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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: October, 2024

Planning:

- The October Planning Commission meeting included consideration of four applications, all of which were unanimously approved:
 - MLP-24-05 and CU-24-01 for the three-lot minor land partition and conditional use permit to authorize an attached zero-lot-line development for the property at 1681 Franklin Street
 - A-24-03 for the annexation of 1021 Airport Road
 - A-24-04 for the annexation of 2187 Mill Street
 - A-24-05 for the annexation of 140 Russell Drive
- In October, three projects were approved administratively:
 - MLP-24-06 for a two-parcel partition for the property at 725 Kees Street in the RM zone
 - MLP-24-07 for a two-parcel partition for a property on the east side S Santiam Hwy north of Burdell Blvd. in the MU zone
 - VAR-24-10 for a fence height variance for a property on Sandridge Court in the RM zone
- There are currently three land use applications under review:
 - A-24-03 for the annexation of 1021 Airport Road (City Council public hearing scheduled for November)
 - A-24-04 for the annexation of 2187 Mill Street (City Council public hearing scheduled for November)
 - A-24-05 for the annexation of 140 Russell Drive (City Council public hearing scheduled for November)
- League of Oregon Cities Conference: The Community Development Director attended the League of Oregon Cities' Fall Conference. Sessions of interest included maximizing the use of AI for workflow enhancement, LOC lobbying priorities for the upcoming legislative session, recommendations for actions on the FEMA BiOp, and updates on the Grants Pass case.
- FEMA Floodplain-Endangered Species Act Updates—Based on training from FEMA, the LOC conference, and other resources, an update on this topic will be provided to the Council at the November city council meeting.
- City Legislative Efforts: Staff is preparing for the December legislative days and awaiting the results of the November elections before identifying the next round of targeted discussions with state and federal legislators.

- Strategic Planning Update: The strategic plan draft is nearing completion. Draft action items have been finalized and are being incorporated into the document. The draft mission, vision, and values have been reviewed by staff, and all comments received were in support of the proposed language. A work session at the November city council meeting will present the draft strategic plan in detail for council review.
- Housing Production Strategy Implementation: The second project advisory committee was held in October to review the first round of draft code amendments. Comments were provided. The draft code and PAC comments will be presented at a joint work session with the city council and planning commission on November 13, 2024.
- Solar Project: Staff will continue evaluating the solar opportunities for the wastewater treatment plant and prepare a grant application for May 2025.
- Grant Administration (Oregon Cascade West Council of Governments):
 - Submitted applications: Safe Streets 4 All grant, the grant has been awarded and the OCWCOG is awaiting the grant agreement.
 - Grant Research: Wastewater Treatment Plant capital grants, solar grants, emergency operations
 - 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.
- Rules Advisory Committee on Housing: DLCD has developed draft rules for the committee to review. Director Hart continues to submit comments on updated drafts.
- 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 final draft of the plan is expected by the end of the year.

Building:

- The city processed 44 permits in September. The total fees received were \$16,748.63, and the valuation of construction was \$628,701.22.
- By comparison, in September 2023, 47 permits were processed. The total fees received were \$21,154.50, and the valuation of construction was \$2,866,409.00.
- 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)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)

- Airport Road Apartments – 60 units (Airport Road and Russell Drive)
- Gas Station and Convenience Store (911 W Airport)

Economic Development:

- Business visitation program: The Community Development Director and Councilor Ulfers visited Conversion Brewing for the October Business Visitation program. Discussions included downtown parking constraints and possible solutions, concerns over activity in Strawberry Plaza and potential solutions, and the business owner providing a general update on how the business operates and the company's mission. Staff is following up on items identified during the business visit for follow-up.
- Downtown Building Restoration Program: The Wells Fargo building grant has been completed and closed out. Papa's Grocery, now Wisteria House, has requested a grant extension due to delays associated with the state grant requirements.
- Rural Economic Alliance (REAL): The business survey is being evaluated. Over 100 survey results were received throughout the region, with most respondents from Lebanon. The consultants will assess the survey responses and follow up with a draft marketing plan in December for review.
- Cascade West Economic Development District—Comprehensive Economic Development Strategy Meeting: On October 29, 2024, the Community Development Director participated in the five-year strategic planning meeting to update the region's comprehensive economic development strategy (CEDS). The CEDS is an essential regional alignment and planning tool required to have in place to be eligible to obtain EDA grants and several other state and federal economic development grants.