



# City of Boardman

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## AGENDA

### City of Boardman Planning Commission Wednesday, December 20, 2023 Boardman City Hall Council Chambers 7:00 PM

#### Members of Commission:

Zack Barresse, Chair  
Jami Carbray  
Michael Connell  
Sam Irons, Vice Chair

David Landstrom  
Jennifer Leighton  
Ragna TenEyck

**Members of Staff:** Carla McLane, Planning Official

Nancy Orellana, Planning Associate

**ZOOM Meeting Information is Available on the City's Website**  
Under [Agendas, Minutes & Videos](#)

#### CALL TO ORDER

#### FLAG SALUTE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible with liberty and justice for all.@

#### ROLL CALL

#### WELCOME NEW MEMBERS

#### APPROVAL OF MINUTES

October 18, 2023

#### PUBLIC HEARINGS (Commission Action Required)

- Site Design Review RVW23-000002: Site Design Review RVW23-00002: Unity Partners LLC and Willowfork Investments LLC, owner and Unity Partners LLC, applicant. Property is described as tax lot 1600 of Assessor's Map 4N 25E 09CC and is zoned Commercial – Tourist Commercial. The request is to approve a hotel, restaurant, and recreational vehicle (RV) park. Criteria for approval are found at the Boardman Development Code (BDC) Chapter 4.2 Development Review and Site Design Review along with standards in Chapter 2.2.180

Tourist Commercial Sub-District and Chapter 3 Design Standards. It is being processed as a Type III decision.

- Amendment A-BDC-23-001: City of Boardman, applicant. This request is to amend Section 3.4.000 of the Boardman Development Code to allow the city to defer construction of certain road improvements until such time as the adjacent property develops. Criteria for approval are found at the BDC Chapter 4.7 Land Use District Map and Text Amendments. It is being processed as a Type IV decision with the final hearing before the City Council.

## **DISCUSSION ITEMS**

- Boardman Development Code Audit
- 2024 Planning Commission Calendar

## **PUBLIC COMMENT**

This time is set aside for persons wishing to address the Planning Commission on matters **not** on the agenda. Speakers will be limited to five minutes. If written material is provided at least ten copies of all information will be provided to the Planning Official prior to the meeting. Action will not be taken at this meeting on public comments.

## **COMMISSION COMMENTS**

## **ADJOURN**

### **Future Meetings:**

January 17, 2023

February 21, 2024

All meetings are held in the City of Boardman Council Chambers and start at 7:00 p.m. unless otherwise noted.

## **BOARDMAN PLANNING COMMISSION MINUTES - REGULAR MEETING – OCTOBER 18, 2023 BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM**

Commission Chair Barresse called the meeting to order at 7:00 p.m. He led the flag salute and asked for the roll call:

Commissioners in Attendance:	Zack Barresse, Jennifer Leighton, Sam Irons, Ragna TenEyck, and Mike Connell (there are currently two vacancies)
Staff:	Carla McLane, Planning Official; Nancy Orellana, Planning Associate; Jackie McCauley, Building Clerk; Toni Connell, Utility Clerk; Rolf Prag, Public Works Director
Audience:	Brian Jackson, Lamb Weston Manager; Mark Shefchik, Ryan Companies US Inc.; Karen Pettigrew; Kristin Bates; George Shimer, Boardman Park and Recreation District

### **APPROVAL OF MINUTES**

#### September 20, 2023 – Regular Meeting

Commissioner Irons made a motion to approve the September 20, 2023 minutes as presented. Commissioner Connell seconded the motion. A roll vote was taken: Commissioner Leighton-yes, Commissioner Irons-yes, Commissioner Connell-yes, Commissioner TenEyck-yes, Commissioner Chair Barresse-yes. The motion passed 5-0 with 2 vacancies.

### **ELECTION OF VICE CHAIR**

There was Planning Commission Consensus to appoint Commissioner Irons as Vice-Chair.

### **PUBLIC HEARINGS**

#### Public Hearing –RVW23-000010- Site Design Review

Commission Chair Barresse opened the Public Hearing at 7:04 pm.

Commission Chair Barresse read the purpose of the hearing: Site Design Review RVW23-000010: Lamb Weston, landowner and Ryan Companies, US, Inc., applicant. The subject property is described as tax lot 1300 of Assessor's Map 4N 25E 10 and is zoned General Industrial. This request is to approve construction of four building additions and related site improvements to an existing industrial facility. Criteria are found in the Boardman Development Code Chapter 2.3 General Industrial District; Chapter 4.2 Development Review and Site Design Review Section 4.2.600 Approval Criteria; and provisions within Chapter 3 Design Standards. It is being processed as a Type III decision.

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

Staff Report – Planning Official McLane presented the Preliminary Findings of Fact provided in the commissioner's packets.

Correspondence – None.

#### Public Testimony

Applicant's Testimony: Mr. Shefchik spoke on information about the work being done and said that he doesn't believe that traffic will be impacted during the time of construction. Lamb Weston will have temporary buildings to accommodate break rooms, shipping office, and office space for the construction company.

Mr. Jackson spoke on the work being done at Lamb Weston and said that the plan is to modernize the plant.

Discussion of sidewalks throughout Columbia Avenue was brought up. Mr. Shefchik said that he plans on having temporary crosswalk and signals to protect pedestrians walking across Columbia Avenue.

Testimony in Favor: There was none.

Testimony In Opposition: There was none.

Neutral Testimony: Mr. Shimer, Parks and Recreation District Director, said that he is not opposed to the project, but shared his concern for sidewalks due to seeing an increase in pedestrians and bicyclists in the area.

Rebuttal: Mr. Jackson said that he appreciated the comments from Mr. Shimer. Lamb Weston is committed to the community. Although Lamb Weston is willing to work with the city on sidewalk project, Mr. Jackson asked if the sidewalk issue could be decoupled from the current matter so that the project can continue in the projected time frame.

Commission Chair Barresse closed the public hearing at 7:39pm.

#### Deliberation by Commission of RVW23-000010- Site Design Review

Discussion was brought up about decoupling Site Design Review and sidewalk concern. Suggestions or decisions concerning sidewalks can be discussed at a later time with not only Lamb Weston, but other companies located in the area. Commissioners agreed to decouple the sidewalk issue with current RVW23-000010- Site Design Review.

Commissioner Connell made a motion to approve RVW23-000010- Site Design Review as presented. Commissioner Leighton seconded the motion. A roll call vote was taken: Commissioner Leighton-yes, Commissioner Irons-yes, Commissioner Connell-yes, Commissioner TenEyck-no, Commission Chair Barresse-yes. The motion passed 4-1 with 2 vacancies.

#### Discussion Items

Planning Official McLane shared information about grants that the City of Boardman has recently received and grants that have been submitted.

The Planning Department is currently working on updating Boardman Development Code and would like to get a draft of the audit to Commissioners at the December Planning Commission meeting for review.

The next Planning Commission meeting will be on December 20<sup>th</sup>, 2023.

#### Public Comment

Mr. Shimer talked about the importance of sidewalks throughout Boardman and the need to enforce code referencing sidewalks in residential areas as well as commercial areas and throughout Boardman. Another project that should also be worked on is safe routes to schools. There is need throughout the City of Boardman to make sure all kids have safe and accessible routes to schools.

#### Commissioners Comments

None.

**Meeting was adjourned at 8:25p.m.**



**PLANNING COMMISSION  
FINDINGS OF FACT  
RVW23-000002  
TYPE III DECISION PROCESS**

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

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**APPLICANT:** Unity Partners LLC  
5004 W. 32<sup>nd</sup> Avenue  
Kennewick, WA 99338

**OWNER:** Unity Partners LLC  
Willowfork Investment LLC  
5004 W 32<sup>nd</sup> 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.

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:**

### 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 full 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.

#### 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.

Hotel will have three access points. RV Park will have one access point. Site Plan is 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 north side of property. Water line



connection 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.

...

**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.

...

**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.

...

Right-of-Way on SW 1<sup>st</sup> 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 1<sup>st</sup> 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.

...

#### **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.

...

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.

...

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.

...

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. 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 can 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.

- 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 maintain 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. 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 1<sup>st</sup> 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.

