



CITY COUNCIL WORKSHOP

November 04, 2025 at 6:00 PM

Boardman City Hall Council Chambers

AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL/EXCUSED ABSENCES
4. REPORTS, CORRESPONDENCE, AND DISCUSSION
 - [A.](#) Drainage Swales
 - [B.](#) Street Parking
5. ADJOURNMENT

Zoom Meeting Link: <https://us02web.zoom.us/j/2860039400?omn=89202237716>

This meeting is being conducted with public access in-person and virtually in accordance with Oregon Public Meeting Law. If remote access to this meeting experiences technical difficulties or is disconnected and there continues to be a quorum of the council present, the meeting will continue.

The meeting location is accessible to persons with disabilities. Upon request of an individual who is deaf or hard of hearing, accommodations such as sign language or equipment for the hearing impaired must be requested at least 48 hours prior to the meeting. To make your request, please contact the City Clerk at 541-481-9252 (voice), or by e-mail at city.clerk@cityofboardman.com.

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Drainage Swales

Category: City Council Workshop

Staff Contacts: Carla McLane, Planning Official

Summary:

The City Council will discuss proposed amendments to our streets and sidewalk regulations concerning maintenance by adjoining property owners, along with proposed with new regulations for drainage swales.

Attachment:

Chapter 12.04

Chapter 12.12

Chapter 12.16

Budget/Fiscal Impact: NA

Recommendation:

Direction to staff related to amendments or changes to facilitate future adoption.

Chapter 12.04 SIDEWALK CONSTRUCTION AND MAINTENANCE***Sections:****12.04.010 Duty of owners to construct and maintain sidewalks, power of council.**

It is made the duty of all owners of land adjoining any street in the city to construct and maintain in good repair the sidewalks in front of such land. The council has the power and authority to determine the grade and width of all sidewalks in the city, the material to be used, and the specifications for the construction thereof. The council has the authority to initiate and order to complete sidewalks through a hearings process or to waive sidewalk construction for those circumstances where sidewalks may not be warranted.

(Ord. 5-2008 § 3 (part), 2007)

12.04.020 Timing of construction of sidewalks.

Sidewalks shall be constructed for each parcel of land adjoining a public street at the time of initial development and in no case more than ninety (90) days after the initial development of the property with approval of the city manager or their designee with the circumstances listed in subsections A through E of this section.

- A. Weather conditions would not allow proper construction of the sidewalk;
- B. The property is part of a local improvement district for sidewalks already approved;
- C. The city has a pending project which would preclude construction at the time of initial development;
- D. There are topographical grade issues which would preclude the installation of a sidewalk;
- E. Where the construction of the sidewalk would not enhance or meet approved connectivity plans of pedestrian pathways.

(Ord. 5-2008 § 3 (part), 2007)

~~12.04.030 Duty of owners to make sidewalk repairs, power of council.~~

~~It is made the duty of all owners of land adjoining any street in the city to maintain in good repair the sidewalks in front of such land. The council has the power and authority to determine the grade and width of all sidewalks in the city, the material to be used, and the specifications for the repair thereof.~~

(Ord. 5-2008 § 3 (part), 2007)

12.04.~~040~~030 Maintaining free and unobstructed sidewalks.

It is the duty of all owners or tenants of land adjoining a street in the city to maintain free and unobstructed sidewalks which are designed to be pedestrian pathways.

- A. No owner shall affix to, or place on or over, the sidewalk in a manner to create an obstruction any of the following items:
 - 1. Sports or other stanchions or appurtenances (e.g., basketball baskets and supporting structures, etc.);

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2. Fencing;
 3. Retaining walls;
 4. Trees or shrubs;
 5. Passenger vehicles, trucks, trailers or recreational vehicles;
 6. Garbage cans other than noted in subsection B of this section;
 7. Other items which impair full unobstructed pedestrian access to the sidewalk or create diminished safety of the pedestrian.
- B. Exceptions include the following:
1. Garbage cans within twenty-four (24) hours prior to or after pickup;
 2. Temporary advertising sandwich board signs which meet the provisions of Boardman Development Code Chapter 3.6.500(E)(6);
 3. Other similar temporary obstructions deemed appropriate by the city manager or their designee.

(Ord. 5-2008 § 3 (part), 2007)

12.04.050-040 Notice of obstructed sidewalks.

