



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: Planning, Government Affairs, and Economic Development City Manager Report Updates
Date: June 2025

Planning:

- The regular June Planning Commission meeting was canceled.
- In June, one land use application was approved administratively:
 - PLA-25-01 for a property line adjustment between two parcels on Cleveland Street
- 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
 - MR-25-01 to review self-storage building placements as part of a previous Planned Development application on Airport Road (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 (application is under review, tentatively set for public hearings in August for Planning Commission and September for City Council)
- City Legislative Efforts: The legislative session came to a dramatic end in the late evening of Friday, June 27th, with an explosive public hearing for a narrowed-down transportation funding package, which ultimately failed to pass. The Governor has 30 days to review the bills passed by the legislature and determine whether or not to sign them into law. Staff will review all the legislation passed and those signed by the Governor over the next few weeks and provide a more substantial update in the following City Manager report.

The United States Supreme Court session has also come to a close, and a number of cases may impact city or council policy and decision-making. Staff is reviewing the cases and will provide an update on any cases that impact the city in the next City Manager report.

- 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. At the July City Council meeting, we will discuss how best to schedule these work sessions to ensure the greatest level of attendance by Council.

- Mark your calendars: A half-day council goal-setting retreat will be scheduled for the afternoon (noon – 5:00 pm) of Wednesday, October 8, 2025. SSW Consulting will be facilitating.
- Housing Production Strategy Implementation: The Code will go live on July 11, 2025. Staff is preparing handout updates to inform the public of the new code updates and conducting any necessary training.
- Solar Project: Staff is working with Pacific Power to identify different power agreements that can be pursued for this project. We have been able to quantify the size of project that would be needed to fully offset the City's power costs, and will be preparing a work session to present options and alternatives.
- Grant Administration:
 - Awarded applications:
 - Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement. It is being evaluated whether to apply for the next round of funding, which will be released in June, as we have yet to receive a contract from last year.
 - Housing Infrastructure Planning Grant: \$100,000 grant to study sewer capacity and traffic impacts for potential development scenarios for the Champion Mill site.
 - 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: We have received a verbal report on the preliminary results of the second round of Phase II testing for the Champion Mill site. The report will be submitted the week after the July 4th holiday, and the work plan for the anticipated final round of Phase II testing will be submitted to DEQ for review. The next round is expected to start in early fall. We will begin the grant's planning phase in mid-July with an Analysis Brownfield Cleanup Alternatives (ABCA) and a land use reuse plan.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating 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 FACs findings. A second board meeting is scheduled for June.
- 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.

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—No business visits occurred in June. We have a business visit confirmed for July.

- 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.



- 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 marketing plan for economic development and REAL in the region is moving forward with a contract with Nate Conroy to help execute the plan. REAL is finalizing contract negotiations and will begin implementing the plan this summer.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year 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.
- 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 June 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.