

## MEMORANDUM

To: Mayor Keefer and members of the City Council  
Cc: Brandon Hammond, City Manager  
From: Carla McLane, Planning Official  
Date: November 25, 2024  
RE: Planning Department Monthly Update

---

Welcome to Chapter 3 – the November update of Planning Department and Strategic Planning happenings.

### Strategic Planning Program:

- **Transportation System Plan (TSP):** The first Public Advisory Committee (PAC) meeting was held on November 4. 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 is ongoing and Technical Memorandums will be coming soon. As part of the agenda the appointment of the PAC for this group will be appointed.
- **Housing Needs Analysis (HNA):** This activity is still on hold for a bit longer.
- **Parks Master Plan (PMP):** The first PAC meeting was held November 20<sup>th</sup>. 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):** The consultant team has been selected and the agreement is in place. A kick off meeting with the Project Management Team has been scheduled for early December.
- **Strategic Planning:** The survey has been deployed and responses are coming in (including a version sent to High School students).
- **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):** We have moved the next City Council Work Session to January to focus on a couple of specific parts of the Municipal Code – business licenses, addressing, and one or two other areas.

- **Tower Road:** Morrow County should be processing the Land Partition and our chosen consultant is working on the Traffic Impact Analysis to support our application for the needed zone change. If all goes well we will be in the public hearings process by mid-winter.
- **Park Blocks – East and West:** Work continues to further divide the property that the City recently acquired under the BPA lines both east and west of South Main Street. The land divisions will be completed by staff with notice to adjoining property owners. The change in zoning has been initiated the first Planning Commission public hearing held on November 21. The public hearing has been continued due to comments from the Oregon Department of Transportation (ODOT) based on the need to address traffic impacts. To answer the ODOT comment Anderson Perry traffic engineers are completing a Trip Generation Letter which should be done prior to the December Planning Commission public hearing.
- **Code Enforcement and Animal Control Program:** The December city newsletter includes a short article encouraging new dog owners (those Christmas puppy presents) to get their animals rabies shots and licenses to be compliant by the time they are six months old.

**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...