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Zack Barresse, Chair

Date

ATTACHMENTS:

Vicinity Map

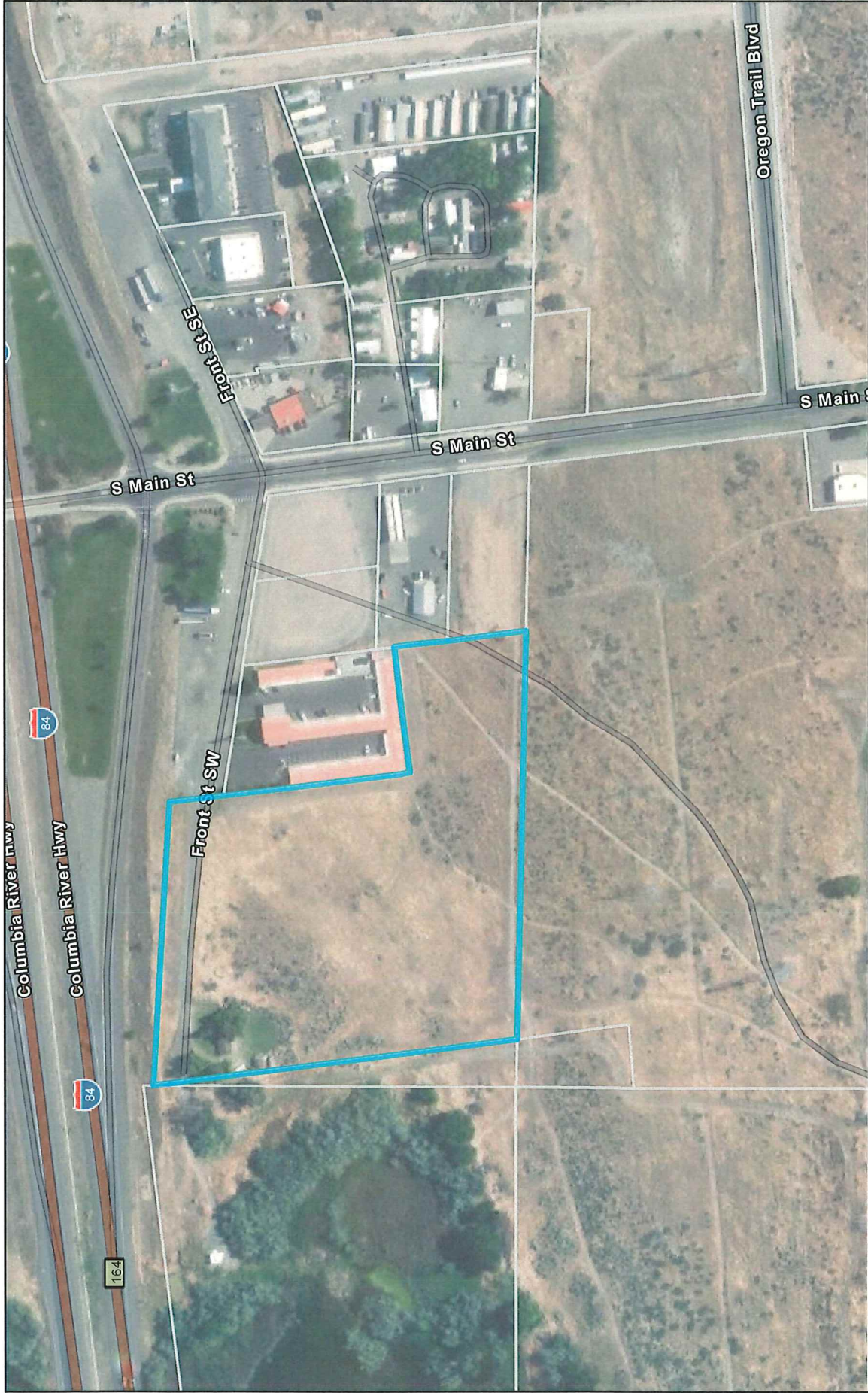
Existing Conditions

Site Map

Trip Generation Letter (without attachments)



# Silver Garden Hotel Proposal



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

 City Limits

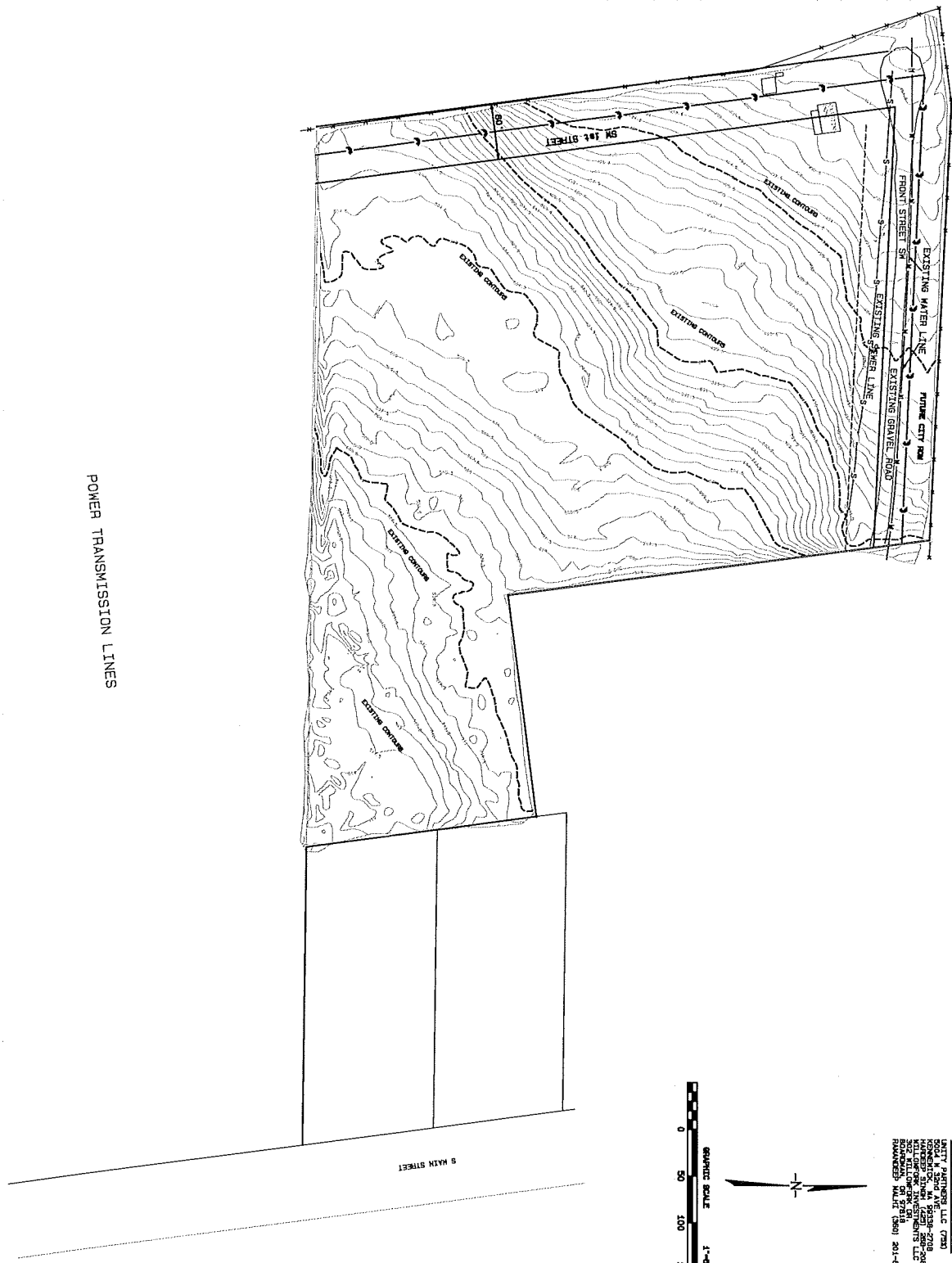
 Taxlots

1:4,514  
0 0.03 0.05 0.09 0.1 mi  
0 0.04 0.09 0.17 km

Esri Community Maps Contributors, Oregon State Parks, State of Oregon  
GEO, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri, HERE,  
ArcGIS Web AppBuilder  
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