If the owner or tenant of any lot or part thereof or parcel of land shall cause any obstruction of the sidewalk, ~~it shall be the duty of~~ the city manager or their designee may, but is not required to, notify the owner or tenant of the violation. It shall be the duty of the owner or tenant to remove the identified obstruction.

(Ord. 5-2008 § 3 (part), 2007)

12.04.060-050 Penalty for violation of obstruction of sidewalks.

A violation of obstruction of sidewalks shall constitute a Class D violation as defined in Chapter ~~153 of the Oregon Revised Statutes or as hereafter amended and the fine for such a violation shall be as set forth in Chapter 153 of the Oregon Revised Statutes for a Class D violation as presently defined or as hereafter amended~~ 1.16 General Penalty; Violations and Fines; Procedure in Criminal Matters Generally of this Municipal Code and the fine for such a violation shall be as set forth in that same Chapter for a Class D violation as presently defined or as hereafter amended.

(Ord. 5-2008 § 3 (part), 2007)

12.04.070-060 Notice of defective sidewalks.

If the owner of any lot or part thereof or parcel of land shall suffer any sidewalk along the same to become out of repair, ~~it shall be the duty of~~ the city manager or their designee, or any person appointed by the council for that purpose, ~~when ordered to do so by the council,~~ may, but is not required to, post a notice on the adjacent property headed "Notice to Repair Sidewalk," and such notice shall direct the owner, agent, or occupant of such property immediately to repair the same in a good and substantial manner. The person posting the notice shall file ~~with the city recorder~~ an affidavit of the posting of such notice, stating the date when and the place where it was posted. ~~The city recorder~~ They shall, ~~upon receiving the affidavit of the person posting such notice, also~~ send such notice by mail, postpaid, ~~a notice to repair such sidewalk~~ [EM1][CM2] to the owner, if known, and directed to the post-office address of such owner or agent, when such post-office address is known to the city ~~recorder~~. If such post-office address be unknown to the city ~~recorder~~, such notice shall be directed to such owner or agent at

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Boardman, Oregon. A mistake in the name of the owner or agent, or a name other than that of the true owner or agent of such property, shall not render such notice void. In such case, the posted notice shall be sufficient. Repairs shall be made within ninety (90) days from the posting of the notice.

(Ord. 5-2008 § 3 (part), 2007)

12.04.~~080-070~~ Permit for repairs.

Prior to making sidewalk repairs, the owner, agent, or occupant shall obtain from the Planning Official with input from the City Engineer a permit prescribing the kind of repair to be made, the material to be used, and the specifications therefore.

(Ord. 5-2008 § 3 (part), 2007)

12.04.~~090-080~~ Repairs by city, record and report.

If the owner, agent, or occupant of a lot, part of a lot, or parcel of land fails, neglects, or refuses to make the sidewalk repairs within the time designated, the City Engineer may make the repairs. The City Engineer shall keep an accurate account of the cost of the labor and materials used in making the repairs, report monthly to the council the cost of the repairs, and prepare a description of the lot or parcel of land fronting on the repaired sidewalk and use the abatement process outlined in Title 8 Health and Safety Chapter 8.04 Nuisances as needed [EM3] [CM4].

(Ord. 5-2008 § 3 (part), 2007)

~~12.04.100 Assessment for repairs by city.~~

~~The council shall, at least once each year, by ordinance assess the cost of making such repairs or laying the same including legal, administrative, and engineering costs attributable thereto upon each lot or part thereof or parcel of land fronting upon sidewalks which have been so repaired or laid. All such assessments may be combined in one assessment roll and the city recorder shall enter in the docket of city liens a statement of the amounts assessed on each lot or part thereof or parcel of land, together with the name of the owners and the date of the assessment ordinance. Upon such entry in the lien docket, the amount so entered shall become a lien and charge upon the lot or part thereof or parcel of land that has been assessed for the sidewalk repair. Such assessment liens of the city shall be superior and prior to all other liens or encumbrances on property insofar as the laws of the state of Oregon permit. Interest shall be charged at the rate of six percent per annum until paid on all amounts not paid within thirty (30) days from the date of the assessment ordinance. After expiration of thirty (30) days from the date of such assessment ordinance, the city may proceed to foreclose or enforce collection of the assessment liens in the manner provided by the general law of the state of Oregon.~~

~~(Ord. 5-2008 § 3 (part), 2007)~~

12.04.~~110-090~~ Liability of owners.

