



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

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 25, 2024

February Report:

Planning:

- The April Planning Commission meeting included the following actions:
 - Approval of PD-24-01, S-24-02 for the platting and phased development of a 122-lot, 9-tract residential subdivision on a 26.62 acre property on the south side of Crowfoot Road, east of Hillview Drive.
 - Recommended approval of CPTA24-01 for the Transportation System Plan amendment to include a roundabout at the intersection of Weldwood Drive and Cascade Drive as a potential transportation improvement project. This action will allow the City to apply for grants to help fund the project.
 - Assigned two Planning Commissioners to the Housing Production Strategy Code Implementation Project Advisory Committee.
- In April, one land use application was approved administratively:
 - MLP-24-03 a land partition to divide a parcel on Wagon Wheel Drive and Cascade Drive into two parcels.
- Staff is currently processing 5 land use applications for 5 projects:
 - AR-24-02 for a proposed 14-unit apartment complex on Primrose Street (application is currently under staff review)
 - AR-24-03 for a proposed triplex on S 7th Street (application is currently under staff review)
 - MLP-24-04 for a proposed partition to divide a parcel into two lots on E Grant Street (application is currently under staff review)
 - A-24-01 for the annexation of the parcel 810 Kees Street (application is scheduled for public hearings in May and June)
 - Comprehensive Plan Text Amendment to incorporate a minor amendment to the adopted Transportation System Plan (application is scheduled for public hearing in May)
- State Capital Funding Requests: The City of Lebanon did not receive any direct funding for infrastructure as part of any of the funding bills in the last legislative session. To ensure the City has a greater opportunity for success in the future, the City is investing in consulting services to train staff and interested Councilors on how to effectively communicate with State and Federal legislators,

and to directly lobby on our behalf for funding and legislative priorities of the City. Tate Public Affairs will be under contract for a period of one year to assist in these efforts.

- **LDCD/DLCD Visit:** On April 25-26, the State Land Conservation and Development Commission and the Department of Land Conservation and Development visited Lebanon to hold their quarterly meeting. The visit included a tour of the City, hosted by Mayor Jackola, Interim City Manager Ron Whitlatch, and Community Development Director Kelly Hart. The tour included a drive around the north end of town to discuss the mixed use development of Western University of Health Sciences, Boulder Falls, the Event Center, ODVA, the apartments, and the Mill Race development. The tour continued Downtown with a stop at the MBVA building to discuss the rejuvenation of downtown business and the joint workspace concept, as well as a tour of Mayor Jackola's residential development project to discuss the growth of residential living in downtown. The last stop was a visit to Colonia Paz to tour the new affordable housing development.

The visit included a roundtable discussion with Mayor Jackola, Council President Steinhebel, Councilors Workman and Ullfers, Planning Commissioners Robertson and Breshears, Interim City Manager Whitlatch and Community Development Director Hart, along with other agency members from Benton County, Linn County, City of Albany, Community Services Consortium, Crossroads Communities, and LDCD and DLCD staff. The roundtable included a robust conversation on infrastructure, the State's land use planning system, wetlands, housing and homelessness, and how DLCD and the State could better support the City in its planning efforts.

- **Housing Production Strategy Implementation:** The City is finalizing the Project Advisory Committee to participate in the development of the Code Updates. MIG Consulting is completing code review and data analysis to prepare for the first PAC meeting anticipated to be at the end of June.
- **Community Development Block Grant (CDBG) Program:** Grant agreement documents are fully executed, and funding shall become available within the month.
- **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 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 96 permits in March. Total fees received were \$66,942.59 and valuation of construction was \$5,321,316.40.
- By comparison, in March 2023, 87 permits were processed. Total fees received were \$74,269.54 and valuation of construction was \$6,772,056.52.
 - 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 (2nd 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 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: April business visitation was scheduled for Café Rock. Unfortunately, the business had a scheduling error and the visit had to be canceled. No other visits were scheduled for the month.
- 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 April to discuss developing a regional business survey to identify business resource needs for each city and region. 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.