

**PLANNING COMMISSION
FINDINGS OF FACT
RVW23-00002
TYPE III DECISION PROCESS
AMENDED FEBRUARY 14, 2024**

REQUEST: To approve a hotel, restaurant, and short stay recreational vehicle (RV) park.

APPLICANT: Unity Partners LLC
5004 W. 32nd Avenue
Kennewick, WA 99338

OWNER: Unity Partners LLC
Willowfork Investment LLC
5004 W 32nd Avenue
Kennewick, WA 99338

PROPERTY DESCRIPTION: Tax Lot 1600 of Assessor's Map 4N 25E 09CC.
GENERAL LOCATION: South of Interstate 84, west of Main Street, along SW Front Avenue.
ZONING OF THE TRACT: Tourist Commercial Subdistrict.
EXISTING DEVELOPMENT: Predominately bare property with an older home in the northwest corner of the property.
PROPOSED USE: Hotel, restaurant, and short-stay RV park.

- I. **BACKGROUND:** The subject property is predominately bare with an older home in the northwest corner that is proposed to be removed. A previous applicant considered a truck stop on this property but considerations from the Main Street Interchange Area Management Plan (IAMP) could not be easily overcome and no application was filed. The previous owner of the property did make application for a manufactured home park but the Planning Commission denied that request. For this request there has been a preapplication meeting with the Planning Official and a Site Team meeting was held on December 7 with area utility and public service providers. The Oregon Department of Transportation have provided input concerning the anticipated average daily trips which will require additional traffic study to be performed prior to development commencing. It is also important to note that the application does not contain specifics about the hotel or restaurant franchise that may build. Those decisions by the applicant are anticipated after this permit is completed. For these and other reasons there are a number of Conditions of Approval that the Planning Commission needs to give consideration to.

- 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. At a minimum the request for the RV Park will be subject to Chapter 4.8 Code Interpretations as the request would require a determination that the RV Park is a use similar to a hotel or motel. 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 complete application addressing the bulk of the applicable criteria. Included was a narrative, a preliminary site plan, a map of the existing conditions, and a trip generation letter. The trip generation letter (attached) indicates that further traffic analysis is necessary to comply with the Boardman Development Code (BDC). This is supported by comment from the Oregon Department of Transportation (ODOT) at the Site Team meeting. Based on this it is recommended and listed as a Condition of Approval that the applicant submit a Traffic Impact Analysis prior to development of the site to include the hotel, restaurant, and short-stay RV Park.

Prior to the conclusion of the December Planning Commission public hearing the applicant requested a continuance and has subsequently provided an updated narrative with more detail around the short stay RV Park as well as another proposed layout. The amended layout shows SW 1st Street developed between the hotel and restaurant on one side with the RV Park on the other. Staff suggest that both layouts be considered with the final layout dependent upon infrastructure and other inputs prior to development.

2. **The application complies with the 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 and restaurants are uses allowed in the Commercial use zone and the Tourist Commercial subdistrict. What is not allowed is a RV Park. The applicant has argued, successfully enough to get his application before the Planning Commission, that a short-stay RV Park is similar in nature to a hotel or motel and should be considered if operated in a manner consistent with a hotel or motel. There is a similar use determination later in these findings.

Other Chapter 2 provisions concerning setbacks, lot coverage, building height, orientation, architecture and other standards that may be evaluated can be met based on the preliminary site plan that has been submitted. Once the final franchise operators have been selected final siting determinations can be accomplished. Generally, at this point more specifics are known; since there are still aspects that the preliminary site plan cannot provide it is recommended and listed as a Condition of Approval that the applicant apply for Development Review prior to moving to building review to assure that all of the Chapter 2 provisions can be met.

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, restaurant, and short-stay RV Park would be consistent with this purpose.

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 an older home in the northwest corner 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:**

The following address the various Chapter 3 provision that staff have deemed applicable.

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.

Access permit will be required before development for each access.

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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 completed by PBS has been submitted by applicant. Based on comment from the Oregon Department of Transportation and the TGL analysis the applicant shall submit a Traffic Impact Study prior to development of the site.

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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 at least four access points, one for the RV Park, two along the north for access to the restaurant and hotel, and a fourth along the future SW Front Street for access to the hotel. All four will require an Access Permit. This is listed as a Condition of Approval.

The alternative site plan would retain the single access point to the RV park but access to the hotel and restaurant are less clear. It is assumed that the at least three access points would be needed to support those activities, all requiring an Access Permit. 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.

Per Table 3.1.200 G of City of Boardman Development Code, Minimum Intersection Spacing Standards for a Neighborhood Collector is 200 feet with private drives established at 50 feet. This standard will need to be met at the time of Development Review for each of the proposed uses.

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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 and restaurant will have three access points. The RV Park will have one access point. Both site plans are preliminary and exact location of access points will have to be calculated per City of Boardman Development Code standards.

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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:

Dependent on the final site layout the restaurant and hotel will most likely have shared access points. Should the property be partitioned formal access easements or other mechanisms may be required at that time.

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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:

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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 both the restaurant and 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 Marshall prior to final approval of the Development Review permit. This is listed as a Condition of Approval.

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- N. **Vision Clearance.** No signs, structures or vegetation in excess of three feet in height shall be placed in "vision clearance areas", as shown in Figure 3.1.200N. This standard applies to the following types of roadways: streets, driveways, alleyways and railways. The minimum vision clearance area may be increased by the City Manager or his/her designee upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). An exception to this standard may be granted by the City Manager or his/her designee to allow

utility structures (such as electrical transformers) for necessary services. This exception does not include the installation of utility poles.

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 narrative, but exact location of sidewalks are not clear. 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.

Street trees shall be incorporated into the Landscaping Plan meeting the requirements of this standard. This is listed as a Condition of Approval.

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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 indicated that fencing will be installed at least as part of the RV Park. Any fence shall be subject to a Fence Permit that can be done at the same time as the Development Review Permit. This is listed as a Condition of Approval.

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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.

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B. Parking Location and Shared Parking

1. **Location.** Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations for parking are indicated in Chapter 2 for some land uses (e.g., the requirement that parking be located to side or rear of buildings, with access from alleys, for some uses). (See also, Section 3.1 - Access and Circulation).
2. **Off-site parking.** Except for single family, two-family, and three-family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within ¼ mile of the use it serves. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument.
3. **Mixed uses.** If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). In that case, the total requirements shall be reduced accordingly.
4. **Shared parking.** Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use.
5. **Availability of facilities.** Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable. Signs shall conform to the standards of Chapter 3.6.

- C. **Maximum Number of Parking Spaces.** The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces

provided by this Section by more than 10%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking, or under-structure parking, or in multi-level parking above or below surface lots, shall not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

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

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 information that shows 99 parking spaces for the hotel and 50 parking spaces for the restaurant. Disabled person parking spaces are not outlined in the narrative, but will need to be addressed before development. A final parking plan shall be submitted as part of the Development Review Permit that meets the above requirements. This is listed as a Condition of Approval.

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 with the restaurant required to have at least 5. Applicant shall comply with all bicycle parking requirements. This is listed as a Condition of Approval.