The owner or owners of land adjoining any street in the city shall be liable to any person suffering injuries and damages by reason of any defect in [EM5] [CM6] failure to maintain the sidewalks in front of such land in accordance with Chapter 12.04.

(Ord. 5-2008 § 3 (part), 2007)

Chapter 12.12 STREETS AND CURBS

Sections:

12.12.010 Duty of owners.

It is made the duty of all owners of land adjoining any street in the city:

- A. To keep the on-street parking area free of obstructions other than on-street parking as intended by design;
- B. To protect from damage the area of on-street parking and curbs for those portions of the street abutting such land.

(Ord. 4-2008 § 3 (part), 2007)

12.12.020 Maintaining free and unobstructed streets and curbs.

It is the duty of all owners or tenants of land adjoining a street in the city to maintain free and unobstructed streets ~~which are designed to be pedestrian pathways.~~

- A. No owner shall affix to, or place on or over, the street in a manner to create an obstruction any of the following items:
 - 1. Sports or other stanchions or appurtenances (e.g., basketball baskets and supporting structures, etc.);
 - 2. Fencing;
 - 3. Retaining walls;
 - 4. Trees or shrubs;
 - 5. Garbage cans other than noted in subsection B of this section;
 - 6. Other items which impair full unobstructed on-street parking access to the street or create diminished safety of the pedestrian or vehicular traffic.
- B. Exceptions include the following:
 - 1. Garbage cans within twenty-four (24) hours prior to or after pickup;
 - 2. Other similar temporary obstructions deemed appropriate by the city manager or their designee.

(Ord. 4-2008 § 3 (part), 2007)

12.12.030 Notice of obstructed street or curbs.

If the owner or tenant of any lot or part thereof or parcel of land shall cause any obstruction of the street or curbs, ~~it shall be the duty of~~ the city manager or their designee ~~may, but is not required to~~, notify the owner or tenant of the violation. It shall be the duty of the owner or tenant to remove the identified obstruction.

(Ord. 4-2008 § 3 (part), 2007)

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12.12.040 Penalty for violation of obstruction of streets or curbs.

A violation of obstruction of street or curbs shall constitute a Class D violation as defined in Chapter ~~153 of the Oregon Revised Statutes or as hereafter amended and the fine for such a violation shall be as set forth in Chapter 153 of the Oregon Revised Statutes for a Class D violation as presently defined or as hereafter amended~~1.16 General Penalty; Violations and Fines; Procedure in Criminal Matters Generally of this Municipal Code and the fine for such a violation shall be as set forth in that same Chapter for a Class D violation as presently defined or as hereafter amended.

(Ord. 4-2008 § 3 (part), 2007)

12.12.050 Protecting streets and curbs from damage.

It shall be the responsibility of the owner of land abutting a street to protect the curb and area of on-street parking from damage to the pavement or curb from the following practices resulting in damage to those structures:

- A. Vehicle fluid leaks such as oil, transmission fluid, hydraulic fluid, antifreeze, acids, and other damaging fluids;
- B. Parking on the curb creating structural damage to the curbs;
- C. Digging, grinding, or other activities which degrade pavement surface;
- D. Preventing tree or shrubbery roots from uplifting curbs and streets causing structural damage;
- E. Other practices by the owner which may cause structural damage to the street of curbs beyond normal wear and tear.

(Ord. 4-2008 § 3 (part), 2007)

12.12.060 Notice of street or curb damage.

If the owner of any lot or part thereof or parcel of land shall suffer any street or curb damage along the same, ~~it shall be the duty of~~ the city manager or their designee, or any person appointed by the council for that purpose, ~~when ordered to do so by the council,~~ may, but is not required to, post a notice on the adjacent property headed "Notice to Repair Damaged Streets and Curbs," and such notice shall direct the owner, agent, or occupant of such property immediately to repair the same in a good and substantial manner. The person posting the notice shall file ~~with the city recorder~~ an affidavit of the posting of such notice, stating the date when, and the place where it was posted. ~~The city recorder~~They shall, ~~upon receiving the affidavit of the person posting such notice also,~~ send such notice by mail, postpaid, ~~a notice to repair such streets and curbs~~ to the owner, if known, and directed to the post-office address of such owner or agent, when such post-office address is known to the city ~~recorder~~. If such post-office address be unknown to the city ~~recorder~~, such notice shall be directed to such owner or agent at Boardman, Oregon. A mistake in the name of the owner or agent, or a name other than that of the true owner or agent of such property, shall not render such notice void. In such case, the posted notice shall be sufficient. Repairs shall be made within twenty (20) days from the posting of the notice.