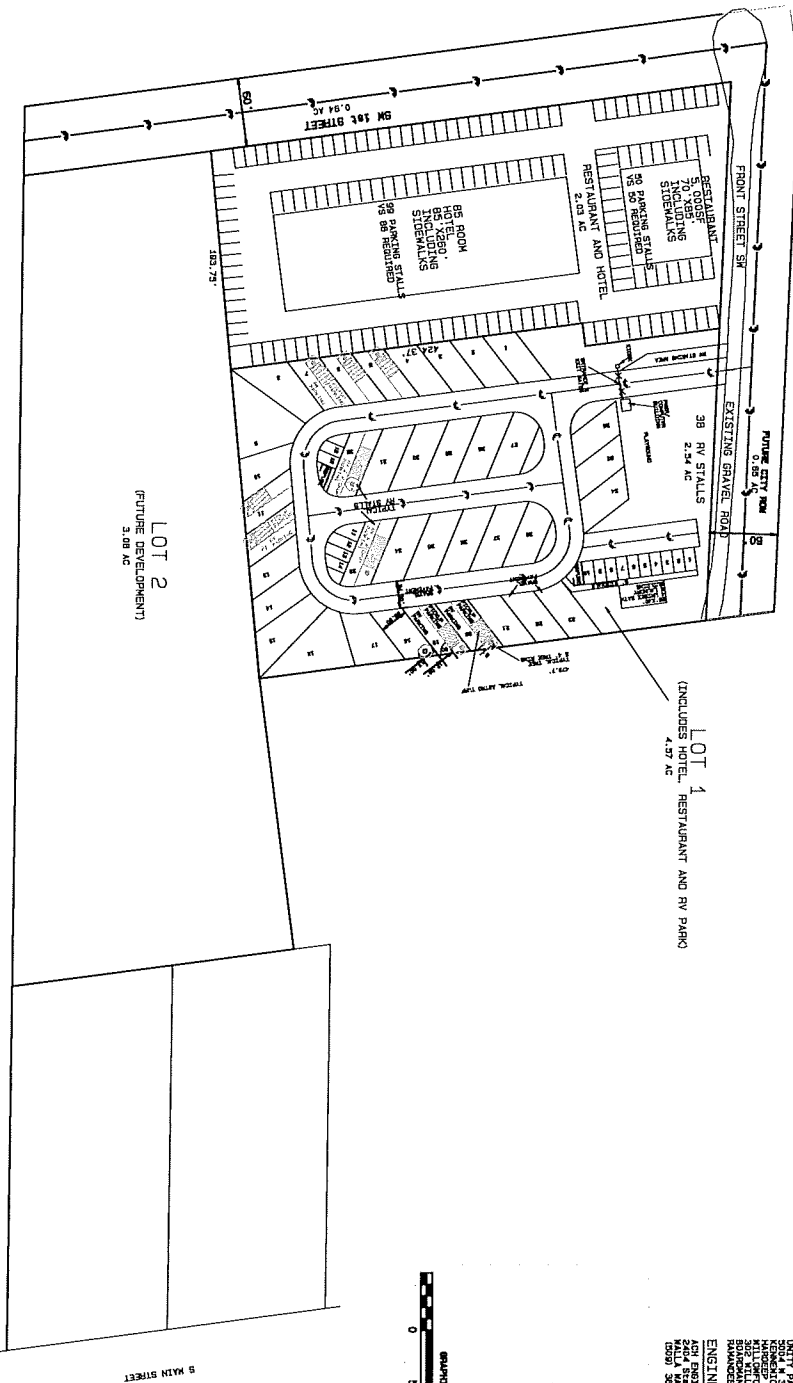


POWER TRANSMISSION LINES



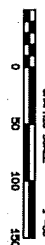
OWNER/DEVELOPER:  
 LAND DEVELOPMENT, LLC  
 1000 N. 100th Ave.  
 Suite 100  
 Minneapolis, MN 55412  
 612-555-1000  
 201-0071

## POWER TRANSMISSION LINES



**OWNER/DEVELOPER:**  
UNITA PARTNERS, LLC (TX)  
3004 N. 25TH AVE  
DALLAS, TX 75208-2708  
HARBER BLVD (425) 208-2008  
MILLCREEK INVESTMENTS, LLC (TX)  
302 MILLCREEK DR.  
BOCA RATON, FL 33433-1011  
FRANCOISE MALHE (350) 201-8071

**ENGINEERING FIRM:**  
JOH ENGINEERING  
2404 Stearns Rd  
WALLA WALLA, WA 99052  
(509) 366-3072





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 <sup>1</sup>		1,000-square-foot GFA	
Size	85		38		5	
Average Daily Trips (ADT)	498		110 <sup>2</sup>		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.

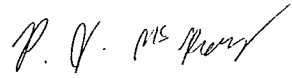
## CONCLUSION

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.

**CLOSING**

Please feel free to contact me at 360.213.0418 or [pj.mckelvey@pbsusa.com](mailto: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

**PRELIMINARY FINDINGS OF FACT  
PLANNING COMMISSION  
AMENDMENT A-BDC-23-001**

**REQUEST:** To amend Chapter 3.4 Public Facilities Standards Section 3.4.000 Purpose and Applicability Item B Applicability of the Boardman Development Code (BDC) to allow the city to defer construction of certain improvements until such time as the adjacent property develops.

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**APPLICANT:** City of Boardman  
Planning Official  
Post Office Box 229  
200 City Center Circle  
Boardman, Oregon 97818

- I. **GENERAL INFORMATION:** The proposed amendment is the result of a series of appeals related to work the City took on to complete improvements to Yates Lane and develop Devin Loop south of the Port of Morrow (POM) Interchange in conformance with the POM Interchange Area Management Plan (IAMP). The proposed change in language to Section 3.4.000.B is the simplest change to allow the City to close the file on both the appeals as well as the project that resulted in improvements to east Yates Lane and the development of Devin Loop.
- II. **PROCEDURE:** An amendment to the City development code is processed using the Type IV procedures. The Type IV process requires a hearing before the Planning Commission with a recommendation to the City Council. The final hearing will occur before the City Council.
- III. **APPROVAL CRITERIA:** The request has been filed under the BDC Chapter 4.1 Types of Applications and Review Procedures, more specifically 4.1.600 Type VI Procedures (Legislative). The criteria are identified below in **bold** type with responses in regular type.

**G. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:**

**1. Approval of the request is consistent with the Statewide Planning Goals.**

The Statewide Planning Goals applicable to this request are Goal 1, Citizen Involvement; Goal 2, Coordination; Goal 9, Economic Needs; Goal 11, Public Facilities; and Goal 12, Transportation.

Goal 1 requires the City to “develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.” Because the proposed legislative amendment will be heard by both the Planning Commission and the City Council, there will be at least two opportunities for public comment to the proposed change. This is consistent with the City’s acknowledged citizen involvement program. (Goal 1, Policy 4: The Planning Commission is officially designated as the Citizen Involvement Committee.)

Goal 2 requires the City to adopt a comprehensive plan and implement the plan through its development code. The proposed amendment is consistent with the comprehensive plan as

described in these findings. (Goal 2, Policy 3: The City has adopted the City of Broadman Development Coded, a unified zoning and subdivision land use code to facilitate the development process and implement the land use goals of the City as outlined in the Comprehensive Plan.)

Goal 9 requires the City to provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of its citizens. The proposed amendment is consistent with this Goal as it would allow the City to develop infrastructure in support of employment lands at a cost that is affordable and assigns associated amenities to occur at the time of development with associated costs accruing to the development. Goal 11, Policy 4: Promote cooperation among the city, the Port of Morrow, and other interested parties to facilitate the most effective uses of public facilities serving the planning area.)

Goal 11 requires the City to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development. While the Comprehensive Plan Public Facilities chapter does not discuss transportation at length, it does discuss transportation as part of the overall infrastructure that needs to be planned for and developed for the City to grow and prosper. The proposed amendment facilitates the development of public transportation infrastructure, which provides the public easements and rights-of-way necessary for sanitary sewer, storm sewer and municipal water facilities. (Goal 11, Policy 6: The City shall prioritize development of land serviced by utilities and require the extension of water, sewer and storm drainage facilities for all urban level development within the UGB. Goal 11, Policy 15: The City shall maintain an eight (8) year supply of commercial and industrial land that is serviceable by water, sewer, storm drainage and transportation infrastructure.)

Goal 12 requires the City to plan for transportation facilities and is implemented through the City's Transportation System Plan, including the POM IAMP. The proposed amendment implements the POM IAMP by facilitating the improvements to Yates Lane and the development of Devin Loop. The amendment allows the City to develop road infrastructure, as required by the POM IAMP, but defer the installation of certain amenities adjacent to that infrastructure until such time as the adjoining parcel(s) develop. (Goal 12, TSP Policy: Dedication of right-of-way, authorization of construction and the construction of facilities and improvements for improvements designated in the Transportation System Plan, the classification of the roadway and approved road standards shall be allowed without land use review.)

For these reasons, the criterion is met.