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Chapter 3.4 Public Facilities Standards

3.4.000 Purpose and Applicability

A. **Purpose.** The purpose of this chapter is to provide planning and design standards for public and private transportation facilities and utilities. Streets are the most common public spaces, touching virtually every parcel of land. Therefore, one of the primary purposes of this Chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth, and provide a range of transportation options, including options for driving, walking and bicycling. This Chapter is also intended to implement the City’s Transportation System Plan. Important cross-reference to other standards: The City requires that streets provide direct and convenient access, including regular intersections. Chapter 3.1 - Access and Circulation, provides standards for intersections and blocks, and requires pedestrian access ways to break up long blocks.

B. **Applicability.** Unless otherwise provided, the standard specifications for construction, reconstruction or repair of transportation facilities, utilities and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.

- C. **Standard Specifications.** The City Manager or his/her designee shall establish standard construction specifications consistent with the design standards of this Chapter and application of engineering principles. They are incorporated in this code by reference.
- D. **Conditions of Development Approval.** No development may occur unless required public facilities are in place or guaranteed, in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact. Water and wastewater connections were discussed during the Site Team meeting. Exact connection locations were not identified. Wastewater can be accessed on the north side of property. Water line connections can be accessed from Main Street. All installations shall comply with the Boardman Development Code and Public Works Standards. This is listed as a Condition of Approval.

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.

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- C. **Creation of Rights-of-Way for Streets and Related Purposes.** Streets shall be created through the approval and recording of a final subdivision or partition plat; except the City may approve the creation of a street by acceptance of a deed, provided that the street is deemed essential by the City Council for the purpose of implementing the Transportation System Plan, and the deeded right-of-way conforms to the standards of this Code. All deeds of dedication shall be in a form prescribed by the City Manager or his/her designee and shall name "the public," as grantee.

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- E. **Street Location, Width and Grade.** Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan, and an approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets.

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Right-of-Way on SW 1st Street is noted on site plan. Potential right-of-way was discussed at the Site Team meeting with final determinations to be made prior to issuance of the Development Review Permit. Development of both Front Street and SW 1st Street need to be done to the standards outlined in the Boardman Development Code and the Public Works Standards. This is listed as a Condition of Approval.

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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.

Easements shall be accomplished as required by this standard for the development. This is listed as a Condition of Approval.

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. Review of the Construction Plan shall be done prior to construction with approval by the City Engineer. This is listed as a Condition of Approval.

3.4.800 Installation

- A. Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
- B. Adopted Installation Standards.** The Standard Specifications for Public Works Construction, Oregon Chapter A.P.W.A. shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer.
- C. Commencement.** Work shall not begin until the City has been notified in advance.
- D. Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified, and the City approves resumption.
- E. City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications requested by the developer shall be subject to land use review under Chapter 4.6 - Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. Engineer's Certification and As-Built Plans.** A registered engineer shall provide written certification in a form required by the City that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 10 set(s) of "as-built" plans, in conformance with the City Manager or his/her designee's specifications, for permanent filing with the City.

All infrastructure proposed for the development will need to meet these requirements. This is listed as a Condition of Approval.

Chapter 3.5 Stormwater Management

- A. Purpose.** The purpose of this chapter is to provide planning and design standards for stormwater management within the City. The primary intent of this chapter is to provide standards for effective and cost efficient stormwater management. Stormwater management is accomplished through a combination of design standards reflecting a more accurate representation of natural climatic, hydraulic and geologic conditions. Included in this chapter are stormwater detention criteria for development, grading and drainage plan requirements, landscaping criteria, street, curb and sidewalk designs. These are designed to keep all precipitation from each lot contained upon that lot. Important cross reference to other standards: The following code chapters are to be cross referenced to assess impacts of the provisions of this chapter; Chapter 3.1, Chapter 3.2, Chapter 3.3, Chapter 3.4, Chapter 3.6, Chapter 4.1, Chapter 4.2 and Chapter 5.1.
- B. Applicability.** Where storm sewer infrastructure is currently available or unless otherwise provided, the standard specifications for construction or reconstruction of stormwater management facilities, utilities and other public improvements within the City shall occur in accordance with the standards of this chapter. This chapter applies to development on or within public properties and rights-of-way and privately owned properties.

...

Stormwater Management is applicable to this property. All stormwater shall be maintained on-site and shall comply with the design and installation standards outlined in City of Boardman Development Code.

Chapter 3.6 Other Standards

...

3.6.500 Signs

...

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.

...

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 signage examples that represent the style and vision for the project. 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.**

There are no other land use approvals that are currently under consideration. It is anticipated that at some point a land partition or subdivision will be applied for to allow the development of the discreet components (hotel, restaurant, and short-stay RV Park) to be sited on an individual lot or parcel. There is also a remainder to the subject property that has been identified for other development opportunities by the applicant that are not a part of this application and will be reviewed at a later date.

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

At this point no Variances have been deemed necessary. The Code Interpretation identified earlier will be discussed below.

Chapter 4.8 Code Interpretations

4.8.200 Code Interpretation Procedure

A. **Requests.** A request for a code interpretation (“interpretation”) shall be made in writing to the City Manager. The City Manager or designee may develop written guidelines for the application process.

The application for the hotel, restaurant, and short-stay RV Park acknowledges that the RV Park component is not a use allowed in the Tourist Commercial use zone. For that reason, it is being reviewed as a Code Interpretation.

B. Decision to Issue Interpretation. The City Manager or designee shall have the authority to review a request for an interpretation. The City Manager or designee shall advise the requester in writing within 14 days after the request is made, on whether or not the City will issue an interpretation.

The ongoing conversation with the applicant did conclude that the Planning Official would forward this decision to the Planning Commission as part of the overall review of the development.

C. Declining Requests for Interpretations. The City Manager or designee is authorized to issue or decline to issue a requested interpretation. Basis for declining may include, but is not limited to, a finding that the subject Code section affords only one reasonable interpretation and that interpretation does not support the request. The City Manager or designee decision to issue or decline to issue an interpretation is final when the decision is mailed to the party requesting the interpretation, and the decision is not subject to any further local appeal.

The Planning Official has determined that the request should move through the approval process but by virtue of the Type III process required for the hotel and restaurant felt that any final decision on the short-stay RV Park should also be accomplished by the Planning Commission.

D. Written Interpretation. If the City Manager or designee decides to issue an interpretation, it shall be issued in writing and shall be mailed or delivered to the person requesting the interpretation and any other person who specifically requested a copy of the interpretation. The written interpretation shall be issued within 14 days after the City advises the requester that an interpretation shall be issued. The decision shall become effective 14 days later, unless an appeal is filed in accordance with E-G below.

While the time line outlined in this section will not be specifically followed these findings and any Conditions of Approval applied by either the Planning Official or the Planning Commission would be provided to the applicant as part of the overall final decision.

At the December 20, 2023, Planning Commission public hearing there was concern expressed by several commission members about the RV Park. The subsequent submittal by the applicant, which is attached to these Findings, has additional information about the proposed RV Park. Their amended narrative provides the following:

In response to concerns voiced by the Boardman City Council at the last hearing, the applicant wishes to expand the recreational vehicle resort narrative to allay concerns that this RV resort will fall into disrepair or any kind of disrepute with the citizens of Boardman. The process involved in planning this RV resort has required a well-defined development strategy with an initial concept crucial to insuring that the RV resort will be first class. The site has been designed for the best use of infrastructure, amenities, and landscaping. There will be operations and management plans to ensure efficient and effective service and customer satisfaction.

