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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: April 2025

Planning:

- The regular April Planning Commission included two public hearings. Both applications were approved unanimously:
 - AR-25-02 for the development of a triplex on Hiatt Street and VAR-25-02 for a class III variance for the reduction in setback and property size required for the development of a triplex for a property on Hiatt Street (applications scheduled for public hearing before the planning commission at the April meeting)
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings tentatively scheduled in April for the Planning Commission and May for City Council)
- In April, three land use applications were approved administratively:
 - AR-25-03 and VAR-25-03 for a four-unit apartment complex with a requested class II variance for the rear setback for the property at 310 Elmore Street (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
 - AR-25-01 for improvements to Cheadle Lake Park (public notice issued on March 18, 2025, notice of decision to be issued at close of comment period)
- There are currently two land use applications under review:
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings are scheduled in April for the Planning Commission and May for City Council)
 - DCA-25-01 for the adoption of development code amendments associated with new housing opportunities identified in the Housing Production Strategy (hearings scheduled in May for the Planning Commission and June for the City Council)
- City Legislative Efforts: At the beginning of April, the Mayor, City Manager, Public Works Director, and Community Development Director attended Water Week in Washington, DC. Eight meetings were conducted with both senators' offices, all House representatives, except Cliff Bentz's office, the Subcommittee on Water Resources and Environment, and the National League of Cities. Topics of discussion included the city's wastewater treatment plant capital improvement needs, impacts of PFAS/PHAS regulations, the effects of the USACE drawdown on the South Santiam River, and the cumbersome federal granting system and requested modifications to the system. Follow-up meetings have already resulted from the trip with the Rural Community Assistance Corporation and connections with the regional offices of Senator Wyden.

For the State legislative updates, we started tracking over 100 bills that could impact the City. By April 9, the bills needed a first chamber work session, or they will no longer move forward for consideration. Of all the bills we were tracking, 42 did not meet the April 9th deadline. Of the bills we are continuing to track, the following may be of interest to the Council:

- HB 3054 creates rent control specific to manufactured home parks
- HB 3209 establishes a fee on recreational vehicle registrations to create an RV disposal fund to help pay for the disposal of RVs.
- HB 3104 establishes a statewide rural community resource center to help rural cities with capacity and technical assistance to apply for grants and grant management.
- Strategic Planning Update: A mid-year report will be provided in June or July. Staff will re-engage with SSW Consulting this summer to schedule a Council goal-setting session for late fall/early winter.
- Housing Production Strategy Implementation: Public hearings are scheduled for May and June before the Planning Commission and City Council for the development code updates. Once adopted, informational flyers and website updates will be prepared to disseminate the information. Staff is evaluating the housing production strategy to identify the next round of implementation.
- Solar Project: Staff is meeting with a new set of consultants to scope the project.
- 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.
 - 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: OCWCOG administers the EPA grant funding for the environmental assessment work underway for the Champion Mill site and the upcoming reuse planning process. Phase II report drafting is underway. OCWCOG participated in the Chamber Biz Expo in April to receive community feedback on possible reuse ideas for the Champion Mill site. Although a final report has not been provided, at the time of the visit to the booth, mid-afternoon, the overwhelming desire was to provide housing on the site. The EPA grant will also pay for site reuse planning. Staff will work with the consultants to identify the scope and when to initiate the project.
- 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. 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.

Building:

- The city processed 44 permits in March. The total fees received were \$21,254.35, and the construction valuation was \$1,028,599.53.
- By comparison, in March 2024, 96 permits were processed. The total fees received were \$66,942.59, and the construction valuation was \$5,321,316.40.
- A current list of the more significant construction sites include:
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
 - Gas Station and Convenience Store (911 W Airport)
 - Lane Manufacturing – Industrial Building (Montessa Way)
 - Tractor Supply (Burdell Boulevard)

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—Due to scheduling conflicts and the Washington, DC trip, business visitations were canceled for April. They will resume in May.
- Downtown Building Restoration Program: All five grant agreements have been signed. One project is currently under construction. One project from the previous fiscal year, Kuhn Theater, is potentially moving forward if it can be completed by the end of this fiscal year.
- Rural Economic Alliance (REAL): Negotiating a new contract with RAIN Catalysts to provide entrepreneurial support to the region for the next two years. Completing closeout procedures for the ROI grant. Continuing to negotiate a contract for a consultant to implement the marketing plan and advertising for a summer intern.
- 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 the region and city are eligible for state and federal grants to help accomplish 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 April 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 Mayor, City Manager, and Community Development Director attended the Chamber of Commerce Biz Expo and the Chamber Forum Luncheon in April.