



**LEBANON CITY COUNCIL  
REGULAR MEETING AMENDED AGENDA  
July 13, 2022 (5:30 PM – EXECUTIVE SESSION  
AND 6:00 PM REGULAR MEETING)  
Santiam Travel Station  
750 3rd Street, Lebanon, Oregon**

*Mayor Paul Aziz*

*Council President Michelle Steinhebel    Councilor Wayne Dykstra    Councilor Gamael Nassar  
Councilor Wayne Rieskamp            Councilor Jeremy Salvage    Councilor Kim Ullfers*

**MISSION STATEMENT**

*The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.*

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**CALL TO ORDER** – 5:30 PM – The City Council will immediately recess the Regular Meeting and convene into Executive Session.

**EXECUTIVE SESSION** *Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.*

***Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions***

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**RECONVENE REGULAR MEETING 6:00 PM**

**CALL TO ORDER / FLAG SALUTE**

**ROLL CALL**

**CONSENT CALENDAR** *The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.*

<b>AGENDA</b>	Lebanon City Council Agenda – July 13, 2022
<b>APPOINTMENTS</b>	Budget Committee – Rebecca Grizzle Planning Commission – Karisten Baxter (alternate)
<b>BOARD MINUTES</b>	Trees & Trails Advisory Committee - April 20, 2022
<b>COUNCIL MINUTES</b>	May 25, 2022 Regular Session and June 8, 2022 Regular Session
<b>LIQUOR LICENSE</b>	Bloom Boutique & Tea House (Full On-Premises Commercial)
<b>POLICY</b>	Cyber Security Policy Update

## **PRESENTATIONS / RECOGNITION**

- Habitat for Humanity Presentation
- Oregon Cascades West Council of Governments (OCWCOG) Presentation
- City of Lebanon Cyber Security Presentation

**PUBLIC COMMENTS** Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to respond. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to [cityrecorder@ci.lebanon.or.us](mailto:cityrecorder@ci.lebanon.or.us) prior to 5:00 PM on July 12. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.

## **REGULAR SESSION**

- 1) **Approval to Award Lupine Neighborhood Sanitary Sewer Rehabilitation Project (Project No. 20712)**  
Presented by: Ron Whitlatch, Engineering Services Director  
*Approval/Denial by MOTION*
- 2) **Assignment of Councilor to Economic Opportunity Analysis Advisory Board**  
Presented by: Kelly Hart, Community Development Director  
*DISCUSSION*
- 3) **Acceptance of the Housing Needs Analysis**  
Presented by: Kelly Hart, Community Development Director  
*Approval/Denial by RESOLUTION NO. 2022-19*
- 4) **Accepting the Oregon Business Development Department Brownfield Redevelopment Fund Grant for an Environmental Site Assessment**  
Presented by: Kelly Hart, Community Development Director  
*Approval/Denial by RESOLUTION NO. 2022-21*
- 5) **Measure 109 Psilocybin Discussion**  
Presented by: Kelly Hart, Community Development Director  
*Approval/Denial by MOTION*
- 6) **Amending Section 1 of Resolution 2022-10 to Include Delinquent Sewer and Storm Drain Assessments**  
Presented by: Nancy Brewer, City Manager  
*Approval/Denial by RESOLUTION NO. 2022-16*
- 7) **Authorizing Acceptance and Appropriation of a State of Oregon Grant to Implement Accessibility Improvements at Cheadle Lake Park**  
Presented by: Nancy Brewer, City Manager  
*Approval/Denial by RESOLUTION NO. 2022-20*
- 8) **City Manager's Report**  
Presented by: Nancy Brewer, City Manager  
*DISCUSSION*

## **ITEMS FROM COUNCIL**

**PUBLIC/PRESS COMMENTS** *An opportunity for citizens and the press to comment on items of city business.*

## **NEXT SCHEDULED COUNCIL MEETING**

➤ July 27, 2022 (12:00 PM) Work Sessions & Regular Session

## **ADJOURNMENT**

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*If you **cannot** attend the meeting, but wish to address the Council under Public Comments or for a Public Hearing electronically, click [HERE](#) to register in advance for the meeting. You will receive a confirmation email containing information about joining the meeting. Attendees will need to register to receive the link to the meeting. Please register **ONLY** if you wish to address the Council. You will be called in the order received. If you want to watch or listen to the meeting, please click this link to do so on YouTube: [https://youtu.be/lrKUzU\\_Inpg](https://youtu.be/lrKUzU_Inpg).*

*City Council meetings are recorded and available on the City's YouTube page at <https://www.youtube.com/user/CityofLebanonOR> The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.*

# \*Executive Session

*Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

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# *Consent Calendar*

# *Appointments*



925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4905  
www.ci.lebanon.or.us

# MEMORANDUM

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*City Recorder's Office*

**To:** Mayor Aziz and City Council  
**From:** Kim Scheafer, MMC, City Recorder  
**Date:** June 30, 2022  
**Subject:** Budget Committee Appointments

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## I. CURRENT REPORT

Mayor Aziz is pleased to appoint Rebecca Grizzle to the City Budget Committee. This will leave three vacant positions on the committee.

## II. RECOMMENDATION

Confirm Mayoral appointment through the Consent Calendar.



925 S. Main Street  
Lebanon, Oregon 97355

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# MEMORANDUM

*Community Development*

To: Mayor Aziz and City Council  
From: Kelly Hart, Community Development Director  
Subject: Planning Commissioner Appointment and amendment to alternate positions

Date: June 15, 2022

## I. INTRODUCTION

Chapter 2.24 of the Lebanon Municipal Code (LMC) establishes the membership, term of office and appointment process for Planning Commissioners. The Commission is made up of 5 regular commission seats, and four alternates. There are currently six commissioners, three assigned regular positions, and three alternates, with three vacant positions.

## II. CURRENT REPORT

Two members of the Planning Commission and the Community Development Director interviewed Karisten Baxter for an open seat based on the application submitted and her eligibility as outside UGB residency and real estate agent profession. The interview panel asked the Applicant a number of questions about her history as a Lebanon area resident, her opinions about the current path of development in the City and her method of analyzing proposals and weighing input from the public. Based on the Applicant's responses, the interview panel unanimously recommended appointment of Karisten Baxter to the Planning Commission. With the appointment of Karisten Baxter to the Planning Commission, there would be two individuals in the real estate profession.

For the current Planning Commission roster, with the recent vacancies from Jeremy Salvage being appointed to the City Council and Commissioner Todd Prenoveau moving out of the area, there are two vacancies for regular commission positions. Commissioners Gerig-Knurowski and Breshears are standing commissioners in alternate positions, and it is recommended to reassign them as regular commissioners to fill the available positions based on their seniority.

With the appointment of Karisten Baxter to the Planning Commission, and the reassignment of Commissioners Gerig-Knurowski and Breshears, the Planning Commission roster would be:

Regular Commissioners:

1. Don Robertson, Chairman, Real Estate Agent, Outside UGB – Term ends 2026
2. Dave McClain, City Limits – Term ends 2024
3. Chad Munn, City Limits – Term ends 2025
4. Lori Gerig-Knurowski, City Limits – Term ends 2025
5. Kristina Breshears, UGB – Term ends 2025

Alternate Commissioners:

1. Dave Workman, City Limits – Term ends 2024
2. Karisten Baxter, Real Estate Agent, Outside UGB – Term ends 2025
3. Vacant, City Limits – Term ends 2025
4. Vacant, UGB – Term ends 2025

### III. RECOMMENDATION

In accordance with Section 2.24.025 of the LMC, staff recommends the Mayor appoint Karisten Baxter to the Planning Commission for the vacant alternate position with the term ending in 2025, and to reassign Commissioners Gerig-Knurowski and Breshears as regular commissioners with terms ending in 2025.

*Board/Committee*  
*Commission Minutes*



# Trees & Trails Advisory Committee

## Meeting Minutes

April 20, 2022

**Committee Present** Rick Barnett, Jan Diamantine, Jennifer Puccio, Rod Sell, and City Councilor Gamael Nassar

**Staff Present** Public Works Director Jason Williams, Engineering Services Director Ron Whitlatch, and Operations Coordinator Ciarra Keene

**Call to Order** Chair Barnett called the meeting to order at 2:00 p.m. in the Santiam Travel Station Board Room.

**Approval of Minutes** Diamantine motioned to approve, Nassar seconded to approve the January 19, 2022, meeting minutes.

### **Discussion:**

- Airport Road Sidewalk (Thad Nelson)

Barnett requested Thad Nelson address the committee regarding the letter he submitted about the Airport Road sidewalk.

Nelson would like consideration of the following changes during the upcoming construction on Airport Road and Stoltz Hill.

- 8' or 10' wide trail vs. planned 5' sidewalk
- Connection to Airway Road for continuation of travel between Burkhard Creek 7<sup>th</sup> Street, and 5<sup>th</sup> Street

Whitlatch responded to Nelson's concerns. The current TSP requires sidewalk from 7<sup>th</sup> Street to Stoltz Hill, continuation is possible as 7<sup>th</sup> Street to Airway Road is 100% SDC eligible. PPL has already relocated the poles to accommodate the 5' sidewalk, any additional movement could result in additional expenses at the City's cost. There would be additional right-of-way required, existing easements were completed in 2021, could find push back from property owners when requesting an additional 4' of right-of-way. Whitlatch noted there is existing bike lanes to accommodate for bike users on the trails.

Nelson stated the bike lanes are unsatisfactory for children on high traffic roads.

Sell mentioned existing trails are wider and the new construction would now create a narrow piece of connecting trail, this could cause congestion. Sell would like to keep options open for other connecting trails to Burkhard Creek and keep those trails wide for safety and consistency.

Chair Rick Barnett created a motion to address the City Council with the following recommendation:

*“The committee recognizes the value of the letter presented by Thad Nelson concerning the Airport Road Sidewalk and would like the Council to consider construction of a multiuse pedestrian path vs. standard sidewalk.”*

This motion was accepted by Nassar, and a second was made by Diamantine.

Five members in favor, zero members opposed.

Williams and Whitlatch will create staff the reports and schedule agenda items for City Council.

- Dangerous Trees\*

*\*(Trees that overhang, disturb, or disrupt the right-of-way maintained by the city.)*

Williams would like to bring forth dangerous and problematic trees to the committee for approval of removal, replacement, or additional recommendations.

Currently we offer property owners a program in the event of dangerous or problematic trees the City will remove the tree, grind the stump, and remove sidewalk panels. The property owner is then responsible for replacement of the sidewalk.

Nassar asked what would happen if the property owner did not agree to have the dangerous or problematic tree removed, Williams stated the property owner would be asked to attend a Trees and Trails Committee meeting to discuss their concerns of the requested removal.

Locations of dangerous / problematic trees in question:

- Williams Street, North of Grant Street (2 – trees) - causing sidewalk damage.
- Oak / Williams Street – losing large branches, impacting vision triangle, sheds dangerous debris onto right-of-way.

Puccio set forth a recommendation to approve moving forward with contacting the owners of the above-mentioned trees and present them with the request for removal, the committee is in support of this.

Puccio would also like the city of be mindful of when said trees are removed as to not harm wildlife

Sell asked if during this time of removal and replacement of trees and sidewalks, could the sidewalk on Oak be extended at that time. Williams mentioned that has not been considered but is open for discussion.

- Parks / Trails Master Plan Update

Williams stated there is no official update at this time.

- BLT Update

Sell provided the update and goals.

- BLT would like to purpose Gill’s Landing trail improvements for 2022, this would create a connection from the Old Mill Trail to River Park. This would include rebuilding of failing trail surface and creating ADA accessibility. This project would be fully funded by BLT, but a cost estimate is being requested from the city. The



current conceptual plan was created by City employee Gaylan Morris.

Williams has concerns about the proposed model but is open to further discussion.

Thad Nelson addressed the committee with details of how BLT envisions the design and function of the trail extension. The involvement of BLT would include funding, hiring of general contractor, hire sub-contractors, and oversee construction and completion. Once completed it would be donated to the City of Lebanon such as the Lebanon Skate Park and Academy Square Gazebo have.

Whitlatch would like the committee to make a recommendation to be taken to City Council.

Whitlatch stated he believes the City will need to be the ones to take the lead on this project due to being on public property, permits that are required by other entities, and design standards that need to be met. BLT would be able to fund the project, but not design or hire contractors.

Barnett recommended that the committee address City Council requesting continuation of communication between City staff and BLT about these improvements, this recommendation was seconded by Puccio. Five members in favor, zero members opposed.

- Connecting trails on the 3-acres North of River Park, is still pending appraisal by Albany. Whitlatch stated the city has set funding aside for this project. Sell would like to make sure the city staff and BLT keep communication open as this moves forward.
- Sell would like to find a solution for the trail connection between Had Irvine Park and Williams Street.

Whitlatch stated the committee needs to make a recommendation and decide if they would like to ask Albany again about putting a trail across Mark Slough, Albany has already denied this request. There are other options to route this without going across Mark Slough. There was also a recommendation to take this proposal to the Lebanon City Council and receive their input.

Williams suggests BLT attend Albany City Council about this proposal.

Sell asked if a work session with City Council might be beneficial to address multiple items.

- Sell mentioned the shovel ready project of Burkhart Creek at the Applegate Development, he asked if the storm drain easement has been completed. Whitlatch stated the easement has been completed for the Applegate project. This project would be a great addition to the Airport Road project as well.
  - Whitlatch provided an update on the South Shore Trail. The city will be putting the trail around the 10 acres that is being purchased to the East and tie it into the park. Timing is undecided currently due to future projects which include new ball fields, restrooms, amphitheater, etc.
- General Discussion
    - The committee and staff discussed there might be a need to meet more frequently

and for a longer duration.

**Public Comments**

None

**Next schedule meeting**      **June 8, 2022 (2:00 – 3:30 p.m.)**

**Adjournment** Barnett Adjourned the meeting at 3:36 p.m.

# *Council Minutes*

**LEBANON CITY COUNCIL  
MINUTES – DRAFT  
May 25, 2022**

**Council Present** Mayor Paul Aziz, Councilors Gamael Nassar, Wayne Rieskamp, Michelle Steinhebel and Kim Ullfers

**Staff Present** City Attorney Tré Kennedy, Interim City Manager Nancy Brewer, City Recorder Kim Scheafer, Deputy City Recorder Donna Trippett and IT Administrative Assistant Erin Gomez

**CALL TO ORDER** Mayor Aziz called the meeting to order at 12:00 p.m. in the Santiam Travel Station Board Room.

**FLAG SALUTE & ROLL CALL** Councilor Wayne Dykstra was absent.

**MOMENT OF SILENCE** There was a moment of silence for the victims of the Uvalde school shooting.

**CONSENT CALENDAR** *Councilor Ullfers moved, Councilor Rieskamp seconded, to approve the Consent Calendar as presented. The motion passed with 3 yeas (Nassar, Rieskamp, Ullfers) and 1 nay (Steinhebel).*

<b>AGENDA</b>	Lebanon City Council Agenda – May 25, 2022
<b>BOARD MINUTES</b>	Community Vision Update Ad-Hoc Committee – April 12, 2022
<b>COUNCIL MINUTES</b>	April 27, 2022 Work Session

**PUBLIC COMMENTS** –

Cassie Cruze, Lebanon Downtown Association Main Street Manager, said that it would be good to get input from other organizations when interviewing Council applicants.

Kellie Sperle spoke in support of a Pride Proclamation.

**REGULAR SESSION**

**1) Interview Ward 3 City Council Applicants and Appointment**

The Council interviewed applicants Duston Denver, Gregory Nervino, Jeremy Salvage, Paula Newman, Lance Caddy and Jeannie Davis individually [answers are combined to improve readability]. Ross Dewberry withdrew his application.

**What do you perceive to be the three most important concerns facing Lebanon?**

*Duston Denver* – As a City employee, Planning Commissioner, American Youth Soccer Organization member, Rotary Club member, and as part of the Lebanon community, he sees the three most important concerns to be affordable housing, homelessness, and managed growth. He does not think there is one good solution to finding affordable housing, but he is hoping to see more housing with the completion of the Westside Interceptor project. There is no easy fix for homelessness but working with private partnerships and local agencies may be the only solution since the City does not have the resources to at least minimize the number of homeless. Regarding managed growth, the concern is not growing too fast and overwhelming an area, which would create more problems.

Gregory Nervino – He sees the three most important concerns facing Lebanon to be: continuing to build on infrastructure, schools, and the homeless. He would like to be part of helping to build some of those solutions.

In response to Councilor Steinhebel's question about what he feels the City's role would be in helping to facilitate schools, Mr. Nervino said that he does not have a solution, but schools, particularly the high school, are in need of major renovations, especially with the school bond not passing.

Jeremy Salvage – Being on the Planning Commission, the wetlands issue stands out as a major concern. There may seem to be a surplus of developable industrial land, but the cost of mitigating wetlands decreases availability. Solutions would be to partner with the State to mitigate the wetlands or find a way to free up those lands.

One of the primary roles of city government is public safety. The ability of the police department to be able to recruit and retain police officers is high on his list of concerns.

Because it would be a huge next step in the community's growth, figuring out a solution to clean up the Cheadle Lake industrial area to make the land developable is high on his priority list. It is financially prohibitive for a developer to pay for the EPA-style cleanup. Build Lebanon Trails' work on the trails system has made this a much more livable community. To continue to develop Cheadle Lake Park is extremely important.

Paula Newman – One concern would be helping our youth feel cared about and like they are a part of the community. The skatepark is a great start, but she believes there is more to do. As it is in every community, another concern would be homelessness. Third, she would like to see more businesses that would meet all of the community's needs. She also feels that drugs, recovery, and mental illness are big issues.

Mayor Aziz asked Ms. Newman how, as a City Councilor, she could accomplish those things. Ms. Newman said that she does not know everything about being a Councilor, but she is a good cheerleader and can gather people together to make things like this happen.

Lance Caddy – Attracting new business is the number one concern facing Lebanon. Stability of some of Lebanon's traditions (Strawberry Festival, Christmas, and other parades) is very important. Community standards, such as places to live, is also a concern. It is refreshing that Lebanon does not appear to have too many unhoused. In many places, it seems like you cannot walk down the street without being assaulted by someone who wants money or something else.

Councilor Nassar asked Mr. Caddy how he would bring new businesses to town. Mr. Caddy said that he is not familiar with running a small business but barriers to entry are the big issue in most communities. He has not yet looked into what those barriers are in Lebanon.

Jeannie Davis – Councilors Nassar, Rieskamp, Steinhebel and Ullfers announced how they know Dr. Davis, and all said that it would not affect their decision.

Dr. Davis said that her job at the University is community outreach engagement, so she sees the three most important concerns to be barriers to healthcare, education, and the expansion of opportunities for housing.

At Councilor Nassar's request to expand on healthcare, Dr. Davis said that those barriers are around healthcare services for our underserved population or filling those healthcare needs as the community grows.

**What areas of Lebanon do you think present an opportunity for redevelopment and revitalization? What do you think would be an appropriate approach for the City?**

Duston Denver – Lebanon has, for a long time, had a lot of properties ripe for redevelopment, such as Cheadle Lake for commercial redevelopment. There is a lot of opportunity at the north end of town as people would like to

see restaurants and a grocery store. The southwest part of town is ripe for residential development.

Gregory Nervino – The downtown, which is what people see as they enter and leave the City, needs to continue to be upgraded. The City is working on water, sewer and streets; these all affect everything that happens in the community.

Councilor Rieskamp asked Mr. Nervino what he sees is needed (private or government) to help revitalize Lebanon. Mr. Nervino said that there has been continual progress made since the 1980s. He was part of the Hwy 34 rebuild. They brought new industry to town (Lowe's warehouse and other businesses) by creating a catalog of available properties. Opportunities need to be looked at and supported.

Jeremy Salvage – As mentioned early, the mill site at Cheadle Lake stands out the most. For a developer to clean the area up is too expensive. The City could pay for the cleanup if they can find grant funds, like federal grants for EPA cleanups, or another partnership. The opportunity for the City to receive input (City Council, Planning Commission, and the public) in the development and what they are trying to bring in would be key.

He sees a huge need in the Porter Street area, even though it is in Linn County, is cost prohibitive to extend sewer and water to the area, and is development-based. This area needs a lot of cleanup and work but will eventually have to be brought into the City. Councilor Steinhebel said that she has been working on this area with Linn County.

Councilor Rieskamp asked Mr. Salvage to expand on what he means with the development of Cheadle Lake. Mr. Salvage said that he envisions a Lebanon version of Bend's Old Mill District with retail, commercial, residential and it is integrated into the hiking system and outdoor recreation. For the City to have a prebuilt idea of what development should look like would be helpful moving forward.

Paula Newman – Traffic is beginning to become an issue two blocks down from Safeway (near the Chinese restaurant) on Hwy 20. Streets back in that area need to have easier access and not hold up traffic.

Lance Caddy – It is vital to have a vibrant downtown. The City can help with filling some of the vacant buildings and reducing barriers to entry. He is not very familiar with other areas of the City. It appears that there is a lot of development going on in the southeast part of town, so it probably does not need quite as much attention or thought from the City.

Jeannie Davis – There should be concentration on revitalizing downtown – making it more family-friendly and welcoming. An appropriate approach for the City would be to work with groups who are working on those programs, such as the Downtown Association Design Committee. The committee is hoping to work directly with the City to help decorate for the holidays and to work together on a joint design for the Main Street corridor.

**As a City Councilor, you sometimes have to make unpopular decisions. How will you handle those who criticize you or a decision you have made?**

Duston Denver – Making everyone happy is never going to happen. He makes the best decision he can based on research. Once a decision is made, he sticks with it unless something proves there may have been a better decision. If someone is upset, he explains his reasoning and acknowledges their concerns because many people just want to be heard. Offering resources regarding the decision can also be helpful.

Gregory Nervino – He has been a manager of a large utility and has background in law enforcement so many of decisions he has made have been unpopular. If he makes a decision based on available information and it is based on trying to do the right thing, then criticism does not bother him.

Jeremy Salvage – He has been on the Planning Commission for 12 years and has been the chair for the last four so he is no stranger to public disapproval of some of the choices they make. As a city government representative, his number one goal is to make sure citizens feel like they are heard and feel that city government is open-minded and values public input by considering their thoughts and opinions. Dealing with criticism, he tries to make sure he is respectful and is representing his position very well holding himself to a high standard.

Paula Newman – She is an employer and has to make decisions that are misunderstood quite often. She tries to communicate her thoughts and have open conversations about why she came to that conclusion. She appreciates using Ford Leadership program techniques for those who have opposite opinions and for seeing all sides.

