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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: January 29, 2024

February Report:

Planning:

- The February Planning Commission (PC) meeting included consideration of one public hearing:
 - AR-24-01, S-24-01, VAR-24-02, 03, 04 for a 19-lot subdivision and development of a townhome and zero-lot-line development with variances to the number of dwelling units allowed on a private street, the minimum lot size of a corner lot, and the rear yard required for two lots for project area between Walker and Wassom east of Stoltz Hill Road.
 - The Planning Commission approved the project.
- In February, no projects were approved administratively:
- Staff is currently processing 7 planning applications for 5 project:
 - Minor Land Partition and Property Line Adjustment between 163-177 W C Street (application under public comment period)
 - Class I Variance request for fencing on Russell Drive (application under staff review)
 - Property Line Adjustment between two parcels on Carolina St and Williams St (application under staff review)
 - Planned Development and Subdivision application for a 120-lot subdivision on Crowfoot Rd (application is under staff review)
 - Comprehensive Plan Text Amendment to incorporate a minor amendment to the adopted Transportation System Plan (materials being developed)
- State Capital Funding Requests: As part of the current legislative session, the City submitted three funding requests through Representative Cate and Senator Hayden's Offices for capital funding projects including an infrastructure project for the development of housing, funding for the pre-treatment needs of the water treatment plant due to the effects of the draw down of the Green Peter Dam, and funding for the needed capacity improvements at the wastewater treatment plant. Once the legislative session is complete with the funding bills passed, an update will be provided on funding status.
- Housing Production Strategy: DLCD has officially acknowledged the City's Housing Production Strategy! A formal letter of acknowledgement was provided to the City on February 2, 2024.
- Community Development Block Grant (CDBG) Program: The City received notice that the CDBG grant was approved by the State to support the Linn County Housing Rehabilitation Program. Grant agreement documents are expected and program to be initiated in spring.

- 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 to develop 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 which 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 on the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, with the goal of bringing 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 increase 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. Once the fees are finalized, they will be presented to Council for consideration and adoption.
- The city processed 56 permits in January. Total fees received were \$38,697.04 and valuation of construction was \$3,086,926.00.
- By comparison, in January 2023, 33 permits were processed. Total fees received were \$11,998.16 and valuation of construction was \$260,141.00.
 - A current list of the larger construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - Chipotle interior renovations and façade improvements (S Santiam Highway)
 - Seven Oaks Middle School Addition (Cascade Drive)
 - Anderlik Manor Renovation (W Grant Street)
 - Panda Express (Airport/Hwy 20)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - Weldwood Storage (Weldwood 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)

Economic Development:

- Alysia Rodgers, Economic Development Catalyst has left her position after 5 years with the City on February 14, 2024. Alysia's outstanding work over the years brought over \$500,000 into the community for business assistance, helped businesses grow, solidified our regional economic development reach with the Rural Economic Alliance, and furthered the City's goals on economic development with the adoption of the Economic Opportunity Analysis. She was an absolute asset to the Community Development Department team and will be missed.

- 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 February, Mayor Jackola, Councilor Salvage, and Community Development Director Hart visited two businesses in Ward 3:
 - Grocery Outlet: The meeting informed the City about how Grocery Outlet operates, the benefits it provides to its employees, and how business has been in the economic climate of high interest rates. The store specifically requested the City lobby the state into bringing a Bottle Drop to Lebanon. In addition, conversation regarding shopping cart retrieval and how the City plans to amend the process was discussed. As a follow-up, direct contact for the Community Service Officers was provided.
 - Hometown Comfort Station: Discussion included updates on how the business was fairing after the relocation to the current location, the history of the business development, ongoing marketing efforts, and how the business owners wish for the business to grow. Resources were provided to the business including connection to RAIN, and SBDC to help with business development plans and social media marketing.
- 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 meeting in February included a presentation from SBDC to discuss the scope of services provided to the region and how to further solidify partnership with the REAL cities. Additional discussion included how to move forward with the reduced capacity from the loss of the economic development catalyst from Lebanon, and how to proceed with the survey and business resource project in the pipeline.