

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: January 27, 2025
RE: Planning Department Monthly Update

Strategic Planning Program: Work in all these areas continues. As I write this a Public Advisory Committee, or PAC, meeting was held last Thursday, January 23, for the Comprehensive Plan and Boardman Development Code update with another PAC for the Transportation System Plan (TSP) this week on January 29. There are also dueling Open Houses to be held the evening of January 29 from 6:00 pm to 8:00 pm in support of the TSP and the Parks Master Plan (PMP). While the TSP and PMP contractors are in town they are also coordinating several focused outreach efforts to employers, at local daycares, and at the schools. You can follow all of this at [this location](#) on the City's website.

- **Transportation System Plan (TSP):** As shared above by the time the City Council meets in February both a PAC meeting and an Open House will have occurred. At the PAC meeting Technical Memorandums #4 and #5 will have been discussed which has a focus on current conditions and future no-build conditions. It is also important to note that Technical Memorandums 1 through 3 have been finalized and are now housed under the PAC Meeting #1 tab on the city's Strategic Planning TSP page. You can follow the TSP PAC [here](#).
- **Economic Opportunity Analysis (EOA):** Background work by the consultant team has been ongoing. I have been told they have a solid draft of the Building Lands Inventory, an important input in both the EOA and the Housing Needs Analysis discussed just below. A tentative plan has been developed for the first PAC meeting that will be held in February. Appointment Letters and a Doodle Poll to set that meeting will be happening this week of January 27. You can follow the EOA PAC [here](#).
- **Housing Needs Analysis (HNA):** This activity is still on hold for a bit longer.
- **Parks Master Plan (PMP):** As discussed above the consultant team will be in Boardman on January 29 and 30 for Open House and other focus group activities. The next PAC is currently slated for May of this year. You can follow the PMP PAC [here](#).
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** Just last week on Thursday, January 23, the first PAC meeting was held. It was well attended with some great discussion among the PAC members, staff, and the consultant team. The initial focus will be on the Comprehensive Plan and the policies it will contain with work

implementing those policies as part of the Boardman Development Code to follow. You can follow the CP/BDC PAC [here](#).

- **Strategic Planning:** I am not going to share much here this month as the Workshop scheduled as part of this month's City Council meeting will provide a great summary of where this front-end project is at. The Workshop is also scheduled to be a joint session with the Planning Commission, providing both bodies a summary of the survey results and suggested goals for the coming years.
- **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):** The Right-of-Way License provisions are provided separately as part of the Planning Official update. As shared last month our intent with this is to allow for some final questions this month and then adopt next. Please reach out prior to the City Council meeting with those questions.

Work is continuing at the staff level on the proposed Addressing Ordinance. The final draft of the Business License ordinance is provided as part of the City Manager report. Shipping Containers will be part of a presentation at the City Council meeting. Finally, Drainage Swales are on hold as we continue to investigate various legal implications associated with a potential maintenance ordinance. Any questions can be directed to Brandon.

- **Tower Road:** Tomorrow evening, January 28, our requested Land Partition for the city's property will be considered by the Morrow County Planning Commission. I should be able to provide an update at the City Council meeting. Once that is complete other work will begin but will no longer be a city staff led process.
- **Park Blocks – East and West:** Work continues with the Zone Change Adopting Ordinance on this agenda. Land partitions continue with the east side nearing completion. The west side partition will be initiated in the next several weeks. Once the land partitions are complete city staff will initiate the process to surplus those portions that are deemed excess.
- **Code Enforcement and Animal Control Program:**

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 see the typical winter slow down.

Initial work to clear the Chaparral Phase II property for installation of infrastructure is beginning that will eventually provide 65 buildable home lots with lot 66 to be dedicated to the City for development of the Park Block concept.

- ✓ **Commercial Development:**

- Design work is continuing on the Silver Garden hotel and restaurant project that was approved at the end of Southwest Front where the future SW 1st Street will be built.
- The Planning Commission did approve the development of a Circle K with 16 gas pumps to be combined with a Burger King at the SW corner of South Main and Southwest Front.