The RV resort will host guests on short-stays (typically one day but up to 3 or 4 days) that are most likely traveling east or west on I-84 and need a night or two of rest. Additionally, we would like to attract travelers to the RV Resort as a relaxing destination. This area has access to recreation opportunities on the Columbia River, such as the Sacagawea Heritage Trail, the Boardman Marina Park and the Sage Center, all worthy destinations. Visitors can even purchase a day pass at the Boardman Pool & Recreation Center and enjoy a swimming pool or the fitness amenities.

The site amenities include:

- *The anticipated space for the park will be approximately 2.54 acres.*

- *The short stay RV Resort will allow guests to stay similar to a hotel guest, i.e. 3-4 days on the would be the typical longest stay but we anticipate a 1-day stay to be the most common length.*
- *Gated entrance/exit*
- *A playground*
- *Laundry facility with restrooms and showers in the building.*
- *Each space will have a columnar tree planted with a 4-foot tree ring, artificial turf covering, and a parking space for a pickup.*
- *The interior streets will be 2-way directional.*
- *There will be 38 RV spaces and 16 spaces for vehicle overflow parking.*
- *Based on the industry average, we anticipate 50% occupancy.*
- *There will be 2 employees on the property daily.*
- *Anticipated daily trips are calculated to be 42.*
- *Only Recreational Vehicles newer than 10 years old will be allowed to stay at the Resort.*

The applicant has worked to address the concerns raised by the Planning Commission and staff have added a Condition of Approval related to operations.

E. Appeals. The applicant and any party who received such notice or who participated in the proceedings through the submission of written or verbal evidence of an interpretation may appeal the interpretation to the City Council within 14 days after the interpretation was mailed or delivered to the applicant. The appeal may be initiated by filing a notice of appeal with the City Manager or designee pursuant to Chapter 4.1.400.G.

These appeal procedures are consistent with any decision including the Type III Site Design Review that these findings address.

F. Appeal Procedure. City Council shall hear all appeals of a City Manager interpretation as a Type III action pursuant to Section 4.1.500, except that written notice of the hearing shall be provided to the applicant, any other party who has filed a notice of appeal, and any other person who requested notice.

Again, these appeal procedures are consistent with the other action being considered.

G. Final Decision/Effective Date. The decision of the City Council on an appeal of an interpretation shall be final and effective when it is mailed to the applicant. If an appeal of the City Council's decision is filed, the decision remains effective unless or until it is modified by the Land Use Board of Appeals or a court of competent jurisdiction.

The final decision issued by the Planning Commission for the balance of the request is consistent with this provision.

H. Interpretations On File. The City shall keep on file a record of all code interpretations.

Any decision rendered in this manner will be maintained by the city as part of the property file.

III. PROPERTY OWNERS NOTIFIED: November 28, 2023
List of landowners notified is retained as part of the file.

IV. PUBLISHED NOTICE: November 28, 2023
East Oregonian

V. AGENCIES NOTIFIED: November 28, 2023.
Mike Lees, City Engineer; Marty Broadbent, Boardman Fire Protection District; Richard Stokoe, Chief of Police; Rolf Prog, City of Boardman Public Work Director

VI. SITE TEAM MEETING: December 7, 2023
Boardman City Hall

VII. PLANING COMMISSION PUBLIC HEARINGS: December 20, 2023
Boardman City Hall

February 21, 2024
Boardman City Hall

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

1. Submit a Traffic Impact Study prior to development of the full site to include the hotel, restaurant, and short-stay RV Park.
2. Submit a Development Review application prior to the final siting of each component of the development – hotel, restaurant, and short-stay RV Park.
3. Apply for Access Permits for all points of access.
4. The applicant shall calculate and submit fire access plan information for review by the Fire Marshall prior to final approval of the Development Review permit.
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. The system of internal pathways shall be designed based on the City of Boardman Development Code and shall meet all necessary requirements of the Americans with Disabilities Act.
7. Street trees shall be incorporated into the Landscaping Plan meeting the requirements of the Boardman Development Code.
8. Any fence shall be subject to a Fence Permit that can be done at the same time as the Development Review Permit.
9. A final parking plan shall be submitted as part of the Development Review Permit that meets the Boardman Development Code requirements.
10. Based on the number of parking spaces the hotel will be required to have at least 10 bicycle parking spaces with the restaurant required to have at least 5. Applicant shall comply with all bicycle parking requirements.
11. Water and wastewater connections can be achieved. All installations shall comply with the Boardman Development Code and Public Works Standards.
12. Development, including the dedication of right-of-way, of both Front Street and SW 1st Street need to be done to the standards outlined in the Boardman Development Code and the Public Works Standards.
13. Water and wastewater connections can be achieved. All installations shall conform to the Boardman Development Code and Public Works Standards.
14. Storm water shall be maintained on site and in conformance with Chapter 3.5 Stormwater Management.
15. All installed utilities shall comply with the Boardman Development Code or Municipal Code related to utilities.
16. Easements shall be accomplished as required by the Boardman Development Code for this development.

17. The Boardman Planning Official, Public Works Director, and City Engineer shall review the Construction Plan prior to construction.
18. All infrastructure proposed for the development will need to meet the requirements of the Boardman Development Code and Public Works Standards.
19. A Sign Permit will be required and can be applied for at the time of Development Review.
20. Operate the RV Park consistent with the application narrative to allow only short-term stay of recreational vehicles 10 years old or newer.

Zack Barresse, Chair

Date

ATTACHMENTS:

