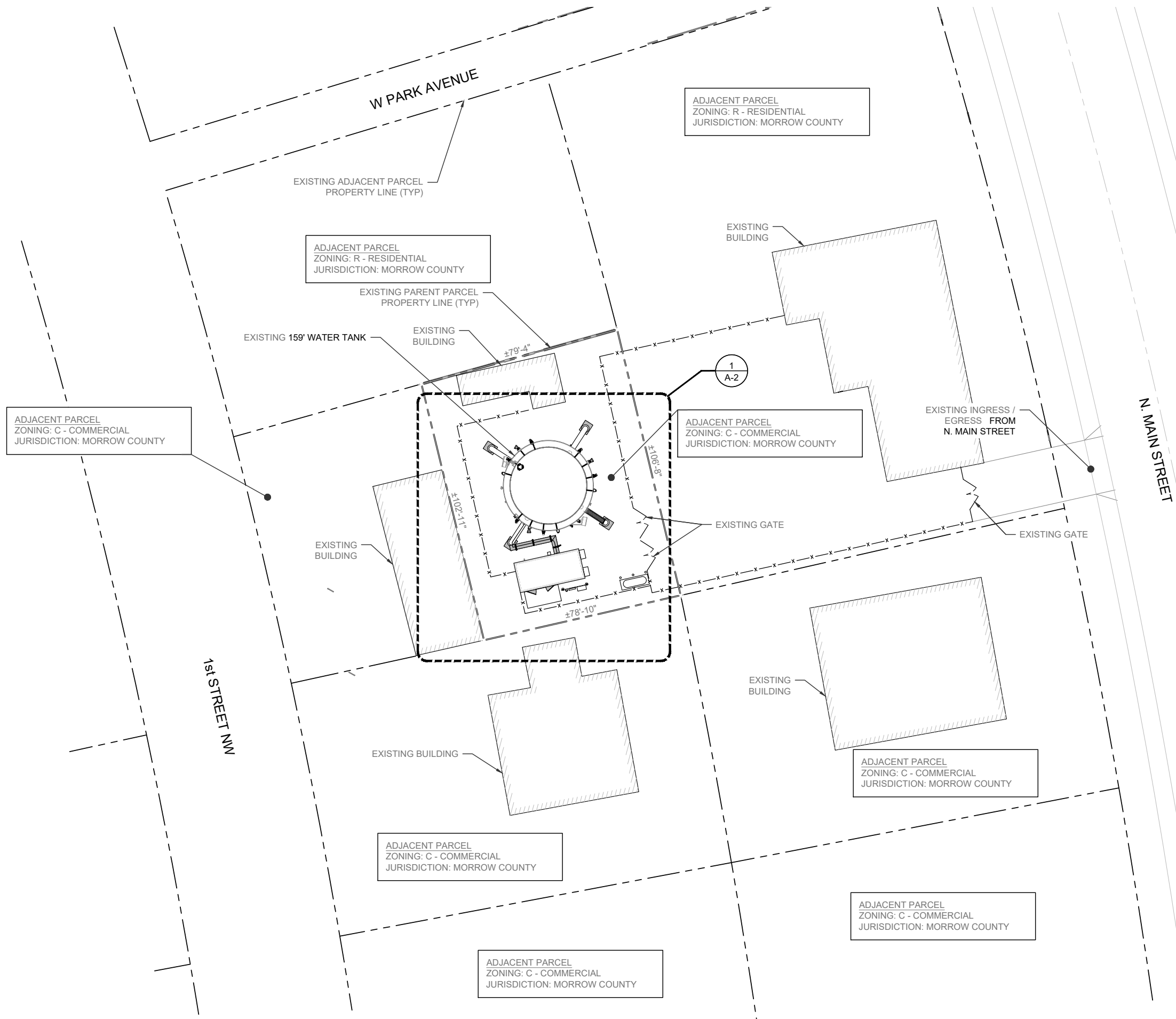
 Taxlots



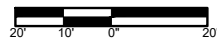
1:3,003
0 0.02 0.04 0.07 mi
0 0.03 0.06 0.11 km

Source: Esri, USDA FSA, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA

ELLUA-A\AEISMR'S\WWP BOARDMAN\ 2025 MW ADD\BOARDMAN_SMR 100% FCD_05-13-25.DWG



22"x34" SCALE: 1" = 20'-0"
11"x17" SCALE: 1" = 40'-0"



OVERALL SITE PLAN | 1

Section 4, Item A.

REGISTERED PROFESSIONAL
ENGINEER
93806PE
OREGON
JULY 10, 2018
WELLS LIND HOLMES

05/26/2025
EXPIRES: 6/30/2025

VECTOR PROJECT #: U2350.1307251

NO.	DATE	DRAWN	REVISION
A	02/19/25	VP	90% PCD REVIEW
0	04/18/25	EG	100% FINAL CD
1	05/13/25	EG	100% FINAL CD

CLIENT:

verizon

A&E CONSULTANT, SITE ACQUISITION AND PERMITTING:

Acom
CONSULTING, INC

ENGINEER OF RECORD:

VECTOR
ENGINEERS

**WWP
BOARDMAN**
206 N MAIN STREET
BOARDMAN, OR 97818

**OVERALL
SITE PLAN**

A-1

6

EXISTING SITE CONDITIONS

SITE NAME: BOARDMAN

SITE ADDRESS: 206 N Main St., Boardman, OR 97818



Conditional Use Permit Application Narrative

Modification of Existing Wireless Facility – Swapping of Microwave Antenna

Applicant: Tammy Hamilton/ACOM Consulting Inc. on behalf of Verizon Wireless

Site Address: 206 N Main St. Boardman, OR 97818

Zoning Designation: C-Commercial

Tax Lot Number(s): 4N2509CB02900

Proposed Use: Modification to an existing wireless telecommunications facility.