## **2. Approval of the request is consistent with the Comprehensive Plan.**

The Boardman Comprehensive Plan (BCP) has a variety of policies that support the proposed amendment and the process used to achieve it. Goal 1 policies support citizen involvement and the public hearing process. Goal 1, Policy 4, designates the Planning Commission as the City's

official Citizen Involvement Committee. Therefore, review by the Planning Commission ensures compliance with the comprehensive plan.

Goal 2, Policy 8, requires the City to coordinate with the Port of Morrow on the development of industrial areas within the UGB. The proposed amendment implements the POM IAMP and will facilitate the development of industrial lands in the interchange area by providing for the development of public transportation infrastructure.

Goal 9 requires the City to provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of its citizens. The proposed amendment is consistent with the Comprehensive Plan as it would allow the City to develop infrastructure in support of employment lands at a cost that is affordable and assigns associated amenities to occur at the time of development with associated costs accruing to the development. (Goal 11, Policy 4: Promote cooperation among the city, the Port of Morrow, and other interested parties to facilitate the most effective uses of public facilities serving the planning area.)

Goal 11 supports public facilities planning including assuring that urban services, which includes streets, are available to lands available for development. Goal 11, Policy 1, requires the City ensure that urban services, including water, sewer and storm drainage services and transportation infrastructure, are available to serve industrial lands within the City. The proposed amendment allows for the cost-efficient installation of public infrastructure that provides for these urban services, while deferring the installation of related amenities until the adjacent property develops. To that end, the improvement of Yates Lane and the installation of Devin Loop provide an opportunity for development south of the POM Interchange.

Further, Goal 11, Policy 3 provides that the City will support development that is compatible with the City's ability to provide adequate public facilities and services. By allowing the City to defer the cost of certain frontage amenities until the adjacent property develops while allowing the transportation and subsurface public facilities to be installed, the amendment ensures that the related development is "compatible" with the City's financial ability to provide public facilities.

Finally, Goal 12, Policy 1, designates the Transportation System Plan (TSP) as part of the comprehensive plan, and the POM IAMP is part of the TSP. Thus, because the amendment advances the POM IAMP, it is consistent with Goal 12, Policy 1. In addition, Goal 12 requires the City plan and develop a network of streets to provide circulation within the community, which was achieved by the improvement and installation of Yates Lane and Devin Loop.

For these reasons, the criterion is met.

- 3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property.**



No specific property is affected by the proposed amendment. The intent is to amend this one provision that would allow the City to defer installation of certain amenities only for a public improvement project when the City finds that the standard(s) are not necessary or are likely to be provided by adjacent private development. As such, the amendment applies to development projects generally in the City, without regard to location. However, by allowing the planned transportation network to be constructed but deferring the installation of certain amenities until the adjacent property develops, the amendment is consistent with ensuring all transportation facilities, including the amenities, will be provided concurrent with development of the property.

For these reasons, the criterion is met.

- IV. LEGAL NOTICE PUBLISHED:** November 28, 2023  
East Oregonian
- V. DLCD 35-DAY NOTICE:** October 22, 2023
- VI. AGENCIES NOTIFIED:** Department of Land Conservation and Development; Morrow County Planning Department.
- VII. HEARING DATES:** Planning Commission  
December 20, 2022  
Council Chambers  
Boardman City Hall  
200 City Center Circle  
Boardman, Oregon 97818
- City Council  
January 2, 2024  
Council Chambers  
Boardman City Hall  
200 City Center Circle  
Boardman, Oregon 97818
- VIII. PLANNING OFFICIAL RECOMMENDATION:** The Planning Official recommends the Planning Commission forward the request to the City Council with a 'do adopt' recommendation.

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Zack Barresse, Chair  
Planning Commission

Date

**ATTACHMENTS:**

- Redline Version of Chapter 3.4 Public Facilities Standards Section 3.4.000 Purpose and Applicability Item B. Applicability.

## Draft Text Amendment – Development Code Section 3.4.000

The purpose of the amendment is to allow the City to defer construction of certain road improvements until such time as the adjacent property develops. For example, 3.4.100.J requires the installation of sidewalks, street lights and street trees that are unlikely to be necessary until the adjacent property develops, at which time at least some of these amenities are likely to be removed to accommodate the developer's site plan. This amendment therefore represents the responsible management of public resources.

### BDC 3.4.000 Purpose and Applicability

\* \* \*

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; except that the City may waive compliance with one or more of the development standards for a public improvement project constructed by the City or other public agency of the City finds that the standard(s) are not necessary or are likely to be provided by adjacent private development.

\* \* \*

Boardman Development Code Audit – Phase 1 Code Amendment Matrix			
Section/Chapter	Proposed Amendment	Rationale for Proposed Amendment	Theme
General changes	<ol style="list-style-type: none"> <li>1) City Manager or Designee?</li> <li>2) Number of chapters, sections, and subsections.</li> <li>3) Application requirements throughout code are consistent to facilitate the CitizenServe platform.</li> <li>4) Check properties of documents (Weston vs Boardman).</li> <li>5) Allow wireless communication equipment in all zones. Permitting standards should be in Chapter 3.</li> <li>6) Consider relocated general info applicable to many zones, to a general chapter or definitions.</li> <li>7) Evaluate transportation uses and a process to establish review types based on use.</li> </ol>	<ol style="list-style-type: none"> <li>1) Change to planning official?</li> <li>2) Evaluate code for consistency with numbering of sections and subsections.</li> <li>3) Recommendation: instead of referencing proprietary software systems, require applications be completed as required under the City's digital application portal. If system changes in the future, code can remain the same.</li> <li>4) Code documents on the website should be consistent. Consider making all documents pdf searchable.</li> <li>5) Expand wireless facility allowances.</li> <li>6) Consolidation of information that is redundant across many chapters.</li> </ol>	Cleanup/Streamline All Sections
<b>Chapter 1</b>			
<a href="#">Table of Contents</a>	<ol style="list-style-type: none"> <li>1) Expand with section/subsection. Include a list of all subsections as shown in code.</li> <li>2) Add hyperlinks.</li> <li>3) Determine if development code is to be published within the municipal code.</li> <li>4) Subsection numbering consistency – “1.0” vs “1”</li> <li>5) Rolling edits if sections are added, deleted, or moved.</li> </ol>	<ol style="list-style-type: none"> <li>1) A more comprehensive TOC. Include: Chapter X – Chapter Title     Subsection X.X – Subsection Title Chapter XY – Chapter Title     Subsection XY.X – Subsection Title</li> <li>2) Links to referenced code sections can provide customers/applicants the ability to quickly navigate code, and often lends to a better application submittal.</li> <li>3) A heading/section within the municipal code with a title such as Unified Development Code or similar would be helpful and afford an easy way to get the development code into Muni-Code.</li> <li>4) General section numbering cleanup.</li> <li>5) Update to reflect additions of new code language and remove code language that is not being continued.</li> </ol>	Cleanup/Streamline
<a href="#">Chapter 1.0 – How to Use the Development Code</a>	<ol style="list-style-type: none"> <li>1) Read for grammar, punctuation, readability, formatting (GPRF).</li> <li>2) Delete reference to Chapter 6.</li> <li>3) Relocate individual chapter introductions from individual chapters to this chapter.</li> <li>4) Is description sufficient enough?</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup and editing.</li> <li>2) Chapter 6 – Map Amendments will be relocated to Chapter 4. Chapter 6 will be completely removed.</li> <li>3) Individual Chapter intros could be relocated to this section <b>[Nancy to review other jurisdiction codes for best practice research]</b>.</li> </ol>	Cleanup/Streamline



