



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

Date: September, 2024

Planning:

- The September Planning Commission meeting included consideration of three applications, all of which were unanimously approved:
 - AR-24-05 for the development of a one-story, 28-unit apartment complex for the property at 377 Vaughan Lane (application scheduled for public hearing in September)
 - A-24-02 for the annexation of the property at 785 W B Street, including public right-of-way (application scheduled for public hearings in September and October)
 - S-24-04 for a 35-lot subdivision at 5th Steet and Joy Street (public hearing scheduled in September)
- In September, two projects were approved administratively:
 - PLA-24-03 to consolidate two properties into one parcel for the properties at 809 & 813 S Main Street
 - VAR-24-03 to authorize a fence above the maximum height in the setback area for the property at 1490 S 7th Street
- There are currently eight land use applications under review:
 - A-24-02 for the annexation of 785 W B Steet (City Council public hearing scheduled for October)
 - A-24-03 for the annexation of 1021 Airport Road (Planning Commission and City Council public hearings scheduled for October and November, respectively)
 - A-24-04 for the annexation of 2187 Mill Street (Planning Commission and City Council public hearings scheduled for October and November, respectively)
 - A-24-02 for the annexation of 140 Russell Drive (Planning Commission and City Council public hearings scheduled for October and November, respectively)
 - MLP-24-05 and CU-24-01 for the three-lot minor land partition and conditional use permit to authorize an attached zero-lot-line development for the property at 1681 Franklin Street (public hearing scheduled with Planning Commission in October)
 - MLP-24-06 for the partition of a parcel into two lots for the property located at 725 Kees Street (application is still under staff review)

- FEMA Floodplain-Endangered Species Act Updates – Starting in July 2024, FEMA began coordinating with participating National Flood Insurance Program communities (Lebanon included) to identify how to meet the new requirements of the Endangered Species Act. The new requirements are to collectively meet a “no net loss” standard of three critical natural floodplain functions: flood storage, water quality, and riparian vegetation. Simply put, this will add another layer of regulation similar to wetland mitigation to restrict development in the floodplain to preserve habitat for endangered species. The Community Development Director will attend the League of Oregon Cities conference to obtain additional training on this topic and will present to the Council in November on the City’s recommended action to meet the December 1st required notification to FEMA.
- City Legislative Efforts: The state held legislative days at the Capitol the week of September 23 – 26. The Mayor and Community Development Director attended committee hearings on Monday. On Tuesday, the Mayor, City Manager, Public Works Director, Community Development Director, and Sean Tate, Lobbyist consultant, attended seven meetings with Representative Pam Marsh, Matt Tshcabold, Housing and Homelessness Initiative Director from Governor Kotek’s Office, Representative Annessa Hartman’s staff, Representative John Lively, Representative Ed Diehl, Senator David Brock Smith, and Representative Jami Cate’s staff. On Wednesday, meetings were held with Senator Aaron Woods and Representative Boomer Wright. Overall, the City’s message on the need for funding for the wastewater treatment plant was well-received and understood, and guidance on next steps and future conversations to help ensure success was received.
- Strategic Planning Update: The City Manager and Community Development Director are reviewing the draft action plan and will be working with the Director team to ensure the draft actions appropriately reflect the focus groups, surveys, and council retreat, and the action indicators of success are measurable. The consultant team will provide a quick update on the status of the plan to the Council at the second meeting in October, and a brief work session will be scheduled in November to present the draft plan to the Council for review before the proposed adoption in December.
- Housing Production Strategy Implementation: Staff is reviewing the first round of draft code language provided by the consultants. A project management team meeting will be held mid-October to review, and a Project Advisory Committee meeting is scheduled for October 22, 2024 to review the proposed code language. A second joint planning commission/city council meeting is scheduled for November 13, 2024.
- Solar Project: An agenda item is scheduled for the second meeting in October to provide Council with an update and to receive direction from council on a possible future project.
- Grant Administration (Oregon Cascade West Council of Governments):
 - Submitted applications: Safe Streets 4 All grant, the grant has been awarded and the OCWCOG is awaiting the grant agreement.
 - Grant Research: Wastewater Treatment Plant capital grants, solar grants, emergency operations

- Grant Administration: OCWCOG is administering the EPA grant funding the environmental assessment work currently underway for the Champion Mill site and the upcoming reuse planning process.
- Waterline project: based on CDBG grant submittal deadlines, the waterline project is not ripe for submittal this cycle. City staff will continue to meet regularly with the grant writer to be prepared for application submittal for the next cycle, either spring or summer 2025.
- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: Staff did not participate in the monthly MAC meeting due to a scheduling conflict. There are no new updates to report.
- Rules Advisory Committee on Housing: DLCD has developed draft rules for the committee to review. Director Hart has submitted comments on behalf of the city as a RAC member to ensure the city and rural community voice is heard as part of the rule making process.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating in the LCSD Facilities Advisory Committee.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. Staff continues to work with the project consultants to verify the accuracy of Lebanon’s data for the Community Profile. A community survey has been posted to the City’s website and social media pages to obtain feedback on the community’s perceptions of natural hazards in the area.

Building:

- The city processed 71 permits in August. The total fees received were \$66,844.88, and the valuation of construction was \$404,863.04.
- By comparison, in August 2023, 91 permits were processed. The total fees received were \$87,730.76, and the valuation of construction was \$8,234,519.40.
- A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
 - 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)

Economic Development:

- Business visitation program: Two business visits were held in September, Elev8 Mortgage and Sand Ridge Charter School. Elev8 Mortgage discussed the desire to relocate their business downtown, and to teach a class about the mortgage process when purchasing a home. Opportunities to rent space downtown were provided as options and plans to develop an educational series with

mortgage brokers, real estate agents, the city, and housing developers was discussed. The visit with Sand Ridge included discussions on success rates of the students from Sand Ridge and the reduced funding in comparison to regular schools. Sand Ridge also identified the need for an additional facility in Lebanon.

- Downtown Building Restoration Program: This cycle, three projects were awarded grants totaling \$50,000: Papa's Building Façade Restoration (804 Main Street—\$25,000), Wells Fargo Building Façade Restoration (809 Main Street—\$20,000), and Kuhn Signage Additions and Painting (668 Main Street—\$5,000). The projects are underway. 730 S Main Street from the previous grant cycle has completed the work, and funds have been distributed.
- Rural Economic Alliance (REAL): The REAL group met in September to discuss general updates from member cities. The business survey closed on September 30th, and the data is currently being analyzed. Over 100 surveys were received from all member cities, with the city of Lebanon receiving the most respondents.