1. Existing Site Conditions

The subject property currently contains an existing, approved wireless telecommunications facility operated by Verizon Wireless. The facility includes antennas on existing water tank and associated equipment within an existing shelter within a fenced compound. No significant changes to the ground conditions are proposed as part of this modification.

Site is zoned Commercial and there's existing ingress/egress from N. Main Street.

2. Project Description – Proposed Modification

The applicant proposes a minor modification to the existing facility by swapping **one (1) microwave antenna** for Verizon Wireless. The proposed microwave antenna will be:

- Mounted at approximately 130 feet on the existing tower on an existing mount.

There are **no proposed changes to the tower height, ground equipment, fencing, or access**. The visual profile of the facility will remain largely unchanged, and the addition is consistent with industry standards for collocated equipment on wireless infrastructure.

3. Compliance with Conditional Use Criteria (Section 4.4.400)

- **Compatibility:** The microwave antenna is consistent with the existing use and will not materially increase the visual impact or noise from the site. The facility is designed to blend with the existing infrastructure and will continue to operate under FCC and FAA guidelines.
- **Public Services:** The addition does not require new public infrastructure, utilities, or services. The microwave antenna is self-contained and operates from existing electrical service at the site.

- **Traffic and Access:** There will be no increase in traffic. The site is accessed only for routine maintenance by authorized personnel.
 - **Design Standards:** The proposed addition meets all City of Boardman and federal requirements for wireless communication facilities. The design does not exceed the approved height.
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4. Supporting Materials Submitted

- **Existing Conditions Map and Site Plan** showing tower location and equipment area
 - **Updated Elevation Drawing** with the proposed microwave antenna location
 - **Passing Mount and Structural Analysis**
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5. Conclusion

This request to modify the existing Verizon Wireless telecommunications facility is minimal in scope and impact. It supports enhanced network reliability while maintaining compatibility with surrounding uses. No change to the facility's footprint, access, or service demands is proposed. The addition meets the City of Boardman's CUP criteria, and we respectfully request approval of this application.

We are available to provide additional information or attend a public hearing if required by the City's CUP process.

MEMORANDUM

To: Mayor Keefer and members of the City Council
 Cc: Brandon Hammond, City Manager
 From: Carla McLane, Planning Official
 Date: July 23, 2025
 RE: Planning Department Monthly Update

Strategic Planning Program: Since I last provided an update, the following has occurred: on June 2nd a Comprehensive Plan/Development Code (CP/DC) PAC was held, then on June 3rd a TSP Joint Work Session was held with the City Council and Planning Commission, and a number of Project Management Team meetings (meetings with staff and the respective consultants) have been held on several of the projects. As always you can follow these projects at [this location](#) on the City’s website.

- Transportation System Plan (TSP):** The consultant team continues work on the DRAFT TSP which will be headed to hearings this fall starting with a joint City/County Work Session scheduled for Tuesday, August 26. You can follow the TSP Update and the PAC [here](#).
- Economic Opportunity Analysis (EOA):** Memorandums concerning the Buildable Lands Inventory for both residential and employment land have been completed and reviewed by staff. They will be reviewed at the next PAC meeting which will be held on Tuesday, July 29. You can follow the EOA PAC [here](#).
- Housing Needs Analysis (HNA):** Still on hold. The appointment of the PAC is coming soon.
- Parks Master Plan (PMP):** The fourth PAC meeting was held on Wednesday, June 25. A fifth PAC meeting is tentatively scheduled for Thursday, September 4, when the DRAFT Parks Master Plan will be reviewed. Adoption would then occur during this fall. You can follow the PMP PAC [here](#).
- Boardman Development Code (BDC) and Comprehensive Plan (CP):** We are in Phase II of this project with the third PAC meeting held on Monday, July 14, which was followed by a meeting with a group of community partners that was presented in Spanish. We are now working towards a summer outreach event being planned for the End of Summer celebration on August 22. You can follow the CP/BDC PAC [here](#).
- System Development Charge (SDC) Update:** Still on hold.
- Membership on Various PACs:** There are a couple of changes to the PAC membership that I need to share with you:

- Danny Kerns has replaced Walter Ross on the CP/BDC PAC.
- We are still working on a replacement for the EOA PAC.

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: Next version will be available for discussion at the September City Council meeting.
- **Tower Road:** I have not shared much about other Tower Road activities, but the Oregon Department of Transportation (ODOT) is working on developing an Interchange Area Management Plan for that interchange. On June 17 another set of Technical and Public Advisory Committee meetings were held. This is not a planning document that the City of Boardman will adopt but it will impact Kunze Lane which serves as an entrance into the city.

There is also an ODOT maintenance project planned for next summer on the Tower Road overpass that will see the pavement on the bridge deck replaced. ODOT staff have coordinated with both Morrow County (mostly Public Works) and the City of Boardman (Planning and Public Works) concerning the project. When that closure happens next summer the detour route will be the Port of Morrow interchange. As it gets closer look for more information.

- **Code Enforcement and Animal Control Program:** Dogs at large continues with the warmer weather occasionally resulting in injury or death. A major focus area is abandoned vehicles.

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 Subdivision is currently being marketed for sale. We are in communication with various home developers that have expressed an interest in the project and are working with the owner’s representative and doing due diligence before making the purchase.
- ✓ **Commercial Development:** Since the last Planning Department update the Planning Commission has approved a hotel along NE Front near the SAGE Center.

