

## **BOARDMAN PLANNING COMMISSION MINUTES - REGULAR MEETING – JULY 19, 2023 BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM**

Commissioner Irons called the meeting to order at 7:03 p.m. He led the flag salute and asked for roll call:

Commissioners  
in Attendance: Jennifer Leighton, Sam Irons, Zack Barresse (arrived at 7:05pm), Jacob Cain, Ragna TenEyck, and Mike Connell

Commissioners Absent: Ethan Salata - Unexcused

Staff: Carla McLane-Planning Official, Jackie McCauley-Acting Recorder, Rick Stokoe-City Manager Pro Tem, Rolf Prag-Public Works Director, and Toni Connell-Utility Clerk

Audience: Kyle Stone, Haylie Tomlinson, Elaine Howard-Elaine Howard Consulting, LLC

### **APPROVAL OF MINUTES**

#### May 10, 2023 – Regular Meeting

Commissioner Leighton made a motion to approve the May 10, 2023 minutes as presented. Commissioner Connell seconded the motion. A roll call vote was taken: Commission Chair Cain-yes, Commissioner Leighton-yes, Commissioner Connell-yes, Commissioner TenEyck-yes, Commissioner Irons-yes. The motion passed 5-0 with 2 absent.

Commissioner Barresse arrived at 7:05pm.

### **PUBLIC HEARINGS**

#### Public Hearing – VAR-23-007 – Setback Variance Request

Commission Vice Chair Barresse opened the Public Hearing at 7:06pm.

Commission Vice Chair Barresse read the purpose of the hearing: Variance VAR-23-007: Kyle Stone applicant and owner. The subject property is described as tax lot 6800 of Assessor's Map 4N 25E 17AD and is zoned Residential. This request is to approve a variance to the setback of more than 10 percent for reasons related to slope. Criteria are found in the Boardman Development Code Chapter 5.1 Variances and is being processed as a Type III decision.

Commission Vice Chair Barresse read the rules of conduct of the hearing and asked the commissioners if they wished to abstain from this hearing. There were none.

Commission Vice Chair Barresse asked if anyone in the audience wished to challenge any of the commissioners' impartiality. There were none.

Staff Report – Planning Official McLane reviewed the Preliminary Findings of Fact provided in the commissioner's packets. The applicant would like to place a shop in the backyard with his application indicating the location within the setback for a rear yard. Further conversation indicated that slope issues in the backyard would make meeting the setback difficult and cost prohibitive. The neighbor to the south would be the most impacted, however that neighbor, Kent Meisner, contacted Ms. McLane and said he is in support of the variance request. The commission was provided photos of the back yard showing the slope and concrete retaining wall. Without approval of the variance, the applicant would have a significant amount of dirt and material to relocate. She recommends approval of the variance request. She asked if there were any questions. There were none.

Correspondence – None.

### Public Testimony

Applicant – Mr. Stone was in attendance, however did not wish to make comment.

Testimony In Favor – There were none.

Testimony In Opposition – There were none.

Neutral Testimony – There were none.

Commission Vice Chair Barresse closed the public hearing at: 7:16 pm.

### Deliberation by Commission of VAR-23-007 – Setback Variance Request

Planning Official McLane said the variance number on the Preliminary Findings of Fact had an incorrect number of VAR-23-015. The correct variance number is VAR-23-007. She said, also, the signature line on the document is for Jacob Cain, Chair and because he is attending this meeting via Zoom and is not conducting the meeting, the signature line would be changed to Zack Barressee, Vice-Chair.

Commissioner Irons made a motion to approve the variance request, with the two corrections to the Findings of Fact as noted by the planning official. Commissioner Connell seconded the motion. A roll call vote was taken: Commission Chair Cain-yes, Commissioner Leighton-yes, Commissioner Connell-yes, Commissioner TenEyck-yes, Commissioner Irons-yes, Commission Vice-Chair Barressee-yes. The motion passed 6-0 with 1 absent.

### Public Hearing – Urban Renewal – North Boardman Urban Renewal District

Commission Vice Chair Barresse opened the Public Hearing at 7:19pm.

Commission Vice Chair Barresse read the purpose of the hearing: The City of Boardman, applicant. Multiple landowners. The Planning Commission will review the proposed North Boardman Urban Renewal Plan including its relationship to the Comprehensive Plan, and make a recommendation to the Boardman City Council. This is not a land use decision.

Commission Vice Chair Barresse read the rules of conduct of the hearing and asked the commissioners if they wished to abstain from this hearing. There were none.

Commission Vice Chair Barresse asked if anyone in the audience wished to challenge any of the commissioners' impartiality. There were none.

