

## MEMORANDUM

To: Mayor Keefer and members of the City Council  
Cc: Brandon Hammond, City Manager  
From: Carla McLane, Planning Official  
Date: August 25, 2025  
RE: Planning Department Monthly Update

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**Strategic Planning Program:** Since I last provided an update, the following has occurred: we have kicked off the development of UrbanForm; there has been significant work on the DRAFT Parks Master Plan; planning for the Joint City County Workshop on the DRAFT TSP has been ongoing with the event to be held on Tuesday evening, August 26; a community outreach effort was done for the Comprehensive Plan/Boardman Development Code project over several days asking community members “where is the heart of Boardman;” and coordination has been occurring between several of our project contractor teams to assure that we limit duplication and use available expertise. As always you can follow these projects at [this location](#) on the City’s website.

- **Transportation System Plan (TSP):** The DRAFT TSP joint City/County Work Session will be held on Tuesday, August 26, the same day this memorandum and the full city council packet will be posted. You can follow the TSP Update and the PAC [here](#).
- **Economic Opportunity Analysis (EOA):** The first DRAFT of the EOA is available for review. Based on comments from staff, the Department of Land Conservation and Development, and some of the PAC members a second DRAFT will be coming soon. You can follow the EOA PAC [here](#).
- **Housing Capacity Analysis (HCA):** The Scope of Work for this project is under development. While this project was originally scheduled to start after the first of the calendar year I am hopeful we might be able to kick it off sooner. The appointment of the PAC would be an early action.
- **Parks Master Plan (PMP):** The fifth PAC meeting, originally scheduled for Thursday, September 4, has been delayed. It will be rescheduled when the DRAFT Parks Master Plan will be ready for review. That is anticipated for the end of September. Adoption would then occur during this fall. 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 including a survey underway. The fourth PAC meeting is anticipated for November. You can follow the CP/BDC PAC [here](#).
- **System Development Charge (SDC) Update:** Still on hold.

**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: Next version will be available for discussion at the October 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.
- **Goats as lawn and ground maintenance personnel:** You may have seen or heard about some goats at the Marina Park and Campground doing some ground maintenance work. While technically a violation of the Boardman Municipal Code after limited internal discussion there is value in this type of approach to managing weeds and brush. Going forward we are not opposed to the deployment of goats for this work but we will be asking for those who do so to contact the Code Compliance Officer BEFORE the goats arrive on scene.

**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:** The Chaparral Phase II Subdivision has been sold, and preparations are underway for construction of the infrastructure to begin this fall.
- ✓ **Commercial Development:** Since the last Planning Department update the Planning Commission has approved a Conditional Use Permit for the wireless facility that has been in place on the City of Boardman water tower for several years. Planning staff could not find evidence that the project had been properly permitted. That has been remedied with this approval.

