

**PLANNING COMMISSION
PRELIMINARY FINDINGS OF FACT
RVW24-000020
TYPE III DECISION PROCESS**

REQUEST: To approve development of a hotel.

APPLICANT: Van Voorhies
Appellation Engineering and Consulting, LLC
46 Meadowlark Lane
Touchet, Washington 99360

OWNER: Joe Kumar
U.S. Investors LLC
1906 South Dawest Street
Kennewick, Washington 99336

PROPERTY DESCRIPTION: Tax Lots 100 and 200 of Assessor’s Map 4N 25E 09CC.
GENERAL LOCATION: North of Interstate 84, west of Main Street, along NW Front Avenue.
ZONING OF THE TRACT: Tourist Commercial Subdistrict.
EXISTING DEVELOPMENT: Predominately bare property
PROPOSED USE: Hotel

I. **BACKGROUND:** The site is currently undeveloped, with the exception of underground utilities and a small shed along the west property line. For this request there has been a preapplication meeting with the Planning Official and a Site Team meeting was held on May 2, 2024 with area utility and public service providers.

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 Trip Generation Letter completed by PBS (see attached). Based on review by David Boyd, ODOT Region 5 Access Management Engineer, we have gained a better understanding of the determination by the applicant that further traffic study is not needed. There are identified in the ITE manual at least five different types of hotels with corresponding traffic impacts. The hotel type that

was used was a business hotel which has a lower trip generation index. If the choice had been for a different type of hotel at the same number of rooms the outcome of the analysis may have been different. The five different types of hotels that can be analyzed are: Hotel, All Suites Hotel, Business Hotel, Motel, and Resort Hotel. It is important to note that either a hotel or motel at 64 rooms would require a full traffic analysis be completed.

To ensure that the development will continue to comply with the Trip Generation Letter that was supplied and not exceed the average daily trips that would trigger a Traffic Impact Analysis staff are recommending and listing as a Condition of Approval that a trip cap be placed on the development of the proposed hotel to be consistent with the supplied Trip Generation Letter. Should the applicant modify the operations of the hotel and average daily trips exceed those identified a Traffic Impact Analysis and associated improvements to the transportation system may be required.

- 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;**

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.

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. 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 are met.

- 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. 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.**

The applicant has identified two access points along Northwest Front Street. Access permits will be required before development for each access. 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.)**

The applicant has submitted a Trip Generation Letter completed by PBS (see attached). Based on review by David Boyd, ODOT Region 5 Access Management Engineer, we have gained a better understanding of the determination by the applicant that further traffic study is not needed. There are identified in the ITE manual at least five different types of hotels with corresponding traffic impacts. The hotel type that was used was a business hotel which has a lower trip generation index. If the choice had been for a different type of hotel at the same number of rooms the outcome of the analysis may have been different. The five different types of hotels that can be analyzed are: Hotel, All Suites Hotel, Business Hotel, Motel, and Resort Hotel. It is important to note that either a hotel or motel at 64 rooms would require a full traffic analysis be completed.

To ensure that the development will continue to comply with the Trip Generation Letter that was supplied and not exceed the average daily trips that would trigger a Traffic Impact Analysis staff are recommending and listing as a Condition of Approval that a trip cap be placed on the development of the proposed hotel to be consistent with the supplied Trip Generation Letter. Should the applicant modify the operations of the hotel and average daily trips exceed those identified a Traffic Impact Analysis and associated improvements to the transportation system may be required.

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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 two access points along northwest Front Street. Both accesses will require 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.

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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 without impacting the parking plan.

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- 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.

During the Site Team Meeting held on May 2, 2024, Fire Marshall, Marty Broadbent shared about the minimum required 26-foot access area needed around the building for Fire Department Access. 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.

The Preliminary Site Plan does not indicate location of pedestrian access and circulation within the development. A Final Site Plan shall be submitted before development showing a system of pathways 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 has submitted a Preliminary Site Plan showing landscaping. The applicant shall submit a Final 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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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 a preliminary site plan that shows 75 parking spaces. 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.

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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 8 bicycle parking spaces. 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. Connection locations have been identified off Northwest Front Street for water and in the back northwest corner of the property for sewer. 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 Northwest Front 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 frontage along Northwest Front Street needs 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.

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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.

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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 by City Engineer prior to construction. This is listed as a Condition of Approval.

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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.

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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

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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 acknowledged that a Monument Sign will likely be purchased and installed by the servicing Hotel Chain. 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.

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.

- III. PROPERTY OWNERS NOTIFIED:** April 23, 2024
List of landowners notified is retained as part of the file.

- IV. PUBLISHED NOTICE:** April 23, 2024
East Oregonian

- V. AGENCIES NOTIFIED:** April 24, 2024.
Mike Lees, City Engineer; Marty Broadbent, Boardman Fire Protection District; Loren Dieter, Interim Chief of Police; Rolf Prog, City of Boardman Public Work Director; Wendy Neal, Windwave; Monte Ellis, UEC; Justin Samp, UEC; Richard Lani, ODOT; Teresa Penninger, ODOT; David Boyd, ODOT; Cheryl Jarvis-Smith, ODOT; Lana Eckman, USPS; Joe Franell, EOT; George Shimer, Boardman Parks and Rec

- VI. SITE TEAM MEETING:** May 2, 2024
Boardman City Hall

- VII. PLANNING OFFICIAL RECOMMENDATION:** The Planning Official recommends approval of this request with the following CONDITIONS OF APPROVAL.
 - 1. A trip cap is placed on the development of the proposed hotel to be consistent with the supplied Trip Generation Letter. Should the applicant modify the operations of the hotel and average daily trips exceed those identified a Traffic Impact Analysis and associated improvements to the transportation system may be required.
 - 2. Access permits will be required before development for each access.
 - 3. 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.
 - 4. The applicant shall submit plans for and obtain proper permits for signs, structures, and landscaping.
 - 5. A Final Site Plan shall be submitted before development showing a system of pathways designed to meet the City of Boardman Development Code and all requirements of the Americans with Disabilities Act.
 - 6. A final parking plan shall be submitted as part of the Development Review Permit that meets the City of Boardman Development Code and Public Works Standards.
 - 7. Applicant shall comply with all bicycle parking requirements.
 - 8. All water and wastewater installations shall comply with the City of Boardman Development Code and Public Works Standards.

9. Development of frontage along Northwest Front Street needs to be done to the standards outlined in the Boardman Development Code and the Public Works Standards.
10. Storm water shall be maintained on site and in conformance with Chapter 3.5 Stormwater Management.
11. Easements shall be accomplished as required by the City of Boardman Development code for this development.
12. Review of the Construction Plan shall be done by City Engineer prior to construction. This is listed as a Condition of Approval.
13. All infrastructure proposed for the development will need to meet the City of Boardman Development Code and Public Works Standards.
14. A Sign Permit will be required and can be applied for at the time of Development Review.

Zack Barresse, Chair

Date

ATTACHMENTS:

Vicinity Map

Preliminary Site Plan

Trip Generation Letter