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MEMORANDUM

TO: Boardman Planning Commission and Project Advisory Committee

FROM: Jamin Kimmell, Cascadia Partners

DATE: October 8, 2026

PROJECT: Boardman Comprehensive Plan and Development Code Update

RE: Draft Development Code Amendments, Chapters 1–3

This memorandum introduces the draft amendments to Chapters 1 through 3 of the Boardman Code (BDC) for the joint Planning Commission (PC) and Project Advisory Committee (PAC) meeting on October 15, 2026. It summarizes the key changes to the BDC and identifies the policy questions on which PC and PAC input is requested.

How the Draft Chapters Are Presented

An entirely new format is proposed for the BDC. The format is intended to be easier to read, more consistent, and easier to navigate to find information. Draft amendments are generally shown in legislative format: added text is underlined in red, and deleted text is struck through in red. Chapter 2 and Chapters 3.0 through 3.2 are almost entirely new, so they are shown *without amendment marks* for ease of reading.

There are notes inserted into the document to guide the PC and PAC in understanding the intent of the changes and identifying key policy questions:

Commentary: These notes explain what is proposed to change and why.

Policy Question: These notes identify policy questions for the PC/PAC. The consultant team seeks input on these questions.

Summary of Key Changes

The amendments are proposed to achieve one of the following three goals:

- Implement the vision, goals, and policies of the draft Comprehensive Plan
- Comply with state law, primarily associated with regulation of housing
- Improve the organization, format, and usability of the code

Here is a summary of the major changes to each chapter of the BDC:

- **Chapter 1 - Introduction.** Updates the definitions. New Chapter 1.3 consolidates the rules of measurement, and new Chapter 1.4 replaces individually defined uses with broader use categories.
- **Chapter 2 - Zoning Regulations.** Establishes the new zoning districts and replaces the district-by-district chapters with consolidated tables of uses and development standards. Chapter 2.6 consolidates standards for specific uses in one chapter.
- **Chapter 3 - Design Standards.** Chapters 3.1 and 3.2 are residential and non-residential design standards related to site and building design. They are generally consistent with the intent and scope of existing design standards in the BDC but have been modified to meet the state requirement for clear and objective standards applied to housing. Chapters 3.3 through 3.9 are generally similar to the current standards for access, landscaping, parking and public facilities, but modified to be clear and objective if applied to housing.

Key Policy Questions for PC and PAC

The consultant team requests the PC and PAC provide input on the following policy questions. Additional policy questions are included in the document. These are the most important questions for input on this draft.

1. **Allowed uses in residential zones (Sections 2.1.200 and 2.6.610).** Middle housing, including quadplexes, cottage clusters and townhouses, would be permitted in all residential zones. Small shops, cafes and offices would be permitted on collector and arterial streets. *Are these changes consistent with land use and housing goals for residential areas in the Comprehensive Plan?*
2. **Allowed uses in non-residential zones (Section 2.1.400).** Housing would be permitted in commercial zones only in mixed-use development. Drive-throughs and gas stations would be prohibited in the Downtown Mixed-Use (DMU) zone. Data centers would require a conditional use permit. *Do these limits balance needs for commercial and residential land, support a walkable downtown area, and apply appropriate limitations on higher impact uses?*
3. **Residential development standards (Section 2.2.200).** The draft adds a minimum and maximum density and a maximum floor area ratio. Minimum lot sizes are proposed to reduce from approximately 6,000–10,000 to 1,500–10,000 square feet. The Village Residential (VR) zone would allow 50 feet in height, stepping down near lower-density zones. *Do these standards balance the goal to encourage housing options and affordability, while maintaining compatibility with existing neighborhoods?*
4. **Parking (Section 3.6.300).** The minimum number of parking spaces for middle housing and multi-unit housing is proposed to reduce from two spaces per unit to one. Detached dwellings remain at two. Developments in the DMU zone could receive parking reductions for on-street and shared parking. *Is one space per unit appropriate, and should the DMU zone require less parking to encourage high density, mixed-use development?*

5. **Residential design standards (Sections 3.1.400 to 3.1.600).** Many of these design standards are in the BDC today, but they are not written in a clear and objective manner. In addition to making the standards clear and objective, the amendments propose some new standards:
- **Garages and driveways:** A garage door may extend closer to the street than the living area, or up to 5 feet ahead of it if there is a covered porch. Garages and driveway parking may cover no more than 50% of the street frontage.
 - **Street-facing windows on single-unit dwellings.** Windows or doors must cover 15% of one street-facing façade and 10% of the others. No window requirements currently apply to single-unit dwellings.
 - **Cottage cluster housing:** New standards are proposed to ensure that cottage cluster housing is designed to be compatible with single-unit dwellings. These include common courtyards, parking layout and screening, and orientation of cottage units.
6. **Non-residential design standards (Sections 3.2.300 to 3.2.500).** Some new design standards are proposed to ensure high-quality design and make commercial areas more pedestrian-friendly:
- **Entry orientation.** Buildings within 40 feet of a street need a main entrance facing the street or a plaza. Today this applies only in the City Center Sub District, which was never mapped, and in the Light Industrial District.
 - **Parking location.** No parking or circulation is allowed between the building and the street in commercial zones. Parking within 20 feet of the street may cover no more than 60% of the frontage.
 - **Large-format developments.** The site must be laid out as blocks, with building pads fronting streets and parking in interior courts. Corner buildings need a main entrance within 40 feet of the corner. An interior "shopping street" is allowed if it has on-street parking, 8-foot sidewalks and pedestrian lighting.
 - **Window area.** Every building elevation needs 30% windows. Ground floors facing a street need 60% in DMU; 40% in CC, RC, PF and POS; and 30% for commercial uses in EMP and IND. Today display windows are one optional feature among 10.
7. **Use-specific standards (Sections 2.6.600 to 2.6.680).** New standards are proposed address unique issues with drive-through facilities, data centers and food cart pods. *Do these standards address these issues effectively? Are there impacts of these uses that are not addressed by the standards?*

Next Steps

Chapters 1-3 will be revised based on input from the PC/PAC and further coordination with City departments. Draft amendments to Chapters 4 and 5 of the BDC will be presented at a future meeting. Public hearings to consider adoption of the complete BDC will follow. Adoption of the new BDC will be coordinated with adoption of the Comprehensive Plan.