(Ord. 4-2008 § 3 (part), 2007)

12.12.070 Permit for repairs.

Prior to making street or curb repairs, the owner, agent, or occupant shall obtain from the Planning Official with input from the City Engineer a permit prescribing the kind of repair to be made, the material to be used, and the specifications therefore.

12.12.070-080 Assessment for repairsRepairs by city, record and report.

~~The council shall, at least once each year, by ordinance assess the cost of making such repairs or laying the same including legal, administrative, and engineering costs attributable thereto upon each lot or part thereof or parcel of land fronting upon streets which have been so repaired. All such assessments may be combined in one assessment roll and the city recorder shall enter in the docket of city liens a statement of the amounts assessed on each lot or part thereof or parcel of land, together with the name of the owners and the date of the assessment ordinance. Upon such entry in the lien docket, the amount so entered shall become a lien and charge upon the lot or part thereof or parcel of land that has been assessed for the sidewalk repair. Such assessment liens of the city shall be superior and prior to all other liens or encumbrances on property insofar as the laws of the state of Oregon permit. Interest shall be charged at the rate of six percent per annum until paid on all amounts not paid within thirty (30) days from the date of the assessment ordinance. After expiration of thirty (30) days from the date of such assessment ordinance, the city may proceed to foreclose or enforce collection of the assessment liens in the manner provided by the general law of the state of Oregon.~~

If the owner, agent, or occupant of a lot, part of a lot, or parcel of land fails, neglects, or refuses to make the street or curb repairs within the time designated, the city may make the repairs. The city engineer shall keep an accurate account of the cost of the labor and materials used in making the repairs and use the abatement process outlined in Title 8 Health and Safety Chapter 8.04 Nuisances as needed. [EM1][CM2]

(Ord. 4-2008 § 3 (part), 2007)

12.12.080 Liability of owners.

The owner or owners of land adjoining any street in the city shall be liable to any person suffering injury by reason of ~~any defect in~~failure to maintain the streets or curb in front of such land in accordance with Chapter 12.12.

(Ord. 4-2008 § 3 (part), 2007)

Chapter 12.16 DRAINAGE SWALE CONSTRUCTION AND MAINTENANCE

Sections:

12.16.010 Duty of owners to construct drainage swales, power of council.

It is made the duty of all owners of land adjoining any street in the city to construct the drainage swales in front of such land if that is the type of stormwater control ~~selected~~approved by the city~~[EM1]~~[CM2]. The council has the power and authority to determine the design of all drainage swales in the city, the material to be used, and the specifications for the construction thereof. The council has the authority to initiate and order to complete drainage swales through a hearings process or to waive drainage swale construction for those circumstances where drainage swales may not be warranted.

(Ord. XXX)

12.16.020 Timing of construction of drainage swales.

Drainage swales shall be constructed for each parcel of land adjoining a public street when approved at the time of initial development.

(Ord. XXX)

12.16.030 Duty of owners to make drainage swale repairs, power of council.

It is made the duty of all owners of land adjoining any street in the city to maintain in good repair the drainage swales ~~if installed at the time of street development~~ ~~[EM3]~~[CM4] in front of such land.

(Ord. XXX)

12.16.040 Maintaining free and unobstructed drainage swales.

It is the duty of all owners or tenants of land adjoining a street in the city to maintain free and unobstructed drainage swales which are designed to be part of the stormwater collection system.

(Ord. XXX)

12.16.050 Notice of obstructed drainage swales.

If the owner or tenant of any lot or part thereof or parcel of land shall cause any obstruction of the drainage swale, the city manager or their designee may, but is not required to, notify the owner or tenant of the violation. It shall be the duty of the owner or tenant to remove the identified obstruction.

(Ord. XXX)

12.16.060 Penalty for violation of obstruction of drainage swales.

A violation of obstruction of drainage swales shall constitute a Class D violation as defined in Chapter 1.16 General Penalty; Violations and Fines; Procedure in Criminal Matters Generally of this Municipal Code and the fine

for such a violation shall be as set forth in that same Chapter for a Class D violation as presently defined or as hereafter amended.