		4) Review existing descriptions in all chapters to determine if they adequately convey the chapter contents and objectives. Make Chapter 1.0 more instructive. How to use this code. <b>Recommend: Keep introductory paragraphs in respective chapters rather than consolidating into this chapter.</b>	
Chapter 1.1 — General Administration	1) Read for GPRF.	1) General code cleanup, section sequencing, copy edit, flow.	Cleanup/Streamline
<a href="#">Chapter 1.2 — Definitions</a>	1) Read for GPRF. 2) Compare to model code. 3) Modernize.	1) General code cleanup, section sequencing, copy edit, flow. 2) Reference <a href="#">DLCD Model Code for Small Cities</a> . 3) Update chapter to include current terminology and/or updated definitions. 4) Include definitions for Cottage Clusters, Condominiums.	Cleanup/Streamline
<a href="#">Chapter 1.3 - Enforcement</a>	1) Read for GPRF. 2) Coordinate with Municipal Code. 3) Coordinate with code enforcement program. 4) 1.3.500 – remove or complete.	1) General code cleanup, section sequencing, copy edit, flow. 2) Cross reference municipal code to detect inconsistencies and contradictions. 3) Develop code with input and collaboration with the code enforcement program. 4) Currently a placeholder with no provisions.  <b>Recommend a rewrite of this section to clarify enforcement, violation types, penalties, and roles.</b>	Cleanup/Streamline
<b>Chapter 2 — Land Use Districts</b>			
<a href="#">Chapter 2.0 — Land Use Districts</a>	1) Read for GPRF. 2) In heading, change placeholder for downtown district to “commercial.” 3) 2.0.200.A – review reference to City Recorder. 4) Review use of subdistricts re-creation. Currently allowed as Type 3. Possible conflict with State Law (Type 4). 5) Transportation facility improvements need to be Type 1 procedures. Make sure all are listed in TSP. Type 3 Procedure if not listed.	1) General code cleanup, section sequencing, copy edit, flow. 2) <i>2.2 - Placeholder For Commercial District (Pending).</i> 3) Reference to the City Recorder should be updated to reflect Board city official responsible for keeping and maintaining zoning district map and zoning code. Typically Planning Official, Community Development Director, or City Manager. 4) Need to either remove subdistricts and have one residential district that allows all residential uses retain subdistricts and change zoning map through a Type 4 Procedure with collaboration with PC and/or CC. 5) Coordinate with corresponding code section so Transportation facility improvements are listed. Those listed will be Type 1 procedures. Those not listed will be Type 3.	Commented [S1]: Discuss with Carla

	6) Convert master planned neighborhoods from Residential only, to be applicable to all zones. Master Planned Development will need its own chapter. 7) Utilities placed within the right-of-way is a right-of-way permit review, not land use review.	6) Review Stanfield code (recently broadened to any use). 7) Reference PW code section for corresponding permitting.	
<a href="#">Chapter 2.1 - Residential (R) District</a>	1) Read for GPRF. 2) Compare to model code. 3) Review setbacks. Language could be written differently. 4) Building Height – review, developments may now be accessed by new fire equipment. 5) Building length. 6) Building width. 7) Building Articulation. 8) Lot Size (min and maximum). Currently 8,000 min. Consider reduction. 9) Lot size averaging: focus on density. 10) Check for conflict with Comp plan living units regarding open space requirements. 11) ADU parking requirements – verify applicability of HB2001/2003 for ADUs. 12) Accessory Uses and Structures – consider shipping containers, metal carports. 13) Future urban available other than residential. 14) Review Permitted Uses Table 2.1.110 – consider removing neighborhood commercial and allowing light commercial in residential district by conditional use. Redo table formatting. 15) Clear standards for home occupations, accessory uses and structures, bed and breakfast inns, vacation rentals (AIRBNB type uses), vision clearance. 16) Evaluate treatment of manufactured homes – siting and future additions or changes. 17) 2.1.500 Manufactured Home Park subdistrict – confirm conformance with state law and statutes. Conform Desert Springs (Bella Vista) and Sun Ridge Terrace.	<b>Recommendation: <i>Measurement</i> chapter placed in Chapter 1 where it is described how measurements of dimensions are taken. Recommend putting dimensional lot standards in a table format for ease of use.</b> 1) General code cleanup, section sequencing, copy edit, flow. 2) Recommend revising the Use Table to clearly convey uses permitted, conditional, special, or not permitted. 3) Put text of Setback section directly below 2.1.120 heading, followed by the image. Consider reducing the setback purpose statement to one or two sentences and adding a “Purpose” heading. <ul style="list-style-type: none"> <li>Setbacks for infill housing in established residential areas could be updated for clarity.</li> </ul> 3-8) Recommend putting dimensional lot standards in a table format for ease of use. 4) 35 ft is a standard height in single family residential districts. <ul style="list-style-type: none"> <li>Recommend updating 2.1.160.B Method of Measurement for ease of use and clarity.</li> <li>Consider average height for hipped roofs.</li> <li>Consider images for height measurements.</li> </ul> 5) [5 & 6] 6) Consider maximum length for multiple family residential buildings to be 125-150 ft. 7) Recommended to include articulation standards such as blank wall dimensions, architectural features requirements. 8) 8,000sf minimum lot size for SFR zones is high. Consider 5,000sf. <ul style="list-style-type: none"> <li>Consider allowing manufactured homes to be on same sized lots as traditional SFR.</li> <li>Consider 50ft lot width minimum rather than existing 70ft.</li> <li>Duplex and Triplex should be same minimum dimensions as SFR lots.</li> <li>Consider minimum townhome interior lots to have a minimum width of 20ft or 25ft rather than 30ft.</li> <li>Multiple Family residential lot width minimum of 40ft-50ft.</li> </ul>	Residential



## Boardman Code Amendment Matrix

	<p>18) Add Cottage Clusters, Condominiums, as permitted. Included definitions in definition chapter.</p>	<p>9) Create subsection for Lot Size Averaging and permit averaging based on residential density.</p> <p>10) No conflict found. Goal X establishes that the City consider options to increase open space.</p> <p>11) Both HB2001 and HB2003 do not to impact Boardman. They are applicable to medium and large cities – greater than 10,000 in population. Consider, upon review of ADU applications: no minimum ADU parking requirement, but verify that the main dwelling unit shall have a minimum of two spaces.</p> <p>12) Shipping containers can be permitted with minimum lot size standards and development standards such as no stacking, no placement within front or side yards without required screening. -Carport are typically required to meet the same standards as garages regarding setbacks, height, location.</p> <p>13) Consider removing future urban district from zoning map and zone it. Recommend a zoning map update to be processed concurrently with the code update.</p> <p>14) Table formatting should be updated for ease of use. Model code has good example. If neighborhood commercial is replaced with light industrial, light commercial could be further defined with maximum commercial area standards, requirements for mixed use, and prohibited uses.</p> <p>15) -Determine standards for Home Occupations. Recommend to allow outright but include provisions in the Special Use sections -Define Vacation Rentals and establish standards. Distinguish from traditional Bed and Breakfasts.</p> <p>16) [16&amp;17] Create new Subsection 2.1.500 Manufactured Home Park – Minimum (park) lot size, typically 1 Acre. Minimum MH space standard and density. Often 25ft by 50ft minimum. Spacing from adjacent MH home, screening/landscaping, and density of MH in park.</p>	
<p><a href="#">Chapter 2.2 – Commercial (C) District</a></p>	<p>1) Read for GPRF.</p> <p>2) Building Height – review. Developments may now be accessed by new fire equipment.</p> <p>3) Building length.</p> <p>4) Lot Size (min and maximum).</p> <p>5) Lot size averaging.</p>	<p><b>Recommendation: create an updated table for uses permitted, conditional, special, or not permitted. Add all subdistricts and commercial district to one table.</b></p> <p>1) General code cleanup, section sequencing, copy edit, flow.</p> <p>2) [2-5] Work with stakeholders to determine maximum and minimum heights, lot size, and massing/blocking standards for building size for the commercial zone and all subdistricts.</p>	

	6) Table 2.2.110. Review the table for updates/formatting. Move Neighborhood Commercial (move from Chapter 2.1 to 2.2). Consider new zoning sub district. 7) Remove Bed and Breakfast Inn in commercial zones. 8) Better clarity on uses in subdistricts, capture all subdistricts in Tables. 9) Standards for mixed-use. 10) Remove BPA transmission subdistrict (apply open and/recreation district to BPA). <del>1. Add section 2.5 as rec/open space district.</del>	6) Clean up table as recommended above. Consider replacing neighborhood commercial with light commercial. 7) Remove Bed and Breakfast Inn in commercial zones. 8) Create use table for commercial zoning and subdistricts. 9) Work with stakeholders to establish standards for mixed-use development. Consider implementation of light commercial when in mixed-use buildings.	
<a href="#">Chapter 2.3 - General Industrial (GI) District</a>	1) Read for GPRF. 2) Building Height – review, development may now be accessed by new fire equipment. 3) Lot Size (min and maximum). 4) Port Industrial Subdistrict 2.3.170 – no correlating map. 5) Building Height.	<b>Recommendation: create updated table for uses permitted, conditional, special, or not permitted. Add all subdistricts and GI district to one table.</b>  1) General code cleanup, section sequencing, copy edit, flow. 2) [2 & 3] Work with stakeholders to determine maximum and minimum heights, lot size. Lot size needs to acknowledge need for stormwater management, landscaping requirements, development standards.  4) Create map of subdistrict and update zoning map. Or remove Port Industrial Subdistrict from city (tends to be a heavy use zone). <ul style="list-style-type: none"> <li>Separate use and building type table. Create table of development standards.</li> <li>Are there uses in this subdistrict that are too heavy for general industrial? If so, this heavier industrial district should be kept in some form. Identify geography of the subdistrict</li> </ul> 5) The building height section is very detailed. Considered relocating to a general chapter.	
<a href="#">Chapter 2.4 - Light Industrial (LI) District</a>	1) Read for GPRF. 2) Building Height – review, development may now be accessed by new fire equipment. 3) Lot Size (min and maximum). 4) Lot size averaging.	1) General code cleanup, section sequencing, copy edit, flow. 2) [2-4] Work with stakeholders to determine maximum and minimum heights, lot size, lot size averaging.	