Vicinity Map

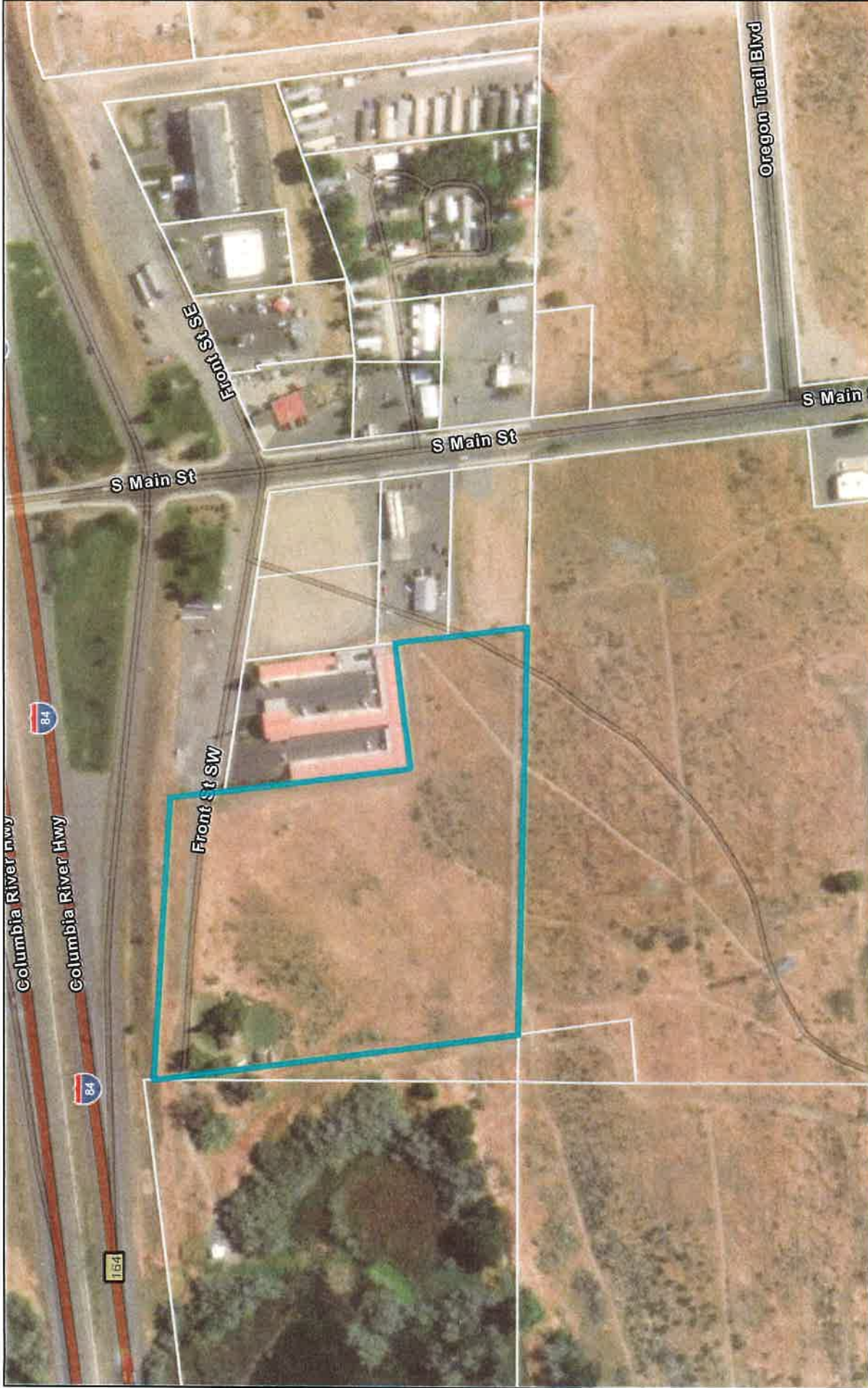
Existing Conditions

Site Maps (Original and Alternative)

Trip Generation Letter (without attachments)


Amended Narrative

Silver Garden Hotel Proposal



11/15/2023, 11:56:59 AM

 City Limits

 Taxlots

1:4,514

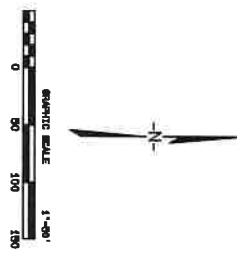
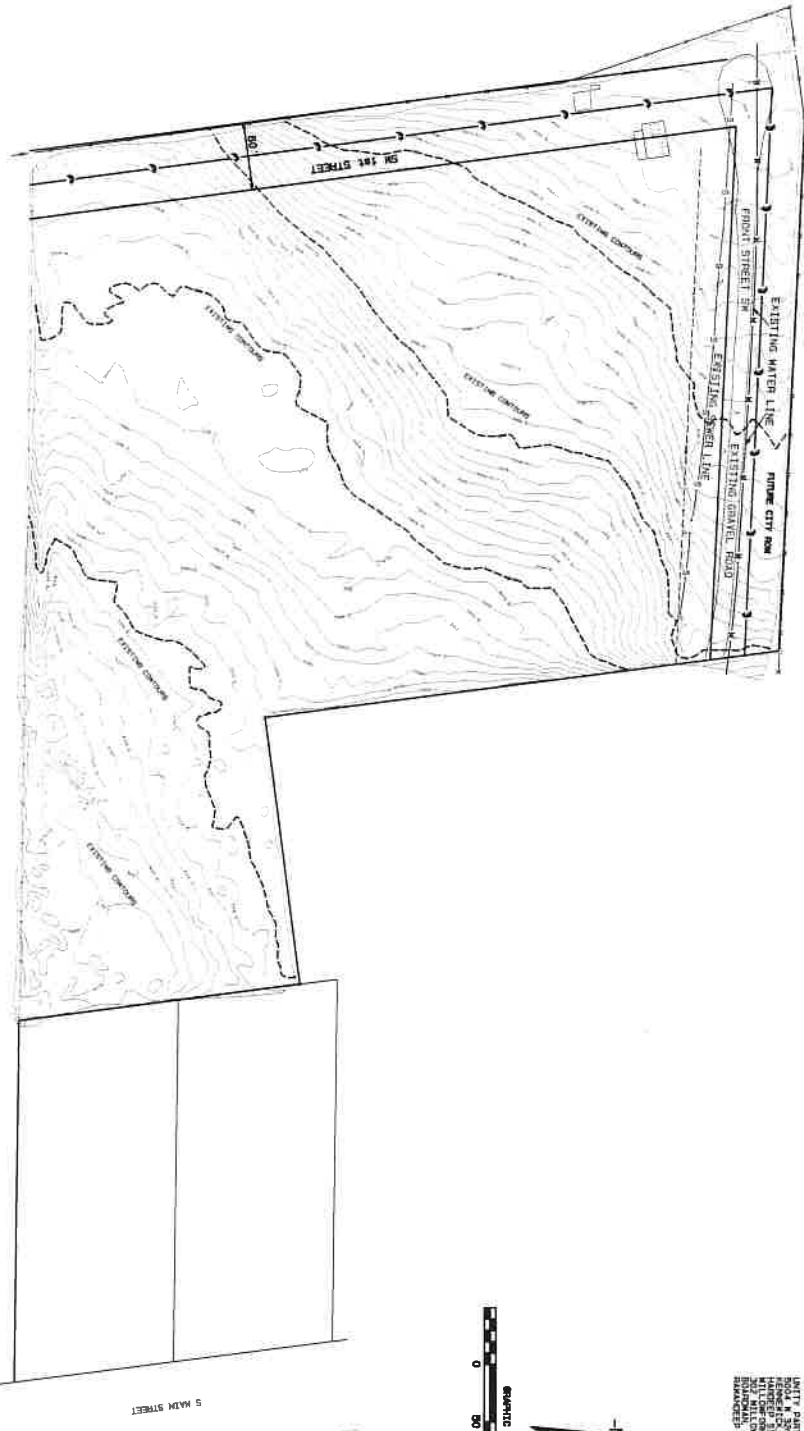
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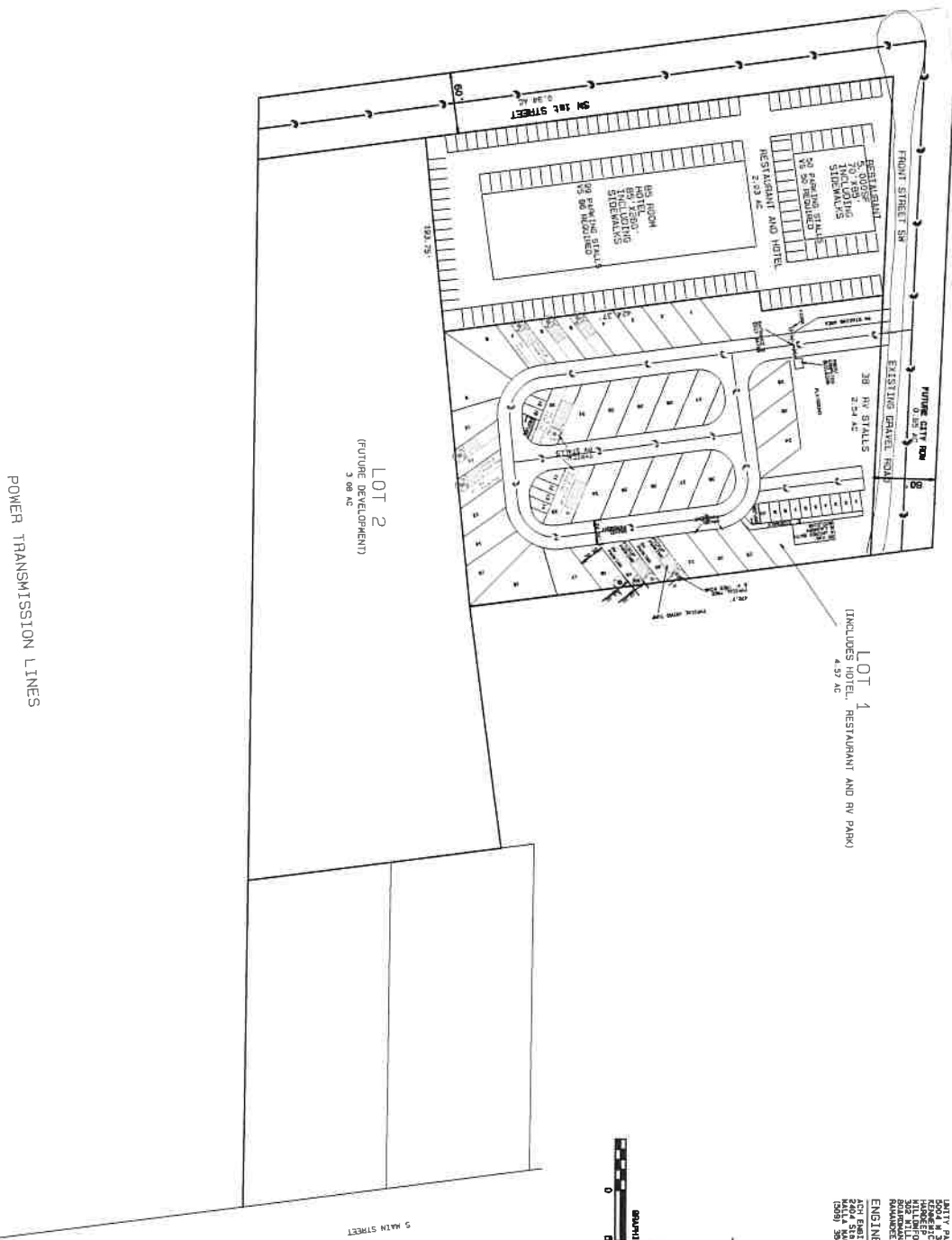
Maxar | Esri Community Maps Contributors, Oregon State Parks, State of Oregon GEO, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US ArcGIS Web App Builder

