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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: March 27, 2024

### **February Report:**

#### **Planning:**

- The March Planning Commission meeting was canceled.
- In March, three land use applications were approved administratively:
  - PLA-24-02 for a property line adjustment between two parcels on Williams Street and Carolina Street
  - PLA-24-03 for a property line adjustment between two parcels on Elmore Street and Kimber Court
  - MLP-24-02 for a minor land partition to create two parcels from a property on Hansard Avenue
- Staff is currently processing 4 land use applications for 3 projects:
  - Class I Variance request for fencing on Russell Drive (application under staff review)
  - Planned Development and Subdivision application for a 120-lot subdivision on Crowfoot Rd (application is scheduled for public hearing in April)
  - Comprehensive Plan Text Amendment to incorporate a minor amendment to the adopted Transportation System Plan (application is scheduled for public hearings in April and May)
- State Capital Funding Requests: None of the City's capital infrastructure funding requests were included in the budget or infrastructure bills passed this legislative cycle. Staff has already begun the process of developing materials to help garner support for funding in the next legislative cycle and has set up meetings with our State representative in May to continue discussions.
- Housing Production Strategy Implementation: Staff held a kick-off meeting in March with the chosen consultant MIG to begin the code amendment process to implement certain Housing Production Strategies. As part of the code amendment process, a Project Advisory Committee will be formed to help guide the code development.
- Community Development Block Grant (CDBG) Program: Grant agreement documents are forthcoming.
- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: All agencies with funding allocation are currently ramping up their projects and expending funds. CSC continues the process of developing the regionwide CoC.

- Rules Advisory Committee on Housing: The Community Development Director continues to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple-year appointment that will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues to participate in the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, to bring expertise in population growth projections and development projections to the group. The committee is anticipated to be an approximate year appointment.

#### **Building:**

- Building Permit Fees: The Building Division has not raised fees since 2015. As such, to address the increases in staffing and operating costs, and upcoming contract amendments with the City's Contract Building Official, the Department will be proposing fee increases. These fee increases will be in line with a similar increase expected with the City of Sweet Home who utilizes the same Contract Building Official and will be similar to Linn County building permit fees. At the end of March, the proposed fees were submitted to the Oregon Building Codes Division for review. The fees will be presented to the City Council in May for consideration.
- The city processed 48 permits in February. The total fees received were \$32,326.27 and the valuation of construction was \$1,191,013.00.
- By comparison, in February 2023, 36 permits were processed. The total fees received were \$11,862.91 and the valuation of construction was \$577,851.00.
  - A current list of the larger construction sites include:
    - Riverside Banks Subdivision and Duplexes (Williams Street)
    - Seven Oaks Middle School Addition (Cascade Drive)
    - Panda Express (Airport/Hwy 20)
    - 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)

#### **Economic Development:**

- Due to budget reductions, the Economic Development Catalyst position will not be filled. The Economic Development Division functions will be significantly reduced based on capacity constraints, and the Community Development Director will work to identify alternative options to provide targeted economic development services without staffing.
- Business visitation program: In March, Mayor Jackola, Councilor Dykstra, and Community Development Director Hart visited two businesses in Ward 1:

- Citizens Bank: The meeting discussed the charitable efforts of Citizens Bank in the community, they serve, and the status of business growth. The company has a low employee turnover rate, but when positions are open, there is difficulty finding quality entry-level candidates. The City introduced the Bank to the Willamette Workforce Partnership Y-CAN program and provided follow-up information to the company about the program and other services that could help with finding quality employees.
- Rife's Furniture: Discussion included how the City of Lebanon differs in comparison to other surrounding communities in terms of ease of work, how we are growing, and the positive business climate the company feels the City portrays. Items of improvement discussed include assisting with cleaning up the area of the canal that has high weeds creating encampment opportunities on the business's property and providing tips on how to modify the exterior of the property to deter overnight use of the property. Employment resources were also provided to help find qualified staff for back-of-house employment opportunities.
- Downtown Building Restoration Program: Three projects were awarded grants this cycle for the total grant allocation of \$50,000: Papa's Building Façade Restoration (804 Main Street - \$25,000), Wells Fargo Building Façade Restoration (809 Main Street - \$20,000), Kuhn Signage Additions and Painting (668 Main Street - \$5,000). Contracts have been submitted for signature and projects will be underway shortly.
- Rural Economic Alliance (REAL): The REAL group did not meet in March due to conflicts with spring break. Work continues on grant implementation for the new round of the Rural Opportunity Initiative grant which will bring entrepreneurial support to the Lebanon community, as well as funding to the REAL group to implement the strategic plan. The April meeting is slated to bring in a consultant to finalize the scope of work for the next project implementation.