Chapter 2.5 (Future) Master Plan Development	<ol style="list-style-type: none"> <li>1) Delineate uses.</li> <li>2) Create area or special use plan.</li> </ol>	<ol style="list-style-type: none"> <li>1) Create new subsection by incorporating existing Chapter 4.5.</li> </ol>	
2.6 (future) Floodplain Overlay Zone	<ol style="list-style-type: none"> <li>1) Delineate uses.</li> </ol>	<ol style="list-style-type: none"> <li>1) Create new subsection.</li> <li>2) Check model code: <a href="#">Model Flood Hazard Management Ordinance</a></li> <li>3) Coordinate with existing Boardman floodplain regulation</li> <li>4) Map on Boardman Zoning Map</li> </ol>	
2.7 (future) Open Space	<ol style="list-style-type: none"> <li>1) Delineate uses.</li> </ol>	<ol style="list-style-type: none"> <li>1) Address properties owned by federal agencies (ie Army Corp)</li> <li>2) Address city park (as a use), tourist areas, etc</li> <li>3) for zoning map purposes</li> </ol>	
<b>Chapter 3 – Standards</b>			
<a href="#">Chapter 3.0 -- Design Standards</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against Model Code.</li> <li>3. Review and update Chapter 3 table of contents list.</li> <li>4. In TOC 3.5 Remove "Reserve for".</li> <li>5. 3.8 – Incorporate loading standards into vehicle and biking standards chapter.</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow. <ul style="list-style-type: none"> <li>• Add purpose statement.</li> <li>• Remove <i>Reserve For</i> from 3.5 and include new section in TOC</li> <li>• Consider a table identifying the applicability of application types to the design standards subsections. See model code for example.</li> </ul> </li> <li>2) Update TOC based on changes to code, revised section numbering, added sections.</li> </ol>	
<a href="#">Chapter 3.1 -- Access and Circulation</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against model code.</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow.</li> <li>2) Reference the TSP and Chapter 3.1 implements the TSP</li> <li>3) Expand Applicability section and put directly under 3.1.100 Purpose. It is currently under Vehicle but not Pedestrian. <ul style="list-style-type: none"> <li>• New development</li> <li>• Modifications to development that accesses the public street</li> <li>• Streets, driveways, walkways</li> </ul> </li> </ol>	



		<p>4) Expand Driveway Approach subsection to include development standards (spacing, number allowed, dimensions, etc.) found elsewhere in this chapter.</p> <ul style="list-style-type: none"> <li>Consider a series of tables for spacing standards and dimensional standards.</li> </ul>	
<a href="#">Chapter 3.2 -- Landscaping, Street Trees, Fences and Walls</a>	<ol style="list-style-type: none"> <li>Read for GPRF.</li> <li>Review against model code.</li> <li>For this and each standard in chapter 3, requirements are located here, quantities are located in PW standards.</li> <li>Evaluate 3.2.200.C for minimum landscaping percentages.</li> </ol>	<p><b>Recommend: removing street trees from this section and placing them in PW standards.</b></p> <ol style="list-style-type: none"> <li>General code cleanup, section sequencing, copy edit, flow.</li> <li>[2&amp;4] Applicability statement is vague. It is clear that landscaping is required with SDR, but “and other developments” can be clarified. <ul style="list-style-type: none"> <li>Consider increasing commercial site landscaping to 15%, a standard minimum requirement found in other jurisdictions.</li> <li>Consider specifying which type of residential requires 20% (MF?)</li> <li>Single Family residential can have no or reduced minimum landscaping. Often SFR requires no minimum percentage but does require tree installation per area of lot.</li> <li>Implement distinct landscape areas such as setbacks from buildings, perimeter setbacks, interior parking lot landscaping.</li> <li>Implement specific plant material requirements for each distinct area. Categories can work well for this application. For example, Type A landscaping is required in perimeter setbacks. Type A landscaping is XX Plant Units per square foot. Type B would be more dense, or include a screening requirement in addition to the landscaping.</li> <li>A common building setback standard is 5ft. Currently code is 3ft.</li> <li>3.2.400.B.1: I believe the Uniform Building Code allows fences up to 7ft without permit now.</li> </ul> </li> </ol>	
<a href="#">Chapter 3.3 -- Vehicle and Bicycle Parking</a>	<ol style="list-style-type: none"> <li>Read for GPRF.</li> <li>Review against model code.</li> <li>For this and each standard in chapter 3, requirements are located here, quantities are located in PW standards.</li> </ol>	<ol style="list-style-type: none"> <li>General code cleanup, section sequencing, copy edit, flow.</li> <li>In the applicability statement, the city should clarify/specify exactly which type of development will trigger this chapter. Does repaving an existing parking lot trigger, if no additional impervious area is proposed? <ul style="list-style-type: none"> <li>Consider the following reductions in minimum parking standards:</li> </ul> </li> </ol>	

	4. Incorporate (current) 3.8 loading standards to this section.	<ul style="list-style-type: none"> <li>• Single Family Residence: <b>1 space/unit</b></li> <li>• Studio units or 1-bedroom units less than 500 sq. ft. <del>Two</del> space/unit. <b>1 space/unit</b></li> <li>• 1-bedroom units 500 sq. ft. or larger <del>Two</del> spaces/unit <b>1 space/unit.</b></li> <li>• 2-bedroom units <del>Two</del> spaces/unit. <b>1.75 spaces/unit</b></li> <li>• Restaurants, bars, ice cream parlors and similar uses. One space per four seats or one space <del>per 100 sq. ft. of gross leasable floor area, whichever is less.</del> <b>1 space/250 sq. ft. floor area.</b></li> <li>• Offsite parking – ¼ mile max should be reduced to 500 ft.</li> <li>• Consider a Parking Determination application for staff to determine similar use, or other situations where parking information is not available (uses not listed, mixed uses, shared facilities).</li> <li>• 3.3.000 – create a table of minimum dimensional standards for parking space dimensions. Rather than a minimum area dimension, include minimum length and width dimensions per space. For example 19ft by 9ft.</li> <li>• Remove ADA parking standards completely. This is established by building code. Removing it from zoning code will allow staff to enforce based on any future updates to ADA code without changing zoning code.</li> <li>• 3.3.400.A.1 Consider both short-term and long-term bicycle parking requirements for MF housing. Allow long term parking to also be met by bicycle parking spaces within each unit.</li> <li>• 3.3.400.C. Rather than “conveniently located,” location of bicycle parking should be specified by distance from primary entrance. Within 50ft is a common standard.</li> </ul>	
<a href="#">Chapter 3.4 -- Public Facilities Standards</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against model code.</li> </ol>	<p>Coordinate with City engineering staff on all standards.</p> <ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow.</li> <li>2) Recommend that the city place these standards outside of the development code.</li> </ol>	