Lance Caddy – He does not have a problem with disagreeing with people. Discussing things with someone who may not agree, makes both parties think about how they came to their conclusion and helps him to either convince them otherwise or to accept their posture.

Jeannie Davis – Difficult decisions have to be made on every committee she is on and at the college. Having open conversations, working through them, and seeing both sides of the conversation would be a way to work through those disagreements and criticisms.

**What do you see as key elements in a productive relationship between the Mayor, City Manager and Council?**

Duston Denver – The key element is communicating in a respectful manner. One should not be afraid to speak up and ask questions. Working collaboratively and being able to compromise are also important in doing what is best for the City, not the individual.

Gregory Nervino – The key element is good communication, being considerate to each other's concerns, and keeping an open mind. He prefers face-to-face meetings but is also open to emailing.

Jeremy Salvage – The number one key element would be keeping lines of communication open between the Council, Mayor, and city government. If there is no open dialogue, misunderstandings or misrepresentations could very easily occur. Number two would be having respect for each other even though opinions may differ. He has seen that this body is very professional and treats each other with respect. This goes a long way in maintaining a working relationship.

Paula Newman – Key elements are consistent communication and follow-through with the discussion – whether it has been completed and all parties are heard. Sometimes discussing face-to-face is a better than emailing or texting because body language and tone of voice are as important in communication as words are.

Lance Caddy – The primary element is communication. In a disagreement, a discussion between all parties will help everyone understand how their conclusions were reached. Everyone also needs to understand where the financial numbers are coming from and what they mean from a fiscal perspective.

As Mr. Caddy is on the Budget Committee, Councilor Rieskamp asked for his thoughts about communication on finances and the budget. Mr. Caddy said that the Finance Director does a very good job of outlining the budget document. He also provides rather succinct explanations where everything can be discussed in one meeting, so he thinks the process goes very well because he has heard that the meetings used to last for days.

Jeannie Davis – Open communication and the trust that each individual has with each other are important to make those decisions and to work together collaboratively.

**If selected, what would be your top three priorities as a City Councilor?**

Duston Denver – The first priority would be to educate himself on any issues or what is urgently relevant to decisions that may be coming up. He would next establish a relationship with fellow Councilors, the Mayor and the City Manager to find out City needs, what the City is working on, and where the City is at with the Vision Plan. He would like to know how he can help. He would also make it a priority to be involved, not just at Council meetings, but at community events since he would be representing the citizens in his ward and the City. He would like to find out what their concerns are, how he can help them, and how it falls in line with the Vision Plan.

Gregory Nervino – He would first like to learn what the issues are and work to communicate and listen to what other Councilors have to say.

Councilor Nassar asked Mr. Nervino to elaborate on his earlier comment that he would like to see changes to downtown. Mr. Nervino said that when he was the head of the Chamber of Commerce Tourism and Economic Development Committee for many years, they looked at beautifying the downtown area. The Lebanon Downtown Association is cleaning up storefronts with available grant money.

Jeremy Salvage – His first priority would be to work with the State to identify where the City goes in the future regarding wetlands. The second priority would be public safety – police recruitment and retention. The third would be responsible growth of the City. The Cheadle Lake old mill project is part of this. He believes people generally enjoy seeing Lebanon grow but they have made it clear in the 2040 Vision Plan that they want responsible growth. To continue to make Lebanon more livable, emphasize and develop recreation opportunities, continue to partner with the Lebanon Downtown Association improving downtown’s arts and culture, and continue to support Build Lebanon Trails are also important.

Paula Newman – One priority would be to continue to encourage more businesses to the City. She would love to see more young entrepreneurs. She would also like to support more community involvement letting them know that their voices are heard in a wider spread of things. Her college degree is in the arts and she is seeing more how important the arts are in a community, so she would like to see the arts grow because it is a form of communication and history. She spoke about a program she was involved in where high school students do mock interviews with businesses. She would like to help with education about entrepreneurship and what kinds of jobs are out there.

Councilor Nassar asked Ms. Newman how she envisions encouraging more businesses or entrepreneurs. Ms. Newman said that she has been a part of RAIN, which is a good start. As an ambassador for the Chamber of Commerce, she speaks to businesses.

Lance Caddy – The attraction of new business and the maintenance of activities are priorities. He is not sure about the impact of the lawsuit between Linn County and State, but he feels that Lebanon should work with the County as much as possible because their law enforcement has a large presence here and they have a profound effect on our finances and the way things run in Lebanon. He added that he may be incorrect in that.

In response to Councilor Nassar’s question, Mr. Caddy said that he is willing to volunteer to maintain those activities.

Jeannie Davis – She does not have a top three priority list. She would be more able to answer this question after coming in and learning about what is happening and what the needs in the community are. Her main priority would be to listen to community voices, see what the issues are, and bring those to the Council.

Councilor Nassar asked if working with the Downtown Association would be a priority to her. Dr. Davis said that it might be one priority, but she does not know that it would be a significant priority.



**Do you have any additional comments or questions for the Council?**

Duston Denver – He feels that he has been a pretty active member of the community and he keeps up with everything. The City has done a fantastic job about having information available on the website and on Facebook.

Gregory Nervino – He feels that the Council knows him. He has lived in this community for 25 years. He has been president of the Chamber of Commerce twice. He was president of the Optimist Club twice. Once people get to know him and see that he can get things done, they have relied on him. He hopes that his past experience will show that he is capable.

Jeremy Salvage – He has enjoyed serving on the Planning Commission and he feels like the opportunity to serve on the City Council is the next step for him. The Council provides an opportunity to have a greater impact on decision-making and the direction Lebanon is headed. He appreciates that the Council has worked together professionally and respectfully with each other and the public for the last several years.

Paula Newman – In response to Ms. Newman’s question, the Councilors spoke about why they enjoy being on Council.

Lance Caddy – He is applying to Council because being a Budget Committee member only gives him glimpses of things that go on with Council. He was intrigued and would like to be a part of that. He and his wife have lived in Lebanon for five years and love the friendliness in town.

Jeannie Davis – She grew up, lived, and worked in Lebanon. She really enjoys seeing the city grow and the impact they have made throughout the community for the last 12 years. She is excited to have the opportunity to be on the Council to watch the City’s continued growth.

***After Council discussion, Councilor Steinhebel moved, Councilor Ulfers seconded, to APPOINT JEREMY SALVAGE TO BE SWORN IN ON JUNE 8, 2022 TO FILL THE REMAINING TERM OF COUNCILOR JASON BOLEN WHICH EXPIRES ON DECEMBER 31, 2024. The motion passed unanimously.***

**NEXT SCHEDULED COUNCIL MEETING** – June 8, 2022 (5:00 p.m.) Celebration to recognize all partners that made progress towards implementation of the 2040 Vision Plan and (6:00 p.m.) Regular Session

**ADJOURNMENT** Mayor Aziz adjourned the meeting at 2:07 p.m.

*[Minutes prepared by Donna Trippett]*

Minutes Approved by the Lebanon City Council on this 13<sup>th</sup> day of July 2022

\_\_\_\_\_  
Paul R. Aziz, Mayor   
Michelle Steinhebel, Council President

ATTESTED:

\_\_\_\_\_  
Kim Scheafer, MMC, City Recorder

**LEBANON CITY COUNCIL  
MINUTES – DRAFT  
June 8, 2022**

**Council Present** Mayor Paul Aziz, Councilors Wayne Dykstra, Gamael Nassar (via Zoom), Wayne Rieskamp, Jeremy Salvage, Michelle Steinhebel and Kim Ullfers

**Staff Present** City Attorney Tré Kennedy, City Manager Nancy Brewer, City Recorder Kim Scheafer, Police Chief Frank Stevenson, Engineering Services Director Ron Whitlatch, Community Development Director Kelly Hart, Economic Development Catalyst Alysia Rodgers, Deputy City Recorder Donna Trippett and Systems Engineer Andy Roy

**CALL TO ORDER** Mayor Aziz called the meeting to order at 6:00 p.m. in the Santiam Travel Station Board Room.

**ROLL CALL** The Mayor and all Councilors were present.

**SWEARING-IN AND OATH OF OFFICE** Jeremy Salvage was sworn in as the Ward 3 City Councilor by City Recorder Scheafer.

**CONSENT CALENDAR** *Councilor Rieskamp moved, Councilor Ullfers seconded, to approve the Consent Calendar as presented. The motion passed unanimously.*

<b><i>AGENDA</i></b>	Lebanon City Council Agenda – June 8, 2022
<b><i>APPOINTMENTS</i></b>	Library Advisory Committee – Jane Turner (Reappointment) & Lindsay Raybould Planning Commission – Don Robertson (Reappointment) & David Workman Trees & Trails Advisory Committee – Jennifer Puccio (Reappointment)
<b><i>BID AUTHORIZATION</i></b>	Lupine Neighborhood Sanitary Sewer Rehabilitation (20712)
<b><i>BOARD MINUTES</i></b>	Planning Commission – April 20, 2022
<b><i>COUNCIL MINUTES</i></b>	May 11, 2022 Regular Session
<b><i>EASEMENTS</i></b>	Public Access and Utilities Easement – 600 N. 5 <sup>th</sup> Street Public Access and Utilities Easement – 611 Hansard Avenue

Mayor Aziz announced that there will no longer be any proclamations.

**PUBLIC COMMENTS**

Marcellus Angellford thanked the Mayor and those on Council who supported not signing the Pride proclamation.

---

Tana Nicholson had a question about an amount in the budget that showed a 1,385% increase. City Manager Brewer said that there is a \$12 million settlement in reserves for future wastewater treatment plant projects. She also explained how the City is trying to clarify how funds are being spent and the difference between the operating budget and non-operating budget.

Ms. Nicholson thanked Police Chief Stevenson for the department's help with the Strawberry Festival. Stevenson said that this could not have been accomplished without help from the Public Works staff.

## PUBLIC HEARING

### 1) Utility Rate Adjustments

*Mayor Aziz opened the public hearing at 6:12 p.m.* Engineering Services Director Whitlatch said that staff provided updates to the water, wastewater and drainage utilities at the April work session. Staff also proposed a modification to the way rate increases are implemented – adjust rates from the perspective of the total bill (water, wastewater, drainage) – to make utility adjustments based on regulatory requirements and the need for capital projects. The proposed utility rate adjustment for FY 2022-23 is 3% for a typical residential customer who pays for water, wastewater and drainage. The increase would go towards the wastewater and drainage utilities, with no increased proposed in the water utility.

*Hearing no comments in favor of or in opposition to this matter, Mayor Aziz closed the public hearing at 6:15 p.m.* City Attorney Kennedy read the title of RESOLUTION NO. 2022-15. ***Councilor Rieskamp moved, Councilor Ullfers seconded, to APPROVE RESOLUTION NO. 2022-15, A RESOLUTION ADOPTING THE CITY OF LEBANON'S UTILITY RATES. The motion passed unanimously.***

### 2) Amending Comprehensive Plan Map and Zoning Map Designation – CPMA-22-02 & ZMA-22-01

*Mayor Aziz opened the public hearing at 6:17 p.m.* Kennedy reviewed public hearing quasi-judicial procedures. There were no Councilor declarations of ex parte contact, bias or conflicts of interest and no objections to the notice sent out in this case or to the jurisdiction of this body to hear and consider this case.

Community Development Director Hart presented the Planning Commission's recommendation to amend the Comprehensive Plan Map and Zoning Map designation for property at 4070 S. Santiam Hwy. The property is located within the Lebanon Urban Growth Boundary and city limits and is currently designated Residential Mixed Density on the Lebanon Comprehensive Plan and Zoning Maps. The applicant is requesting to amend the Comprehensive Plan Map and Zoning Map designation to Mixed Use (C/Z-MU). There is a mix of uses surrounding the property, although most are currently zoned Residential Mixed Density. There is no development proposal as part of the request.

*Mayor Aziz asked the applicant if they would like to provide testimony.*

Brian Vandetta, Udell Engineering & Surveying, the applicant's representative, made himself available for questions. Responding to Councilor Rieskamp's question about development, Mr. Vandetta said that they believe they will be submitting an application after the zone is set.

*Hearing no comments in favor of or in opposition to this matter, Mayor Aziz closed the public hearing at 6:22 p.m.* Kennedy read the title of ORDINANCE BILL NO. 2022-07, ORDINANCE NO. 2983. ***Councilor Steinhebel moved, Councilor Ullfers seconded, to APPROVE ORDINANCE BILL NO. 2022-07, ORDINANCE NO. 2983, A BILL FOR AN ORDINANCE AMENDING THE LEBANON COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATION TO ESTABLISH THE MIXED USE DESIGNATION FOR THE PROPERTY (12S-02W-23D, TAX LOT 1900 AND 12S-02W-24C, TAX LOT 500) FILE CPMA-22-02, ZMA-22-01; GILLOTT. The motion passed unanimously.***

### 3) State Revenue Sharing

Brewer requested approval of a resolution certifying that the City is eligible to receive revenue sharing funds and declaring election to receive the state revenue. The approved budget for 2022-23 has budgeted revenue of \$260,000 as a non-dedicated revenue in the General Fund.

Responding to Councilor Rieskamp's question, Brewer said that this is not a sizeable increase.

Mayor Aziz opened the public hearing at 6:24 p.m. Hearing no comments in favor of or in opposition to, the public hearing was closed at 6:24 p.m. Kennedy read the title of RESOLUTION NO. 2022-09. **Councilor Steinhebel moved, Councilor Salvage seconded, to APPROVE RESOLUTION NO. 2022-09, A RESOLUTION CERTIFYING ITS ELIGIBILITY AND DECLARING THE CITY OF LEBANON'S ELECTION TO RECEIVE STATE REVENUES. The motion passed unanimously.**

#### 4) Adoption of FY 2022-23 City of Lebanon Approved Budget

Brewer presented resolutions to adopt the City of Lebanon FY 2022-23 budget and to levy taxes. Staff requests two amendments for Council consideration: increase the General Fund Non-Departmental Materials and Supplies budget to include \$26,384 in funds awarded in a settlement between Oregon and Johnson & Johnson Distributors. These monies will be restricted for use in opioid treatment and prevention. The second proposed amendment is to increase the General Fund Community Development appropriations by \$60,000 to spend an environmental analysis grant that staff was notified of on May 25. These increases are within the 10% limit allowed by Local Budget Law and would increase the total budget to \$87,016,545.

Brewer confirmed for Councilor Ullfers that the \$60,000 environmental grant is targeted for a project.

Mayor Aziz opened the public hearing at 6:28 p.m. Hearing no comments, Mayor Aziz closed the public hearing at 6:29 p.m.

Kennedy read the title of RESOLUTION NO. 2022-10. **Councilor Rieskamp moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION NO. 2022-10, A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S BUDGET FOR FISCAL YEAR 2022-2023. The motion passed unanimously.**

Kennedy read the title of RESOLUTION NO. 2022-11. **Councilor Nassar moved, Councilor Ullfers seconded, to APPROVE RESOLUTION NO. 2022-11, A RESOLUTION ADOPTING THE CITY OF LEBANON'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2022-2023. The motion was withdrawn.**

**Councilor Nassar moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION 2022-11, A RESOLUTION ADOPTING THE CITY OF LEBANON'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2022-2023.**

**Councilor Steinhebel moved, Councilor Ullfers seconded, to AMEND RESOLUTION 2022-11 TO INCREASE GENERAL FUND NON-DEPARTMENTAL MATERIALS AND SERVICES APPROPRIATIONS BY \$26,384 AND GENERAL FUND COMMUNITY DEVELOPMENT BUDGET BY \$60,000. Councilors Nassar and Steinhebel agreed to the amendment. The motion passed unanimously.**

**Councilor Rieskamp moved, Councilor Ullfers seconded, to APPROVE RESOLUTION 2022-11, AS AMENDED, A RESOLUTION ADOPTING THE CITY OF LEBANON'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2022-2023. The motion passed unanimously.**

Mayor Aziz temporarily adjourned as the Lebanon City Council and convened as the Urban Renewal Agency.

#### 5) Adoption of FY 2022-23 Urban Renewal District Approved Budget

Brewer reported that there were no changes to the Lebanon Urban Renewal Agency budget since the Budget Committee approved the budget of \$5,483,764.

Mayor Aziz opened the public hearing at 6:35 p.m. There being no public comments, Mayor Aziz closed the public hearing at 6:35 p.m. Kennedy read the title of RESOLUTION NO. 2022-12. **Councilor Rieskamp moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION NO. 2022-12, A RESOLUTION LEVYING**

**TAXES FOR THE LEBANON URBAN RENEWAL AGENCY'S BUDGET FOR FISCAL YEAR 2022-2023. The motion passed unanimously.**

Kennedy read the title of RESOLUTION NO. 2022-13. *Councilor Steinhebel moved, Councilor Rieskamp seconded, to APPROVE RESOLUTION NO. 2022-13, A RESOLUTION ADOPTING THE LEBANON URBAN RENEWAL AGENCY BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2022-2023. The motion passed unanimously.*

Mayor Aziz adjourned as the Lebanon Urban Renewal Agency and reconvened as the Lebanon City Council.

## **REGULAR SESSION**

### **6) FY 2021-22 Budget Appropriation Transfer and Supplemental Budget**

Brewer presented three amendments requiring transfer or appropriations between existing classifications and one supplemental budget: \$960 in the Water and Wastewater Funds for a Community Development Department reclassification and increased compensation; \$130,500 from the Non-Departmental to the Mayor and Council budget for the employee COVID pandemic bonus; transfer Contingency appropriations to the Community Development Department to cover increased Building Inspector contract costs due to higher than expected development; and increase appropriations in the General Fund Pass-Through due to increases in the construction excise tax revenue the City collects on behalf of the School District.

In response to Councilor Steinhebel's question, Brewer said that the building inspector is contracted through Northwest Code Professionals.

Councilor Nassar thanked Brewer for taking care of the employee COVID bonus quickly and efficiently

Kennedy read the title of RESOLUTION NO. 2022-14. *Councilor Steinhebel moved, Councilor Rieskamp seconded, to APPROVE RESOLUTION NO. 2022-14, A RESOLUTION AUTHORIZING A TRANSFER IN BUDGET APPROPRIATIONS AND A SUPPLEMENTAL BUDGET FOR THE CITY OF LEBANON 2021-22 BUDGET. The motion passed unanimously.*

### **7) Repealing Lebanon Municipal Code Chapter 5.02 Business Registration**

Economic Development Catalyst Rodgers presented results of staff's research and proposed options for a business registration program. The recommendation is to approve an ordinance repealing Lebanon Municipal Code Chapter 5.02 (Business Registration). Staff will continue to seek access to the already established state list of Lebanon businesses and will support legislative action necessary to obtain contact information needed for the Police Department.

Councilor Steinhebel asked Police Chief Stevenson if there is a mechanism for contacting business owners. Stevenson said that there is currently none, but the Police department is working on a community policing plan to put together business owner names and phone numbers for emergencies. He confirmed that it would not be through the Community Development department. Rodgers added that this does not affect business registration licenses for peddlers, dispensaries, OLCC, etc. since those are required by the Municipal Code.

Kennedy read the title of ORDINANCE BILL NO. 2022-06, ORDINANCE NO. 2982. *Councilor Steinhebel moved, Councilor Ulfers seconded, to APPROVE ORDINANCE BILL NO. 2022-06, ORDINANCE NO. 2982, A BILL FOR AN ORDINANCE REPEALING CHAPTER 5.02 OF THE LEBANON MUNICIPAL CODE CONCERNING BUSINESS REGISTRATION REGULATIONS. The motion passed unanimously.*

8) **City Manager's Report** – Brewer provided updates:

- The City candidate filing period is July 11 through August 1 at 5:00 p.m. Packets are available on the website and at City Hall. Mayor Aziz, Wayne Rieskamp, Gamael Nassar and Michelle Steinhebel have terms expiring December 31. See the candidate handbook on the City's website for qualifications. City Recorder Kim Scheafer must be contacted for an appointment to file.
- The LINX route to Brownsville will not start until June 21, 2022.
- Brewer gave an update on police officer and finance director recruitments.

**ITEMS FROM COUNCIL**

Councilor Steinhebel thanked the Police and Public Works departments for their work at the Strawberry Festival. Councilor Nassar thanked everyone involved in putting on the Festival, along with City staff, the Fire department, and Police department.

**PUBLIC/PRESS COMMENTS**

Tana Nicholson spoke about the fluoride petition they are trying to get signatures for. In response to her question about whether they are considered solicitors, Kennedy recommended that she read the State elections manual.

**NEXT SCHEDULED COUNCIL MEETING**

- July 13, 2022 – 5:00 p.m. Work Session and 6:00 p.m. Regular Session

**ADJOURNMENT** Mayor Aziz adjourned the meeting at 6:55 p.m.

*[Minutes prepared by Donna Trippett]*

Minutes Approved by the Lebanon City Council on this 13<sup>th</sup> day of July 2022.

Paul R. Aziz, Mayor	<input type="checkbox"/>
Michelle Steinhebel, Council President	<input type="checkbox"/>

ATTESTED:

\_\_\_\_\_  
Kim Scheafer, MMC, City Recorder

*Liquor License(s)*



925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4905  
www.ci.lebanon.or.us

# MEMORANDUM

---

*City Recorder's Office*

**To:** Mayor Aziz and City Council

**Date:** July 5, 2022

**From:** Kim Scheafer, MMC, City Recorder

**Subject:** Full On-Premises, Commercial Liquor License Application for Bloom Boutique & Tea House

Bloom Boutique & Tea House has applied for a Full-On Premises, Commercial Liquor License for their business located at 712 S Main.

The Fire District, Police Department, Building Official and Community Development Director have reviewed the application and found no evidence to support a denial of this liquor license application.

**Council Action:**

***Staff recommends that Council authorize a favorable recommendation to OLCC under the City Council Consent Calendar.***





# LIQUOR LICENSE APPLICATION



PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp: <u>6-21-2022</u>
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Name of City or County: <u>City of Lebanon</u>
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Recommends this license be:
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
(4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	
	OLCC USE ONLY
	Date application received: <u>03/28/2022</u>
	Date application accepted: <u>03/28/2022</u>
	License Action(s): <u>N/O</u>

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

Shannon Miller

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT      App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT      App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)

Bloom Boutique & Tea House

4. Business Address (Number and Street Address of the Location that will have the liquor license)

712 S. main st

City	County	Zip Code
<u>Lebanon</u>	<u>Linn</u>	<u>97355</u>

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



# LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See)

*Bloom Boutique & SeaHouse*

6. Does the business address currently have an OLCC liquor license?  YES  NO

7. Does the business address currently have an OLCC marijuana license?  YES  NO

8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in [OAR 845-004-0065\[1\]](#).)