(Ord. XXX)

12.16.070 Notice of defective drainage swales.

If the owner of any lot or part thereof or parcel of land shall suffer any drainage swale along the same to become out of repair, the city manager or their designee, or any person appointed by the council for that purpose, may, but is not required to, post a notice on the adjacent property headed "Notice to Repair Drainage Swale," and such notice shall direct the owner, agent, or occupant of such property immediately to repair the same in a good and substantial manner. The person posting the notice shall file an affidavit of the posting of such notice, stating the date when and the place where it was posted. They shall also send such notice by mail, postpaid, to the owner, if known, and directed to the post-office address of such owner or agent, when such post-office address is known to the city. If such post-office address be unknown to the city, such notice shall be directed to such owner or agent at Boardman, Oregon. A mistake in the name of the owner or agent, or a name other than that of the true owner or agent of such property, shall not render such notice void. In such case, the posted notice shall be sufficient. Repairs shall be made within ninety (90) days from the posting of the notice.

(Ord. XXX)

12.16.080 Permit for repairs.

Prior to making drainage swale repairs, the owner, agent, or occupant shall obtain from the Planning Official with input from the City Engineer a permit prescribing the kind of repair to be made, the material to be used, and the specifications therefore.

(Ord. XXX)

12.16.090 Repairs by city, record and report.

If the owner, agent, or occupant of a lot, part of a lot, or parcel of land fails, neglects, or refuses to make the drainage swale repairs within the time designated, the city may make the repairs. The city engineer shall keep an accurate account of the cost of the labor and materials used in making the repairs and use the abatement process outlined in Title 8 Health and Safety Chapter 8.04 Nuisances as needed. [EM5][CM6]

(Ord. XXX)

12.16.100 Liability of owners.

The owner or owners of land adjoining any street in the city shall be liable to any person suffering injury by reason of failure to maintain the drainage swales in front of such land in accordance with Chapter 12.16.

(Ord. XXX)

HOW TO MAINTAIN YOUR GRASS DRAINAGE SWALE

What is a grass drainage swale?

A grass drainage swale is an open channel that collects water from hard surfaces and allows it to percolate into the ground, reducing the amount of runoff leaving the road or property. The grass covering the side slopes and swale bottom provides a filtration surface for the water and helps to reduce the flow velocity. In steeper areas, some swales have stone or concrete 'check dams' across the width to help slow the flow rate, promote infiltration, and prevent erosion. Swales are commonly found along roads, parking lots, or between properties of some residential lots.

Typical grass swale



Who is responsible for this maintenance?

As the property owner, you are responsible for mowing & maintenance of your grass drainage swale. Some grass swales are structurally maintained by Anne Arundel County.

SUGGESTED MAINTENANCE ACTIONS*

MONTHLY

- Inspect your swale during and after storms to make sure that rainwater has drained and there is no erosion.
- Remove sediment and debris from in and around the swale.
- Remove weeds and plants that do not belong.
- Check for any obstruction or blockage of flow along inflow areas or pipes, including trash, debris, or sediment.

SEASONALLY

- Mow grass no shorter than 3 to 6 inches. Remove and compost all grass clippings.
- Adjust mower height to avoid scalping the edges of the side slopes.
- Remove and compost leaves in the fall and spring. Leaves may smother the grass and block the flow of rainwater.

AS NEEDED

- Reseed bare areas to avoid erosion. Be sure to water during the initial establishment period.
- Inspect and maintain or repair components.
- After rainfall, check the swale to ensure the water does not pond longer than 2 or 3 days after a rain storm.

DO NOT:

- Use excessive fertilizer or pesticides in your swale.

WHY IT'S IMPORTANT TO MAINTAIN YOUR GRASS DRAINAGE SWALE

An unmaintained grass drainage swale area may:

- Stop filtering the rainwater and allow trash and pollutants to enter into our local streams.
- Block the flow of rainwater and cause local flooding.
- Allow water to pool on the surface long enough to allow mosquitoes or other insects to breed (longer than 3 days).

