

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: December 30, 2024
RE: Planning Department Monthly Update

Strategic Planning Program:

- **Transportation System Plan (TSP):** December was quiet relative to the TSP with most work happening in the background by the consultant team and myself. The next big work product will be the existing conditions memorandum which will be made available to the PAC in January. An Open House is planned for the evening of January 29. Please mark your calendars to attend the event here at City Hall.

You can follow the TSP PAC [here](#) or at <https://www.cityofboardman.com/community-development/page/transportation-system-plan-0>.

- **Economic Opportunity Analysis (EOA):** Background work by the consultant team continues. I anticipate this project gaining public momentum in January or February.
- **Housing Needs Analysis (HNA):** This activity is still on hold for a bit longer.
- **Parks Master Plan (PMP):** An inventory of park and recreation assets is underway. On January 29 an Open House is planned for the evening of January 29. Please mark your calendars to attend the event here at City Hall.

You can follow the PMP PAC [here](#) or at <https://www.cityofboardman.com/community-development/page/parks-master-plan>.

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** This is starting off fast with the first PAC meeting scheduled for the end of January.
- **Strategic Planning:** The survey has been closed and the responses have been captured in a survey response memorandum by the consultant team. A more involved analysis and next steps framework is being developed and is planned to be shared with the Council as part of your meeting in February.
- **System Development Charge (SDC) Update:** This remains in a bit of a holding pattern as other projects are getting underway.

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

- **Boardman Municipal Code (BMC):** Several topics are being addressed as part of the January work session that include Addressing, Business Licenses, Drainage Swales (to include Sidewalks, Streets and Curbs), Shipping Containers, and the Right-of-Way License program. Please see the Work Session agenda packet for more information.
- **Tower Road:** Work continues and there is not much news to report at the time this report is being written. I am less optimistic about the timeline for the public hearing process to engage thinking it may not start until late winter.
- **Park Blocks – East and West:** Work continues with the Zone Change public hearing on this agenda. Land partitions are inching along. As with many land use processes, it takes time to get to a conclusion.
- **Code Enforcement and Animal Control Program:** The January city newsletter includes a short article about sidewalk snow removal. Now I just hope it snows!! We are working to develop an annual calendar of events to support and areas to focus on – winter snow removal, spring cleanup, animal rabies clinic in June, and so forth. Look for more on this in a future report.

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:** Homes continue although we are seeing the typical winter slow down.
- ✓ **Commercial Development:** Design work is happening on the Silver Garden hotel and restaurant project that was approved in early 2024. That work is informing development of the SW Front and 1st Street design as well as the land partition of the property that the city acquired from Gary and Carol Maughan. Planning staff have also scheduled a January public hearing before the Planning Commission to consider a convenience store with 16 gas pumps and a fast-food restaurant.