POWER TRANSMISSION LINES



OWNER/DEVELOPER:
 KELLY PARTNER LLC (FIRM)
 1000 N. 20TH AVE. SUITE 2100
 DENVER, CO 80202
 ARCHITECT:
 ACH ENGINEERING P.S.
 1000 N. 20TH AVE. SUITE 2100
 DENVER, CO 80202
 303.733.8888
 10/15/2014

SILVER GARDEN HOTEL, RESTAURANT AND RV PARK

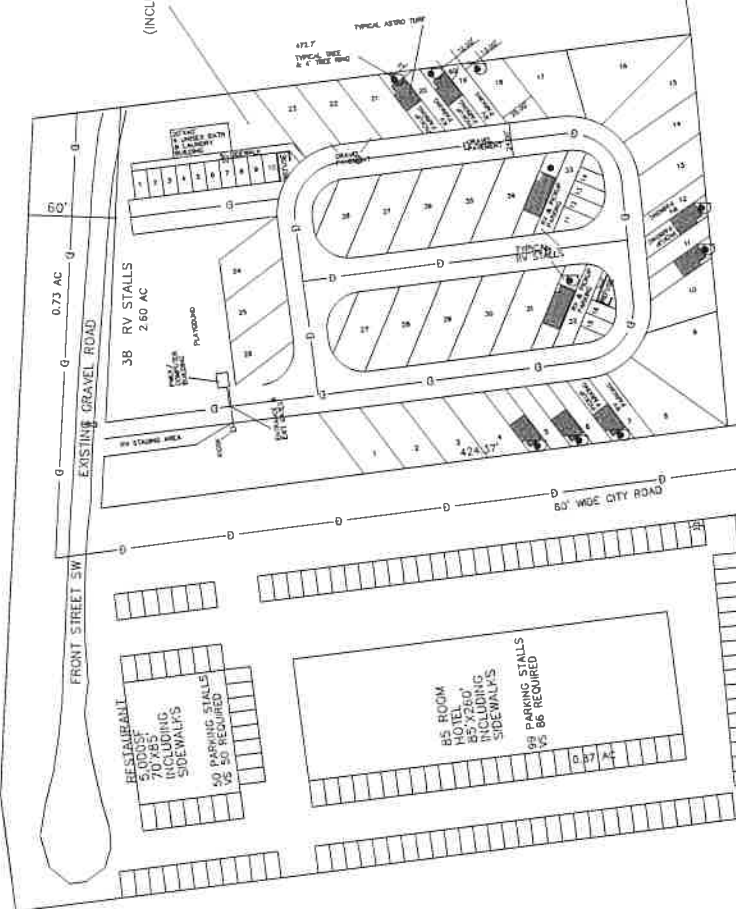


OWNER/DEVELOPER:
 LANTY PARTNERS LLC (230)
 5000 N. 20TH AV. SUITE 2700
 WILSON, NE 68080-2700
 (402) 341-1111
 3025 WILLOW PARK DRIVE
 WILSON, NE 68080
 (402) 341-1111
 ENGINEERING FIRM:
 ACH ENGINEERING
 2244 STATE ST. SUITE 200
 WILSON, NE 68080
 (402) 385-2072

S MAIN STREET

LOT 1
(INCLUDES HOTEL, RESTAURANT AND RV PARK)
4.58 AC

LOT 2
(FUTURE DEVELOPMENT)
3.31 AC





November 28, 2023

Hardeep Singh
Unity Partners, LLC
5004 W 32nd Avenue
Kennewick, Washington 99338

Via email: hsingh86@hotmail.com
cc: ramanzira@hotmail.com

Regarding: Trip Generation Letter
 Silverwood Hotel and RV
 Tax Lot 04N25E09CC01600
 Boardman, Oregon
 PBS Project 78182.000

Dear Mr. Singh:

This trip generation letter supports the proposed Silverwood Hotel and RV development in Boardman, Oregon.

