

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: November 20, 2025
RE: Planning Department Monthly Update

I am writing this a bit early this month as I head out Friday morning, November 21st, to Texas for Thanksgiving with my husband's family. I am very much looking forward to some down time. But the work will continue even through this first holiday week!

Strategic Planning Program: One down, two to go!! The Transportation System Plan is done, or nearly so. I am waiting for the adoption version from the Consultant team. Once we have that we will provide it to Morrow County for them to initiate co-adoption hearings with their Planning Commission and Board of Commissioners. The DRAFT Parks Master Plan has been submitted to the Department of Land Conservation and Development (DLCD) and is before the Planning Commission for a public hearing tonight which will be followed by a joint City Council/Boardman Park and Recreation District Board public hearing on January 13th. You can follow these projects at [this location](#) on the City's website. We also held the kickoff for [UrbanForm](#) 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):** We are done. Next up is the Morrow County co-adoption. You can follow the TSP Update [here](#).
- **Economic Opportunity Analysis (EOA):** Earlier this week a joint City Council/Planning Commission Workshop was held. We are working with the Consultant team to provide an adoption ready version by December 5 with the Planning Commission public hearing tentatively scheduled for January with the City Council public hearing to follow in February. You can follow the EOA [here](#).
- **Housing Capacity Analysis (HCA):** Kickoff is early December. The Scope of Work is completed, we have a budget from the Consultant team, and the contract will be in place by the first week in December. The appointment of the PAC would be an early action and will be on the City Council agenda in January.
- **Parks Master Plan (PMP):** The final DRAFT of the PMP has been submitted to DLCD and the first Planning Commission public hearing is tonight, 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 scheduled for January 13. You can follow the PMP [here](#).

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** We are in a bit of a holding pattern with this project, looking to pick it up in the new year. You can follow the CP/BDC PAC [here](#).
- **System Development Charge (SDC) Update:** Look for work on this project in the new year.

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

- **Boardman Municipal Code (BMC):**
 - Addressing Ordinance: Work is currently stalled.
 - The Transient Merchants ordinance has been adopted and is effective in early December. We will begin education outreach soon and launch the permitting program in the new year.
 - 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 Autumn yard pick up; abandoned vehicles; and working to address chronic dogs at large as well as dog bites.

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:** As I shared last month the most important topic for conversation here is the kickoff of the Housing Capacity Analysis! Second most important is that Chaparral has started infrastructure installation!
- ✓ **Commercial Development:** Planning Commission will continue to be busy with four actions in November and now two in December. Staff have been busy with a variety of pre-application meetings on a number of fronts which will lead to eventual applications and public hearings. In other words, we are getting busy.