*712 S. Main St*

City *Lebanon*

State *OR*

Zip Code *97355*

9. Phone Number of the Business Location

*541-258-1723*

10. Email Contact for this Application and for the Business

*BloomDowntown@gmail.com*

11. Contact Person for this Application

*Shannon Miller*

Phone Number

Contact Person's Mailing Address (if different)

*111 [REDACTED]*

City

*Lebanon*

State

*OR*

Zip Code

*97355*

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

**ATTESTATION: \*\*READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM\*\***

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per [OAR 845-005-0311\[6\]](#)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

*Shannon Miller*

App. #1: (PRINT NAME)

App. #1: (SIGNATURE)

[REDACTED SIGNATURE]

App. #1: Signature Date

Atty. Bar Information (if applicable)

App. #2: (PRINT NAME)

App. #2: (SIGNATURE)

App. #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App. #3: (SIGNATURE)

App. #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App. #4: (SIGNATURE)

App. #4: Signature Date

Atty. Bar Information (if applicable)





OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Shannon Miller Phone: [Redacted]

Trade Name (dba): Bloom Boutique & Sea House

Business Location Address: 712 S. Main St

City: Lebanon ZIP Code: 97355

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday to
Monday to
Tuesday to
Wednesday 11am to 5pm
Thursday 11am to 5pm
Friday 11am to 5pm
Saturday 11am to 5pm

Outdoor Area Hours:

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

N/A

The outdoor area is used for:

- Food service Hours: to
Alcohol service Hours: to
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

N/A

- Live Music Karaoke
Recorded Music Coin-operated Games
DJ Music Video Lottery Machines
Dancing Social Gaming
Nude Entertainers Pool Tables
Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: X Outdoor:
Lounge: Other (explain):
Banquet: Total Seating: 45

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials: LT
Date: 05/02/2022

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature [Redacted] Date: 3/24/22

# *Policy*

40 N. 2<sup>nd</sup> Street  
Lebanon, Oregon 97355

TEL: 541.258.4240  
bhurst@ci.lebanon.or.us  
www.ci.lebanon.or.us

*Information Technology Services*



## MEMORANDUM

---

**To:** Mayor Aziz and City Council

**Date:** 6/30/2022

**From:** Brent Hurst, IT Director

**Subject:** City Cybersecurity Policy

**Subject:** Modification of City of Lebanon Cybersecurity Policy

The City insurance provider, CIS (Citycounty Insurance Services), recommends the City modify the existing City Cybersecurity Policy to require multifactor authentication of user accounts, phishing training for all users of City email accounts, enhanced offsite encrypted backups, and annual tabletop drills.

**Council Action:**

Staff recommends Council adopt the new City Cybersecurity Policy included in the policy under the City Council Consent Calendar.

City of Lebanon

**Cybersecurity Policy**

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## Objective

The focus of this policy is to help City of Lebanon meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the IT Director.

The purpose of this policy is to clearly communicate the City of Lebanon's security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of Lebanon elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by City of Lebanon. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

## Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

## ***Roles and Responsibilities***

City of Lebanon has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

### IT Director

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.
- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.



#### Employees and Contractors

- City of Lebanon Employee Handbook: Chapter 8 Communications & Electronic Systems Policy

### ***Identify, Protect, Detect, Respond, and Recover***

The following sections outline City of Lebanon's requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to City of Lebanon as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the IT Director.

### **IDENTIFY (ID)**

Objective: To develop the organization's understanding that's necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

#### ***Asset Management***

An inventory of all approved hardware and software on City of Lebanon's network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.

In addition, an inventory of all devices that capture payment card data will be maintained that documents the following:

- Make.
- Model.
- Location.
- Serial number.

The inventory of devices that capture payment data will be updated when devices are added, decommissioned, or relocated.

### ***Personally Identifiable Information (PII)***

An inventory of all PII information by type and location will be taken.

Each manager will determine if PII is essential. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity's record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

### **PROTECT (PR)**

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

#### ***Identity Management, Authentication and Access Control***

IT Director is responsible for ensuring that access to the organization's systems and data is appropriately controlled. All systems housing City of Lebanon data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City of Lebanon's systems and data are not to share passwords with anyone.

City of Lebanon has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for ten (10) iterations
- Changed periodically every 90 days
- Minimum password age is 30 days
- Invalid login attempts set to five

Other potential safeguards include:

- Locking file cabinets
- Not allowing PII on mobile storage media
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- All end user email accounts will use multi-factor authentication.
- All VPN account will use multi-factor authentication.
- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by IT Director.
- It is the responsibility of IT Director to ensure that all employees and contractors who separate from the organization have all system access removed immediately.

On an annual basis, a review of user access will be conducted under the direction of IT Director to confirm compliance with the access control policies outlined above.

### ***Awareness and Training***

City of Lebanon personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Participants will review and sign the ***employee handbook acknowledgement*** as a new hire and anytime the handbook changes.

Two online classes are available through the CIS Learning Center at [learn.cisoregon.org](https://learn.cisoregon.org): "Cyber Threats and Best Practices to Confront Them" and "Cyber Security Basics."

On an annual basis, City of Lebanon will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess

their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

## **Data Security**

### Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
  - Employee or customer Social Security numbers or personally identifiable information (PII)
  - Personnel files
  - Medical and healthcare information
  - Protected Health Information (PHI)
  - Network diagrams and security configurations
  - Communications regarding legal matters
  - Passwords/passphrases
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information

***Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)***

### Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.

- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

#### Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

#### Data Destruction

You must follow your records retention policy before destroying data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
  - Paper/documents: Cross-cut shredding is required.
  - Storage media (CD's, DVD's): Physical destruction is required.
  - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

#### Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments

- Remote desktop access
- Communications with applications/databases

### ***Information Protection Processes and Procedures***

#### Contingency Planning

The organization's business contingency capability is based upon cloud and local backups of all critical business data. Confirmation that backups were performed successfully will be conducted quarterly. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

Backups of City systems and data will include 3 copies with 2 copies offsite. At least 1 copy of the backups will be stored off domain or in a cloud service designed for this purpose. Backups will be protected with Center for Internet Security Services MDR Advance powered by CrowdStrike utilizing a 24x7 live team to monitor activity. Backups will be encrypted.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the IT Director.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Lebanon's systems or applications are deemed corrupted or inaccessible, the IT Backup Team will work with the respective vendor(s) to restore data from the most recent cloud or local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of Lebanon systems are no longer accessible, the IT Team will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent cloud backup.

#### Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by IT Director and Sr. Network Engineer.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.

## Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

## Network Segmentation

Network segmentation is used to limit access to data within the City of Lebanon network based upon data sensitivity. City of Lebanon maintains two wireless networks. The *guest* wireless network is not password protected but is segmented onto its own network and uses a separate internet connection. Access to the *secure* wireless network should only be given to City of Lebanon personnel and provides the user access to the intranet.

## ***Protective Technology***

### Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. City of Lebanon will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

### Tabletop Drills

The City of Lebanon will conduct annual tabletop drills to simulate cyber attacks and disaster recovery of networks, programs, phones, and systems to identify the preparedness of the City for such events.

### Network Vulnerability Assessments

On a monthly basis, City of Lebanon will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of IT Director to identify weaknesses with the network

configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

## **DETECT (DE)**

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

### ***Anomalies and Events***

The following logging activities are conducted by Sr. Network Engineer under the direction of IT Director:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the IT Systems Engineer at least once per month. Event logs will be configured to maintain record of the above events for three months.

Devices that capture payment card data will be reviewed once per quarter to detect any tampering or substitution.

### ***Security Continuous Monitoring***

#### Anti-Malware Tools

All organization servers and workstations will utilize Center for Internet Security Services MDR Advance powered by CrowdStrike to protect systems from malware and viruses. Real-time scanning will be enabled on all systems supported by a live team at the Center for Internet Security staffed 24x7. A monthly review of the CIS CrowdStrike dashboard will be conducted by IT Systems Engineer to confirm the status of virus definition updates and scans.

#### Patch management

All software updates and patches will be distributed to all City of Lebanon system as follows:

- Workstations will be configured to install software updates every week automatically.
- Software updates to non-critical servers will be performed at least monthly.
- Software updates to critical servers will be performed at least quarterly unless a critical patch is needed.
- Any exceptions shall be documented.



## **RESPOND (RS)**

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

### ***Response Planning***

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of Lebanon's information assets, can be defined as either an Electronic or Physical Incident.

IT Director is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

#### Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the IT Director or Risk Advisor.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

**The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.**

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

#### Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain

organization information. All instances of a suspected physical security incident should be reported immediately to the IT Director or Risk Advisor.

### Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at [claims@cisoregon.org](mailto:claims@cisoregon.org).
2. Inform your attorney.
3. Inform the mayor and the city manager.
4. Complete this form if the breach involves more than 250 records.  
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

### **RECOVER (RC)**

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

IT Director is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of Public Information Officer or City Manager. Recovery activities are communicated to internal stakeholders, executives, and management teams.

# *Presentation*

Habitat for Humanity



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*MISSION: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.*

*VISION: A world where everyone has a decent place to live.*

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### **Lebanon Area Habitat for Humanity (LAHFH) Affiliate At a Glance**

Lebanon Area Habitat for Humanity is an affiliate of Habitat for Humanity International, an ecumenical Christian housing ministry and non-profit corporation with 501 (c)(3) status. LAHFH was organized in 1993 and in 2012, we expanded our service area to East Linn County, adding nine homes in Sweet Home to our portfolio. Our mission is to build and refurbish homes for qualified, low-income buyers and to make repairs to existing homes so homeowners may remain in their communities. Homes and repairs are not free. Homeowners make monthly payments, based construction costs and ability to pay.

### **Board of Directors and Committees**

The Board of Directors meets every 4<sup>th</sup> Monday of the month at 6 p.m. and commit to make meetings, participate on a committee, and contribute to fundraising efforts. Meeting locations are subject to change and to be determined prior to each meeting. LAHFH committees include:

- Community Engagement
- Executive (Required: President, Vice President, Treasurer, and Secretary)
- Finance
- Nominations
- Partner Family Selection
- Resource Development
- Site Selection and Building

### **The Work**

LAHFH Bylaws contain articles governing the work of the board of directors and operating committees. The board oversees the Executive Director/CEO, who oversees executive staff and ReStore employees. A combination of lead volunteers, and positions of Construction Manager, Competent Person lead crews of volunteers and local contractors in building homes and performing repairs.

### **Our ReStore**

Lebanon Area Habitat for Humanity ReStore, located at 566 S. Main St. in Lebanon, sells new and used items - all donated from local businesses, box stores, or the community - at 50% or less of retail price. Sales proceeds support the organization and its mission. The store is open Tuesday through Saturday, 10am-6pm. Other donors include contractors with extra new items as well as people who are remodeling, downsizing, moving or cleaning out their garage or shed. Shoppers include everyone – from general contractors to anyone working on a creative home or repair project, remodelers, rental properties, and crafters looking for unusual supplies.

## Finances and Funding

LAHFH is funded by local donations, grants, loans, homeowner mortgage payments, and proceeds from the ReStore. Home building and repair costs are reduced by in-kind material and labor donations as well as donations to the ReStore.

Homes are sold at a low interest loan to those with low to moderate incomes. Homeowners make a monthly payment of principal, property taxes and insurance. A prospective homeowner must complete a prespecified number of sweat equity hours based upon the total household number. Alter - work on the home or other LAHFH projects - before the home sale is complete. Friends and other family members may contribute a limited number of sweat equity hours toward meeting the required hours.

### Finance Facts at a Glance

Fiscal Year July 1, 2020-June 30, 2021

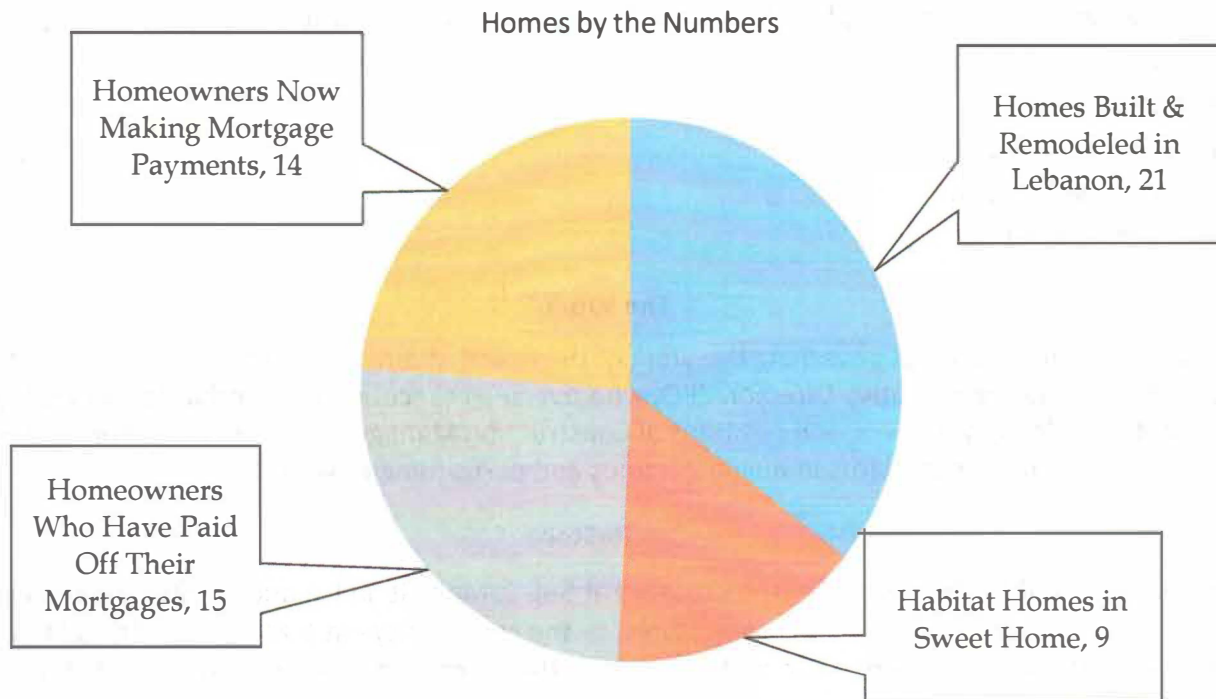
Finances as of June 30, 2021

Total assets \$1,256,894.00

Total income: \$752,040

Total expenses: \$584,336.00

Net assets: \$1,124,432.00



# *Presentation*

Oregon Cascades West Council  
of Governments

*by Ryan Vogt, Executive Director*



**Oregon Cascades West Council of Governments**  
**and Linn County**  
Annual Report

January 2022  
Edition 1 - 2021

**Oregon Cascades West Council of Governments**  
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# A Message from the Executive Director

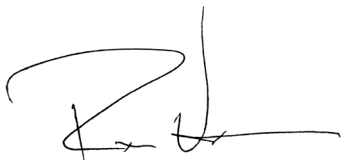
I am proud and excited to provide the first ever, Oregon Cascades West Council of Governments' (OCWCOG) year-end County reports. The Council of Governments (COG) impacts many people throughout the Linn/Benton/Lincoln Region by our various services like delivering hot meals and a warm smile to a family in need, providing small business loans to improve the vibrancy and livability of our communities, or orchestrating multi-million dollar transportation initiatives.

In the next few pages, you will see highlights of the work we do and how that has affected your County over this last year. The report is not exhaustive, but merely a snapshot of the great work which is being authorized and championed by 19 cities, 3 Counties, the Siletz Tribe, and the Port of Newport in the Linn/Benton/Lincoln Region.

The work captured in this report is being carried out by approximately 200 staff in every corner of the Region. These dedicated individuals care deeply about the area and everyone living in it. They are committed to making the Region a more livable, safe, and prosperous area for generations to come. As you know, 2021 was extremely challenging in numerous ways and many of our staff have adapted to delivering services from their homes, in an ongoing response to the COVID pandemic. We have adjusted other programs and processes to provide continuous services safely to many of our consumers, where in-person contact was still required.

Here at the COG, we are always looking to improve and better serve the people of our Region. Last year we went beyond our normal practices and explored alternative funding opportunities to enhance and expand services. We have begun participating in regional conversations regarding housing solutions, and are leading an effort to explore a Regional Bias Incident Response system.

I am grateful for the support of our staff, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.



Ryan Vogt  
Executive Director





# Senior and Disability Services

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The Senior and Disability Services (SDS) department is committed to providing services and supports to keep older adults and people with disabilities independent, safe, secure, and healthy in your communities. SDS staff provide case management, and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

- Approximately 808 Linn County residents received these vital services in their home on any given day.
- Another 352 residents received these services daily in one of 45 longterm care facilities. These care facilities include: Assisted Living, Memory Care, Adult Foster Homes that serve older adults and people with physical disabilities, and one nursing facility.



## Eligibility

Eligibility workers processed 6,957 applications for Food and Medical benefits in Linn, Benton, and Lincoln Counties in 2021.

## Adult Protective Services

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

- APS screeners received 1,679 calls of concern about the safety and health of these citizens in Linn County. These calls led to:
  - 469 community APS investigations.
  - 200 facility APS investigations.

## Aging and Disability Resource Connection

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information and assistance on issues affecting older adults and people with disabilities regardless of their income.

- Call center agents answered 274 calls from Linn County residents requesting information and assistance in 2021.



# Community Service Programs

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In Linn County, Community Service Program (CSP) staff and volunteers supported programming at: Albany Senior Center, Lebanon Senior Center, Sweet Home Senior Center, Brownsville Senior Center, Sweet Home Elks, Timber Ridge School, SMART Reading, KidCo Head Start, Sunrise Elementary School, YMCA of the Willamette Valley and Happy Place Childcare. Programming was supported by various federal, state and city contracts and grants, as well as Samaritan Health Services Social Accountability Grants, Trust Management Services, City of Albany Development Block Grant, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation. The CSP Department served Linn County this past year through various programming, including:

*Meals On Wheels:* Meals on Wheels serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced lunch, MOW provides a daily well-check and social connection, thereby assisting limited-income, low-mobility clients to remain safe and independent in the home of their own choosing, for as long as possible while avoiding premature placement in a facility.

In 2021 a total of 143,129 meals were served in Linn to include:

- 135,161 home delivered meals, delivered to the porches of our homebound clients.
- 6,438 congregate meals, served “grab and go” style during the COVID-19 pandemic.
- 1,530 “blizzard boxes”, which contain 5 emergency shelf stable meals.

Meals on Wheels was awarded a \$13,000 District Grant from the Rotary Club of Corvallis. A multi-club grant, the Rotary Club of Corvallis partnered with Greater Corvallis, Philomath, Albany, and Newport Clubs to obtain matching grant funding from Rotary District 5110. The grant helps support Meals on Wheels in Linn, County.



*Stand-By-Me (\$BM):* Stand By Me-Oregon is a financial empowerment program that replicates \$BM Delaware; a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

- Thanks to a \$36,000 grant from The Oregon Community Foundation, \$Stand By Me financial coaches received specialized training from DevNW on obtaining and improving credit, creating savings, decreasing debt, student loans and home buying. We now offer coaching in English and Spanish.

*Money Management for Seniors:* This program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe; and is offered free of charge to eligible individuals.

- There were 35 Linn County seniors or people with disabilities who were served in 2021.
  - 7 were assisted as Bill Pay clients who receive assistance in budgeting and check writing.
  - 28 used the program for Representative Payee services. A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.



*AmeriCorps Seniors - Foster Grandparent Program:* National Service Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.

- In Linn County, 20 Foster Grandparent volunteers served an estimated 55 local youth through its mentoring and tutoring Program, chiefly online, due to the pandemic.
- Linn County boasts the largest corps of volunteers in the OCWCOG region and currently serves students from Timber Ridge School, SMART Reading, KidCo Head Start, South Shore Elementary, Sunrise Elementary School, YMCA of the Willamette Valley, Albany Boys and Girls Club, Boys and Girls Club of the Greater Santiam, and Happy Place Childcare.

*AmeriCorps Seniors – RSVP:* Retired and Senior Volunteer Program (RSVP) is America’s largest volunteer network for people age 55 and over. RSVP volunteers choose how, where, and how often they want to serve. Volunteer community duty station opportunities include food pantry assistance, SHIBA Medicare counseling, money management coaching, meal delivery, reading with youth, tax preparation, gleaners, and more.

The most active RSVP program, The Senior Health Insurance Benefit Assistance Program (SHIBA), is administered by OCWCOG on behalf of the State of Oregon. This Program educates local residents on Medicare benefits elections. SHIBA counselors provide one-on-one free counseling as well as “New to Medicare” Seminar classes. Volunteers are certified by the State and serve both remotely and at the OCWCOG, Sweet Home Elks, Lebanon and Albany Senior Centers.

- Last year, SHIBA volunteers served 511 Linn County residents.

*AmeriCorps Seniors - Senior Companion Program:* Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers.

- In 2021, 8 volunteers completed 1082 rides for local homebound seniors residing in Albany, Lebanon and Sweet Home. These clients were not eligible for Ride Line, and are screened and referred by in-house Options Counselors.



*Oregon Project Independence:* Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal prep, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

- There was approximately 110 Linn County residents that benefited from this program in 2021.

*These community-facing programs were provided thanks to braided funding from federal, state and city contracts and grants, as well as supports from Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation.*



# Community and Economic Development

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## *Transportation Services and Planning*

Transportation is the largest program area within Community and Economic Development (CED), and provides an array of services including these programs:

*Cascades West Ride Line*: The Ride Line program is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. For the year 2021 Ride Line has made an incredible impact in Linn County by:

- Providing 88,219 rides for 3,480 people.
- These rides put over \$3,074,000 back into Linn County.
- Planning the expansion of Ride Line to Medicare consumers through benefits with the Samaritan Advantage Health Plan. This project will launch in 2022.