PROJECT DESCRIPTION

The Silverwood Hotel and RV development (Project) proposes a mixed land use project on tax lot 04N25E09CC01600 next to the Rodeway Inn in Boardman, Oregon. The project site includes an 85-room hotel, a 5,000-square-foot restaurant, and a 38-parking space RV park.

TRIP GENERATION

The number of trips generated for the Project is based on the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 11th edition (September 2021) land use codes 310 (Hotel), 416 (Campground/Recreational Vehicle Park), and 932 (High-Turnover [Sit-Down] Restaurant). The trip generation results are summarized in Table 1 and the calculation details are attached. The site trips are calculated for the average weekday; the AM peak hour between 7:00 and 9:00 am, and the PM peak hour between 4:00 and 6:00 pm. Internal trip reductions between the uses in the Project are minor (less than 50 for the weekday and less than 5 for either peak hour) and are represented in the trip generation totals.

The hotel land use is anticipated to generate 498 vehicle trips during a typical weekday, 33 during the AM peak hour, and 33 during the PM peak hour.

The recreational vehicle (RV) park land use is anticipated to generate 110 vehicle trips during a typical weekday, 9 vehicle trips during the AM peak hour, and 11 during the PM peak hour.

The restaurant land use is anticipated to generate 536 vehicle trips during a typical weekday, 46 during the AM peak hour, and 25 during the PM peak hour.

The Project as a whole is anticipated to generate 1,144 vehicle trips during a typical weekday, 88 during the AM peak hour, and 69 during the PM peak hour.

Table 1. ITE Trip Generation – Silverwood Hotel and RV

Land Use (ITE Code)	Hotel (310)		Campground/Recreational Vehicle Park (416)		High-Turnover [Sit-Down] Restaurant (932)	
Independent Variable	Rooms		Occupied Campsites ¹		1,000-square-foot GFA	
Size	85		38		5	
Average Daily Trips (ADT)	498		110 ²		536	
Peak Hour Trips	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
In	19	17	3	7	25	15
Out	14	16	6	4	21	10
Total Trips	33	33	9	11	46	25

1. Occupied Campsites is assumed to be equivalent to one parking space provided by the proposed land use.
 2. No weekday trip generation studies are available. ADT is assumed to be 10 times the PM peak hour trip generation.
 GFA: gross floor area

TRIP DISTRIBUTION

The proposed trip distribution of primary trips is based on a review of the land uses within the study area and on engineering judgement. The proposed primary trip distribution pattern is as follows:

- 5% to and from south of S Main Street/Interstate 84 (I-84) westbound ramps
- 5% to and from north of S Main Street/I-84 westbound ramps
- 45% to and from I-84 eastbound
- 45% to and from I-84 westbound

The distribution pattern above represents an external distribution of the primary trips entering and exiting the study area. The proposed trip distribution and assignment of the project’s new trips in the AM and PM peak hours are shown in Figure 3.

CONCLUSION

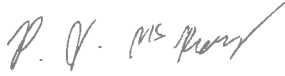
The project may require a Traffic Impact Analysis (TIA) in accordance with criteria in City of Boardman Development Code Chapter 4.10 – Section 4.10.200 to determine whether mitigation is needed to minimize impacts to transportation facilities. The estimated average daily trips (ADT) of 1,144 generated from the Project exceeds the 500 or more ADT threshold for a TIA in the Development Code. It is recommended the City of Boardman and Oregon Department of Transportation review this assessment and make a determination if further study is required.

Hardeep Singh
Trip Generation Letter for Silverwood Hotel and RV
November 28, 2023
Page 3 of 3

CLOSING

Please feel free to contact me at 360.213.0418 or pj.mckelvey@pbsusa.com with any questions or comments.

Sincerely,



2023.11.28
12:53:53-08'00'

Pierce-Jon McKelvey, PE, PTOE
Project Traffic Engineer

Attachment(s): Figure 1 – Vicinity Map
 Figure 2 – Site Plan
 Figure 3 – Trip Distribution
 Trip Generation Calculations

ES:PJM:tl

Project Narrative

Project Name Silver Garden Hotel, Restaurant & RV Resort

Applicant Unity Partners LLC

Application # RVW23-00002

Application Date 8/11/2023

Address TBD Front St SW

Tax Account # 3761

Map # 4N2509CC01600

Ownership 75% | Unity Partners LLC
25% | Willowfork Investment LLC



1) Site Analysis Map

Please see the attached (following this cover) **Existing Conditions** (Sheet 1 of 2) which shows:

- a) The site's entire property including the relationship to the city and adjacent properties.
- b) The property boundaries with dimensions and gross area.
- c) The existing topographic contour lines are shown in 1/2-foot intervals for minor contours, the majors are shown in 5 feet intervals.
- d) The site is generally flat.
There are no slopes greater than 5% to be shown.
- e) All streets, driveways, sidewalks, pathways, rights-of-way and easements for the site and the adjacent properties are shown.
- f) There are no potential hazard areas or flood areas on the subject site. This has been confirmed on the FEMA website's interactive map.
- g) All site features, including existing structures, fences, powerlines, paved surfaces, etc.
- h) There are no known historic and cultural resources (local and federal).
- i) The north arrow, scale (1:50), and ownership with addresses.

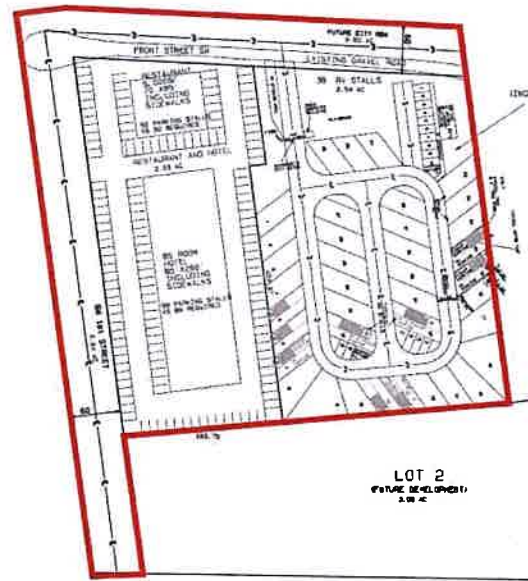


2) Proposed Site Plan,

Please see the attached **Preliminary Site Plan** (Sheet 2 of 2) which shows:

- a. The proposed development site, including boundaries, dimensions, and gross area.
- b. Any feature that is identified on the Existing Conditions that will remain on the proposed plan.
- c. Any feature that is identified on the Existing Conditions that will be removed or modified by the development.
- d. All proposed public and private streets, driveways, rights-of-way, and easements with location and dimensions.
- e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.

- f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.
- g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable).
- h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
- i. Waste disposal loading and service areas for loading and delivery.
- j. All outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, if any.
- k. Outdoor lighting including location, type and height.
- l. Mailbox locations, sizes and types.
- m. Project designer/engineer name and address.
- n. Any public or private transportation facilities including bus stop(s).
- o. Sign locations, types and sizes.



3) Architectural Drawings

We will be submitting the architectural drawings once we move through the preliminary approval process of this site.

