

**PLANNING COMMISSION
FINDINGS OF FACT
SITE DEVELOPMENT REVIEW SDR3-23-002
REPLAT R-23-003
TYPE III DECISION PROCESS**

REQUEST: To authorize a multi-family development with a total of 10 units and approve a Replat on the subject property.

APPLICANT/OWNER: Catalina Villa
3005 Road 84
Pasco, Washington 99301

PROPERTY DESCRIPTION: Tax Lots 1700 and 1800 of Assessor's Map 4N 25 16BC.

ZONING OF THE AREA: Residential – Multi-Family

PROPERTY LOCATION: South of Interstate 84 and west of Main Street on the north side of Willow Fork Drive near the intersection with Malhi Lane.

- I. **GENERAL INFORMATION:** The owner is requesting this approval for to develop 10 multi-family units consisting of a four-plex and two triplexes. The associated Replat will facilitate the development on a single lot.
- II. **APPROVAL CRITERIA:** The application has been filed under the Boardman Development Code (BDC) Chapter 4 Applications and Review Procedures 4.2 Development Review and Site Design Review. The Replat has been filed under the BDC Chapter 4 Applications and Review Procedures 4.3 Land Divisions and Lot Line Adjustments. The criteria are identified below in **bold** type with responses in regular type.

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 application was submitted on February 15, 2023, and deemed complete on February 15, 2023. Not all of the identified application materials were required based on the scope of the project. Materials requested were submitted.
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 proposal meets the standards for the Residential District as well as the Multi-Family Subdistrict. The submitted site plan identifies parking, a solid waste receptacle location, a bump out for turnaround of vehicles, private and common space, as well as access improvements including a sidewalk along Willow Fork Drive. The architectural renderings can meet the design standards. The

BDC does have an “eyes on the street” requirement that can be met with the installation of windows on the street facing side of the units. This is listed as a Condition of Approval.

3. **The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;**

There are no non-conforming uses on the subject property. This would not be applicable.

4. **The application complies with the Design Standards contained in Chapter 3. All of the following standards shall be met:**

- a. **Chapter 3.1 - Access and Circulation;**

Access will come from Willow Fork Drive and require an Access Permit. This is listed as a Condition of Approval. The circulation provided is adequate for the development and includes a bump out for turn around movement. A traffic study was not deemed necessary with an ADT of approximately 100 trips per day. A shared driveway is not required based on the associated Replat. The proposed driveway width of 26 feet complies with the requirements of the district. Vision clearance is adequate based on the Site Plan.

- b. **Chapter 3.2 – Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**

The Site Plan includes proposed landscaping requirements. Trees are proposed along the street frontage. No fences or walls are proposed but if a fence is to be installed a Fence permit will be required. This is listed as a Condition of Approval.

- c. **Chapter 3.3 – Vehicle and Bicycle Parking;**

Based on the BDC 20 parking spaces will need to be available with 18 identified on the current Site Plan. At least one of those parking spaces will need to meet Americans with Disabilities Act requirements and be van accessible. This is listed as a Condition of Approval. Under new provisions electronic vehicle, or EV, charging also is required and can be provided within the garage units. Bicycle parking is required and shall be installed for each building. It is required to be covered and lighted. This is listed as a Condition of Approval.

- d. **Chapter 3.4 – Public Facilities and Standards;**

Public and private utilities are available along Willow Fork Drive or the alley to the east of the subject property. These installations were discussed as part of the Site Team meeting held on February 15, 2023. Frontage improvements may also be required along Willow Fork Drive to include pavement matching, curbing, and sidewalk installations. This is listed as a Condition of Approval.

- e. **Chapter 3.5 – Stormwater Management;**

All stormwater will be maintained and managed on site. This is listed as a Condition of Approval.

- f. **Chapter 3.6 – Other Standards, as applicable.**

Any entry signs will need to obtain a sign permit. This is listed as a Condition of Approval.

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.**

A Replat is also being considered as part of this review. Please see the analysis and any associated Conditions of Approval below.

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

No exceptions are requested or approved.

4.3.200 Replatting and Vacation of Plats

- A. **Replatting and Vacations. Any plat or portion thereof may be replatted or vacated upon application signed by all of the owners as appearing on the deed.**

This request is removing a property line between tax lots 1700 and 1800 of Assessor's Map 4N 25 16BC. The owner of the property is Catalina Villa, applicant for this request.

- B. Procedure.** All applications for a replat or vacation shall be processed in accordance with the procedures and standards for a subdivision or partition (i.e., the same process used to create the plat shall be used to replat or vacate the plat). The same appeal rights provided through the subdivision and partition process shall be afforded to the plat vacation process. (See Chapter 4.1 - Types of Applications and Review Procedures.)

The subdivision that is being replatted would have been reviewed through a Type III process which is similar to the process being used to approve both the Replat and the Multi-Family development. Both a preliminary and final Replat will need to be submitted for review by city staff prior to recording. This is listed as a Condition of Approval.