*Albany Area Metropolitan Planning Organization (AAMPO)*: AAMPO's role is to coordinate transportation planning efforts in the greater Albany area and to serve as a forum for cooperative decision-making. AAMPO works closely with the Oregon Department of Transportation (ODOT), and assists in coordinating regional transit, facilitates public participation in transportation planning, and oversees specialized projects. Some of the 2021 accomplishments for AAMPO were:

- Began the AAMPO Bicycle/Pedestrian Plan.
- Stimulus funds awarded in the amount of \$850,000 is being passed through to these local projects:
  - \$100,000 for Millersburg's Woods Road shared use path design and right-of-way acquisition.
  - \$350,000 for Albany's Queen Avenue rehabilitation.
  - \$150,000 for Benton County's Gibson Hill Road modernization.
  - \$175,000 for Tangent and Linn County's Old Oak Drive/Old Oak Road improvements. around Tangent Elementary School
  - \$75,000 for a yet to be determined project in Jefferson. Most likely a new pedestrian crossing identified in the city's forthcoming Transportation System Plan.



*Cascades West Area Commission on Transportation (CWACT)*: provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and ODOT on State transportation plans and policies. In 2021, CWACT provided input on multiple State funding programs including recommendations for funding priorities in the Statewide Transportation Improvement Program (STIP), reviewed applications for the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Program, and provided feedback on ODOT's "Leverage" funds that were added to ODOT projects within the region.



*Transportation Options Program:* This program provides outreach, education, and carpool/vanpool matching services for commuters living or working in the Region. The program connects commuters within the Region and beyond, to major cities such as Eugene, Salem, and Portland. Our program administered a challenge for bike month in May with 42 participants across Linn, Benton, and Lincoln Counties traveling over 2,400 miles, saving over 2,000 lbs of CO<sub>2</sub>, and burning 200,000 calories! 33 participants received safety related prizes. Staff participated at in-person tabling events at the OSU Beaver Fair and Linn Benton Community College Welcome Day engaging over 100 people. The annual Get There Challenge in October had statewide participation of over 1,400 participants and 13 prize winners from our region.

Other grants received from STIF to assist in transportation improvement efforts in Linn County are:

- \$280,000 to do the Mobility Hub design work for LBCC and OSU Hubs.
- \$150,000 to update the Human Services Coordinated Plans for Linn/Benton/Lincoln Counties.
- \$64,280 to build the Regional Transit Access Plan.

Other transportation related projects that impact Linn County are:

- Completion of the Seamless Transportation Project connecting bus service to all three Counties, with real-time bus information and online ticketing.

### ***Community Development***

The Community Development program seeks to improve the quality of life for residents in Linn County. OCWCOG has professional staff to assist communities, especially smaller communities, with specialized tasks. Here are some of the projects Community Development has worked on in Linn County:

- Providing staffing to the Cascades West Regional Consortium and helped secure a \$130,000 grant from Business Oregon to fund a wetlands mitigation bank feasibility study.
- Secured technical assistance from Department of Land Conservation and Development to develop a Regional Housing Toolkit, working with Sweet Home and Harrisburg on their housing development planning goals.

### ***Economic Development***

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDs). OCWCOG supports local economic development initiatives through research, grant writing, convening, project development and management, and technical assistance.

Coronavirus Aid, Relief, and Economic Security (CARES) Grants: CARES funding is designed to assist partners with responding to the specific recovery needs in the unique communities across the district. Eligible applicants included City and County governments in the Region to support economic resiliency and recovery. In Linn County three CARES micro-grants were awarded:

- \$10,000 was awarded to the City of Sweet Home for a streetscape project. This grant will be used toward a public plaza, street furniture, signage, pedestrian lighting, public art, and landscaping will be added to create a vibrant downtown. Parking will be made uniform and easier. Additional outdoor spaces will allow more flexibility for local businesses by providing space for dining, pop-up markets, and public events.
- \$10,000 was awarded to Halsey/Mid Valley Partners for branding and website. MVP consists of Lebanon, Sweet Home, Philomath, Adair Village, Brownsville, Harrisburg, Monroe, and Halsey. This grant will help define the geographic boundary, values, and goals for economic resiliency in the MVP region. A website will be created with new branding that unifies all eight cities committed to the partnership, and will serve as a regional resource connecting local businesses to resources for recovery and expansion.
- \$10,000 was awarded to Harrisburg for the Taste of Tri-County and Business Expo. This event rotates between three different cities and three different counties on an annual basis. This event improves collaboration between participating businesses as well as cities and is supportive of business. These funds will allow the purchase of items that enhance the event and lower expenses for the event in the future.
- \$4,000 was awarded to Lebanon for the Annual Art Walk. This event fuses downtown businesses and the art culture bringing locals and out-of-town visitors into Lebanon. The Art Walk jump-starts the downtown economy with popup galleries within businesses and performing artists in City parks. The Art Walk was held in November and creates opportunities for strengthening the economic recovery and resiliency of downtown Lebanon.



Cascade West Business Lending: Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities, and promote a stable and diversified economy in the tri-County Region. CWBL delivers expert commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. Our team provides administrative services, technical assistance, and professional lending services through contractual partnerships to local government and non-profit organizations, who offer economic development oriented commercial loans. Our Small Business Lending program currently has over \$3.45 million in loans throughout our tri-county region.

- In Linn County we funded a \$266,000 loan to purchase a building for a new counseling center in Albany.

## Technology Service Contracts

---

OCWCOG Business Services provides Information Technology (IT) services and supports to member agencies. In Linn County, we have agreements to provide support to:

- Brownsville
- Millersburg
- Sweet Home
- Tangent



# *Presentation*

Cybersecurity



# Agenda Item 1



925 S. Main Street  
Lebanon, Oregon 97355

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www.ci.lebanon.or.us

# MEMORANDUM

*Engineering Services*

To: Mayor Aziz and City Council  
From: Ron Whitlatch, Engineering Services Director   
Subject: **Approval to Award Project**  
Lupine Neighborhood Sanitary Sewer Rehabilitation Project  
Project No. 20712

Date: July 7, 2022

## I. INTRODUCTION

On June 8, 2022, City Council authorized City Staff to advertise the Lupine Neighborhood Sanitary Sewer Rehabilitation Project for bids. Due to the volatile bidding climate, a portion of the overall project was removed from the Base Bid and advertised as an Additive Alternate.

## II. CURRENT REPORT

Bids for the project were opened Thursday, July 7, 2022. There was a total of two bids received, which is typical for a pipe burst project. A comparison of the bids with the Engineer's Estimate is presented below:

	<b>Base Bid</b>	<b>Base + Add. Alt.</b>
<b>Emery &amp; Sons Construction Group, LLC</b>	<b>\$1,257,957.00</b>	<b>\$1,520,528.00</b>
Canby Excavating	\$1,288,000.00	\$1,597,550.00
Engineers Estimate	\$1,075,460.00	\$1,392,126.00

The lowest responsive bid was submitted by Emery & Sons Construction Group, LLC. Their base bid is approximately 15% higher than the Engineer's Estimate. This is a reflection of current market conditions that are being seen throughout the construction industry.

Staff budgeted approximately \$1,250,000 in the current fiscal year (22/23) to complete the project. As indicated above, the base bid for the project is approximately \$8,000 more than what has been budgeted. In order to move the much-needed project forward, Staff is recommending using contingencies within the Wastewater Fund to complete the Base Bid portion of the project. Upon City Council approval, Staff will bring a Resolution authorizing the use of contingencies to the next City Council Meeting for approval.

## III. RECOMMENDATION

This memo requests a City Council motion to award the Lupine Neighborhood Sanitary Sewer Rehabilitation Project, Base Bid only to Emery & Sons Construction Group, LLC of Salem, Oregon and to have Staff bring a Resolution to appropriate the contingencies in the Wastewater Fund to the next City Council Meeting.

# Agenda Item 2



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# MEMORANDUM

## *Community Development*

To: Mayor Aziz and City Council Date: June 13, 2022  
From: Kelly Hart, Community Development Director  
Subject: Economic Opportunity Analysis Project Advisory Committee – Council Representative

### I. INTRODUCTION

In November 2021, the City was awarded a \$55,000 grant from the Department of Land Conservation and Development (DLCD) for the development of an Economic Opportunity Analysis. In February 2022, the City entered into a contract with ECONorthwest as the chosen consultant to complete the Economic Opportunity Analysis (EOA).

### II. CURRENT REPORT

As part of the EOA process, an Advisory Committee will be established to provide guidance to review the data analysis, as well as the development of policy recommendations. The Advisory Committee is anticipated to convene up to four meetings between August 2022 – May 2023 to discuss the purpose of an EOA and review the draft buildable lands inventory, evaluate the jobs growth forecast and potential target industries, and develop policy recommendations.

As part of the Advisory Committee, one City Council representative is requested to participate. Other members of the Committee would include, one Planning Commission representative, 3-5 businesses, Chamber of Commerce representative, a real estate agent, and up to two residents.

The recommended action would be to appoint one Council member to the Advisory Committee.

# Agenda Item 3



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# MEMORANDUM

*Community Development*

To: Mayor Aziz and City Council  
From: Kelly Hart, Community Development Director  
Subject: Acceptance of the Lebanon Housing Needs Analysis

Date: July 13, 2022

## I. INTRODUCTION

In 2018, the City of Lebanon received a grant from the Oregon Department of Land Conservation and Development to complete a Housing Needs Analysis to better understand housing needs for the next 20 years and the affordability of housing in Lebanon. FCS Group, Inc. was selected as the consultant group to lead the project. Under consideration is the acceptance of the completed Housing Needs Analysis along with the associated policy considerations.

## II. CURRENT REPORT

The Lebanon Housing Needs Analysis (HNA) is intended to serve as a basis for the City to explore and document new information regarding the City's buildable land inventory, population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The HNA evaluates housing demand, and land needs policies to meet state and local objectives. The key elements in a Housing Needs Analysis include:

1. A projection on the number of new housing units needed in the next 20 years.
2. Identification of relevant national, state, and local demographics and economic trends and factors that may affect the 20-year projection of structure type mix.
3. Description of the demographic characteristics of the population and, if possible, the housing trends that relate to demand for different types of housing.
4. Determination of the types of housing that are likely to be affordable to the projected households based on household income.
5. Determination of the needed housing mix and density ranges for each plan designation and the average needed net density for all structure types.
6. Estimation of the number of additional needed units by structure type.

The attached Housing Needs Analysis addresses each of the six key elements in detail. In the analysis of land needs in Lebanon, the consultant found that Lebanon has an overall surplus of 240 acres of low-density residential lands, 63 acres of high-density lands, 9 acres of commercial/mixed use lands, and the exact acreage required for medium density lands. Overall,

to accommodate the housing needs for the City over the next 20-year cycle, the total land need is 437 acres, and the total buildable inventory is 735 acres, netting a total surplus of 298 acres.

In terms of total dwelling unit projections and unit type, over the next 20-year cycle, the projected need would be 1,320 low density (single-family) dwelling units, 643 medium density (townhomes/duplexes) units, and 540 high density (apartment) units for a total 2,503 dwelling units. For affordable housing needs for households with incomes 80% or below of the area median income, a total of 861 affordable renter-occupied and 795 owner-occupied housing are projected to be needed.

FCS Group, Inc. audited the City's development code and procedures to determine compliance with Statewide Planning Goal 10 and determined the development code as written allows a wide mix of housing types and densities and based on the surplus of available lands, the development code did not require amendment. A number of policy considerations were included to support the development of housing and support affordable housing, including:

1. Pursue the Westside Interceptor and other catalytic infrastructure improvements. *Project is underway.*
2. Explore wetland mitigation options such as lobbying state agencies to expand wetland mitigation banks and incentivize on-site mitigation. *The City is participating in a State grant through the Cascade West Regional Consortium to evaluate creation of a state-run wetland mitigation bank.*
3. Work with interested property owners to consider land exchanges by removing constrained vacant land inside the UGB, particularly if it results in near-term development opportunities for housing for businesses that generate family wage jobs. *Option is open for consideration, but no known interested parties at this time.*
4. Identify public-owned properties that could be used for affordable housing. *The City has an established list of surplus property available for development.*
5. Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted. *Not yet implemented and will be further considered through the Housing Production Strategy.*
6. Develop a tax abatement program for affordable housing, such as the multiple-unit limited tax exemption program, to promote development of affordable housing. *Not yet implemented and will be further considered through the Housing Production Strategy.*
7. Consider establishing a local affordable housing construction excise tax to be used to incentivize development of income restricted housing. *Not yet implemented and will be further considered through the Housing Production Strategy.*

With each of the key elements required per State law, no amendments required to the zoning designations or development code, the attached Housing Needs Analysis is compliant with Statewide Planning Goal 10, House Bill 2003 and State law.

### III. RECOMMENDATION

Approve Resolution No. 2022-19 accepting the Lebanon Housing Needs Analysis.

**RESOLUTION ACCEPTING THE LEBANON  
HOUSING NEEDS ANALYSIS (HNA)**

)  
)

**RESOLUTION NO. 2022-19**

**WHEREAS**, In 2018 the City of Lebanon received a grant from the Oregon Department of Land Conservation and Development to conduct a Housing Needs Analysis to better understand housing needs for the next 20 years and the affordability of housing in Lebanon. FCS Group, Inc. was selected as the consultant group to lead the project; and

**WHEREAS**, Meetings were held with FCS Group, Inc. and the Planning Commission as the Project Advisory Committee on April 19, 2019, May 15, 2019, and June 19, 2019 to discuss the desired outcomes, the various factors affecting the demand and affordability of housing in Lebanon, achieved density, needed housing mix, and redevelopment assumptions. These meetings were also advertised as public workshop meetings to gain input from the public on the progress of the Housing Needs Analysis (HNA), each meeting included public participation with between three to 20 residents in attendance. Regular updates were also provided to the City Council through the monthly City Manager reports; and

**WHEREAS**, the Housing Needs Analysis concluded that the City has sufficient capacity within the current Urban Growth Boundary (UGB) to accommodate planned residential development and related land needs over the next 20 years. The current UGB consists of 735 acres of buildable residential land inventory which residential land need is forecasted to be between 345 and 476 acres; and

**WHEREAS**, the Housing Needs Analysis identified policy considerations to help promote development of housing and address affordable housing demand, but did not identify any required zoning or development code changes and determined that Lebanon's existing policies generally comply with Statewide Planning Goal 10; and

**WHEREAS**, on June 19, 2019 the Project Advisory Committee and the Planning Commission recommended the City Council accept the Housing Needs Analysis included in Exhibit A; and

**WHEREAS**, House Bill 2003 directs the Land Conservation and Development Commission to adopt a schedule for cities over 10,000 people to update their Housing Needs Analysis every eight years. With acceptance of the Housing Needs Analysis in 2022, the City complies with the State adopted schedule, with the next required Housing Needs Analysis to be completed in 2030; and

**WHEREAS**, the City of Lebanon is currently in the process of developing a Housing Production Strategy in compliance with HB 2003. Upon completion of the Housing Production Strategy, the City will undergo a Comprehensive Plan Amendment to incorporate the Housing Needs Analysis and Housing Production Strategy policies as an update to the



Housing Element of the Comprehensive Plan in compliance with Statewide Planning Goal 10: Housing.

**NOW, THEREFORE,** be it resolved by the Council of the City of Lebanon as follows:

**SECTION 1.** The Lebanon City Council accepts the Housing Needs Analysis (HNA) and determines the HNA compliant with Statewide Planning Goal 10.

**SECTION 2.** The Lebanon City Council directs staff to complete the Housing Production Strategy in compliance with HB 2003, then initiate an amendment to the Comprehensive Plan to incorporate the Housing Needs Analysis and the Housing Production Strategy as the City’s Housing Element of the Comprehensive Plan.

**SECTION 3.** This Resolution shall be effective immediately upon its passage

Passed by the Lebanon City Council and executed by the Mayor on this 13<sup>th</sup> day of July 2022 by a vote of \_\_\_ yeas and \_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Paul R. Aziz, Mayor   
Michelle Steinhebel, Council President

ATTESTED:

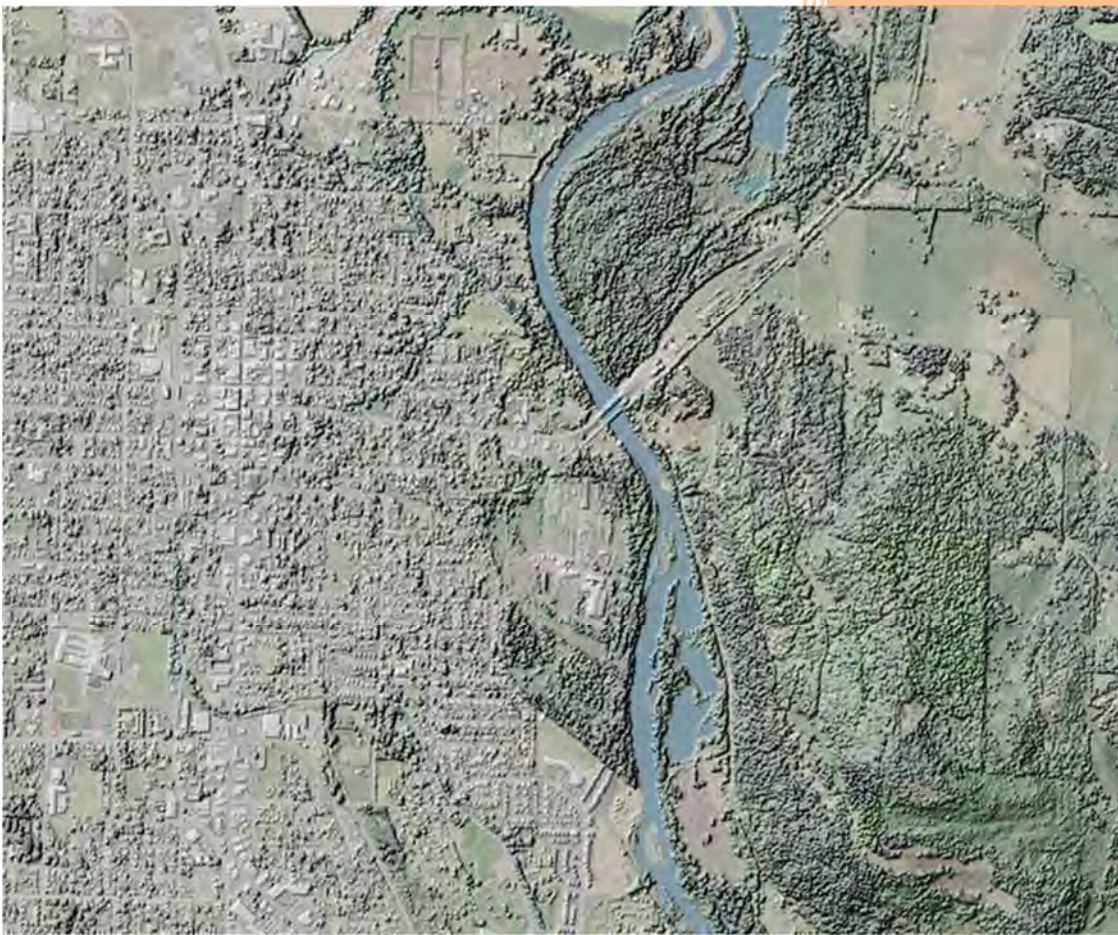
\_\_\_\_\_  
Kim Scheafer, MMC, City Recorder

**Exhibit A**  
**Accepted Housing Needs Analysis**



# City of Lebanon

## Draft Housing Needs Analysis



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

June 27, 2019

# ACKNOWLEDGEMENTS

---

This work is made possible through the sincere input by City staff and the Lebanon Planning Commission. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

## **City of Lebanon**

Walt Wendolowski

Shawn Eaton

Tammy Dickey

## **Lebanon Planning Commission**

Jeremy Salvage, Chair

Don Robertson, Vice-Chair

Samuel Brackeen

John Brown

Joshua Galka

David McClain

Todd Prenoveau

## **Project Consultants**

### **FCS GROUP**

Todd Chase, AICP, LEED AP, Principal/Project Manager

Owen Reynolds, AICP, Project Consultant

Timothy Wood, Project Consultant

Ian Storey, Analyst

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## Section I. INTRODUCTION

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The Lebanon Housing Needs Analysis (HNA) is intended to serve as a basis for the City to explore and document new information regarding the City’s buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The HNA evaluates housing demand, land needs policies to meet state and local housing objectives.

### Oregon Regulatory Requirements

The passage of the Oregon Land Use Planning Act of 1974 (ORS Chapter 197) established the Land Conservation and Development Commission (LCDC) and the Department of Land Conservation and Development (DLCD). The Act required the Commission to develop and adopt a set of statewide planning goals. Goal 10 addresses housing in Oregon and provides guidelines for local governments to follow in developing their local comprehensive land use plans and implementing policies.

At a minimum, local housing policies must meet the applicable requirements of Goal 10 and the statutes and administrative rules that implement it (ORS 197.295 to 197.314, ORS 197.475 to 197.490, and OAR 600-008).<sup>1</sup> Goal 10 requires incorporated cities to complete an inventory of buildable residential lands. Goal 10 also requires cities to encourage the numbers of housing units in price and rent ranges commensurate with the financial capabilities of its households.

Goal 10 defines needed housing types as “all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes.” ORS 197.303 defines needed housing types:

- (a) Housing that includes, but is not limited to, attached and detached single-family housing and multiple family housing for both owner and renter occupancy.

---

<sup>1</sup> ORS 197.296 only applies to cities with populations over 25,000.

- (b) Government assisted housing.<sup>2</sup>
- (c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490.
- (d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions.
- (e) Housing for farmworkers.

**Please refer to the Glossary for a list of terms used in the Housing Needs Analysis.**

## HNA Methodology

Major HNA technical work products include the following:

- A housing needs forecast for the Lebanon Urban Growth Boundary (UGB)
- A buildable land inventory (BLI) for residential and mixed-use designations in the UGB
- A residential land needs analysis for accommodating a 20-year forecast
- Identification of local policy measures and housing strategies for accommodating needed housing

A recommended approach to conducting a housing needs analysis is described in *Planning for Residential Growth: A Workbook for Oregon's Urban Areas*, the Department of Land Conservation and Development's guidebook on local housing needs studies. As described in the workbook, the specific steps in the housing needs analysis are:

1. Project the number of new housing units needed in the next 20 years.
2. Identify relevant national, state, and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.
3. Describe the demographic characteristics of the population and, if possible, the housing trends that relate to demand for different types of housing.
4. Determine the types of housing that are likely to be affordable to the projected households based on household income.
5. Determine the needed housing mix and density ranges for each plan designation and the average needed net density for all structure types.
6. Estimate the number of additional needed units by structure type.

---

<sup>2</sup> Government assisted housing can be any housing type listed in ORS 197.303 (a), (c), or (d).



While ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is generally followed to determine housing needs for Lebanon (2017 pop. 16,878). This analysis incorporates 20-year population growth for the Lebanon Urban Growth Boundary (UGB) based on forecasts provided by Portland State University's Population Research Center.

## Report Organization

This report provides the technical basis of findings that support proposed housing policy recommendations and subsequent actions that the city will take to update its Comprehensive Plan and Development Code. Each section of this report provides current data, assumptions and results that comprise all findings and conclusions:

**I. Introduction.**

**II. Housing Trends and Needs Forecasts:** provides a demographic overview and summary of market trends influencing housing growth in Lebanon.

**III. Buildable Land Inventory:** identifies vacant, partially vacant and redevelopable residential land within the Lebanon UGB, and accounts for constraints to get to a final determination of capacity to meet 20-year needs.

**IV. Land Needs Reconciliation:** This section compares expected land demand to vacant land supply to meet housing mix and densities described in the HNA.

**V. Findings and Recommendations:** highlights key findings and draft policy recommendations.

**VI. Glossary:** list of key terms used in the housing needs analysis.

## Section II. TRENDS AND FORECASTS

---

**This section of the HNA includes a forecast of housing needed to accommodate expected population growth for the Lebanon UGB.** The housing needs forecast represents a 20-year projection from the base year (2019) through year 2039. These technical findings are also intended to be consistent with the State of Oregon requirements for determining housing needs per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.295 to 197.314 and 197.475 to 197.490.

### Methodology

The methodology for projecting housing needs for the Lebanon UGB takes into account a mix of demographic and socio-economic trends, housing market characteristics and long-range population growth projections. Population is a primary determinate for household formations—which in-turn drives housing need.

Regional (Linn County) and local (City or UGB) population, households, income and market characteristics are described in this Memorandum using available data provided by reliable sources, such as the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services, Portland State University (PSU) and the City of Lebanon. Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2019 estimate) and forecast year (2039 projection).

The housing need forecast translates population growth into households and households into housing need by dwelling type, tenancy (owner vs. renter) and affordability level.

### Demographic and Socio-Economics

#### Population Growth

The City of Lebanon recorded a record high population of 16,878 in 2017 (July 1 estimate by PSU). When you take into account the additional land area outside the City and inside the UGB, the total Lebanon UGB population is estimated at approximately 19,416 people.

The Lebanon UGB accounts for over 16% of all county residents. Since 2000 the City, the UGB and Linn County have been adding population at a faster average annual growth rate (AGR) than the State of Oregon as a whole (see **Exhibit 2.1**).

**Exhibit 2.1: Population Trends (2000-2017)**

	2000	2010	2017	AGR 2000-2017
Lebanon	12,950	15,518	16,878	1.6%
Linn County	103,069	116,672	125,047	1.1%
Oregon	3,421,399	3,837,300	4,141,100	1.1%

Source: U.S. Census Bureau and Portland State University Population Research Center.

Abbreviations: AGR - Annual Growth Rate

The long-range population forecast prepared by PSU’s Population Research Center (PRC) expects 5,686 additional people to be added to the Lebanon UGB by year 2039. This equates to an annual average growth rate (AGR) of 1.26% and a 24.3% “capture rate” of the future County-wide population growth for the Lebanon UGB (see **Exhibit 2.2**).

**Exhibit 2.2: Population Projections (2019-2039)**

	Estimate 2019	Forecast 2039	Proj. Change 20 Years	Proj. Change AGR
Lebanon UGB	19,910	25,596	5,686	1.26%
Linn County	127,180	150,616	23,436	0.85%
Oregon	4,224,122	5,151,616	927,494	1.0%

Source: U.S. Census Bureau and Portland State University Population Research Center.

Abbreviations: AGR - Annual Growth Rate

As shown in **Exhibit 2.3**, Lebanon has a slightly younger population in comparison with the State average. The median age of local residents was 38.5 in 2017.

**Exhibit 2.3**



Lebanon has a relatively high average household size, which is evidenced by that fact that there are 2.41 people per dwelling unit, which exceeds the State average (2.32), as indicated in **Exhibit 2.4**.

**Exhibit 2.4**



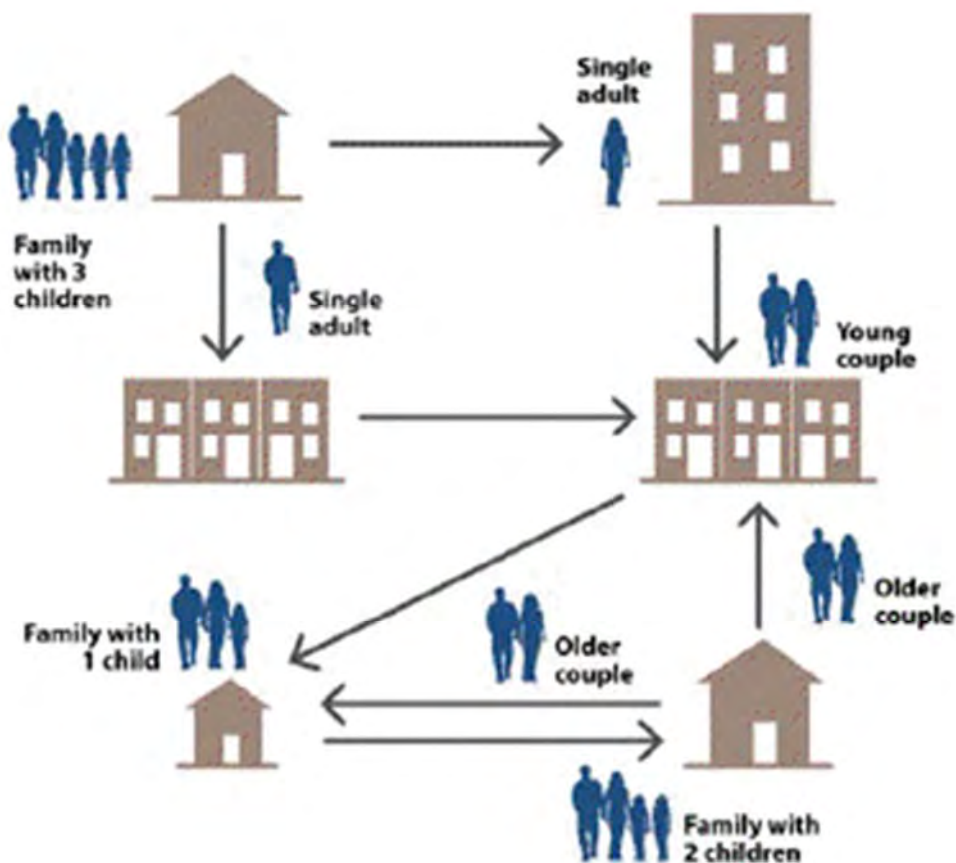
## Factors Affecting Housing Needs

Housing needs change over a person’s lifetime. Other factors that influence housing include:

- Homeownership rates increase as income rises.
- Single family detached homes are the preferred housing choice as income rises.
- Renters are much more likely to choose multifamily housing options (such as apartments or plexes) than single-family housing.
- Very low income households (those earning less than 50% of the median family income) are most at-risk for becoming homeless if their economic situation worsens.

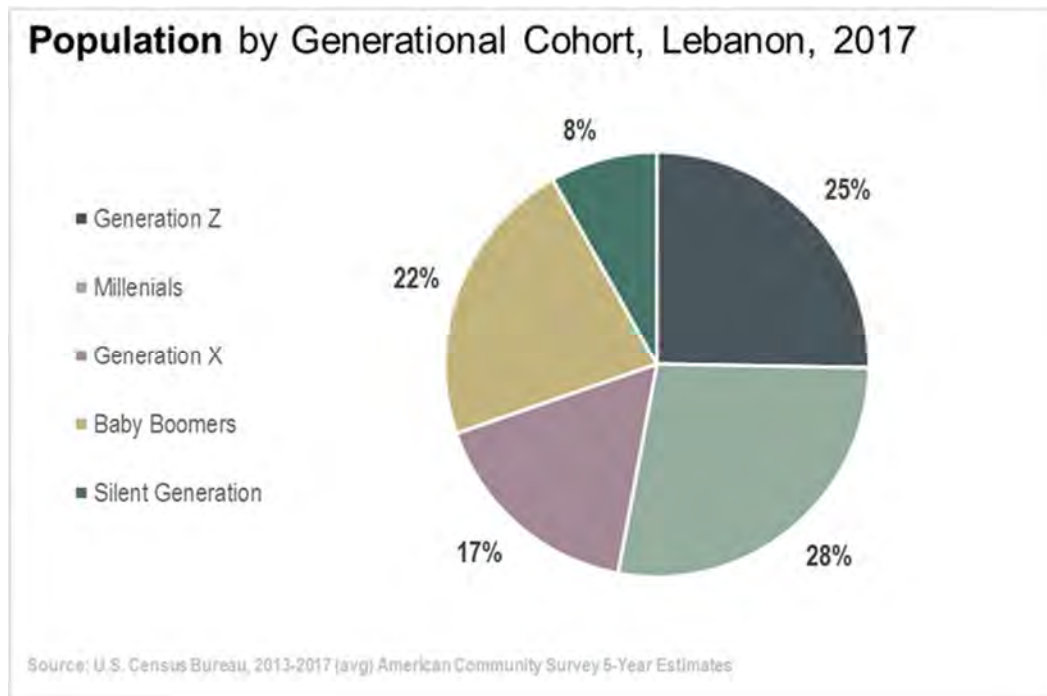
As people age and their socio-economic conditions change, their housing preferences and choices evolve as illustrated in the “Housing Life Cycle” chart (**Exhibit 2.5**).

Exhibit 2.5: Housing Life Cycle



The relationship between demographics, income levels and housing needs can be used to forecast future housing needs. The primary demographic cohorts in Lebanon is shown in **Exhibit 2.6** and described below:

Exhibit 2.6: Population by Age Cohort



#### Greatest/Silent Generation (those born before 1925 to 1945)

This includes retirees better than age 74, who were raised during the Great Depression, Word War I or World War II. This cohort currently accounted for 8% of the city’s population in 2017 and is projected to be the fastest growing segment over the next 20 years. As they reach their 80s some move into assisted living facilities with convenient health care services and transit access.

#### Baby Boom Generation (those born 1946 to 1964)

Baby boomers (currently age 55 to 74) accounted for 22% of Lebanon residents in 2017, up from 20% in 2010. The boomer population segment has been growing more rapidly than the other cohorts over the past 10 years and many are now entering their retirement years. Boomers usually prefer to “age in place” until after age 80, then may downsize or move in with family members (sometimes opting to reside in accessory dwellings off the main house).

### Generation X (born early 1965 to 1980)

Gen X is the demographic cohort following the baby boomers and preceding the Millennials. This cohort (currently includes people between age 39 to 54) accounted for 17% of Lebanon residents in 2017, and has been trending upwards over the past several years. GenX households often include families with children, and many prefer to live in single family detached dwellings at various price points.

### Millennials (born early 1980s to early 2000s)

Millennials (currently in their twenties or thirties) accounted for 28% of Lebanon residents in 2017. This segment is expected to increase more slowly than the overall population over the next few decades. Younger millennials tend to rent as they establish their careers and/or payback student loans. Working millennials often become first-time homebuyers, opting to purchase smaller single-family detached homes or townhomes.

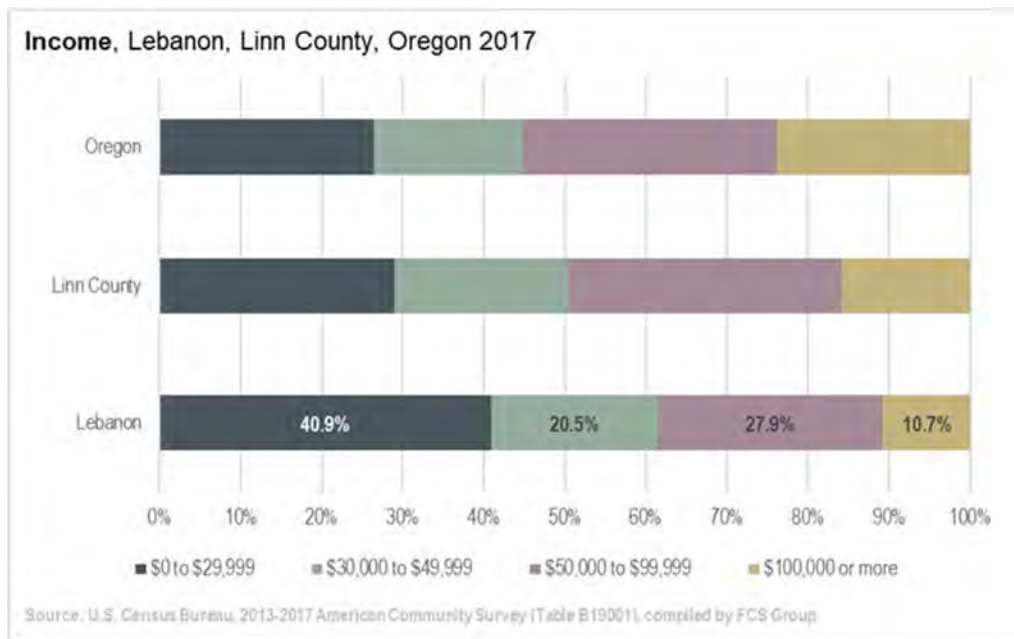
### Generation Z (born mid-2000s or later)

GenZ includes residents age 19 or less, which accounted for 25% of Lebanon residents in 2017. This segment mostly includes children living with GenXers or younger Baby Boomers and has been decreasing in numbers in Lebanon over the past several years. This trend is forecasted to continue as people are delaying starting families and tend to have fewer children than past generations.

## Income Characteristics

Low income households are much more prevalent in Lebanon than in Oregon (on average) with nearly 41% of the households earning less than \$30,000 (**Exhibit 2.7**). This situation is contributing to the relatively high share of severe rent challenges discussed below.

Exhibit 2.7: Households by Income Level, 2017



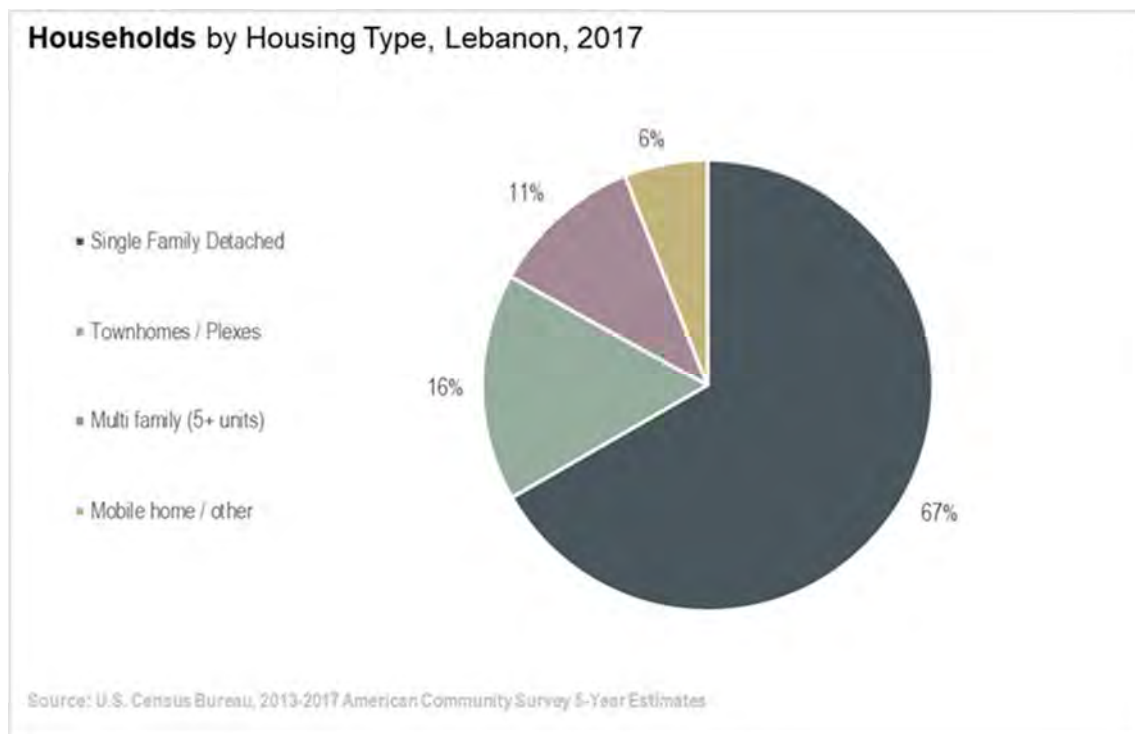
## Existing Housing Characteristics

An analysis of historical development trends and local housing market dynamics provides insight regarding how the housing market functions. HNA findings indicate that changes in demographic and socio-economic patterns over the next two decades will result in a shift in housing demand from what is now predominantly single-family detached housing to wider mix of housing types.

### Housing Inventory

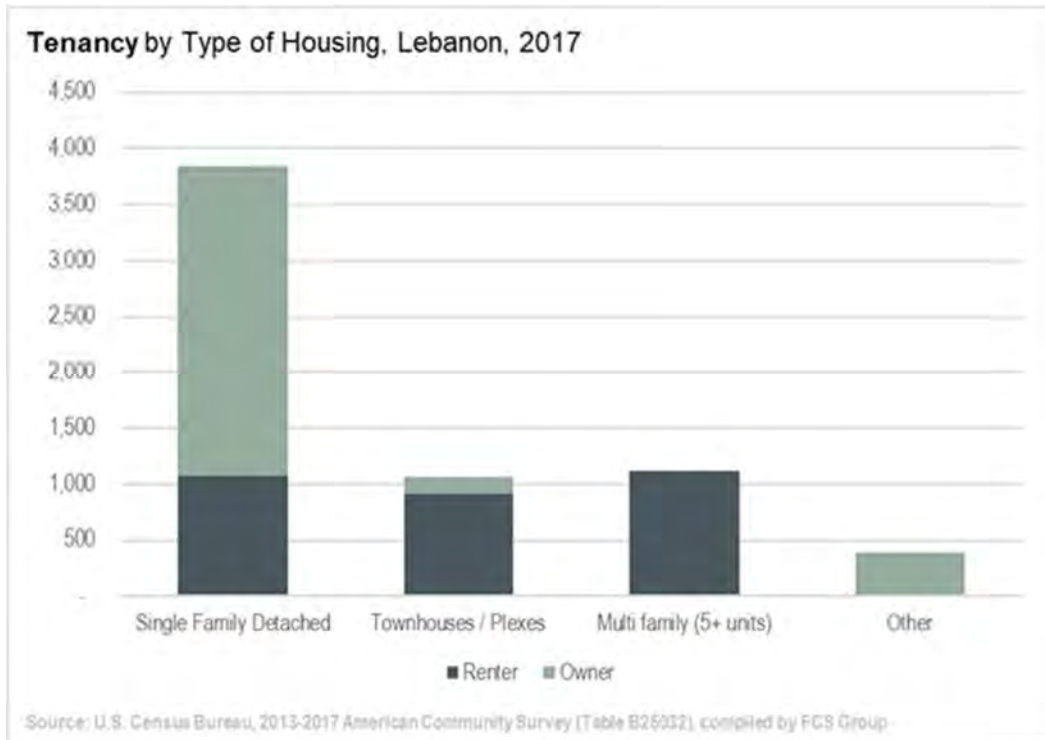
Like many communities, the existing housing stock in Lebanon is predominantly single-family detached (low density development) which accounts for over two-thirds of the inventory. Townhomes/plexes (medium density development) make up 16% of the inventory. Multifamily apartments and condos (with more than 5 units per structure) make up 11%, and mobile homes/other housing types comprise the remainder (**Exhibit 2.8**).

Exhibit 2.8



As shown in **Exhibit 2.9**, most homeowners in Lebanon reside in single family detached homes or mobile homes and most renters reside in townhomes/plexes and multifamily units.

Exhibit 2.9



In comparison to other regional housing market areas, Lebanon home values are beginning to increase rapidly, with median prices up by 12.3 percent year-over-year (June 2017 and June 2018). Despite the increase in values, **Exhibit 2.10** shows the median home price in Lebanon was \$222,900 (2019, 1<sup>st</sup> Q), which is still lower than Linn County on average, and well below the median home price throughout Oregon as a whole.

Exhibit 2.10



Housing rents are also comparatively lower in Lebanon than Linn County and Oregon as a whole. (**Exhibit 2.11**).



Exhibit 2.11



### Current Housing Market Gaps

An analysis of housing needs indicates that there are market gaps in the housing supply that currently exist in the local rental housing market. As shown in **Exhibit 2.12**, the market gaps are occurring at upper and lower ends of the rental housing market. For example, with 339 existing rental households in Lebanon earning over \$50,000 in annual income, the number of available rental units at attainable price levels (\$1,250+ per month for two or more bedroom units) included only 165 units in 2017 (according to data provided by the U.S. Census, American Community Survey, 2013-2017 estimates for City of Lebanon). Hence, there is a market gap of approximately 174 units in this price category. As such, upper-income households are currently occupying lower cost (available) rental units.

There is also a market gap for lower-cost rental housing, particularly for households earning less than \$20,000. There are 1,280 rental households in Lebanon with incomes below \$20,000 but only 362 rental units priced under \$500 per month. This creates a market gap of 918 rental units needed at a monthly rent of \$500 or less to be attainable to these low-income households. Many of these low-income households are paying well over 50% of their income on rental housing; which is a factor driving the relatively high share of severely rent burdened households in Lebanon today.

**Exhibit 2.12**

Median Household Income Range	Affordable Monthly Rent Costs *	Renter- Occupied Households	Estimated Available Rental Units	Housing (Gap) or Surplus
\$75,000 or more:	\$1,875	339	165	(174)
\$50,000 to \$74,999:	\$1,250-\$1,875	371	285	(86)
\$35,000 to \$49,999:	\$875-\$1,250	491	977.50	487
\$20,000 to \$34,999:	\$500-\$875	633	1,325	692
Less than \$20,000:	Less than \$500	1,087	270	(817)
Zero or Negative Income	Requires subsidy	193	92	(101)
<b>Total</b>		<b>3,114</b>	<b>3,114</b>	<b>-</b>

Source: U.S. Census Bureau,, American Community Survey 2013-2017; FCS GROUP.

