

MEMORANDUM

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

Strategic Planning Program: As shared last month, three projects are nearing completion – the Transportation System Plan, Parks Master Plan, and the Economic Opportunities Analysis. The TSP left the Planning Commission on October 16, headed to the City Council with a “do adopt” recommendation for the Public Hearing scheduled for November 18. The DRAFT Parks Master Plan has been submitted to the Department of Land Conservation and Development (DLCD) and is scheduled for a Planning Commission public hearing on October 20 which will be followed by a joint City Council/Boardman Park and Recreation District Board public hearing in January. You can follow these projects at [this location](#) on the City’s website. We are also actively working towards the kickoff of UrbanForm which will happen on November 5, bringing the development of this project to implementation. For a bit more information on the various projects, see below:

- **Transportation System Plan (TSP):** The Planning Commission public hearing that was held on October 16 resulted in a recommendation to the City Council “to adopt.” The City Council public hearing is scheduled for November 18. You can follow the TSP Update and the PAC [here](#).
- **Economic Opportunity Analysis (EOA):** A second DRAFT of the EOA, along with additional information concerning Goal 9 Comprehensive Plan Policies and Development Code amendments, will be reviewed by the PAC on Tuesday, October 28. Depending on the outcome of that discussion, notice to DLCD and the required public hearings could be scheduled. There is a joint City Council/Planning Commission workshop scheduled for the evening of November 18. You can follow the EOA PAC [here](#).
- **Housing Capacity Analysis (HCA):** The Scope of Work for this project has been drafted and refined. We have been targeting November 1 as the kickoff date for the project, and we will be a bit late, but should see kick off soon. The appointment of the PAC would be an early action and could be on the City Council agenda in December.
- **Parks Master Plan (PMP):** The final DRAFT of the PMP has been submitted to DLCD anticipating a Planning Commission public hearing on November 20 with adoption anticipated in January 2026 with a joint public hearing with the City Council and the Board of the Boardman Park and Recreation District. You can follow the PMP PAC [here](#).
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** The fourth PAC meeting was held October 13 which saw some good discussion around the community outreach that has occurred and next steps. There is also a change in project

management for the project by the consultant team which I support. My takeaway is that we are going to get this project more focused with a change in schedule to acknowledge that the inputs from the HCA need to be accounted for, delaying the conclusion of this project but with a better overall project outcome. You can follow the CP/BDC PAC [here](#).

- **System Development Charge (SDC) Update:** We have reached out to the contractor and requested that this project be reengaged with the adoption of the Parks Master Plan and Transportation System Plan pending as significant input.

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

Those include the:

- **Boardman Municipal Code (BMC):**
 - Addressing Ordinance: Work will continue at the staff level, but with other projects and current development it is currently stalled.
 - Business License Ordinance: This regulation has changed focus to transient merchants with a second reading and adoption at this month's (November 4) City Council meeting.
 - Park Regulations: With the new Parks Master Plan coming on board there are several items that need to be clarified which can be incorporated into the Municipal Code. More on this topic soon.
- **Code Enforcement and Animal Control Program:** Focus areas have been around junk, garbage, and debris; abandoned vehicles; and working to address chronic dogs at large. To assist homeowners with violations concerning junk, garbage, and debris, vouchers have been provided to help assist with compliance.

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:** I think the most important topic for conversation here is the kickoff of the Housing Capacity Analysis which will occur in November if all the parts and pieces come together. As we see River Ridge moving to their final phases and the development of Chaparral, there will be a significant number of single-family lots become available. But those are potentially the last until we see new land become available. The HCA will better clarify those needs and assist in identifying a realistic timeline to add land to the inventory.
- ✓ **Commercial Development:** Planning Commission met in October to review the Transportation System Plan. They will continue to be busy in both November and December with the Parks Master Plan and other projects related to residential, commercial, and industrial activity. Staff have been busy with a variety of pre-application meetings on all those fronts which will lead to eventual applications and public hearings. In other words, we are getting busy.