		<ul style="list-style-type: none"> <li>Purpose statement should remove language such as “attractive” and other subjective words and replace with clear and objective requirements.</li> <li>3.4.100.B – consider adding a lower level, administrative review procedure, for varying minor street development standards, rather than requiring all to go through variance application.</li> <li>3.4.100.C and D – reference Section 660-012-0045(2)(e) of the TPR.</li> </ul> <p>3.4.600 Easements – recommend removing language deed restriction as an option and requiring only recordation on plats.</p>	
<a href="#">Chapter 3.5 -- Stormwater Management</a>	<ol style="list-style-type: none"> <li>Read for GPRF.</li> <li>Review against statute and rule.</li> <li>Review Stanfield.</li> <li>Significant portions of this chapter should be moved to PW standards.</li> <li>Entire chapter needs to be evaluated and simplified.</li> <li>Evaluate DEQ best practices for stormwater mgmt.</li> <li>Simplify this whole chapter.</li> </ol>	<ol style="list-style-type: none"> <li><a href="#">State stormwater guide for small municipalities</a></li> <li>Coordinate with City engineering staff on all standards.</li> </ol>	
<a href="#">Chapter 3.6 -- Other Standards</a>	<ol style="list-style-type: none"> <li>Read for GPRF.</li> <li>Review against statute.</li> <li>Relocate 3.6.100 to Housing chapter (2.1).</li> <li>3.6.200 Relocate Telecommunication Facilities to each use zone permitted uses. Evaluate location for Telecommunication Facilities development standards.</li> <li>3.6.300 remove the “Reserved” and create this section. Put this use in each use zone’s permitted use section. Evaluated location for development standards related to solid waste facilities.</li> <li>3.6.400, create a process, and locate it in 4.2 (development standards), and make sure it is comparable with Condition Use environmental provisions</li> </ol>	<ol style="list-style-type: none"> <li>General code cleanup, section sequencing, copy edit, flow.</li> <li>Because it’s related housing relocate density transfers move to Chapter 2.1</li> <li>Telecommunication communication facilities moved to chapter 2 zones and should be regulated based on zoning district.</li> <li>Solid waste storage facilities – identify where they are permitted. Where they are permitted, conditional, etc</li> <li>Environmental performance – reserve space for environmental standards</li> </ol> <p>Signs – chapter 2 will describe where and what type of signs are allowed</p>	Incorporate red text into second column

	7. 3.6.500 signs – consider placing allowance in the use tables of each zone. Temp signs in the Temporary Use Chapter(?). What sign standards should be moved to municipal code?		
<a href="#">Chapter 3.7 -- Flood Plain</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute and Floodplain Model Code (DLCD).</li> <li>3. Correspond to 2.7 to be able to map the floodplains. Then 3.7 would define floodplain standards.</li> <li>4. Relocate to future chapter 4.6.</li> </ol>	<ol style="list-style-type: none"> <li>1. There have been changes to model code since this chapter was published (2007)</li> <li>2. Separate and elaborate on purpose, findings, objectives, and add applicability section.</li> <li>3. Update definitions per the revised state Appendix A Oregon Model Code, FEMA approved. Remove definitions and place in Definitions chapter.</li> <li>4. Review 2014 update and 2019 update to model code.</li> </ol> <p>Review Stanfield's code for direction</p>	
<a href="#">Chapter 3.8 -- Loading Standards</a>	1. Delete/relocate to Chapter 3.3 parking.	Place in the parking chapter	
<b>Chapter 4 – Procedures</b>			
<a href="#">Chapter 4 -- Applications and Review Procedures</a>	1. Remove?		
<a href="#">Chapter 4.1 - Types of Applications and Review Procedures</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Remove posting requirements.</li> <li>4. Remove publishing requirements, except where required.</li> <li>5. Consider reducing notice area from 250ft to 100ft.</li> <li>6. Add reference to CitizenServe in application requirements – of each type?</li> <li>7. 4.1.700d Application can also be submitted by district with condemnation authority.</li> <li>8. 4.1.800 to be relocated to Land Division chapter.</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow.</li> <li>2) City should consider reducing the notice radius of 250' used commonly in the Chapter 4 to 100', the minimum for land within UGBs as set forth in ORS 197.797(2)(a).</li> <li>3) In 4.1.300.B, the reference to staff approval with conditions should be deleted. The level of discretion involved in adopting conditions of approval exceeds the scope of a Type I review process.</li> <li>4) The Notice of Decision requirements for Type I decisions (4.1.300.E) should be deleted. Mailing the decision to the applicant (as described in 4.1.300.C) is sufficient for this type of review process.</li> <li>5) The Notice of Decision requirements for all decision types includes posting Notices of Decisions at the project site. This is unnecessary, as Type I processes are ministerial and do not require public notice, and Type II and Type III processes include noticing at the beginning of the comment period. These notice postings must contain sufficient information to put interested parties "on notice" to participate in the</li> </ol>	



		<p>process, and thereby receive the Notice of Decision directly. New issues or comments cannot be introduced following the decision, making onsite posting of Notices of Decision unnecessary and potentially confusing to the public.</p> <p>6) 4.1.300.G describes an appeal process for Type I decisions. Type I decisions are ministerial in nature, dealing only in clear and objective standards, and therefore cannot be subject to appeal. Subsection (G) should be deleted.</p> <p>7) 4.1.400.A should include a list or table of what Type II applications are required to have a pre-application conference and which are not. The section should also note that pre-application conferences may also be requested by an application even when they are not required.</p> <p>8) The description of the supplemental impact study for land divisions in 4.1.400.e should be moved to the Land Division chapter. Submittal requirements specific to certain application types should be described within sections on those review types, and subsection (e) should be replaced with a general requirement to include any information required to address approval criteria for the specific application type.</p> <p>9) A 20-day comment period is provided for Type II (4.1.400) and Type III (4.1.500) applications. Reducing the comment period to 14 days, the minimum set forth by statute, would allow additional time for staff and/or hearing body review on complicated projects. At the same time, a shorter comment period would reduce the overall processing time for projects with minimal public comment.</p> <p>10) Avoid making references to specific software applications (e.g. CitizenServe) in code. Forms specified by City Manager as described in "B" subsections for each application type could be clarified to mention that forms can be written or electronic.</p> <p>11) Most communities limit newspaper publication to Type III and Type IV cases. Newspaper notice for Type II review processes may not be timed to be seen by readers at the early stages of the comment period, complicating review processes for all participants.</p> <p>12) Chapter 4.1.800 (expedited land divisions) should be relocated to the land divisions chapter, as it contains approval criteria specific to this project type.</p> <p>13) Chapter 4.1.900 should specify what types of cases require a neighborhood meeting, or provide a listed criteria to guide staff in determining whether to require a neighborhood meeting as part of the application process.</p>	
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<a href="#">Chapter 4.2 - Development Review and Site Design Review</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. More clearly define distinctions between procedure types. Then review policy in Chapter 4.1 and Chapter 2 to make sure it is consistent.</li> <li>4. Clarify Development Review submittal requirements.</li> <li>5. Simplify Site Design Review submittal requirements.</li> <li>6. Determine need for grading plan for Site Design Review.</li> </ol>	<ol style="list-style-type: none"> <li>1) The discretionary Site Design Review process described in 4.2.200.A cannot be applied to any residential development, unless a clear and objective path is also available (ORS 197.307(4)).</li> <li>2) Site Development Review and Site Design Review should be clearly tied to Type I, II, and III processes specified in Chapter 4.1.</li> <li>3) The thresholds for conducting Site Design Review as a Type III process (4.2.400.B) are extremely low, subjecting a large portion of typical development projects to discretionary review, increasing the complexity and uncertainty of review for all participants.</li> <li>4) The City should consider reviewing subdivisions as a Type II application, rather than Type III.</li> <li>5) 4.2.800 should specify that phased land divisions are not subject to Site Design Review.</li> </ol>	
<a href="#">Chapter 4.3 - Land Divisions and Lot Line Adjustments</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. 4.3.130 – ensure consistency with Chapter 2 changes.</li> <li>4. 4.3.130 – simplify preliminary plat submittal requirements.</li> <li>5. 4.3.140 – delineate approval criteria for partitions vs subdivisions.</li> <li>6. 4.3.160 – simplify requirements and criteria.</li> <li>7. 4.3.210 – PLA – really verify PLA processes meet current statute. Pieces may be missing.</li> </ol>	<ol style="list-style-type: none"> <li>1) 4.3.100 – should include a separate definitions section for land use types. One calendar year is a very short timeframe for prevent serial partitioning.</li> <li>2) The Chapter needs to include provisions for Middle Housing Land Divisions, as provided in ORS 92.031.</li> <li>3) The City should consider moving procedures specific to modifying approved preliminary plats to this chapter.</li> <li>4) 4.3.110 should address flag lot requirements.</li> <li>5) 4.3.110.E only includes language of encouragement “double frontage lots shall be avoided wherever possible,” and does not belong in code.</li> <li>6) The Block and Lot Standards referenced in 4.3.140.B should be brought into this chapter, since they are typically applied through the land division process.</li> <li>7) The authorization of variances in 4.3.150 is unnecessary; the applicability of variances to subdivisions should be addressed in Chapter 5.</li> <li>8) The City should consider addressing infrastructure standards (such as frontage improvements and connecting streets) more specifically in this chapter.</li> </ol>	