\* Calculated as 30% of income range based on HUD guidelines

A recent 2016-17 statewide study of housing affordability was led by the Oregon Housing and Community Services (OHCS). The study included all cities and counties, including Linn County and the City of Lebanon. The study included an inventory of existing public housing and federal/state subsidized housing in each community and compared the housing supply to the need (based on an equitable distribution of demand) for affordable housing.

As indicated in **Exhibit 2.13**, the results of the OHCS study indicate that there is an existing affordable housing supply gap of 824 units in Linn County (1,768 units of equitable need less 944 units available).

The OHCS study results for the City of Lebanon indicate that the city’s “equitable distribution of affordable housing units” was also inadequate, with an affordable housing unit count of 271 dwellings and an estimated equitable demand of 363 units, a gap of 92 units. In the future, as population and housing levels increase within the Lebanon UGB, so too will the demand and need for affordable housing.

**Exhibit 2.13**

	City of Lebanon	Linn County
Affordable Housing Units in Inventory	271	944
Need (Equity) Distribution Percent	0.6%	2.9%
Equitable Distribution of Units	363	1,768
Actual Units / Equitable Distribution of Units	74.7%	53.4%

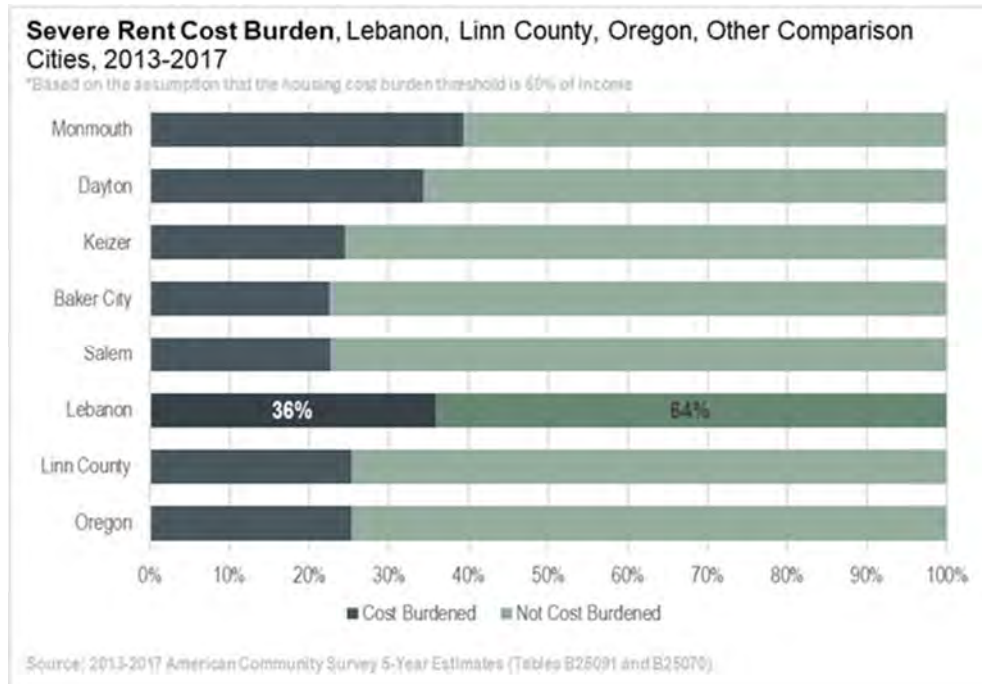
Source: Oregon Housing and Community Services Housing Needs Versus Inventory Summary

## Housing Cost Burden

According to the U.S. Housing and Urban Development (HUD) standards, households are considered “cost burdened” if they pay over 30% of their income on housing. Households are “severely cost burdened” if they pay over 50% of their income on housing.

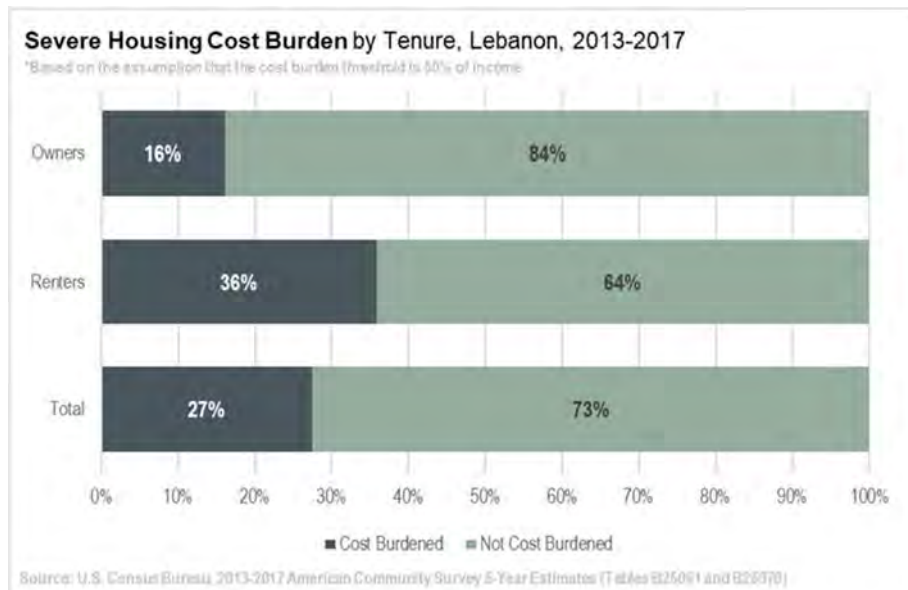
Despite having lower housing costs than most of Oregon and of Linn County, Lebanon still has a relatively high share of households experiencing significant rent burden. Over 1 in 3 Lebanon renter households (36%), paid more than 50% of their income in rent (**Exhibit 2.14**).

Exhibit 2.14



Lebanon homeowners are less severely cost burdened than renters, with only 16% of homeowners experiencing severe cost burden. Taken together, about 27% of all households in Lebanon are severely housing cost burdened (**Exhibit 2.15**).

Exhibit 2.15



## Future Housing Need Forecast

The future (20 year) housing need forecast for Lebanon considers demographic and socio-economic factors. Based on projected population growth and housing market conditions, Lebanon is expected to add 5,686 people and that will require 2,503 net new dwelling units over the next 20 years.

The expected distribution of housing types is depicted in **Exhibit 2.16**. Based on local housing mix preferences, it is anticipated that nearly 58% of the dwelling unit demand will consist of single family detached homes, 16% will be townhomes/plexes, 17% will be multifamily (i.e., 2-3 story apartments), and 6% will be manufactured homes. The future demand represents a greater share of attached/multifamily housing in Lebanon than the current inventory, and would result in more attainable housing for households at all income levels.

**Exhibit 2.16**

	Projected 20-Year Need (Units)	Percent Dist.
Housing Type Distribution		
Single Family Detached	1,447	57.8%
Townhomes / Plexes	398	15.9%
Multi family (5+ units)	417	16.6%
Mfg. home/other	155	6.2%
<b>Total Housing Units</b>	<b>2,417</b>	
Group quarters (pop)	85	3.4%
<b>Grand Total</b>	<b>2,503</b>	<b>100%</b>

Source: Lebanon HNA Task 2 and Task 4 documents.

The household tenancy for Lebanon is expected to consist of: 1,289 owner-occupied dwellings and 1,214 renter-occupied dwellings. The types of housing that are most suited to meet qualifying income levels for home ownership vary by family income level (**Exhibit 2.16**).

**Exhibit 2.16**

Approximate Attainable Home Price*	Owner-Occupied	Renter-Occupied	Total	Attainable Housing Products
Upper (120% or more of MFI)	493	184	676	Standard Homes, Townhomes
Middle (80% to 120% of MFI)	429	169	598	Small Homes, Townhomes, Apartments
Low (50% to 80% of MFI)	302	249	551	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.
Very Low (30% to 50% of MFI)	64	212	277	ADUs, Govt. Assisted Apts.
Extremely Low (less than 30% of MFI)	0	400	400	Govt. Assisted Apts.
<b>Total</b>	<b>1,289</b>	<b>1,214</b>	<b>2,503</b>	

\*Assumes 30% of income is used for rental or mortgage payments.

The owner-occupied housing forecast that's suited to meet qualifying income levels is shown in **Exhibit 2.17**.

**Exhibit 2.17**

**Lebanon Owner-Occupied Housing Needs\***

Family Income Level	Upper Range of Qualifying Income	Upper Range of Home Price*	Target Housing Types	Estimated Distribution of Owner-Occupied Units	Projected Owner-Occupied Units Needed
Upper (120% or more of MFI)	Greater than \$66,120	Greater than \$328,000	Standard Homes	38%	493
Middle (80% to 120% of MFI)	\$66,120	\$328,000	Small and Standard Homes, Townhomes	33%	429
Low (50% to 80% of MFI)	\$44,080	\$250,700	Small Homes, Townhomes, Mfgd. Homes, Plexes	23%	302
Very Low (30% to 50% of MFI)	\$27,550	\$157,550	Govt. Assisted	5%	64
Extremely Low (less than 30% of MFI)	\$16,530			0%	0
<b>Total</b>				<b>100%</b>	<b>1,289</b>

*\*Assumes 30% of income is used for mortgage payment, with 6% interest, 30-year term with 20% downpayment for upper middle and high income levels, and 5% downpayment for lower income levels.*

The renter-occupied housing forecast that's suited to meet qualifying income levels is shown in **Exhibit 2.18**.

**Exhibit 2.18**

**Lebanon Renter-Occupied Housing Needs\***

Family Income Level	Upper Range of Qualifying Income	Upper Range of Monthly Rent*	Attainable Housing Products	Estimated Distribution of Units	Projected Renter-Occupied Units Needed
Upper (120% or more of MFI)	Greater than \$66,120	Greater than \$1,743	Standard Homes, Townhomes	15%	184
Middle (80% to 120% of MFI)	\$66,120	\$1,743	Small Homes, Townhomes, Apartments	14%	169
Low (50% to 80% of MFI)	\$44,080	\$1,162	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.	21%	249
Very Low (30% to 50% of MFI)	\$27,550	\$726	ADUs, Govt. Assisted Apts.	17%	212
Extremely Low (less than 30% of MFI)	\$16,530	\$436	Govt. Assisted Apts.	33%	400
<b>Total</b>				<b>100%</b>	<b>1,214</b>

*\*Assumes 30% of income is used for rental payments.*

## Section III. BUILDABLE LAND INVENTORY

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### RESIDENTIAL BUILDABLE LAND INVENTORY

In accordance with OAR 660-008-0005 (2), an estimate of buildable land inventory (BLI) within the Lebanon Urban Growth Boundary (UGB) has been created to determine that amount of land available to meet housing needs. The BLI analysis uses the most current Geographic Information Systems (GIS) data provided available for the Lebanon UGB (specific GIS data sources are shown in **Exhibit 3.1**).

#### Buildable Land Inventory Methodology

The objective of the residential BLI is to determine the amount of developable land available for future residential housing development within the UGB. The steps taken to perform this analysis are as follows:

1. **Calculate gross acres** by plan designation, including classifications for fully vacant and partially-vacant parcels. This step entails “clipping” all of the tax lots that are bisected by the current UGB to eliminate land outside current UGB from consideration for development at this time. City staff input was provided to provide a level of quality assurance to review output is consistent with OAR 660-008-0005(2).
2. **Calculate gross buildable acres** by plan designation by subtracting land that is constrained from future development, such as such as existing public right-of-way, parks and open space, steep slopes, and floodplains.
3. **Calculate net buildable acres** by plan designation, by subtracting future public facilities such as roads, schools and parks from gross buildable acres.
4. **Determine total net buildable acres by plan designation** by considering potential redevelopment locations and mixed-use development opportunity areas.

**Exhibit 3.1: Lebanon BLI Data Sources**

Dataset Name	Type	Description	Source
CityLimit	GIS Layer	Lebanon City Limits Boundary	City of Lebanon
UGB	GIS Layer	Urban Growth Boundary for areas outside of Lebanon city limits	City of Lebanon
Zoning	GIS Layer	City of Lebanon Zoning Designations	City of Lebanon
CompPlan	GIS Layer	City of Lebanon and UGB Comprehensive Plan Designations	City of Lebanon
Floodzones	GIS Layer	FEMA 100-yr. Floodplains and Floodways	City of Lebanon
Hydro	GIS Layer	Water bodies within City of Lebanon and UGB	City of Lebanon
Parks	GIS Layer	Parks and Open Space areas with City Limits and UGB	City of Lebanon
slope	Raster-GRID	Raster grid - 3 ft cell size containing slope	City of Lebanon
Wetlands	GIS Layer	Wetlands polygon features	City of Lebanon
Taxlot	GIS Layer	Taxlots for City of Lebanon and UGB.	City of Lebanon
VacantParcels	GIS Layer	Taxlots with Property Class typed as vacant.	City of Lebanon
PublicParcels	GIS Layer	Parcels with recorded Public entity ownership	City of Lebanon
Assessment and Taxation	Tabular	Property Class is Linn Counties version of property typing	Linn County Assessor1
NAIP 2016	GIS Service	Web service providing aerial imagery	Oregon-GEO2

1 - [http://www.co.linn.or.us/assessorshomep/prop\\_cls.htm](http://www.co.linn.or.us/assessorshomep/prop_cls.htm)

2 - <http://imagery.oregonexplorer.info/arcgis/services>

The detailed steps used to create the land inventory are described below.

## RESIDENTIAL LAND BASE

The residential land base reflects current Lebanon land use zoning designations. The land use zoning map for the Lebanon UGB is provided as **Exhibit 3.2**.

Properties that are within the residential land base include the following land use zoning classifications:

### Residential Land Use Classifications

- Low Density Residential
- Mixed Density Residential (allows low, medium and high density)
- High Density Residential

In addition, since commercial and mixed-use zone classifications allow housing development, the following land use zoning classification is included in the residential land base:

### Commercial and Mixed-Use Land Use Classifications

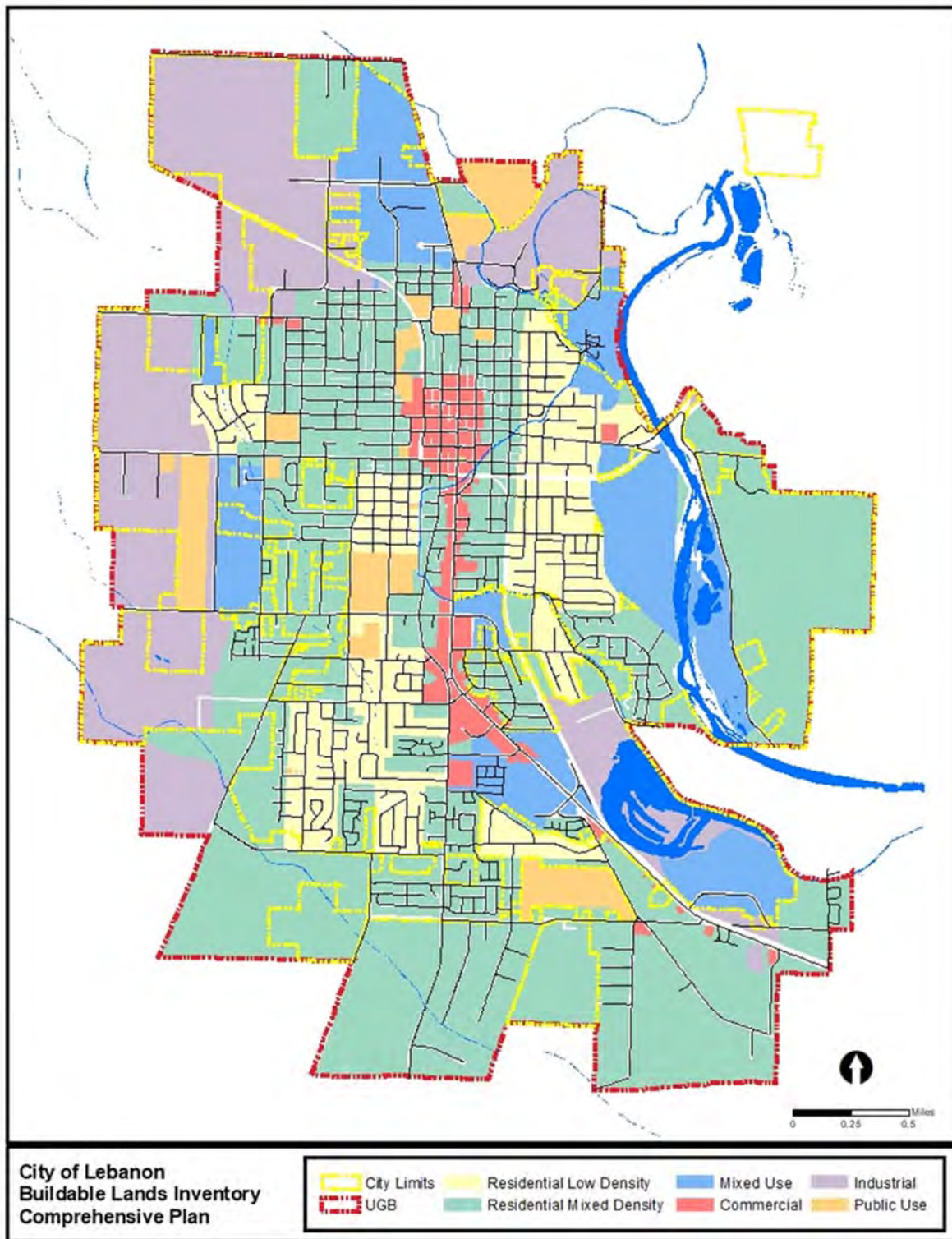
- Mixed Use Zone
- Neighborhood Mixed Use Zone
- Neighborhood Commercial Zone
- Central Business Commercial Zone
- Highway Commercial Zone

For analysis purposes, each of these residential land use classifications have been grouped into residential development categories that represent the expected level of development based on the housing types/densities that are permitted by the city (housing types must be permitted outright or by conditional development approval). This includes: low, medium and high density residential categories; as well as a commercial/mixed use category (which allows a mix of low, medium and high density housing).

Draft BLI findings and results were reviewed by city staff and subjected to public review, then refined accordingly based on the input received.



Exhibit 3.2: City of Lebanon Land Use Zoning Designations



## LAND CLASSIFICATIONS

The next step includes classifying each tax lot (parcel) into one of the following categories.

- **Vacant land:** Properties with no structures or have buildings with very little value. For purpose of the BLI, residential lands with improvement value less than \$10,000 are considered vacant. These lands were also subjected to review using aerial photography; and if the land is in a committed use such as a parking lot, an assessment has been made to determine if it is to be classified as vacant, part vacant or developed.
- **Partially vacant land:** Properties that are occupied by a use (e.g., a home or building structure with value over \$10,000) but have enough land to be subdivided without the need for rezoning. This determination is made using tax assessor records and aerial photography. For lots with existing buildings, it is assumed that  $\frac{1}{4}$  acre (10,890 sq. ft.) is retained by each existing home, and the remainder is included in the part vacant land inventory.
- **Vacant Undersized:** Properties that are vacant or part-vacant with less than 3,000 sq. ft. of land area. This category is excluded from the vacant land inventory since these lots are not likely large enough to accommodate new housing units. However, it is possible that some may be suitable for accessory dwelling units (ADUs).
- **Developed & Non-Residential Land Base:** Properties unlikely to yield additional residential development for one of two reasons: they possess existing building structures at densities that are unlikely to redevelop over the planning period; or they include parcels with land use designations that do not permit housing development.
- **Public and Constrained (unbuildable) land:** Properties which are regarded as unlikely to be developed because they are restricted by existing uses such as: public parks, schools, ballfields, roads and public right-of-way (ROW); common areas held by Home Owners Associations, cemeteries; and power substations. In cases where public-owned land does not fall into one of the above mentioned categories and is planned or zoned to allow housing, those tax lots are included in the vacant or part-vacant residential land inventory.

These tax lot classifications were validated using aerial photos, building permit data, and assessor records. Preliminary results were refined based on City staff and public input received during the Housing Needs Analysis (HNA) planning process.

## DEVELOPMENT CONSTRAINTS

The BLI methodology for identifying and removing development constraints is consistent with state guidance on buildable land inventories per OAR 660-008-0005(2). By definition, the BLI is intended to include land that is “suitable, available, and necessary for residential uses.”

“Buildable Land” includes residential designated land within the UGB, including vacant, part vacant and land that is likely to be redeveloped; and suitable, available and necessary for residential uses. Public-owned land is generally not considered to be available for residential use unless the underlying zoning permits housing.

Land is considered to be “suitable and available” unless it:

- Is severely constrained by natural hazards as determined by the Statewide Planning Goal 7;
- Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- Has slopes over 25 percent;
- Is within the 100-year flood plain; or
- Cannot be provided or served with public facilities (no land was identified in this category).

Based on state guidelines and data provided by the City of Lebanon, the following constraints have been deducted from the residential lands inventory.

- Land within waterbodies and floodways. Lands identified within waterbodies and floodways per the FEMA FIRM maps.
- Land within floodplains. This includes lands in flood-hazard areas (the 100-year floodplain).
- Land within wetlands. This includes areas identified as significant wetlands in the Lebanon Comprehensive Plan.
- Land within natural resource protection measures. This includes riparian wetland overlay districts that are identified in the Lebanon Comprehensive Plan.
- Land with slopes greater than 25%. However, no land was identified as having steep slopes.
- Parks and Open Space.