When we submit, the drawings will address:

- a. The building(s) elevations as well as the building height and width dimensions
- b. The building construction materials include color and type.
- c. The architect's name and contact information.
- d. The structure will be three (3) stories.
- e. The building will be facing west, SW First Street.
- f. We may consider different design alternatives that would re-route "SW First Street".
- g. The franchisor is TBD. The drawing below is a recent build of a similar size and design that is planned for the Boardman site

4) Landscaping Plan

We will be submitting the Landscaping Plan once we move through the preliminary approval process of this site per the City Manager requirements.

When we submit, the drawings will address:

- a. The location and height of existing and proposed fences and/or other buffering/screening materials.
- b. Location of any existing and/or proposed terraces, retaining walls, decks, patios, shelters and/or play areas.
- c. The existing and proposed buildings and pavement surfaces will be outlined.
- d. The soil specifications for planting
- e. Irrigation specifications
- f. Schedule for planting



Concept for future landscaping design

5) Sign drawings

We will be submitting the Sign Plan once we move through the preliminary approval process of this site if the City Manager requires.

When we submit, the drawings will address the requirements as outlined in Chapter 3.6 of the City's Sign Code.

The following signage examples represent the style and content of the vision for the project, including building mounted signage and monument signage.



6) A letter addressing the approval criteria found in 4.2.600.

Unity Partners LLC

5004 W 32nd Ave
Kennewick WA 99338-2708

November 10, 2023

City of Boardman
200 City Center Circle
PO Box 229
Boardman OR 97818

RE: Silver Garden Hotel & RV Park
Item 6 | Letter of Application

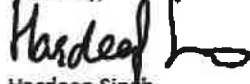
Dear City Personnel

Please accept our application for the Silver Garden Hotel & RV Park project. At this time, we are submitting for preliminary approval, upon receipt of the approval with approving conditions we will present the final design for site work, building(s), RV park, landscaping, and signage per Chapter/Section 4.2.500.

- A. Our application is a Type III Procedure (Quasi-Judicial). We recognize that Type III decisions are made by the Planning Commission after a public hearing, with appeals heard by the City Council.
- B. Our application complies with the applicable provision in the Land Use District including:
 - 1. Any existing water, sewer, etc. systems that do not comply with the land use standards will be updated to follow the items addressed in Chapter 5.2.
 - 2. The building setbacks
 - 3. Lot area and dimensions
 - 4. Density and floor area
 - 5. Lot coverage
 - 6. Building height, orientation, and architecture.
- C. The existing site is We will be connecting to the City's Street, sidewalk, water, and sewer systems. The dedicated streets will comply with the City Public Works Standards and Specifications. This work will comply with the Land Use District requirements.

We are excited to submit this letter of application to you! We truly believe that our design and business plan make our project an excellent addition to the city of Boardman. We are eager to hear your thoughts and feedback, and we look forward to discussing how we can continue to move this project through the approval process and start building our project in Boardman as soon as possible. Thank you for considering our application.

Sincerely,



Hardeep Singh
Owner

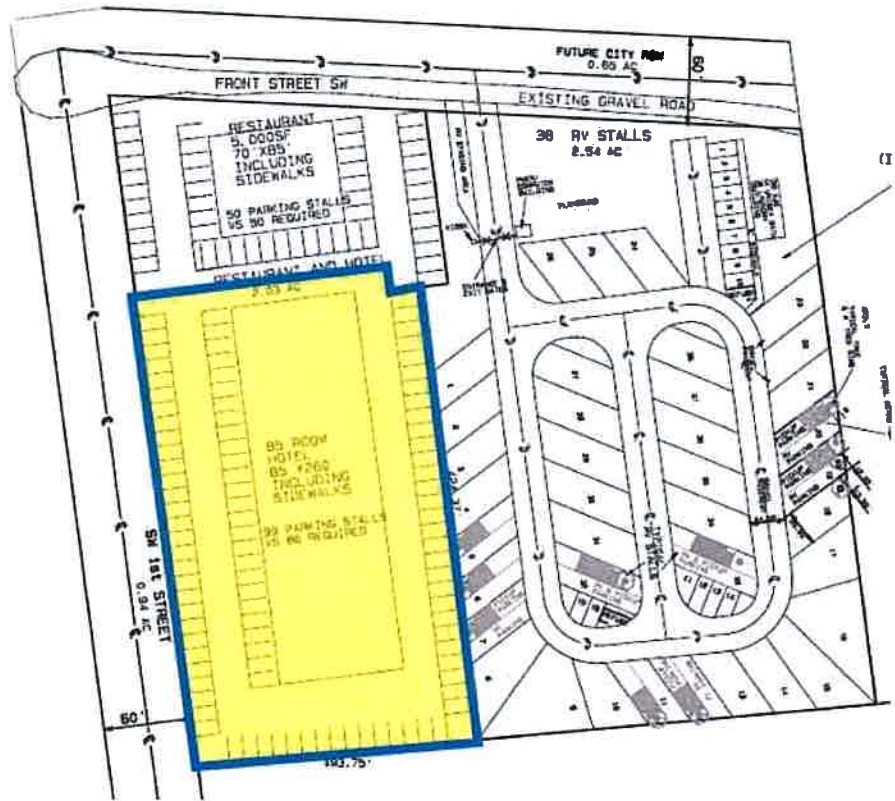
7) Traffic Impacts

We anticipate 397 daily trips for this entire project. We anticipate this site to be built in three (3) phases. We currently have a Trip Generation Letter in process. This is expected to be received in the first week of December.

Trip Count Calculations						
Business	Employees	Max Guests	Calculator	Calc'd Guests	Multiplier (trips/day)	Total Daily Trips
Hotel	7	85	65%	55	2	125
Restaurant	15	100	100%	100	2	230
RV Resort	2	38	50%	19	2	42
TOTALS	24	223				397

