



City of Boardman

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MEMORANDUM

To: City Council
From: Carla McLane, Planning Official
Rolf Prag, Special Projects Coordinator
Date: August 2, 2022
RE: Council Update

February 15, 2022, is a day I won't soon forget. My first day on a new job with the City of Boardman with the objective to help stand up the Planning Program working along side Barry. And just as quickly Barry was no longer with us. But the fires remained. When I learned a few days later that Rolf Prag was looking for employment it was easy to share that with Karen as I knew I didn't have the skill set to do what Barry did. It was great about 10-days later to have him join the team.

Over the past five and a half months we have worked together to put out a few fires while figuring out just what our jobs are. I think we would agree that so far it is working!

Here are some of the fires we have put out:

- Finalized the Zoning Approval for the Umatilla Electric Cooperative's (UEC) 230 kV transmission line that moves through the south side of the Port of Morrow (POM) Interchange and terminates at a substation along Olson Road. This has resulted in a LUBA appeal that UEC is acting as an Intervenor for the City of Boardman.
- Finalized the Zoning Approval for the loop roads – Yates Lane and Devin Loop – to the east of Laurel Lane south of the POM Interchange. This has also resulted in a LUBA appeal with the record submitted yesterday.
- Accepted the POM application for an update to the POM Interchange Area Management Plan (IAMP) and successfully held public hearings. We are awaiting the final public hearing before the Morrow County Board of Commissioner's. If all goes well it should be adopted by the Oregon Transportation Commission in November.
- Worked to adopt a new fee schedule that includes simpler planning fees and updated fees for water meters including installation.

- Converted the 2021 Small City Allotment funding from a project on SE Front and 1st Street to support the loop road project. Application for 2022 funding is due the end of this month with a focus on the SE Front and 1st Street project.
- Rolf spent hours combing through and organizing Barry's office and the papers contained within. That work continues but is nearing completion. Next will be to establish a more formal filing system that will include planning and utility approvals.

And here are some other accomplishments:

- Work with the Planning Commission with meetings held in February, May, June, and July. Several actions were approved including the aforementioned UEC and loop road approvals, replat of BMCC property along Front Street, the POM IAMP Update, and a variance for a home that couldn't meet a setback requirement. The Planning Commission has requested some training that started in July and will be ongoing.
- Several Planning Official approvals that include residential zoning permits (probably more than 50), a replat to address a setback requirement, and a variance to address a setback requirement.
- Rolf has done yeoman's work to get up to speed on several subdivisions and the related infrastructure. This would include the Ramandee, River Ridge, and Tidewater subdivisions.
- Both of us are participating in the newly established Development Team that meets weekly to discuss various projects and developments. Usual attendees are Karen, Rick, Mike Lees, Rolf, Kevin, myself and occasionally Glenn or others as needed. Eventually we will add a developer's component to be held the same day prior to the Team meeting.
- Established a sidewalk inspection program.
- Working to establish an access permitting process that will include the ability to modify an already installed driveway.
- Ditto for addressing.
- Submitted an application for the Transportation and Growth Management (TGM) Program Planning Grant the end of July. The purpose is to pay for an update to the Main Street IAMP.
- Created several application forms to support better review of planning actions.
- Initiated work to update the Community Development/Planning web pages of the city website.
- Starting work to identify needed amendments to both the Municipal and Development Code. This will also include changes to the Public Work Standards to assure consistency where appropriate.