**Exhibits 3.3-3.6** illustrate these types of “environmental” constraints.



Exhibit 3.3: Floodplains and Floodways

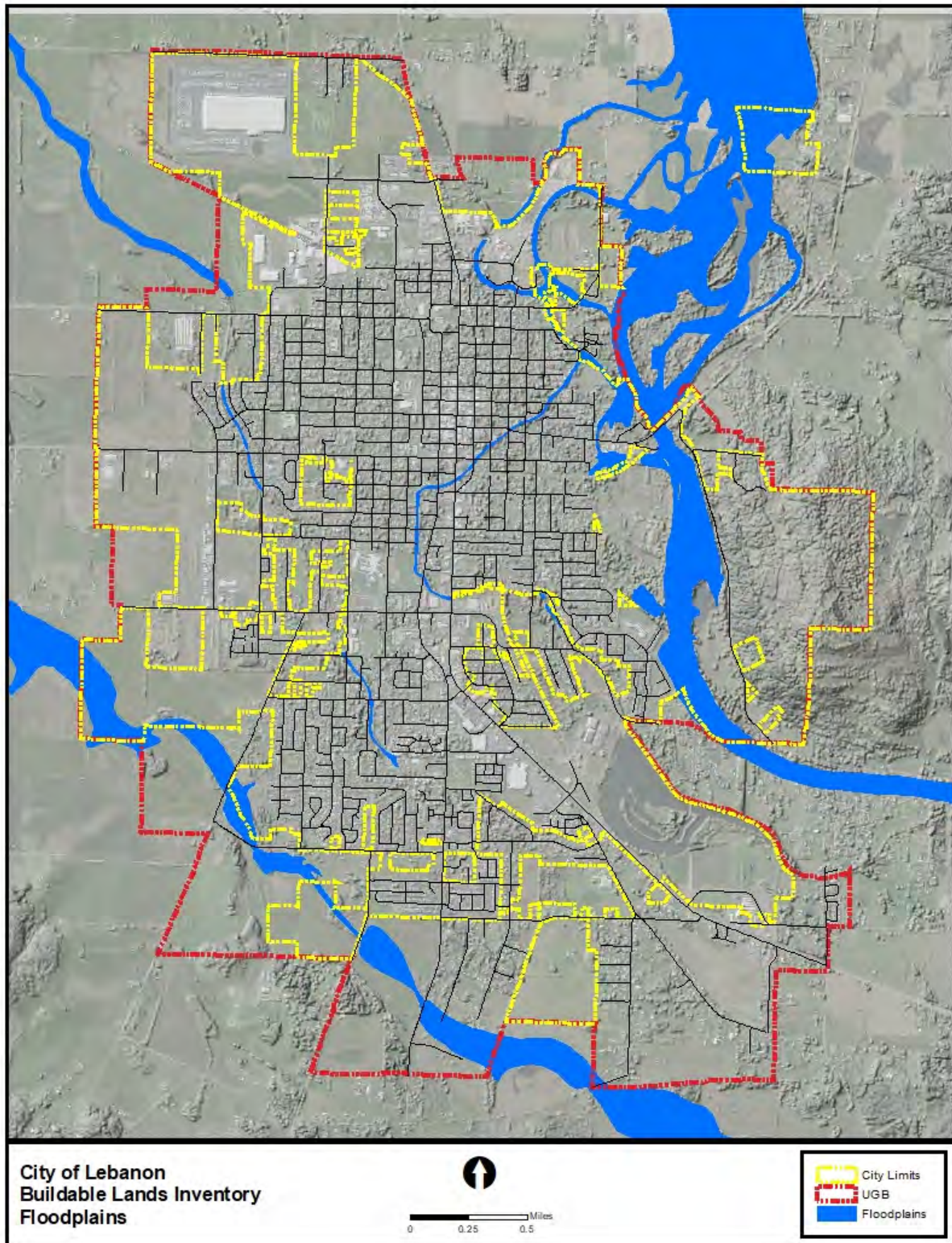




Exhibit 3.4: Wetlands

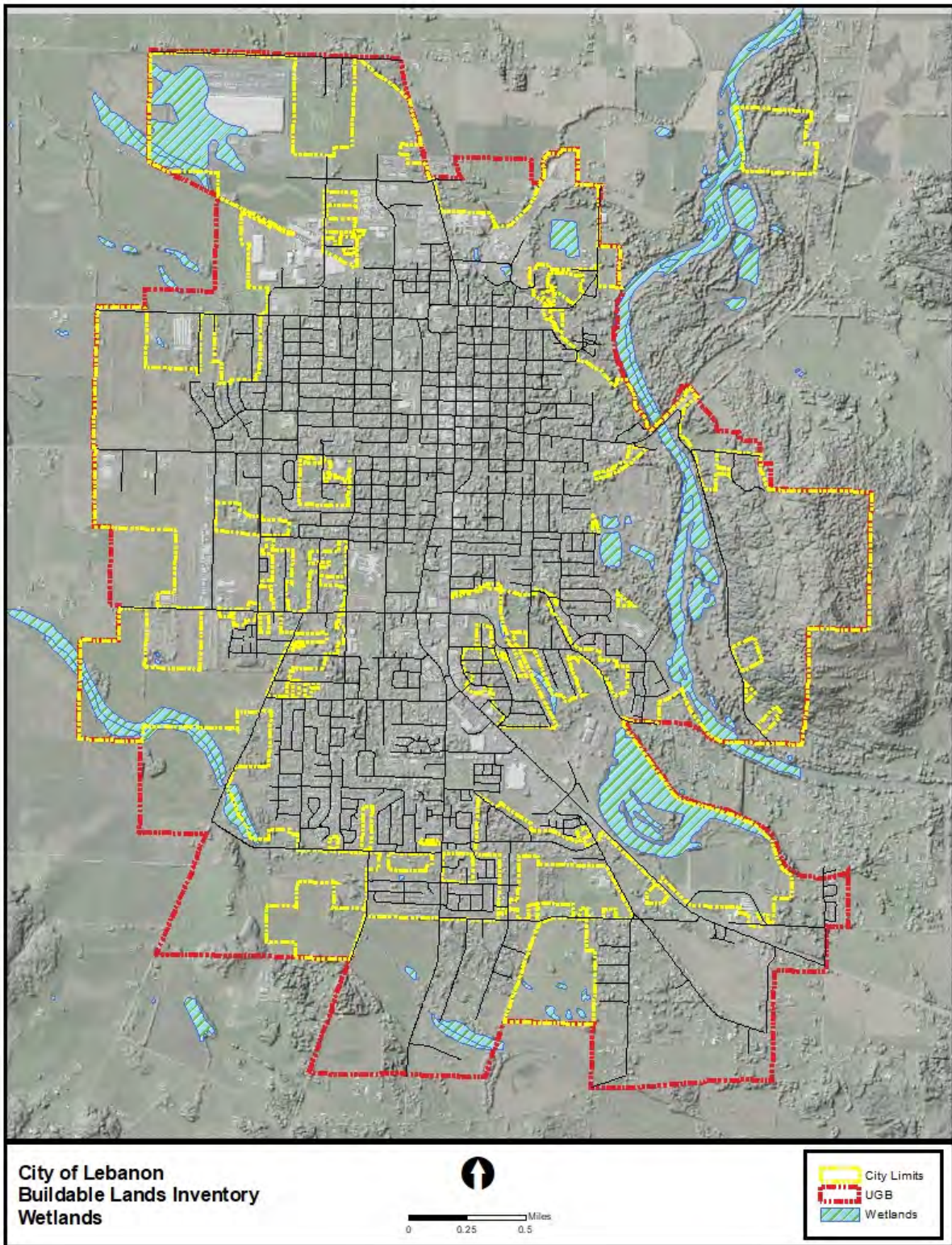




Exhibit 3.5: Slopes Over 25%

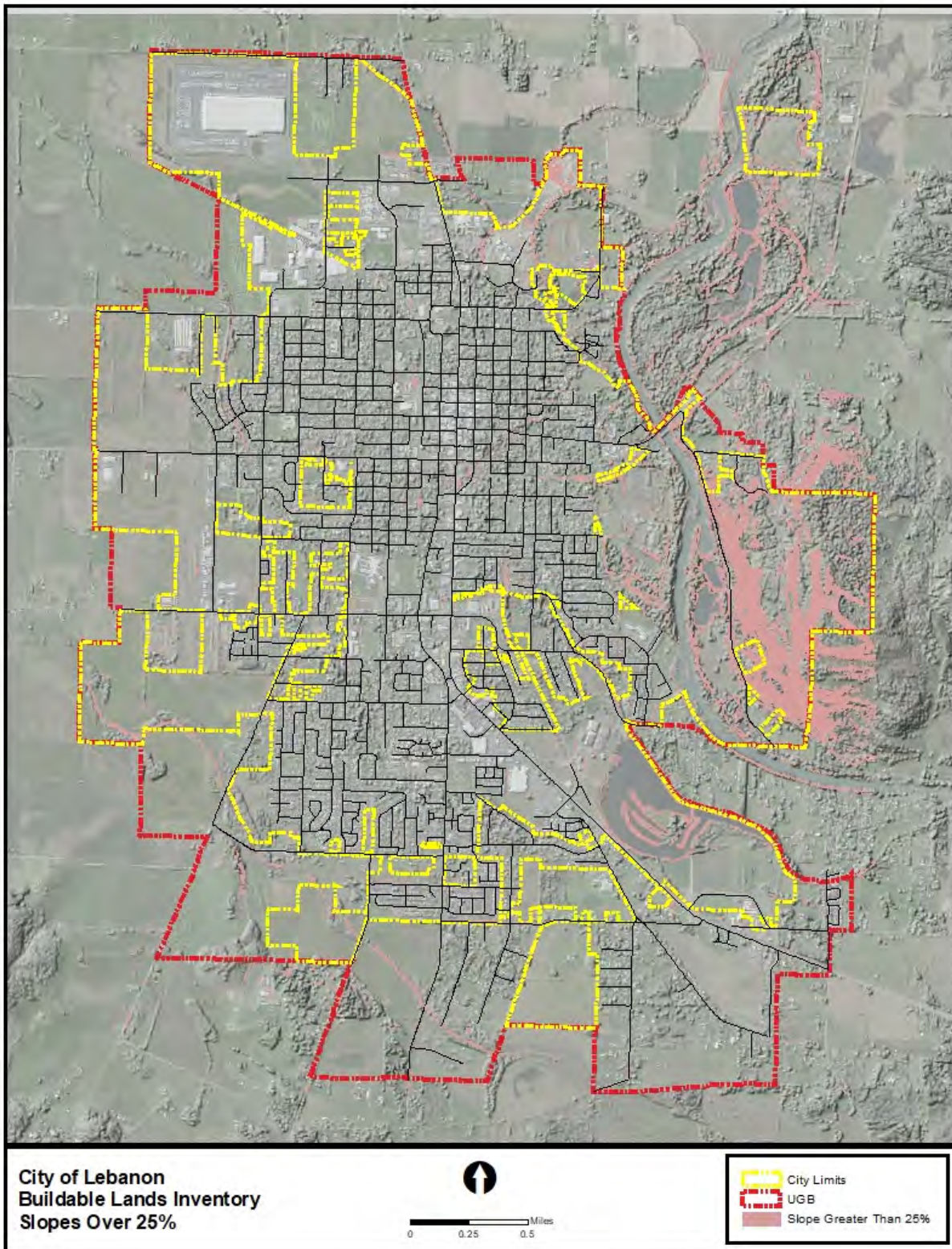
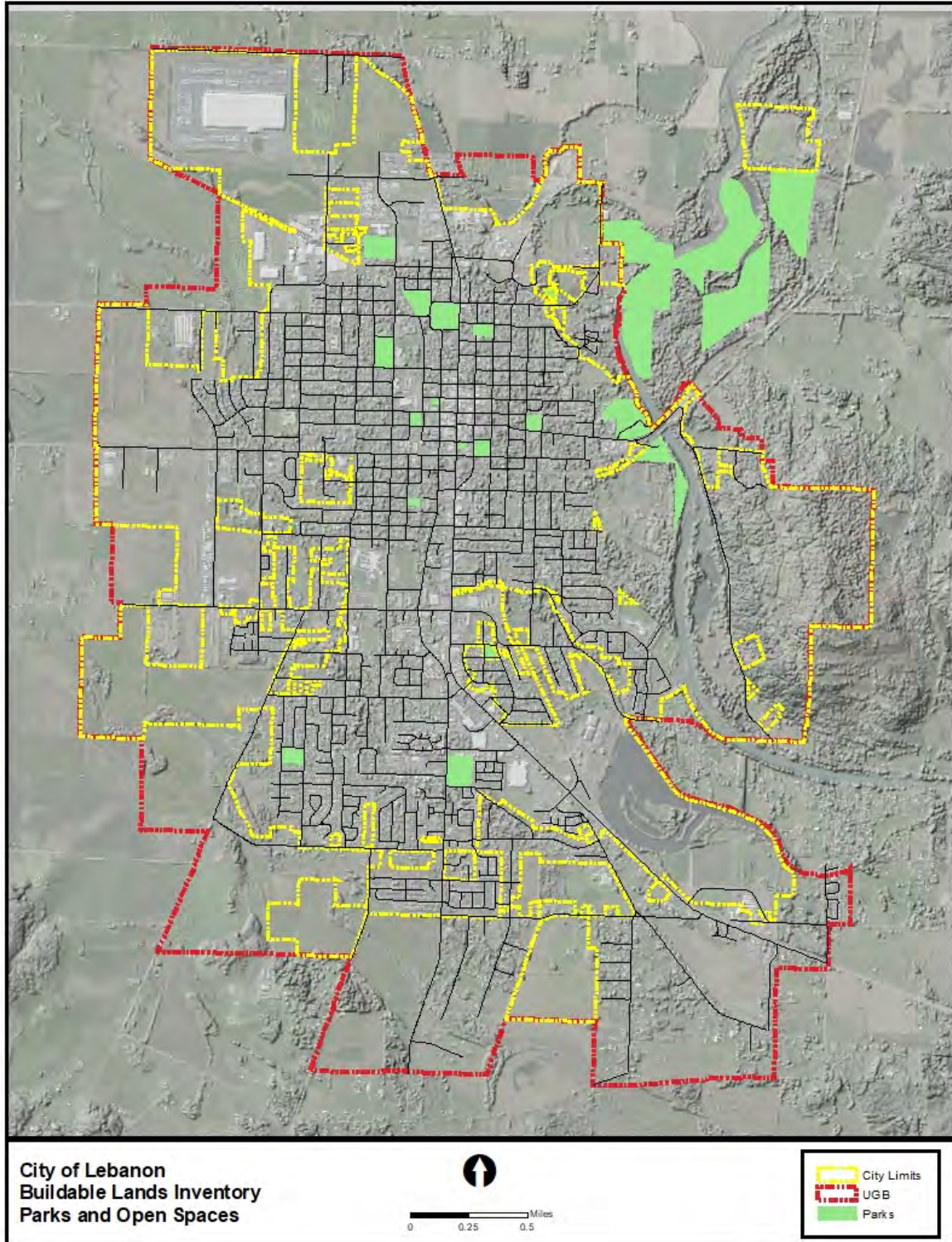




Exhibit 3.6: Parks & Open Space



## RESIDENTIAL BUILDABLE LAND INVENTORY RESULTS

### Land Base

As noted above, the residential land base for the BLI includes all tax lots in the UGB with residential, commercial and mixed-use land use designations. A summary of the land base by generalized plan designation is provided in **Exhibit 3.7**. The findings indicate that there are 13,084 tax lots in the land base with 4,106 gross acres.

**Exhibit 3.7 Gross Acreage in Residential Land Base, Lebanon UGB**

Generalized Plan Designation	Number of		Total Gross Acres	Percent
	Taxlots	Percent		
Low-Density Residential	2,304	18%	962	23%
Mixed-Density Residential	3,410	26%	2,377	58%
High-Density Residential	560	4%	134	3%
Commercial/Mixed Use	6,810	52%	633	15%
<b>Total</b>	<b>13,084</b>	<b>100%</b>	<b>4,106</b>	<b>100%</b>

Source: City of Lebanon GIS data, FCS GROUP analysis.

### Development Status

Before the deduction of environmental constraints, the residential land base has been classified by development status to estimate land that is “committed” and not likely to be developed for additional residential uses. These definitions include residential land that is developed, tax lots that exempt residential development, public-ownership, and public right-of-way<sup>3</sup>, as described previously (results are summarized in **Exhibit 3.8**).

**Exhibit 3.8: Residential land base before environmental constraints are applied, Lebanon UGB**

Generalized Plan Designation	Acres on Vacant Taxlots	Acres on Part-Vacant Taxlots	Total Vacant & Part-Vacant Acres	Developed, non-residential and other constrained acres			
				Developed or Non-Res Land Base	Public/Unbuildable	Undersized (less than 3,000 SF)	Total Committed Acres
Low-Density Residential	286	0	286	669	6	0.47	676
Mixed-Density Residential	866	15	881	1,473	22	1.94	1,496
High-Density Residential	4	2	6	122	5	0.56	128
Commercial/Mixed Use	310	78	388	238	7	0.21	245
<b>Total</b>	<b>1,466</b>	<b>96</b>	<b>1,561</b>	<b>2,502</b>	<b>39</b>	<b>3.18</b>	<b>2,545</b>

Source: City of Lebanon GIS data, FCS GROUP analysis.

<sup>3</sup> Includes right-of-way that is defined as a tax lot in the GIS database, which exempts residential development. This includes most major existing right-of-way which is excluded from the buildable land base.



## Buildable Land after Constraints and Public Facilities

The BLI methodology calculates the residential land base after accounting for the environmental constraints described previously. The findings indicate that out of a total of 4,106 gross acres, 1,561 acres are committed (derived from **Exhibits 3.7 & 3.8**) and 291 acres are environmentally constrained (derived from **Exhibit 3.9**).

After allowing for future public facilities and future right-of-way, there are 1,032 net buildable acres within the residential vacant and part vacant land inventory. The BLI includes 164 acres with low-density plan designations, 553 acres with mixed-density designations, 6 acres of high-density designations and 309 acres in commercial and mixed-use designations (see **Exhibit 9**).

As noted above, approximately 93% of the buildable land inventory is classified as vacant and 7% is classified as partially vacant land.

**Exhibit 3.9: Residential land base after all constraints, Lebanon UGB, 2019**

Generalized Plan Designation	Total Acres	Committed Acres	Env. Constrained		Less Future Public Facilities*		Net Buildable Acres
			Acres	Buildable Acres	Facilities*		
Low-Density Residential	962	676	68	218	55		164
Mixed-Density Residential	2,377	1,496	144	737	184		553
High-Density Residential	134	128	-	6	-		6
Commercial/Mixed Use	633	245	79	309	-		309
<b>Total</b>	<b>4,106</b>	<b>2,545</b>	<b>291</b>	<b>1,271</b>	<b>239</b>		<b>1,032</b>

Source: City of Lebanon GIS data, FCS GROUP analysis.

\* assumes 25% of buildable low and medium density land area is utilized for future public facilities.

## Commercial and Mixed-Use Land Assumptions

It should be noted that all vacant and part-vacant commercial and mixed-use land (309 acres in total) is included in the table above. This land was included because housing development is a permitted use (i.e. it is allowed) on land with commercial and mixed-use zoning. However, since most commercial and mixed-use zoned land area will be developed for non-residential use (e.g., retail, services, office, etc.), it is assumed by the City of Lebanon that only 3% of the commercial and mixed-use land area will be developed as housing over the next 20 years. That assumption will be reflected in the “Residential BLI Results” section of this report below.

## Redevelopment Areas

In accordance with OAR 660-024-0050, FCS GROUP also considered “redevelopable” lands, defined as follows by OAR 660-008-0005(7):

“Redevelopable Land” means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the strong likelihood that existing development will be converted to more intensive residential uses during the planning period.”

Given the unpredictable nature of real estate development, especially as it relates to residential redevelopment projects resulting in demolition and replacement of existing structures and development of net new housing units, the following broad-based methodology was used to estimate redevelopment potential in Lebanon:

- To comply with the redevelopment definition above, the Lebanon buildable land inventory includes an analysis of developed residential/commercial & mixed-use properties that have existing structures and are located within the Lebanon UGB.
- In order to sharpen the focus on land most likely to “be converted to more intensive residential use during the planning period,” the redevelopment land inventory includes: tax lots with over 10,890 square feet (1/4 acre) of buildable land area; and tax lots with “land values” that are greater than “improvement values” based on current county assessor records. As a proxy for “present or expected market forces” which will drive redevelopment, these remaining properties were considered the universe of “redevelopable” lands.
- Like the analysis of vacant and part-vacant lands described in preceding sections, “redevelopable” lands were organized by low, medium, high density residential and commercial/mixed-use categories based on their underlying comprehensive plan and zoning classifications; and environmental constraints were removed to determine net buildable land area.
- Finally, this analysis assumes a rate of redevelopment which results in net new housing of the properties identified above. A rate of 3% was used to approximate the likelihood of redevelopment in Lebanon throughout the 20-year planning period. This factor was applied to the total universe of potential redevelopment land to determine the net redevelopable land to be included in the Lebanon residential buildable land inventory (**Exhibit 3.10**).

**Exhibit 3.10: Redevelopable Land Inventory, Lebanon UGB, 2019**

Land Classification	Taxlots	Map Acres	Environmental Constraints	Net Lot Acres	Redevelopable Acres*
Low Density	20	45.9	1.5	44.3	1.3
Mixed Density	56	53.5	0.0	53.5	1.6
High Density	17	8.0	0.1	8.0	0.2
Commercial and Mixed Use	52	41.5	0.4	41.1	1.2
<b>Grand Total</b>	<b>145</b>	<b>148.9</b>	<b>1.9</b>	<b>147.0</b>	<b>4.4</b>

Source: City of Lebanon GIS data, FCS GROUP analysis.

\*Assumes a 3% redevelopment rate.

## Summary of Residential Buildable Land Inventory

The combination of vacant, part-vacant and redevelopable land area for the residential and commercial/mixed use classifications results in the total Lebanon residential buildable land inventory. The sum of all buildable land categories equates to 735 acres of residential land inventory within the Lebanon UGB.

As shown in **Exhibit 3.11** this is comprised of 165.1 acres of low-density land (163.8 acres of vacant land and 1.3 acres of redevelopable land); 554.7 acres of mixed-density land (553.1 acres of vacant and part-vacant land as well as 1.6 acres of redevelopable land); and 5.9 acres of high-density land (5.6 acres of vacant and 0.2 acres of redevelopable land). The commercial and mixed-use land area expected for housing includes 9.3 acres (309.2 acres of vacant land plus 1.2 acres of redevelopment land multiplied by the 3% housing conversion factor).

For land needs analysis purposes, the mixed-density category, by virtue of its relative flexibility to allow low, medium and high-density development, has been allocated to low, medium and high density development based on current residential patterns observed in Lebanon (66.1% low density, 16.6% medium density and 17.3% high density) as noted in **Exhibit 3.11**.

### Exhibit 3.11: Summary of Residential Buildable Land Inventory, Lebanon UGB, 2019

Land Classification	Vacant & Part Vacant	Redevelopable Land	Housing Development Factor*	Total Buildable Residential Land
Low Density	163.8	1.3	100%	165.1
Mixed Density**	553.1	1.6	100%	554.7
<i>Low</i>	365.5	1.1	100%	366.6
<i>Medium</i>	91.8	0.3	100%	92.0
<i>High</i>	95.8	0.3	100%	96.1
High Density	5.6	0.2	100%	5.9
Commercial and Mixed Use	309.2	1.2	3%	9.3
<b>Grand Total</b>	<b>1,031.7</b>	<b>4.4</b>	<b>-</b>	<b>735.0</b>

Source: derived from prior tables using City of Lebanon GIS data.