- C. Basis for denial.** A replat or vacation application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets or alleys; or if it fails to meet any applicable criteria.

No public uses, improvements, streets or alleys are impacted by this request and approval. All applicable criteria can and are met.

- D. Recording of vacations.** All approved plat vacations shall be recorded in accordance with Section 4.3.190 and the following procedures:

1. Once recorded, a replat or vacation shall operate to eliminate the force and effect of the plat prior to vacation; and
2. Vacations shall also divest all public rights in the streets, alleys and public grounds, and all dedications laid out or described on the plat.

This is not a vacation. No property or rights are being vacated with this replat.

- E. After sale of lots.** When lots have been sold, the plat may be vacated only in the manner herein, and provided that all of the owners of lots within the platted area consent in writing to the plat vacation.

No lots that are part of this replat have been sold. This is not applicable.

- F. Vacation of streets.** All street vacations shall comply with the procedures and standards set forth in ORS Chapter 271.

No street is proposed to be vacated.

- G. Requirement to Maintain Access.** The City may require accessways, paths or trails as a condition of the vacation of any public easement or right-of-way, in order to establish or maintain a safe, convenient and direct pedestrian and bicycle circulation system.

Access is currently available along Willow Fork Drive and will continue.

III. PROPERTY OWNERS NOTIFIED: February 28, 2023

See list on file.

IV. AGENCIES NOTIFIED: March 2, 2023

Teresa Penninger and Rich Lani, Oregon Department of Transportation; Marty Broadbent, Boardman Fire Protection District; Rolf Prag and Kevin Kennedy, City of Boardman.

Site Team Meeting: February 15, 2023

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

1. The proposed dwelling units shall meet the "eyes on the street" requirement which can be accomplished with the installation of windows on the street facing side of the units.

2. An access permit will be required for the access from Willow Fork Drive.
3. If a fence is installed a Fence permit will be required.
4. Twenty (20) parking spaces will need to be available with at least one of those parking spaces meeting Americans with Disabilities Act requirements and be van accessible.
5. Bicycle parking is required and shall be installed for each building. It is required to be covered and lighted.
6. Frontage improvements may be required along Willow Fork Drive to include pavement matching, curbing, and sidewalk installations.
7. All stormwater will be maintained and managed on site.
8. Any entry signs will need to obtain a sign permit.
9. Both a preliminary and final Replat will need to be submitted for review by city staff prior to recording.

Jacob Cain, Chair

Date

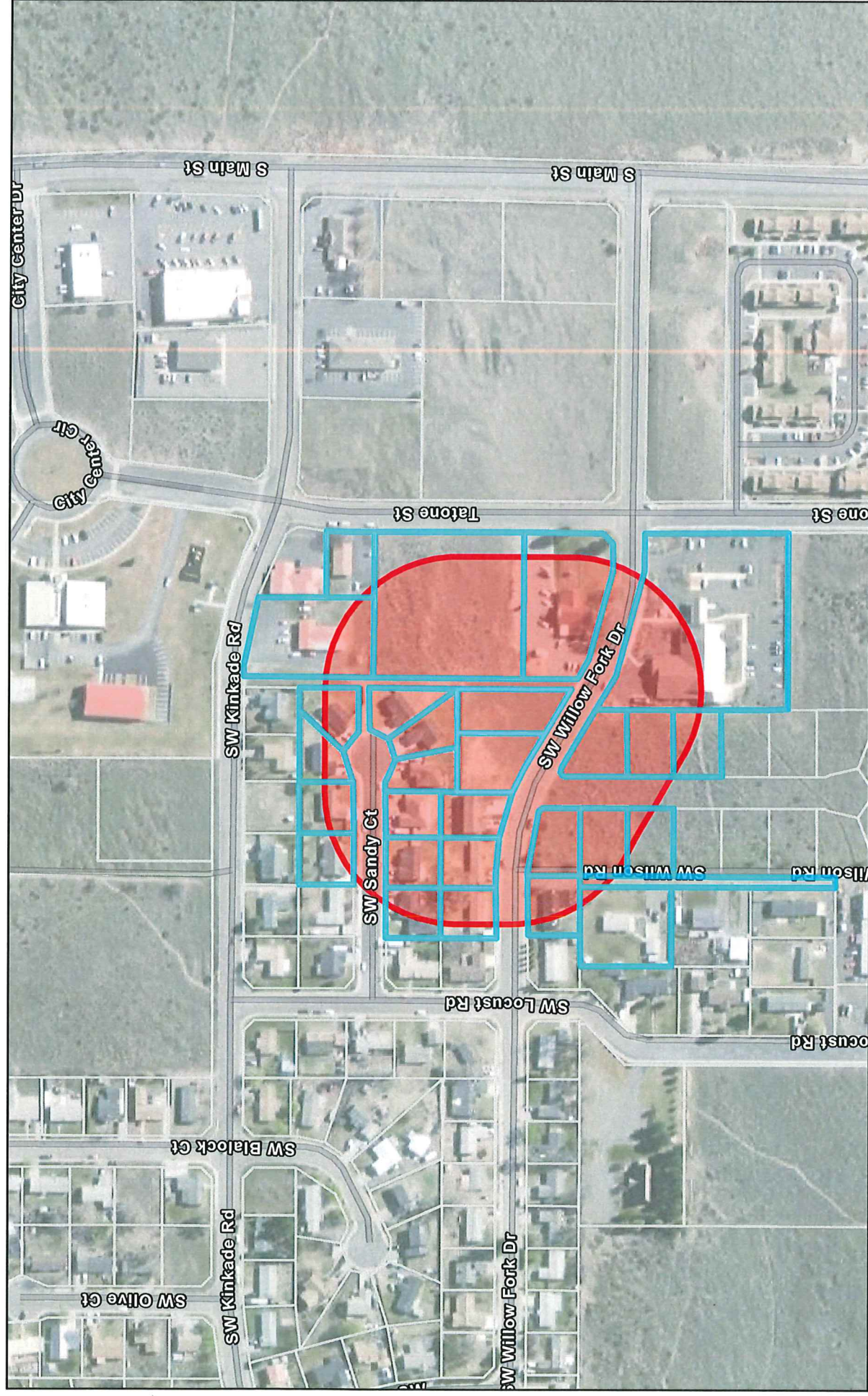
ATTACHMENTS:

Vicinity Map

Site Plan

Landscaping Plan

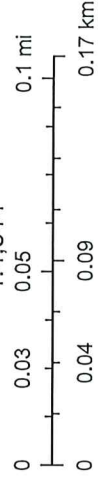
Willowfork Multifamily



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Taxlots

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PARKING REQUIREMENTS
MULTIPLEX / APARTMENT STRUCTURES

PARKING REQUIREMENTS	
MULTIPLEX / APARTMENT STRUCTURES	

2 SPACES PER DWELLING UNITS		
BUILDING TYPE	NUMBER OF UNITS	PARKING SPACES REQUIRED/UNIT
4-PLEX	(4) 3 BR	4 GARAGE
3-PLEX	(3) 3 BR	3 GARAGE
3-PLEX	(3) 3 BR	3 EXTERIOR
3-PLEX	(3) 3 BR	3 GARAGE
3-PLEX	(3) 3 BR	3 EXTERIOR

TOTAL PARKING REQUIRED:		20
TOTAL PARKING AVAILABLE:		20

KEYED NOTES:

- | | |
|----|--|
| 1 | PROPERTY LINE |
| 2 | PROPOSED BUILDING SITE |
| 3 | PROPOSED DRIVEWAY |
| 4 | PROPOSED DRIVEWAY |
| 5 | PROPOSED LANDSCAPE AREA |
| 6 | NET SIDEWALK |
| 7 | TRASH ENCLOSURE TO BE SCREENED |
| 8 | ONE WAY LOCATIONS (COUNT AS PARKING COUNT) |
| 9 | CURBUSE / FIRE TRUCK TURNAROUND |
| 10 | PROPERTY LINE TO BE REMOVED |
| 11 | PROPOSED WALKWAY CLUSTER SITE |

ADDITIONAL INFORMATION:

- | | | |
|---|--|---------------------|
| 1 | ASSESSORS MAP PARCEL: 04NYS168C | TAX LOT # 1700 |
| 2 | ADDRESS: T.R.D. | |
| 3 | LEGAL DESCRIPTION: TAX LOT # 1700 | |
| 4 | DWNR: EDUARDO MUÑIZ | |
| 5 | ACRES: 0.7 | |
| 6 | TAX BUILDING HEIGHT: 35'-0" | PROVIDED: 28'-11" ± |
| 6 | MIN. LOT AREA: - | |
| 7 | SETBACKS: FRONT: 20'-0" SIDE: 7'-0" BACK: 15'-0" | |

GENERAL LANDSCAPING | LEGEND:

ASPHALT	PAVED PARKING	8004 SF +/-
CONCRETE	SIDEWALKS & PATIOS	1667 SF +/-
LANDSCAPE ROCK	PLANTERS & EDGING	1418 SF +/-
LANDSCAPING: SOD	OPEN SPACE LAWN	10180 SF +/-
20% TOTAL LANDSCAPING REQUIRED		
LAND AREA TOTAL		31049 SF
% REQUIREMENT TOTAL		10867 SF
LANDSCAPE TOTAL		11598 SF



PRELIMINARY
NOT FOR
CONSTRUCTION

1/24/2023 11:33:28 AM



APPROVAL	
STARTED	
DRAWN	
CHECKED	
APPROVED	

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WILLOWFORK TOWNHOMES
MULTI-FAMILY LIVING
WILLOWFORK DRIVE
BOARDMAN OR

JOB # 22-246

CONCEPTUAL SITE PLAN

SHEET NO.: