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# MEMORANDUM

## *Community Development*

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

Date: July, 2024

### **Planning:**

- The August Planning Commission meeting was canceled due to a lack of agenda items, and the September Planning Commission meeting will include public hearings to consider three applications.
- In August, one project was approved administratively:
  - VAR-24-08 for a Class II Variance to approve a rear yard setback variance for a property on Dodge Street.
- There are currently three land use applications under review:
  - 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 5<sup>th</sup> Steet and Joy Street (public hearing scheduled in September)
- 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. In the coming months, once the model ordinance is finalized, the City will need to choose how to implement the program: adoption of the model ordinance or evaluation of each proposal on a permit-by-permit basis. Staff continues to obtain training on the topic and evaluate the impact on staff time and the expertise needed to implement the new program to determine the best path forward.
- City Legislative Efforts: Bi-weekly meetings continue to be held with Sean Tate to discuss strategy. The following are the major legislative initiatives:
  - Developed exhibits for WWTP discussions to demonstrate funding needs in this biennium.

- Identified strategies to leverage funding from federal partners for solar projects and the WWTP funding.
  - Discussed implications of the FEMA floodplain regulations on housing productions and how that impacts our discussions with the legislators.
  - We began discussions in preparation for the September legislative days.
- **Strategic Planning Update:** An organization-wide survey has been sent to all city staff to provide input on the organization's themes, mission, vision, and values. On September 10, 2024, focus groups of city staff will be held with different groupings to obtain feedback on action items to implement the various themes and policy areas identified by the Council and Director team at the July retreat. The five focus group areas include Transportation and Infrastructure, Community Services and Cultural Opportunities, Financial Sustainability and Economy, Community Safety, and Engagement and Connection. Based on the input from the survey and focus groups, SSW Consulting will begin developing the draft of the Strategic Plan document to adopt the plan before the end of the calendar year.
  - **Housing Production Strategy Implementation:** On August 14, 2024, a joint City Council/Planning Commission work session was held to provide an update on the project's status. Based on the input, staff will continue forward with the consultant team to begin drafting code language for the small-lot single-family dwellings, address the infill development standards, develop cottage cluster standards to comply with the state's model ordinance, address manufactured dwelling park and home standards to comply with state law, and address the density bonus section as time permits. Additional work associated with implementing the Housing Production Strategy or general code clean-up items may be incorporated based on the consultant's and staff's capacity.
  - **Solar Project:** Staff and consultants from OSU met in August to discuss a path forward on a potential project, grants, timelines, project costs, and cost recovery options. Two options were considered: net meter or community solar projects. Staff will prepare a City Council work session for October to present potential scenarios and gain feedback from the Council on interests moving forward.
  - **Grant Administration (Oregon Cascade West Council of Governments):**
    - Submitted applications: Safe Streets 4 All grant
    - Grant Research: Wastewater Treatment Plant capital grants, solar grants, senior center programming/staffing
    - 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.
    - Met with the grant writer to discuss a list of city projects from multiple departments to begin compiling a schedule of upcoming grants and prepare project scope and application submittals.

- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: Staff did not participate in the monthly MAC meeting due to scheduling conflicts with the FEMA training. There are no new updates to report.
- Rules Advisory Committee on Housing: DLCD has developed draft rules for the committee to review. Director Hart will review them and partner with other RAC members and the League of Oregon Cities to develop comprehensive comments and suggestions for rule amendments.
- 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 50 permits in July. The total fees received were \$33,042.58, and the construction valuation was \$2,168,103.61.
- By comparison, in July 2023, 78 permits were processed. The total fees received were \$126,045.99, and the valuation of construction was \$13,514,312.96.
- 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 (2<sup>nd</sup> Street and Airport Road)
  - Airport Road Apartments – 60 units (Airport Road and Russell Drive)

**Economic Development:**

- Business visitation program: No business visits were held in August.
- 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 August to develop the survey questions and finalize the business and community survey work product. JayRay Consulting is developing the survey, which will be distributed region-wide once it is complete.