

## MEMORANDUM

To: Mayor Keefer and members of the City Council  
Cc: Brandon Hammond, City Manager  
From: Carla McLane, Planning Official  
Date: September 30, 2025  
RE: Planning Department Monthly Update

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**Strategic Planning Program:** Work continues as we approach the end of the calendar year with three projects nearing completion – the Transportation System Plan, Parks Master Plan, and the Economic Opportunities Analysis. Since the last update, the following has occurred: we have kicked off the development of UrbanForm with the project consultants leading two meetings reaching out to a broader interest group; the DRAFT Parks Master Plan has been provided to the PMP PAC for review with the fifth PAC meeting held on September 25<sup>th</sup>; the DRAFT TSP has been submitted to the Department of Land Conservation and Development initiating the upcoming public hearing process; and PAC meeting #4 has been scheduled for the Comprehensive Plan/Boardman Development Code project where we will evaluate recent outreach and begin discussion about how the Comprehensive Plan and Development Code will be amended. As always you can follow these projects at [this location](#) on the City's website.

- **Transportation System Plan (TSP):** The DRAFT TSP has been noticed to the Department of Land Conservation and Development (DLCD), a requirement prior to the public hearings process. The Planning Commission public hearing is scheduled for October 16 with the City Council public hearing scheduled for November 18. You can follow the TSP Update and the PAC [here](#).
- **Economic Opportunity Analysis (EOA):** A second DRAFT of the EOA will be coming soon, which will then be followed by notice to DLCD and the required public hearings. You can follow the EOA PAC [here](#).
- **Housing Capacity Analysis (HCA):** The Scope of Work for this project has been drafted and work is happening with DLCD for refinement. We are targeting November 1 as the kick off date for the project. The appointment of the PAC would be an early action.
- **Parks Master Plan (PMP):** The fifth PAC meeting has been held. Work is progressing to submit a final DRAFT of the PMP to DLCD in October that will allow public hearings to begin in November with adoption targeted for early 2026. You can follow the PMP PAC [here](#).
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** We are in Phase II of this project with a community outreach event recently concluded and the fourth PAC meeting scheduled for October 13. You can follow the CP/BDC PAC [here](#).

- **System Development Charge (SDC) Update:** We have reached out to the contractor and requested that this project be reengaged with the adoption of the Parks Master Plan and Transportation System Plan pending as significant input.

**Other Programmatic work:** Work is also progressing on other projects with a planning focus. Those include the:

- **Boardman Municipal Code (BMC):**
  - Addressing Ordinance: Work continues at the staff level.
  - Business License Ordinance: This regulation has changed focus to transient merchants and mobile vendors. This version will be available for discussion and potential adoption at this month's (October 7) City Council meeting.
- **Code Enforcement and Animal Control Program:** A current focus area is around junk, garbage, and debris. Vouchers have been provided for some residents to help assist with compliance.

The chicken ordinance is now effective. Should you hear anything in the community please share those comments with Brandon so he can pass them along.

**Planning Reviews and Approvals:** My intent here will be to add Planning Department actions that end in an approval for development. I will be cautious to protect the City Council's role as the appeal body for any local decisions. And if there haven't been any decisions this section may be blank.

- ✓ **Homes, homes, and more homes:** A preconstruction meeting has been held with the new developer of the Chaparral Phase II Subdivision. They continue their due diligence which we anticipate will lead to construction activities being initiated this fall.
- ✓ **Commercial Development:** Planning Commission did not meet in September. The October public hearing will be to review the Transportation System Plan. There are ongoing conversations on several fronts that will lead to future reviews for various types of commercial and industrial development.

