

MEMORANDUM

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

Strategic Planning Program: I am admittedly behind on all of this. But it is also a lot of fun. Last week we had our first Economic Opportunities Analysis (EOA) Public Advisory Committee (PAC) meeting. The PAC met in the morning after which the consultant team and I had lunch followed by a tour of all things commercial and industrial here in Boardman. Because the Buildable Lands Inventory will cover both employment land and residential land we talked a bit about housing as well. The next EOA PAC meeting will be in early May so work will continue at a quick pace, getting us to an adoption of the EOA by later summer.

We are also anticipating a flurry of other meetings over the next six weeks or so. There will be a PMP PAC in April, as stated above an EOA PAC in May, and then in early June a CP/BDC PAC. You can follow all of this at [this location](#) on the City's website.

- **Transportation System Plan (TSP):** The TSP consultant team is busy in the background working on the next Technical Memorandum. While I do not have it on my calendar yet there should be a TSP PAC meeting in April. You can follow the TSP Update and the PAC [here](#).
- **Economic Opportunity Analysis (EOA):** This work has started as outlined above. There should be initial documents to review in the next couple of weeks. You can follow the EOA PAC [here](#).
- **Housing Needs Analysis (HNA):** This activity is still on hold for a bit longer but there are a couple of reasons to appoint the HNA PAC sooner rather than later. Look for that maybe even in May.
- **Parks Master Plan (PMP):** This project is moving fast. We are a bit behind with the Park Design and Park Naming projects but should be caught up by the time the Council meets in early April. You can follow the PMP PAC [here](#).
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** A large community outreach is in the works for early May with the next PAC meeting in early June. You can follow the CP/BDC PAC [here](#).

- **Strategic Planning:** With the adoption of the Strategic Plan at the March City Council meeting this piece of the work is completed. You can find the new Strategic Planning page [here](#).
- **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):** On March 4 the City Council adopted the Right-of-Way License Ordinance and the Small Cellular Site Design requirements as a Resolution. The associated fees will come before you at the April 1 City Council meeting for adoption by Resolution. We are working to match current Franchise Fees rates and growth. Please reach out prior to the City Council meeting with any questions that might arise.

Work will continue at the staff level on the proposed Addressing Ordinance. A meeting was held recently with the various impacted agencies – police, sheriff, fire – to get their input and support. This group will gather again to review the next version.

The draft of the Business License ordinance was the subject of a Community Meeting on March 18 and garnered some great input. Some additional outreach will occur before bringing a final version before the City Council for adoption sometime soon.

The Shipping Container discussion is with Planning as we begin to draft proposed Development Code language that will go through the adoption process with a recommendation from the Planning Commission and adoption by the City Council. A specific timeline for this work has not been established.

- **Tower Road:** City staff have appealed the Land Partition decision approved by the Morrow County Planning Commission. The appeal hearing is scheduled for Wednesday, April 16.

Two meetings were recently held concerning the Oregon Department of Transportation (ODOT) Interchange Area Management Plan, or IAMP, process at this interchange. The next meetings are anticipated for early June. It will be some time before this is adopted by the Morrow County Board of Commissioners.

- **Park Blocks – East and West:** The subdivision for the west side of the subject property was heard by the Planning Commission at their March 20 public hearing. There was a fair amount of discussion based on the comment letter received from ODOT.
- **Code Enforcement and Animal Control Program:** Norma Ayala will start in this position officially on March 31. More to come as she settles in.

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:** Work is slowly starting on Phase II of the Chaparral Subdivision.
- ✓ **Commercial Development:** At the last Planning Commission meeting a new potato storage building was approved as well as the subdivision for the Park Block west of Main Street. There are also some things happening in the predevelopment stages, but nothing I can share at this time.

