

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: June 30, 2026
RE: Planning Department Monthly Update

I write this on my last day as the Planning Official for the City of Boardman. While I will still be in the building for a bit yet wrapping up the strategic planning efforts, it is somewhat bittersweet as my role changes. There is excitement to see Stephanie assume the role of Planning Official and Arely grow into more responsibility as Planner II. Boardman is in good hands to shepherd and oversee the growth that continues to occur. And as the strategic planning effort concludes Boardman will be well positioned to tackle what comes next. As I close this introduction, I want to thank Karen Pettigrew and Rick Stokoe for the confidence they had in me when I originally joined the Boardman team and Brandon for taking the risk of tackling the strategic planning effort.

Strategic Planning Program: You can follow these projects at [this location](#) on the City's website. For more information on the various projects, see below:

Completed or Nearly Completed Projects:

- **Transportation System Plan (TSP):** Both the City's TSP and the County's co-adoption have been appealed. You can follow the TSP Update [here](#).
- **Parks Master Plan (PMP):** The PMP has been appealed. You can follow the PMP [here](#). You can find the new Parks Page on the City of Boardman website [here](#)!
- **Economic Opportunity Analysis (EOA):** The adoption documents are posted [here](#).

Projects Underway or Soon To Be:

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** The next PAC meeting will be on July 30, which will be a joint meeting with the Planning Commission. It is tentatively planned to start at 5:00 pm and run about two hours. You can follow the CP/BDC PAC [here](#).
- **Housing Capacity Analysis (HCA):** The next step of this work relies on inputs concerning water, wastewater, and transportation so we are a bit delayed waiting for some final input from our City Engineer and the various projects that are being led by him. You can follow the HCA [here](#).
- **Main Street Interchange Area Management Plan Refinement (MS IAMP):** A lot has happened in just a month with this project. The appointed Technical Advisory

Committee (TAC) and PAC have had their first meeting, and we have finalized the first technical memorandum. The next meeting is tentatively scheduled for late July. You can follow the MS IAMP project [here](#).

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

- **System Development Charge (SDC) Update:** The next staff level meeting with the consultant team will be held in late July. Information from flow from that conversation to the City Council later this summer.
- **Boardman Municipal Code (BMC):** With the Code Compliance and Hearings Officer work on the July City Council agenda we are moving into a period of concerted effort on updates to the BMC.

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.

- ✓ Work continues in the Planning Department with both residential and commercial activity.
- ✓ The Planning Commission approved a 240-unit multi-family development on Wilson Lane at their regular meeting on June 18.
- ✓ Planning staff is looking at how food trucks and pods have been historically approved with the outcome to be a review and approval purpose that will include clear and objective standards.