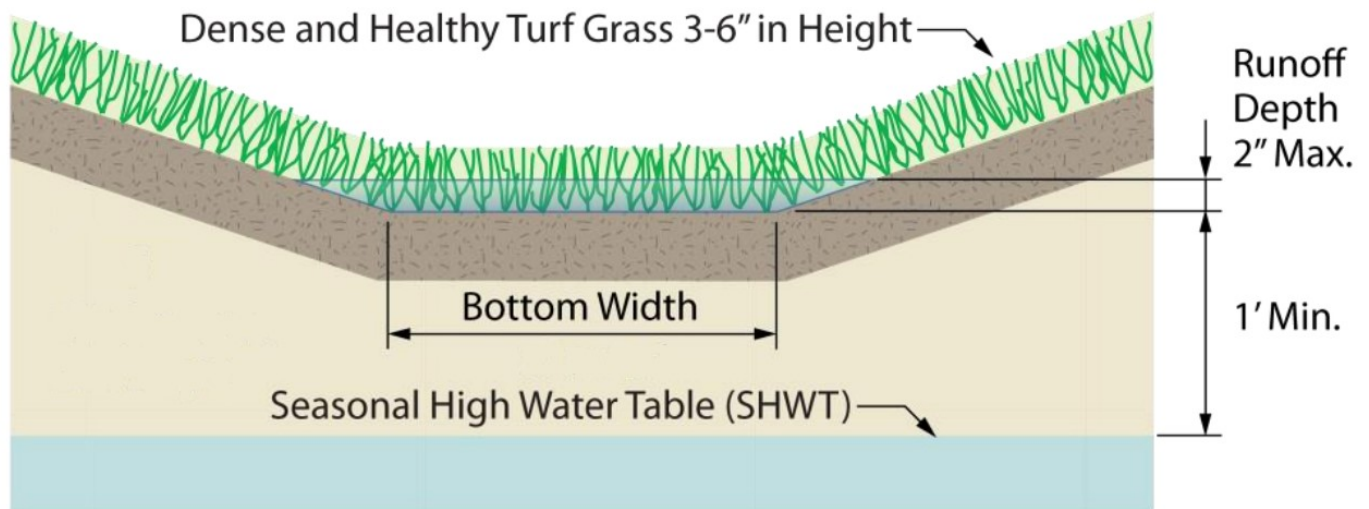
* Please refer to the Maryland Stormwater Design Manual, Volumes I and II for minimum requirements and procedures for maintaining BMPs. This document serves as the official guide for stormwater management principles, methods, and practices in the State of Maryland. Visit <http://bit.ly/MDESWDM>.

Symptom	Possible Cause	Solution
Poor grass health	You grass may be the wrong type for your shade and moisture conditions or they may be smothered by weeds.	Remove dead or disease grass and plant new vegetation as needed. Also be sure to regularly remove weeds and other invasive plants.
Standing water for over 48 hours after a rain event.	Clogging due to leaf litter, grass clippings sediment, or debris accumulation.	Remove any visible debris from the surface. Depending on severity, the swale may need to be tilled and replanted.
Erosion or bare soil	The rainwater is moving too fast and/or vegetation is lacking or nonexistent.	Stabilize the eroded areas by planting new vegetation. Consider using rocks to slow the flow of rainwater.

Recommended timeframes for routine maintenance

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Remove sediment, leaves and debris		•			•			•			•	
Remove trash	•	•	•	•	•	•	•	•	•	•	•	•
Mowing				•	•	•	•	•	•	•	•	
Watering, replanting, erosion control	— As needed —											

Typical Grass Swale Cross-Section (for illustrative purposes only)



Not to Scale

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: City Streets

Category: City Council Workshop

Staff Contacts: Brandon Hammond, City Manager

Summary:

The City Council will discuss how the recently adopted Public Works Standards apply to city streets and how they align with prior Council resolutions on street design and guidelines. The conversation will focus on confirming consistency between the new standards and existing policies. Council will also consider what steps to be taken in accordance to existing practices and current standards.

Attachment: NA

Budget/Fiscal Impact: NA

Recommendation: NA

Figure 4-2

Roadway Functional Classification System



- Freeway
- Arterial
- Planned/Future Arterial
- Collector
- Planned/Future Collector
- Neighborhood Collector
- Planned/Future Neighborhood Collector
- Local
- City Boundary
- Urban Growth Boundary
- Park
- Water

See Local Street Connectivity Plan for future local street connections

Generated On: 9/26/2025

Section 4, Item B.

