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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Planning, Government Affairs, and Economic Development City Manager Report Updates
Date: July 2025

Planning:

- The regular July Planning Commission meeting was canceled. The August meeting will be scheduled..
- In July, one land use application was approved administratively:
 - MR-25-01 for a phase of the self-storage facility on East Airport Road.
- There are currently six land use applications under review for three projects:
 - VAR-25-05 for a variance to the fence height for a property on Snow Peak Place
 - CU-25-02 to add a fueling station to the existing old Walgreens commercial site (application is under review)
 - Comprehensive Plan and Zoning Map Amendments CPMA-25-01 and ZMA-25-01 to change the land use designation from Mixed Use to Highway Commercial, Property Line Adjustment PLA-25-02 to consolidate two parcels together, and Conditional Use Permit CU-25-01 to authorize the construction and operation of a carwash facility for the parcel on Hwy 20, north of Burdell Blvd., just north of the new Tractor Supply (Planning Commission will hold a public hearing in August and City Council will hold a public hearing in September)
- Brownfield Conference: At the beginning of August, the Community Development Director attended the EPA Brownfield Conference. The conference provided information regarding potential funding sources to help clean up and redevelop brownfield sites, how to leverage community partners, updates on regulations, and community engagement examples for brownfield developments. This information will help move the Champion Mill project forward.
- City Legislative Efforts: A special session is scheduled for August 29, 2025, to address ODOT funding. The City has been closely following the Governor's proposed plan and participating in calls with the League of Oregon Cities to maintain up-to-date information about it. Staff intends to submit testimony before and during the special session to ensure the City's perspectives are considered and local funding is advocated for.

A pre-work session survey has been distributed to Councilors to obtain feedback on legislative priorities to help build the framework for the legislative platform. Staff requests that the surveys be returned before August 15th to allow for time to analyze the results before the work session.

- Strategic Planning Update: Six work sessions are scheduled over the next three months to prepare for the Council Goal setting session in October. Topics include: the municipal jail, wastewater

treatment plant capital improvement project, city hall and library capital projects, development of a legislative platform, champion mill brownfield redevelopment project, and city solar facility project.

- Mark your calendars **(DATE CHANGE)**: A half-day council goal-setting retreat will be scheduled for the afternoon (noon – 5:00 pm) of Wednesday, **NOVEMBER 12, 2025**. SSW Consulting will be facilitating.
- Housing Production Strategy Implementation: The development code is live, and staff have created internal and external handouts to help disseminate the new materials to the public. Shana Olson, Development Services Supervisor, presented the latest code updates to the Rotary Club on July 23, 2025. Staff is evaluating the Housing Production Strategy to determine the next implementation phase.
- Solar Project: Staff is working to identify the funding mechanism and potential phasing requirements for the project(s) and alternatives to make the project fiscally possible. The possible projects and alternatives will be presented to the Council in a future work session.
- Grant Administration:
 - Awarded applications:
 - Safe Streets 4 All grant. This is a federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement.
 - Housing Infrastructure Planning Grant: \$100,000 grant to study sewer capacity and traffic impacts for potential development scenarios for the Champion Mill site. An initial meeting was held with Kittelson Engineering to discuss the transportation study scope. Staff awaits a scope of work, and the project is anticipated to kick off sometime in September after school starts, to obtain appropriate traffic counts.
 - Grant Research: We are working on grants for Wastewater Treatment Plant capital improvements, solar grants, emergency operations, senior center programming/site improvement grants, parks master plan update grants, and housing infrastructure grants. We are also working on grants for the library capital improvements and the capital fundraising campaign.
 - Grant Administration: Phase II of the environmental report for the Champion Mill site has been submitted to DEQ for review. We await their review before submitting the proposed work plan for the final Phase II environmental analysis round. Staff met with the planning consultants to discuss the scope of planning work that could be completed with the funding from this grant. The proposed planning work will include an economic analysis of the site. Staff will coordinate the planning consultants with the transportation consultants to ensure the maximization of the study scope.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues to participate in the LCSD Facilities Advisory Committee. The Community Development Director participated in the LCSD School Board Work Session in May to begin the process of presenting the FAC's findings. A second board meeting is scheduled for August.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. A final plan draft has been circulated for review and approval internally by City staff. Depending on county scheduling, the adoption process is likely scheduled for

early summer. The city is still awaiting the county's approval to move forward with the plan's adoption. Latest update is the plan is still under review with FEMA.

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—Councilor Conti and Community Development Director Hart visited Calvary Coffee. The owner identified incredibly positive comments in working with the City, specifically the Community Development Department, and the knowledgeable staff of Tammy Dickey and Sean Eaton. They determined they had no major issues other than needing additional office space, approximately 2,000 square feet, and have plans to continue expanding their coffee roasting business. The day we visited, they received and installed a new, larger roaster to handle a larger capacity.
- Downtown Building Restoration Program: All five grant agreements have been signed. Two projects have been completed: 76 Sherman Street and Monarch Books. The Kuhn Theater also completed its improvements from the previous grant cycle—no updates on the progress of the three remaining grants.
- Rural Economic Alliance (REAL): The REAL group entered into a new contract for entrepreneurial support services with RAIN Catalysts for the next fiscal year. The region's marketing plan for economic development is moving forward, and REAL has contracted with Nate Conroy to help execute the plan. Nate Conroy is developing a schedule and plan of action, and a subgroup of REAL will meet with Nate the week after Labor Day to review it before distributing it to the entire REAL group.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the five-year regional CEDS update. This strategy document and plan ensure that the region and city are eligible for state and federal grants to help achieve their economic development goals. The document is currently out for public comment.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. No recruitment packages were submitted in July based on the city's available site inventory. There has been no follow-up on the recruitment packages sent this year.
- Strategic Plan Initiative 5.4: Collaborate with community partners – the Community Development Director participates in monthly meetings with the downtown association, chamber of commerce, and prominent business owners.