<a href="#">Chapter 4.4 - Conditional Use Permits</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. 4.4.400.d – transportation systems facilities improvements.</li> <li>4. 4.4.400.d Confirm consistency with TPR.</li> <li>5. 4.4.400.d – could be its own section ie 4.4.500.</li> <li>6. Keep or remove Medical Marijuana provisions.</li> </ol>	<ol style="list-style-type: none"> <li>1) Need clear delineation on when and how transportation facility should be reviewed.</li> <li>2) The City should consider specifying the types of impacts that must be addressed, or conditions typical to certain uses</li> </ol>	
<a href="#">Chapter 4.5 - Master Planned Developments</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Mirror Chapter 2.X (master plan uses). 4.5 should be about master plan process. Review Stanfield code.</li> <li>4. Delineate how Special Area Plans are processed. Perhaps as subsection.</li> </ol>	<ol style="list-style-type: none"> <li>1) Consecutive Type III reviews for the concept plan and detailed development plan in 4.5.120.B.1 and 2 is a very arduous review process, not necessary if the concept plan review process addresses the plan in sufficient detail. See for instance 4.5.150.B, a review criterion requiring the concept plan to meet all land division standards. However, preliminary plat review also takes place later in the sequence described in 4.5.120.B.</li> <li>2) 4.5.120.B.4 should make clear that the development applications can be reviewed as part of a consolidated process.</li> <li>3) The Chapter isn't clear that implementation of an overlay zone or use of alternative standards can be achieved through a Master Planned Development. 4.5.130 appears to negate some of the flexibility normally associated with this process type.</li> </ol>	
<a href="#">Chapter 4.6 (future) Floodplain Development Standards</a>	<ol style="list-style-type: none"> <li>1. Relocate existing chapter 3.7.</li> <li>2. Review against model floodplain code.</li> </ol>	Recommend making changes following updates to Joint NHMP.	Commented [S2]: Do we need mechanism to create an overlay zone?
<a href="#">Chapter 4.6 - Modifications to Approved Plans and Conditions of Approval</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Confirm clarity.</li> <li>4. Swap minor and major modification.</li> <li>5. Create clear distinction for new applications rather than mods. ie when is it not a modification.</li> <li>6. Reorder structure of chapter. Minor mods need to come before major mods.</li> </ol>	<ol style="list-style-type: none"> <li>1) A Minor Modification always requires a Type II application, but a Major Modification matches the type used to process the original approval. Instead, the review type for a modification should match the scope of the changes under consideration.</li> <li>2) No approval criteria are provided for a Major Modification, and only very basic (Type I) criteria are listed for a Minor Modification.</li> <li>3) The modification section should recognize the likelihood that the request is being made in the time between land use review and</li> </ol>	

		construction. Undergoing a second land use process (especially one with public notice, comment, and possibly a hearing) is a significant cost in time and difficulty, even for relatively small changes to approved plans.	
<a href="#">Chapter 4.7 - Land Use District Map and Text Amendments</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Remove quasi-judicial amendment.</li> <li>4. 4.7.600 TPR – confirm with current law.</li> </ol>	<ol style="list-style-type: none"> <li>1) Comprehensive Plan Map amendments (legislative) and Quasi-Judicial zone changes should be broken into separate chapters, or clearly delineated in subsections of Chapter 4.7. The code language does not clearly distinguish the different processes and approval considerations, or that the Comprehensive Plan is amended when a Land Use District Map is changed.</li> <li>2) The approval criterion in 4.7.300 does not give clear direction to the decision maker, just that evidence of a change or mistake must be presented. That the proposed zone is “equally or better suited” than the proposed zone should be considered as a clearer path for the applicant to make a case.</li> <li>3) 4.7.300 – a “code revision” – presumably a text change to zoning code, should be classified as legislative, not quasi-judicial.</li> </ol>	
<a href="#">Chapter 4.8 - Code Interpretations</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Provide standards and procedures for creating overlay zones.</li> </ol>	<ol style="list-style-type: none"> <li>1) 4.8.100 is very broad in applicability and should provide a narrower scope for potential code interpretations.</li> <li>2) No approval criteria or considerations are provided to decision makers on an interpretation in this section.</li> </ol>	
<a href="#">Chapter 4.9 - Miscellaneous Permits</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against statute.</li> <li>3. Cross check with Municipal Code for proper locations.</li> <li>4. Consider assigning LU Types to the permits. Place in table format.</li> <li>5. Describe process.</li> </ol>		
<a href="#">Chapter 4.10 - Traffic Impact Study</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Review against model code.</li> <li>3. Confirm TPR compliance.</li> <li>4. Incorporate Trip Gen letter as an alternative to TIS for lighter development/procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1) This section should be incorporated into submittal standards and/or TPR compliance standards.</li> <li>2) 4.10.100.B should be deleted in favor of a cross-reference to the ITE manual.</li> </ol>	



<b>Chapter 5.0 - Exceptions to Code Standards</b>			
<a href="#">Chapter 5.0 - Exceptions to Code Standards</a>	1. Retain or put intros in chapter 1.	1) See Chapter 1.0 above.	Cleanup/Streamline
<a href="#">Chapter 5.1 - Variances</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Class A Variances – simplify categories (any numeric standard by up to 10%).</li> <li>3. Class B Variances – simplify categories.</li> <li>4. Review/Remove reference to tree variance.</li> <li>5. Class C Variance – confirm applicability to a broad list of issues.</li> <li>6. Evaluate variance applicability on parking, access, and transportation improvement standards.</li> <li>7. Look for variances in other sections such as 3.4.100 and relocated to this chapter.</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow.</li> <li>2) Instead of listed eligible variances, consider establishing that a Class A Variance is eligible for any numeric development standard being varied by 10% or less. Or see recommendation below regarding Adjustment/Variance.</li> <li>3) Instead of listed eligible variances, consider establishing that a Class B Variance is eligible for any numeric development standard being varied by 10% or more. Or see recommendation below regarding Adjustment/Variance.</li> <li>4) Evaluate whether to keep the tree variance.</li> <li>5) Determine if each listed category is currently applicable.</li> <li>6) Parking and access are largely numeric standards that are well suited to the variance and/or adjustment &amp; variance classifications.</li> <li>7) Currently, variances are divided into three classes and reference specific standards that are eligible to vary.</li> </ol>	Cleanup/Streamline
<a href="#">Chapter 5.2 Non-Conforming Uses and Developments</a>	<ol style="list-style-type: none"> <li>1. Read for GPRF.</li> <li>2. Compare to model code.</li> </ol>	<ol style="list-style-type: none"> <li>1) General code cleanup, section sequencing, copy edit, flow.</li> <li>2) Recommend: Non-Conforming Uses: <ul style="list-style-type: none"> <li>• To include a purposed and applicability section and strengthen the existing language on non-conforming <u>uses</u>.</li> <li>• Define <i>non-conforming use</i> and <i>non-conforming development</i> at the beginning of the chapter.</li> <li>• To expand “exceptions” to include expansion language.</li> <li>• Allowing limited expansion of non-conforming uses. This can be done as a percentage of the site, or by square-footage of the structures.</li> </ul> Non-Conforming Development: <ul style="list-style-type: none"> <li>• To include a purposed and applicability section and strengthen the existing language on non-conforming <u>development</u>.</li> </ul> </li> </ol>	Cleanup/Streamline

		<ul style="list-style-type: none"><li>Allow limited alterations/enlargement of the non-conforming development.</li></ul>	
<b>Chapter 6.0 - Map Amendments</b>			
<a href="#">Chapter 6.0 - Map Amendments</a>	1. Delete entire chapter.	1) Map amendments are covered in chapter 4.	Cleanup/Streamline

## CITY OF BOARDMAN

### PLANNING COMMISSION 2024 MEETING DATES AND DEADLINES

MEETINGS HELD AT COUNCIL CHAMBERS AT CITY OF BOARDMAN AT 7:00PM



DATE	APPLICATION DEADLINE
JANUARY 17, 2024	DECEMBER 13, 2023
FEBRUARY 21, 2024	JANUARY 17, 2024
MARCH 20, 2024	FEBRUARY 14, 2024
APRIL 17, 2024	MARCH 13, 2024
MAY 15, 2024	APRIL 10, 2024
NO JUNE MEETING*	
JULY 10, 2024	JUNE 5, 2024
AUGUST 21, 2024	JULY 17, 2024
SEPTEMBER 18, 2024	AUGUST 14, 2024
OCTOBER 16, 2024	SEPTEMBER 11, 2024
NOVEMBER 20, 2024	OCTOBER 16, 2024
DECEMBER 18, 2024	NOVEMBER 13, 2024

\*The third Wednesday in June is Juneteenth, a new Federal holiday observed by the City.