

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: May 21, 2026
RE: Planning Department Monthly Update

The Planning Department continues to be busy. Boardman is growing and we are feeling it here in the Planning Department with new inquiries on a daily basis. There are several plats that are ready for signatures and recording over the next month or so which will result in more development, both residential and commercial.

My time as the Planning Official is winding down. My last day in this role will be June 30, just 40 days away. Planning staff are working to achieve a smooth transition which will see Stephanie step into the role of Planning Official and Arely promoted to Planner II, both on July 1. When I come in on July 1 my focus will be the Strategic Planning Program, updating the SDC methodology and establishing the fee schedule, and updating the Municipal Code. Are we having fun yet!?

Strategic Planning Program: You can follow these projects at [this location](#) on the City's website. For more information on the various projects, see below:

Completed or Nearly Completed Projects:

- **Transportation System Plan (TSP):** Both the City's TSP and the County's co-adoption have been appealed. You can follow the TSP Update [here](#).
- **Parks Master Plan (PMP):** The PMP has been appealed. You can follow the PMP [here](#). You can find the new Parks Page on the City of Boardman website [here](#)!
- **Economic Opportunity Analysis (EOA):** The adoption documents are posted [here](#).

Projects Underway or Soon To Be:

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** This work is ramping up. There are three more PAC meetings over the next six months or so. There are also two or three joint Planning Commission/City Council workshops in that same timeframe. I will be in touch soon to get those on your calendars. You can follow the CP/BDC PAC [here](#).
- **Housing Capacity Analysis (HCA):** The second meeting of the HCA PAC has been scheduled for June 22. You can follow the HCA [here](#).
- **Main Street Interchange Area Management Plan Refinement (MS IAMP):** Kittelson and Associates has been engaged to do this project. A PAC and a Technical Advisory

Committee (TAC) are scheduled to be appointed at your June 2 City Council meeting. Look for a MS IAMP PAC page on the Strategic Plan webpage soon.

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

- **System Development Charge (SDC) Update:** We have submitted most of the requested information to the consultant team. If all goes well we should have a new SDC program in place by this Fall!
- **Boardman Municipal Code (BMC):** Work continues and will become more focused after July 1.

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:** We are gearing up for the Chaparral Subdivision next with 65 buildable lots. That Plat should be signed in the next month or so.
- ✓ **Community Development:** Our focus these days appears to be on Food Trucks.

