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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: May 30, 2024

May Report:

Planning:

- The May Planning Commission meeting included the following actions:
 - Approval of Annexation A-24-01 for 810 Kees Street was recommended to the City Council.
 - Discussed the City's hosting of the State Land Conservation and Development Commission meeting in April and the roundtable discussion with the Commission and City representatives.
- In May, four land use applications were approved administratively:
 - AR-24-02 for a 14-unit apartment complex on Primrose Street
 - AR-24-03 for a triplex on S 7th Street
 - MLP-24-04 for a partition to divide a parcel into two lots on E Grant Street
 - VAR-24-06 for a fence height variance on Turtledove Loop
- Staff is currently processing 3 land use applications for 3 projects:
 - A-24-01 for the annexation of the parcel 810 Kees Street (application is scheduled for public hearings in May and June)
 - S-24-03 for a 5-lot subdivision on 810 Kees Street (application is scheduled for public hearing in June)
 - AR-24-04 for an amendment to an approved project to increase the size of a proposed commercial building and parking area for the property at 911 W Airport Road (application is scheduled for public hearing in June)
- City Legislative Efforts: The City has contracted with Tate Public Affairs to assist with our efforts to have a greater presence in the State legislature and pursue opportunities for direct funding for infrastructure improvements to the Wastewater Treatment Plant. In the last month, Sean Tate met with staff four times to begin training on communication techniques with legislators; participated with the Mayor, Interim City Manager Ron Whitlatch, and Community Development Director Kelly Hart in a meeting at the State Capitol with Representative Jami Cate, and two zoom meetings with Representative Pam Marsh, Chair of the House Committee, and Senator Dick Anderson with the Senate Housing Ways & Means Committee; participated in a tour of the Wastewater Treatment Plant with Representative Chavez-DeRemer's office; and met with Representative David Gomberg, Vice Chair of Ways & Means, Senator Janeen Sollman, Senate Housing, Ways & Means member, and

Representative Ken Helm, Chair House Water. Additional work is underway to develop collateral to leave with legislators to refer back, and additional meetings are continually being scheduled.

- Strategic Planning Update: SSW Consulting has invited City Councilors and Directors to participate in a pre-strategic plan workshop interview, which will help develop the workshop themes and exercises. All interviews must be completed by the end of June to prepare for the workshop on July 22. Our community partner, Boulder Falls, has donated the Annex room to the City for the strategic planning workshop day.
- Housing Production Strategy Implementation: The City has finalized the Project Advisory Committee to participate in developing the Code Updates. MIG Consulting has completed the code review and data analysis, and the first Project Management Team meeting is scheduled for the middle of June. A joint City Council-Planning Commission work session is planned for July.
- Solar Project: Community Development Assistant Josh Bacher has been assisting in researching opportunities to implement solar projects at City facilities to offset utility costs. Inquiries have been submitted to the Energy Trust of Oregon, which will connect the City with an organization that will do a site assessment for each of our facilities to identify the amount of solar that could be installed and the incentives and financial assistance available to help implement the projects.
- Community Development Block Grant (CDBG) Program: The grant agreement documents are fully executed, and funding will become available within the month. As part of the grant implementation, the City has to update several documents, including republishing our fair housing resolution, conducting an ADA analysis of each of our facilities open to the public, and posting a fair housing poster at city hall. Staff is in the process of conducting the ADA analysis.
- Continuum of Care (CoC) and Multi-Agency Coordination (MAC) to address homelessness: All agencies with funding allocation are implementing their projects and expending funds. CSC continues the process of developing the regionwide CoC with no new updates.
- 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 multiple-year appointment will provide Lebanon with a voice at the table in developing 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, which is 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:

- Northwest Code Professionals Contract: City staff is negotiating a new contract with NWCP. The existing contract has been in place since 2015, with a minor amendment in 2017. Once the parties agree to the terms, staff will present the contract to the Council for adoption.
- The city processed 85 permits in April. The total fees received were \$128,849.98, and the construction valuation was \$12,218,511.46.

- By comparison, in April 2023, 50 permits were processed. The total fees received were \$14,663.35, and the construction valuation was \$800,988.35.
 - A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - 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 (2nd Street and Airport Road)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
 - Harbor Freight Tenant Improvements (Lebanon Plaza Shopping Center)

Economic Development:

- Business visitation program: In May, the new Harbor Freight management was hosted at City Hall to discuss opportunities to partner with the City as they open and grow, discuss childcare resources available in the region to help their new staff, and discuss resources to assist in the new staffing process.
- Business recruitment: Staff is currently working to recruit a sandwich restaurant to town based on community feedback. Research into numerous franchises has been conducted, and direct communication has been made. One company has identified an interest in locating in Lebanon, and staff is working with commercial brokers to identify any possible operators to take on the opportunity.
- 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). Projects are underway.
- Rural Economic Alliance (REAL): The REAL group met in May to continue discussing regional business survey development to identify business resource needs for each city and region. Partners from the Corvallis-Benton County Economic Development Office participated in the meeting. Work continues on grant implementation for the new round of the Rural Opportunity Initiative grant, which will bring entrepreneurial support to the Lebanon community and funding to the REAL group to implement the strategic plan.