

## MEMORANDUM

To: Mayor Keefer and members of the City Council  
From: Carla McLane, Planning Official  
Date: September 23, 2024  
RE: Planning Department Monthly Update

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Things are moving along. As Brandon has shared previously over the next two years or so every planning or planning related document adopted by the City of Boardman over the past 20 plus years will, in some way, be amended or updated. The documents that are part of the larger work plan that we are seeking professional assistance with include the:

- **Transportation System Plan (TSP):** The current TSP was adopted in 2002 based on the first TSP that was adopted in 1999. This project is grant-funded through the Transportation Growth Management (TGM) program with the contractor lead being Kittelson & Associates, INC. (KAI). This work is underway with the first Project Management Team (PMT meeting in the next two weeks and the first Public Advisory Committee (PAC) meeting tentatively planned for the week of November 4. Work is anticipated to conclude at the end of 2025 although contingency planning is underway to capture any delay that could take the project into early 2026.
- **Economic Opportunity Analysis (EOA):** It does not appear that the City of Boardman has had an EOA done previously. It is an important input to the update of a city's Comprehensive Plan and provides input to both Goal 9 Economics and any desired expansion of the city's urban growth boundary. Boardman is seeking both. The selected contractor for this project is Johnson Economics and is underway. Their subcontractor is MIG who will provide the land use components for this work and be the primary contributor to the **Strategic Planning** process that will be the front end of this next two years' worth of work. As of this writing we do not have either a PMT or PAC meeting scheduled. Work to appoint the PAC will be coming soon with a recommendation most likely on the November City Council agenda.
- **Housing Needs Analysis (HNA):** A Housing Needs Analysis was accomplished by Morrow County in 2019 which addressed the county and all five cities. The previous Community Development Director did not move that analysis forward for adoption or utilization by the City of Boardman and at this time the data, based on the exceptional growth that has occurred over the past five years, is no longer valid. An HNA informs a city's Comprehensive Plan Goal 10 Housing and is required to support residential urban growth boundaries. Boardman is seeking both. MIG has been selected to lead this effort but because the State of Oregon is currently updating the applicable Oregon Administrative Rules (OAR) we do not have a clear Scope of Work but hope to have a path forward by the end of this year.

- **Parks Master Plan (PMP):** As of this writing we have selected Shapiro-Didway as the contractor but have not yet finalized the Scope of Work or agreement. That may be done by the October 1 City Council meeting. This project is planned as a collaboration with the Boardman Parks and Recreation District and staff have been working closely with them to assure that both entities get from this work what is needed for the next 10-years of activity and growth. The adopted PMP will provide guidance for parks growth, capital investment, and management as well as provide input to Goal 8 Recreation of the Comprehensive Plan as well as input to the City of Boardman Development Code amendment concerning how to plan for parks in new subdivisions. There is a task at the October 1 meeting for appointment of the PAC for the PMP project.
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** This is the tough one. We have three proposals that are currently under review with a decision pending (and should be completed by next Monday's City Council meeting). I say it is tough for a couple of reasons. One – I want to be sure we get it right. This will be the capstone of work being done and it needs to pull in the other items discussed above and present the policy of the City of Boardman going forward on a myriad of land use planning issues. And we know that land use reaches into so much of how a city operates and functions. Two – all three proposals are good. The question is which contractor will be the best fit, work well with the other projects and staff, and create the best end products. All three bring some unique quality. Three – I want to be sure the selected contractor brings their best to the game. Once we select the contractor making sure the final Scope of Work and tasks do not duplicate other work and provide a strong framework for accomplishing the needed work in a way that supports and aligns with the other projects will be a necessity.
- **Strategic Planning:** This activity will be a part of the Work Session that will be held before the City Council meeting. I won't say much here other than I am anticipating what we learn through this process.
- **System Development Charge (SDC) Update:** This is a project that started nearly three years ago but after the passing of Barry and realizing that we needed an updated TSP and a PMP we tabled it. As the TSP and PMP processes are underway we are dusting it off and reengaging. Not much to share at this point but more will be coming.

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

- **Boardman Municipal Code (BMC):** There are several aspects of the BMC that are being evaluated. You will hear about one as part of the Work Session on Tuesday. Ones that you are aware of or have seen include the Business License program, the addition of chickens (hens) to the Animal Control program, and the Planning Commission regulations that are on the agenda for formal adoption on Tuesday. Other areas that we are looking at include: a new addressing ordinance, revision of the requirements concerning maintenance of sidewalks, an update based on the SDC work outlined above, a review of our enforcement program, and review of some of the public services

chapters. As we work through the BMC no doubt other areas will emerge to be addressed. At this point the next focus of time for the City Council is the Work Session that is proposed prior to the December City Council meeting. Small changes may come forward as part of this Planning Official Update before then.

- **Tower Road Rezone and participation in the development of an Interchange Area Management Plan:** While Tower Road is not within the City of Boardman it is a 'back door' to the city allowing residents and visitors to come into the western entry along Kunze Lane. The city is also a property owner there with about 367 acres that have been surplus with activity that is being discussed. City staff are actively working to rezone most of the city ownership to support the RV Park proposal and to facilitate sale of the portion of the property south of Kunze Lane. Concurrent with that work the Oregon Department of Transportation (ODOT) is kicking off the adoption of an Interchange Area Management Plan (IAMP) for the Tower Road Interchange. This is necessary to see further improvement to the interchange and to begin conversation about the need for an extended overpass to allow access to the property to the north.
- **Various Map Amendments:** There are at least two locations that the current zoning of property within the City of Boardman is not consistent with the approved activities or is not beneficial for development. The first is the General Industrial zoning of the SAGE Center and activities to the north along Olson Road. We don't have a use zone that is appropriate so this work will include creating that along with applying it. While this might happen as part of the BDC and CP project discussed above it could also happen independently. The second area is property under the BPA line both east and west of South Main Street. It is currently zoned BPA Transmission Line Easement but extends beyond the easement area and does not provide a useful list of potential uses. As we build out the proposed 'park blocks' under the BPA easement we are working to better define uses and the location of where this zoning is specifically applied.
- **Code Enforcement and Animal Control Program:** Have to say taking this program on has been a learning experience for me. Activity has historically been complaint driven, only responding when someone had a concern or pointed out a specific issue or problem. Work is currently underway to create a different approach to Code Enforcement that will still be responsive to complaints but also looks more broadly at issues that we see are out there that have not been addressed. Look for more on this in the future as we refine how we will be moving forward.

I appreciate this opportunity to lead such a comprehensive review of a community's land use and related programs. It has been and no doubt will continue to be both a challenge and an incredibly fun project. Not sure what my monthly updates will contain going forward but do reach out with questions and I will do my best to address them through this forum and others. In the near term we are getting the TSP up and running, the EOA is gearing up, and the PMP will be operational shortly and work on all those small but consequential items will continue.

