

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: Right-of-Way Licenses

Back in October Nancy Werner joined a City Council Workshop and introduced this topic. The two-page summary that she provided for that evening's presentation can be found in the October 1, 2024, Workshop [Packet](#) and the [video](#) from that evening is also available and informative should you want to remind yourself of the conversation.

For this evening's conversation attached to this memorandum are the proposed changes to the Boardman Municipal Code as follows:

1. The addition of a new Title 12 Streets, Sidewalks and Public Places – Chapter 12.16 Utility Use of the Rights-of-Way; and
2. Minor changes to Title 12 Chapter 12.08 Excavations; and
3. More significant changes to Title 13 Public Services Chapter 13.12 Underground Wiring Control District.

Nancy drafted these proposed changes based on input from the Council Workshop and conversation with staff about what we perceive as concerns and what the overarching objectives are. You will notice that there are many 'comments' that Nancy has proposed that staff will need to work through. Should the Council has any input to those areas it would be appreciated to hear from you during the Workshop.

For some context to the two Chapters proposed for amendment Nancy shared the following concerning the Underground Wiring Control District, "...attached is a draft ordinance to update the underground wiring district chapter. Many of the provisions will be covered by the ROW ordinance so they were no longer necessary and show up as deleted." The changes to Chapter 12.08 Excavations are very minor and will again push readers to the proposed ROW License Chapter as appropriate.

Prior to adoption there are still several items to work through, but staff are motivated to get to completion timely to address a potential application for a small cell installation. To achieve adoption do look for a final draft in February to allow for adoption in March.

Do reach out should you have any questions or want to discuss this in more detail.