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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: December, 2024

### **Planning:**

- The November Planning Commission was canceled due to lacking public hearing items. The Planning Commission participated in a joint City Council-Planning Commission work session on November 13, 2024, to review the latest updates of the development code project.
- In November, no projects were approved administratively.
- There are currently six land use applications under review:
  - PLA-24-05 for a property line adjustment between two parcels on Vine Street (staff is reviewing the application)
  - AR-24-07 and VAR-24-11 for the development of a new commercial building, including a request for an adjustment to the street side setback for the property located on Primrose Street and Russell Drive in the Highway Commercial zone (Notice of Decision is pending)
  - VAR-24-12 for an adjustment to the rear setback of a property on S 7<sup>th</sup> Street (Public notice has been issued)
  - CPMA-24-01 and ZMA-24-01 for a comprehensive plan map and zoning map amendment to rezone a residential block from low-density to high-density residential on Hiatt Street (application scheduled for public hearing before planning commission in December and City Council in January 2025)
- City Legislative Efforts: Staff is preparing for and will participate in Legislative Days at the Capitol, scheduled for December 10-12.
- Strategic Planning Update: The strategic plan will be presented to the City Council for adoption consideration at the December City Council meeting. Once adopted, staff will begin developing department implementation plans and reporting programs and implementing the plan.
- 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 were presented at a joint work session with the city council and planning commission on November 13, 2024. Staff is working with the consultants to develop the final proposed code language based on direction from the PAC and the City Council and Planning Commission. The next round of code updates will be presented to the PAC in January.
- 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, and water line replacements.
  - 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.
  - The City Manager, Community Development Director, and Finance Director participated in a discovery call for Euna Grants, a program to help with grant administration and tracking, as an option to increase the city's grant capacity.
- Rules Advisory Committee on Housing: DLCD has developed draft rules for the committee to review. Director Hart continues to submit comments on updated drafts. The final rules advisory committee meeting for the Oregon Housing Needs Analysis is scheduled in December.
- 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 has been circulated for review.
- Multiagency Coordination on Homelessness (MAC) group: The MAC group announced during its November meeting that the 2025 Point-In-Time Count is scheduled for Wednesday, January 29, 2025. Community Services Consortium is taking the lead in coordinating volunteers and community resources to help with the regional count of unhoused individuals.

**Building:**

- The city processed 52 permits in October. The total fees received were \$34,274.36, and the construction valuation was \$1,648,610.45.
- By comparison, in October 2023, 41 permits were processed. The total fees received were \$13,675.34, and the valuation of construction was \$833,449.52.
- 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 (2<sup>nd</sup> 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, City Manager, Mayor, and Councilor Salvage visited Colonia Paz for the November Business Visitation program. The meeting included a robust discussion on the numerous programs provided by Colonia Paz to the on-site community, the amount of need for affordable housing that still exists in the community, with a year-long waitlist for an apartment at Colonia Paz, and opportunities for the City and Colonia Paz community to partner further.
- Downtown Building Restoration Program: The Wells Fargo building grant has been completed and closed. Papa's Grocery, now Wisteria House, has requested a grant extension due to delays associated with the state grant requirements. The new grant cycle will be released at the beginning of 2025.
- Rural Economic Alliance (REAL): The business survey is being evaluated, and a marketing plan is being developed based on the results. Over 100 survey results were received throughout the region, with most respondents from Lebanon. The REAL group did not meet in November due to the Thanksgiving holiday; the next meeting is scheduled for December 13, 2024.