Staff Report – Planning Official McLane reviewed the Findings of Fact provided in the packet. The Boardman City Council is considering adoption of the North Boardman Urban Renewal District that would complement the currently approved West and Central Urban Renewal Districts which are both located south of Interstate 84. There must be evidence in the record the planning commission heard the plan and recommended it to the Boardman City Council. There is no local approval criteria for this action and the decision rendered by the Planning Commission is not a land use decision. Oregon Revised Statute 457 Urban Renewal 085 Urban Renewal Plan Requirements does require at (2)(d) and (e) the following: (d) An explanation of the plan's relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities and other public improvements and (e) An indication of proposed land uses, maximum densities and building requirements for each urban renewal area.

The consultant, Elaine Howard, who has been hired to facilitate the formation of the North Boardman Urban Renewal District has provided the relationship to the comprehensive plan's local objectives, which is found within the Plan under section XI Relationship to Local Objectives. Both the North Boardman Urban Renewal Plan and Report, dated July 17, 2023, are incorporated as part of the Findings of Fact.

Planning Official McLane asked Elaine Howard of Elaine Howard Consulting, LLC, to give a PowerPoint Presentation on the Urban Renewal District. Ms. Howard explained the role of the planning commission is to review the proposed North Boardman Urban Renewal Plan for conformance with the Boardman Comprehensive Plan and to make a recommendation to the Boardman City Council. She then showed the process of how the plan is adopted. This is a 20-year plan with a maximum indebtedness of \$27,000,000.00. She explained how the plan is funded.

Ms. Howard reviewed the boundaries of the urban renewal district and the projects within the plan:

1. Transportation Projects

- Extend NE Boardman Avenue to Olson Road, including pavement, curb, gutter, sidewalks and lighting.
- Improve NE Front Street, including pavement, curb, gutter, sidewalks and lighting.
- Alley from 2nd Avenue NE to 3rd Street NE.
- 2nd Avenue NE to Columbia Avenue NE.
- Columbia Avenue NE to Boardman Avenue NE.
- N. Main Street and Boardman Avenue intersection improvements.
- Provide other transportation improvements as necessary.

2. Economic Development Incentives

The estimated costs of these projects are almost \$11,000,000.00.

Ms. Howard reviewed the goals in the comprehensive plan in which the urban renewal plan conforms with.

Commissioner TenEyck asked who makes up the urban renewal agency board. The Boardman City Council is the URA Board. Ms. Howard gave a couple of examples of why she feels it is best for a city council to be the agency's board. Commissioner TenEyck had a concern of conflict of interest and wanted it noted.

Commissioner Connell asked how the citizens of Boardman are notified of the hearing on the urban renewal district. Notices went out to all of the city's utility customers. Letters were also sent to each taxing district notifying them of the city's intent to form the district.

Planning Official McLane said she recommends approval.

Correspondence – None.

Public Testimony

There was none.

Commission Vice Chair Barresse closed the public hearing at: 8:03 pm.

Deliberation by Commission – Urban Renewal District – Conformance with Comprehensive Plan

Commission Chair Cain asked about conflict of interest after hearing that school boards are to be notified of the city's intent to form a new urban renewal district. He is a school board member. Also, other commissioners work for some of the other taxing districts such as the fire department. Planning Official McLane said as long as the commissioner is not in a decision-making position on a board, they do not have to abstain. The school district will not have a direct impact because of an urban renewal district, as they are funded differently than other taxing districts.

Planning Official McLane said she was going to also correct the Findings of Fact for this decision, changing the signature line from Jacob Cain to Zack Barresse for the same reason as stated earlier.

Commissioner Leighton made a motion that the Boardman Planning Commission finds, based upon the information provided, and the corrections that were stated, in the staff report, and the provided attachments, that the North Boardman Urban Renewal Plan conforms with the Boardman Comprehensive Plan. Commissioner Connell seconded the motion. A roll call vote was taken: Commission Chair Cain-yes, Commissioner Leighton-yes, Commissioner Connell-yes, Commissioner TenEyck-yes, Commissioner Irons-yes, Commission Vice-Chair Barressee-yes. The motion passed 6-0 with 1 absent.

#### Discussion Items

Planning Official McLane reported the city has hired Brandon Hammond as the new city manager. He begins work on August 1<sup>st</sup>.

She asked the commissioners about cancelling the August planning commission meeting as no applications have been made to come before the commission. There was consensus to do so. The next planning commission will be September 20, 2023.

#### Public Comment

None.

#### Commissioners Comments

Commission Chair Cain said this would be his last meeting, as he has moved outside of Morrow County. He will soon put in his letter of resignation. Planning Official McLane said on the agenda for the next meeting will be to appoint a new chair and vice-chair.

**Meeting was adjourned at 8:15 p.m.**