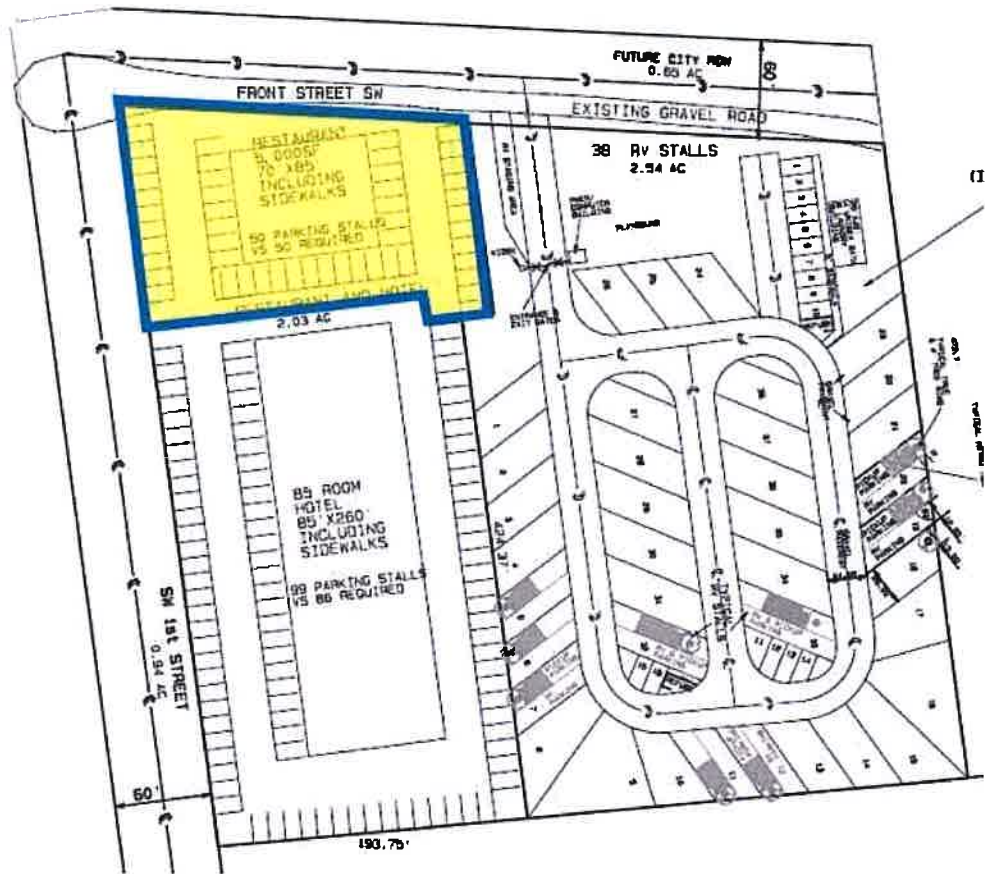
Additional Information - Proposed Hotel

- The final design and franchise are pending.
- The proposed hotel will have 80-85 rooms.
- There will be 99 parking spaces, which exceeds the requirements for 86.
- The structure will be three stories.
- The building footprint is currently planned to be 85 x 260.
- Based on the industry average, we anticipate 65% occupancy
- There will be seven employees on the property.
- Anticipated daily trips are calculated to be 125.



Additional Information - Proposed Restaurant

- The proposed restaurant's final design and franchise is pending.
- The structure will be one story and approximately 5000 SF with a footprint of 70 x 85.
- There will be 50 parking spaces, which meets the requirement for the building size.
- There will be 15 employees on the property daily.
- Anticipated daily trips are calculated to be 230.



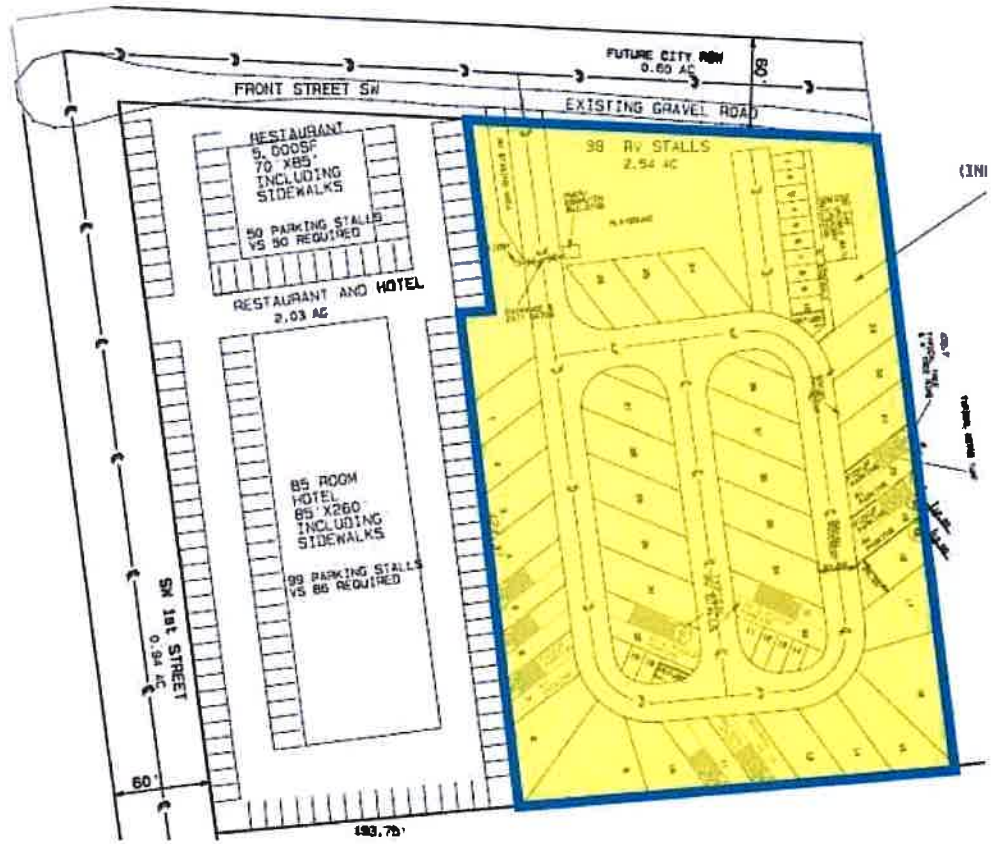
Additional Information - Proposed Short Stay Recreational Vehicle Resort

In response to concerns voiced by the Boardman City Council at the last hearing, the applicant wishes to expand the recreational vehicle resort narrative to allay concerns that this RV resort will fall into disrepair or any kind of disrepute with the citizens of Boardman. The process involved in planning this RV resort has required a well-defined development strategy with an initial concept crucial to insuring that the RV resort will be first class. The site has been designed for the best use of infrastructure, amenities, and landscaping. There will be operations and management plans to ensure efficient and effective service and customer satisfaction.

The RV resort will host guests on short-stays (typically one day but up to 3 or 4 days) that are most likely traveling east or west on I-84 and need a night or two of rest. Additionally, we would like to attract travelers to the RV Resort as a relaxing destination. This area has access to recreation opportunities on the Columbia River, such as the Sacagawea Heritage Trail, the Boardman Marina Park and the Sage Center, all worthy destinations. Visitors can even purchase a day pass at the Boardman Pool & Recreation Center and enjoy a swimming pool or the fitness amenities.

The site amenities include:

- The anticipated space for the park will be approximately 2.54 acres.
- The short stay RV Resort will allow guests to stay similar to a hotel guest, i.e. 3-4 days on the would be the typical longest stay but we anticipate a 1-day stay to be the most common length.
- Gated entrance/exit
- A playground
- Laundry facility with restrooms and showers in the building.
- Each space will have a columnar tree planted with a 4-foot tree ring, artificial turf covering, and a parking space for a pickup.
- The interior streets will be 2-way directional.
- There will be 38 RV spaces and 16 spaces for vehicle overflow parking.
- Based on the industry average, we anticipate 50% occupancy.
- There will be 2 employees on the property daily.
- Anticipated daily trips are calculated to be 42.
- Only Recreational Vehicles newer that 10 years old will be allowed to stay at the Resort.



We recognize the zoning does not allow for long-term stay recreational vehicles (RV), therefore we respectfully request your consideration for the site being used for short-term RV Resort.

- a. We anticipate the most common stays will be 1-2 days up to 4-day stays.
- b. Long-term stays will not be allowed per the RV Resort company policies.
- c. The guests' vehicles will be legal, licensed and road-worthy and must be newer than 10 years old.

Thank you in advance for reviewing and considering this application and drawings. We look forward to reviewing your findings.

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