\*Assumes a 3% housing redevelopment rate per City Staff.

\*\* Assumes mixed density is allocated based upon the current housing mix in Lebanon as follows:

#### Existing 2017 Housing Mix, Lebanon

Density	Count	Share
Low	4,242	66.1%
Medium	1,065	16.6%
High	1,112	17.3%
<b>Grand Total</b>	<b>6,419</b>	<b>100%</b>

### Summary of Buildable Residential Land Inventory, Lebanon UGB, 2019

Land Classification	Vacant & Part Vacant	Redevelopable Land	Housing Development Factor*	Total Buildable Residential Land
Low Density	529.3	2.4	100%	531.7
Medium Density	91.8	0.3	100%	92.0
High Density	101.5	0.5	100%	102.0
Commercial and Mixed Use	309.2	1.2	3%	9.3
<b>Grand Total</b>	<b>1,031.7</b>	<b>4.4</b>	<b>-</b>	<b>735.0</b>

Source: derived from prior tables using City of Lebanon GIS data.

\*Assumes a 3% housing redevelopment rate per City Staff.

**Exhibits 3.12 and 3.13** illustrate the buildable vacant and partially vacant buildable land areas for the residential and commercial/mixed-use land base within the Lebanon UGB.

Exhibit 3.12: Residential Buildable Land Inventory, Lebanon UGB, 2019

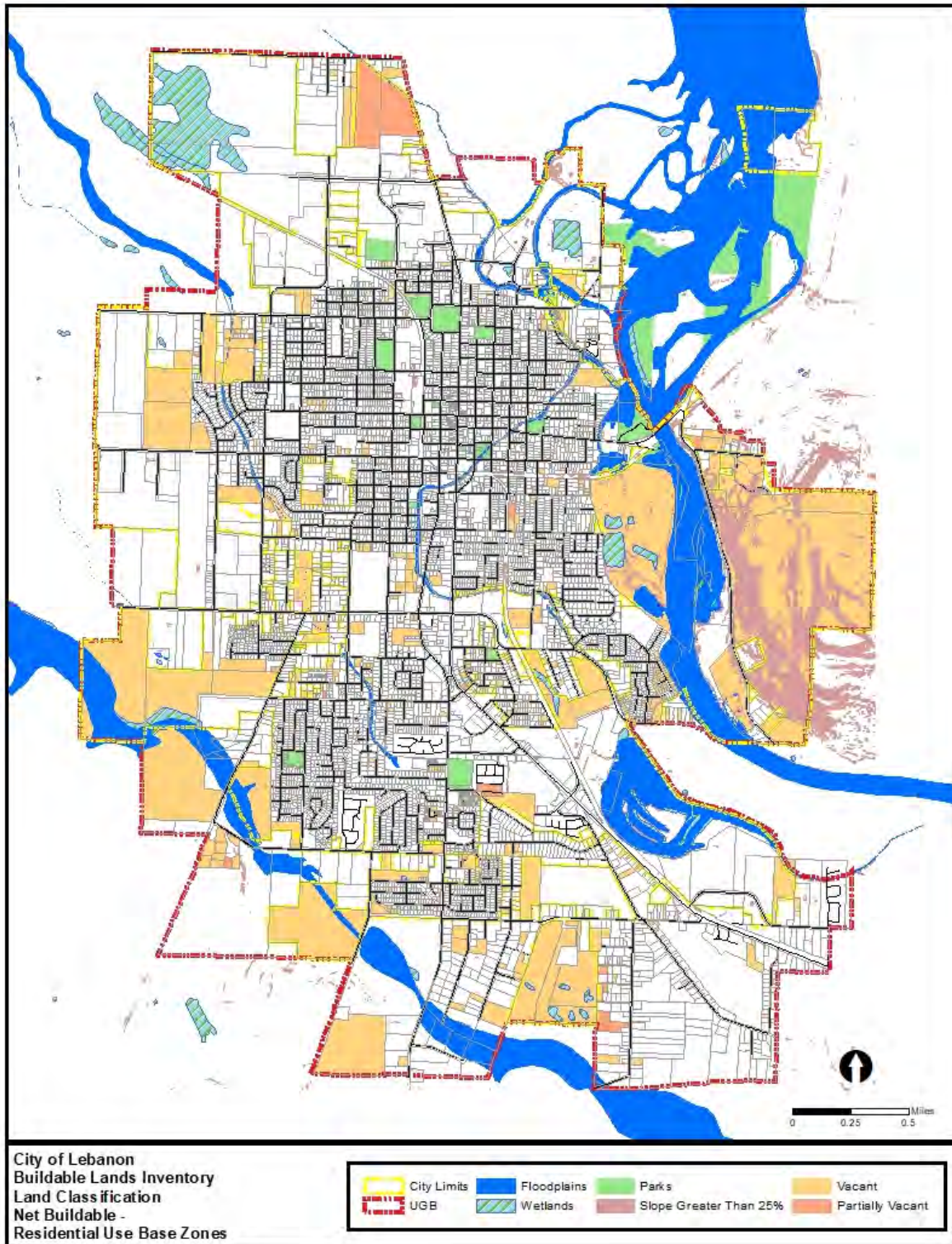
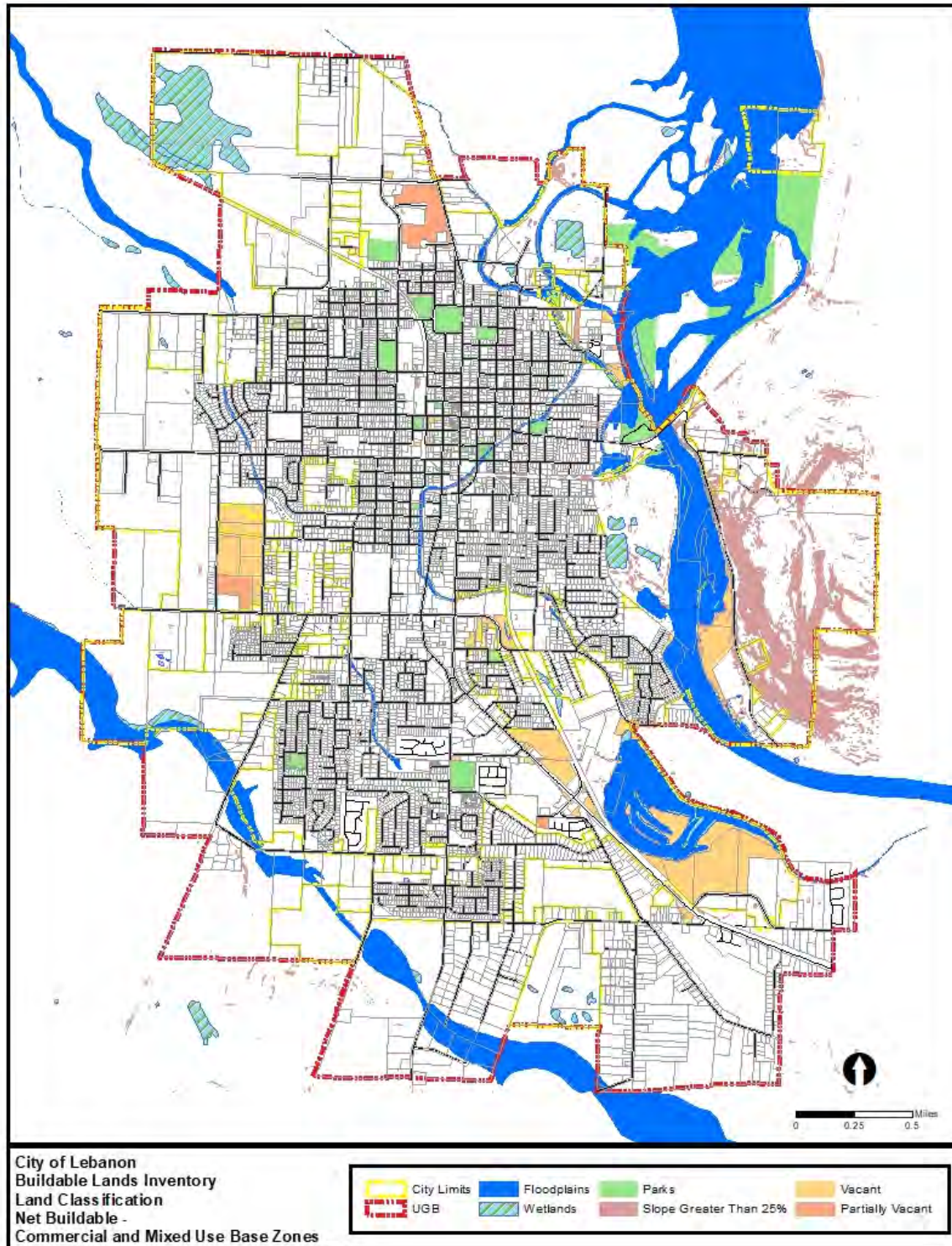




Exhibit 3.13: Commercial and Mixed-Use Buildable Land Inventory, Lebanon UGB, 2019



### Consideration of Buildable Land within Moderate Slopes

Input gathered from the Lebanon Planning Commission indicated that Lebanon’s varied topography provides unique features and challenges to new development. It was recommended that the BLI also consider the potential effects of “moderate slopes” of 15-25% to establish a more accurate understanding of the development potential within the residential land base. In particular, the eastern area of the City and Urban Growth Boundary.

**Exhibits 3.14 and 3.15** indicate that there are approximately 91.0 acres of buildable residential lands located on 15-25% slopes. These lands reflect all general land use classifications, including 60.1 acres in low density, and 15.1 acres in medium density, 15.8 acres in high density. This land is still considered to be buildable per Oregon state planning requirements and can be served with adequate public facilities (albeit at a higher than average cost).

**Exhibit 3.14: Slope Constraint Analysis, Lebanon UGB, 2019**

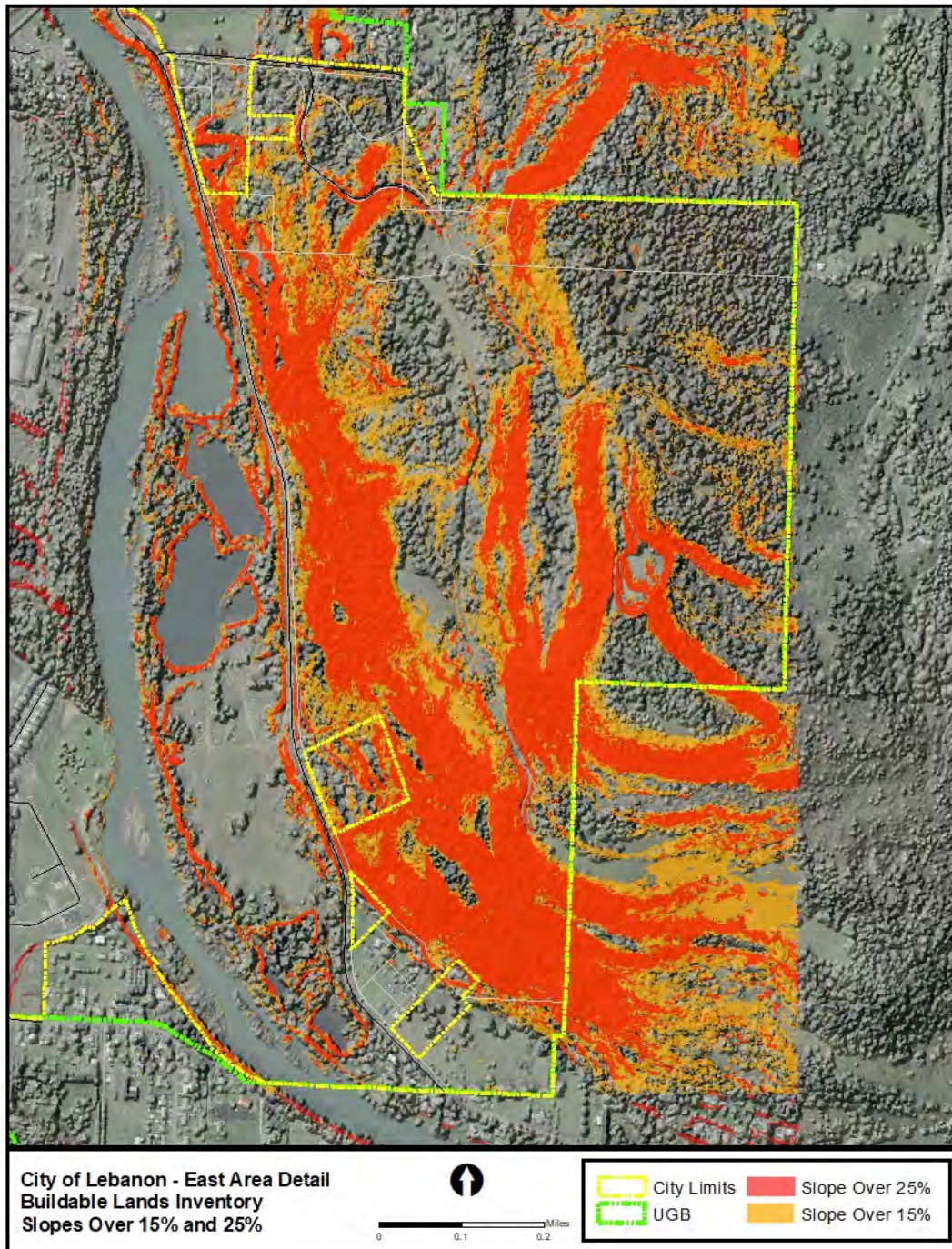
Land Classification	Vacant Acres	Baseline Environmental Constraints	Vacant Land Sloped 15-25%	% of Vacant Land
Low Density	529	68	60.1	11.4%
Medium Density	92	144	15.1	16.4%
High Density	101	-	15.8	15.5%
Commercial & Mixed Use	11	79	0.0	0.0%
<b>Total</b>	<b>733</b>	<b>291</b>	<b>91.0</b>	<b>12.4%</b>

Source: City of Lebanon GIS Data, derived by FCS GROUP

While the total residential buildable land inventory includes 733 acres of net buildable land area, it is likely that due to moderate constraints, a portion of the buildable land area is partially constrained by moderate slopes and will be more challenging to develop.



Exhibit 3.15: Slope Constraint Map, Eastern Lebanon UGB, 2019



# Section IV. RESIDENTIAL LAND SUFFICIENCY

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**This section provides an estimate of residential development capacity (measured in new dwelling units) and an estimate of Lebanon’s ability to accommodate needed new housing units over the next 20 years, based on the findings of the housing needs analysis.**

A comparison of 20-year residential land needs (demand) is made relative to the residential buildable land inventory. This provides a means of reconciling housing land demand with buildable land supply within the Lebanon UGB.

## Residential Land Needs Forecast Methods

The methodology for forecasting residential land needs is based on the housing needs forecast derived from Section 1. Further, this methodology is informed by guidance provided by OAR-024-0040(4) as follows:

*(4) The determination of 20-year residential land needs for an urban area must be consistent with the appropriate 20-year coordinated population forecast for the urban area determined under rules in OAR chapter 660, division 32, and with the requirements for determining housing needs in Goals 10 and 14, OAR chapter 660, division 7 or 8, and applicable provisions of ORS 197.295 to 197.314 and 197.475 to 197.490.*

This analysis utilized four methods that are consistent with Oregon land use planning rules. The first three methods (Methods 1-3) were developed using “safe harbor” provisions provided by the State; these may be used to ascertain land needs based on jurisdiction size (population level) and housing characteristics. Method 4 is a customized analysis of residential land needs based on the housing needs forecast from Section 1, along with information derived from recent residential permitting activity in Lebanon.

Method 5 includes the housing forecast mix and related land needs based on components of Methods 1-4.

**"Safe harbor"** means an optional course of action that a local government may use to satisfy a requirement of Goal 14 (urbanization); and if the city needs to expand their urban growth boundary, a safe harbor analysis lends protections from appeals on certain elements. A safe harbor is not the only way or necessarily the preferred way to comply with the requirements of a housing needs analysis. It was employed for the city of Lebanon as an alternative way of looking at residential land need scenarios for the 20-year forecast.



## METHODOLOGY

The methodology for projecting housing needs within the Lebanon UGB considers 3 methods that are consistent with safe harbor provisions; and 2 methods that reflect the demographic and socio-economic trends, housing market characteristics and long-range population growth projections described in Task 2 (Housing Needs Forecast).

Findings from Task 3 (Buildable Land Analysis) are also utilized as a means of reconciling housing land demand with buildable land supply within the Lebanon UGB.

The steps taken to determine land needs using the safe harbor provisions include the following guidelines contained in OAR 660-024-0040(1)-(8).

### Coordinated Population Growth Forecast

The land needs determination for a potential UGB expansion must be based upon the coordinated population growth forecast for the urban area as determined under rules in OAR-660-032. For this analysis, the 20-year planning period is 2019-2039.

**The population within the Lebanon UGB is projected to increase from 19,910 to 25,596, resulting in 5,686 net new residents by 2039,** according to PSU population growth forecasts.

### Average Household Size

Relevant findings regarding specific requirements include:

*(a) A local government may estimate persons per household for the 20-year planning period using the persons per household for the urban area indicated in the most current data for the urban area published by the U.S. Census Bureau.*

**The most current estimate of persons per household in the City of Lebanon is 2.42,** according to the U.S. Census Bureau, American Community Survey, 2013-2017 data.

### Local Development Code Provisions

Relevant findings regarding specific requirements include:

*(b) If a local government does not regulate government-assisted housing differently than other housing types, it is not required to estimate the need for government-assisted housing as a separate housing type.*

**Lebanon does not regulate government assisted housing differently than other housing types. Lebanon does allow some flexibility for certain development requirements, such as reduction in parking for certain housing developments.**

*(c) If a local government allows manufactured homes on individual lots as a permitted use in all residential zones that allow 10 or fewer dwelling units per net buildable acre, it is not necessary to provide an estimate of the need for manufactured dwellings on individual lots.*

**Lebanon allows manufactured homes on individual lots as a permitted use in all residential zones.**

*(d) If a local government allows manufactured dwelling parks required by ORS 197.475 to 197.490 in all areas planned and zoned for a residential density of six to 12 units per acre, a separate estimate of the need for manufactured dwelling parks is not required.*

**Lebanon only allows manufactured home parks as a conditional use in areas zoned Mixed Use (MU) and mixed Density (RM).**

### Housing Vacancy Rate Assumptions

*(e) A local government outside of the Metro boundary may estimate its housing vacancy rate for the 20-year planning period using the vacancy rate in the most current data published by the U.S. Census Bureau for that urban area that includes the local government.*

**The most current estimate of overall housing vacancy in the City of Lebanon is 4.4%, according to U.S. Census, American Community Survey, 2013-2017 estimates.**

### Housing Land Needs Forecast Methods

There are three (3) types of safe harbor methods that are being considered for the determination of housing need for Lebanon which are consistent with OAR 660-024-0040(8), including

1. Safe Harbor Combined Housing Mix and Density Method
2. Safe Harbor Incremental Mix Method A
3. Safe Harbor Incremental Mix Method B

In addition, there are two additional methods that are consistent with the housing needs analysis developed during Task 2, and local development density assumptions that vary by land use and zoning type:

4. Localized Housing Density Method (Baseline scenario)
5. Hybrid Housing Density Method

### Housing Density Assumptions

Methods 3-5 utilize local development planning assumptions to determine future average development density in terms of dwelling units per net acre. As indicated in the following graphic, the Lebanon development code allows a range in development densities depending upon residential and commercial and mixed-use land use zones. City of Lebanon planning staff has estimated average densities for each zone type based on current development permitting activity and their professional judgement.

### Lebanon Development Density Assumptions

Relative Housing Density	Housing Types	Local Zoning Classifications	Allowed Minimum Density (DU per sq. ft.)	Allowed Maximum (% lot coverage)	Expected Avg. Density (DU per acre)
<b>Low Density</b>	 Single family detached	Z-RL	6,000 (Single family detached) – 10,000 (duplex)	40% - 60%	4
<b>Medium Density</b>	 Small lot single family, townhomes, plexes, cottages	Z-RM	2,500 (townhouse) - 9,000 (multi-family)	60% - 80%	7
<b>High Density</b>	 Apartments, condos	Z-RH	2,500 (townhouse) - 9,000 (multi-family)	60% to 80%	14
<b>Commercial and Mixed Use</b>	 Apartments or condos with commercial	Z-MU, Z-NMU, Z-NCM	N/A	Z-NCM 60%, Z-NMU and Z-NCM as determined by planning department	14

Source: Lebanon Development Code, and city planning staff assumptions.

## SAFE HARBOR METHODS

### Method 1. Combined Housing Mix and Density Method

This method is described in OAR 660-024-0040(8)(f) and “Table 1” from the rule, Lebanon is grouped into the category of cities with a future population of 10,001 to 25,000. As indicated in **Exhibit 4.1**, this method assumes 2,556 net new dwelling units, with a required mix as follows: 55% low-density, 25% medium-density, and 20% high-density.

This method requires an overall (citywide) minimum density within residential base zones of: 5 dwellings per net acre; 7 dwellings/acre for UGB analysis; and the city must allow at least 9 units per acre overall (citywide) on its buildable residential land base. **This method results in a potential UGB residential land need of 365 net buildable acres.**

Exhibit 4.1

Method 1					
Safe Harbor Combined Housing Mix and Density Method 1, Determination of Residential Land Need, Lebanon					
	Factor	Finding	Units	Source Notes	
1	20-Yr Population Growth Forecast:		19,910 population	Table A	
2	Is Growth Forecast 10,001 to 25,000?	Yes			
3	20-Yr Population Change		5,686	Table A	
4	Population in Group Quarters	1.5%	85 population	Table B	
5	Population in Households		5,602 population	calculation	
6	Average Household Size	2.42		Table B	
7	Number of Households		2,315 households	calculation	
8	Vacancy Factor	10.4%	242 population	Table C	
9	Dwelling Units Added		2,556 dwellings		
10	Dwelling Mix Safe Harbor	Percent	Dwellings		
	Low Density Residential*	55%	1,406 dwellings	see OAR 660-024-0040(f)	
	Medium Density Residential	25%	639 dwellings	see OAR 660-024-0040(f)	
	High Density Residential	20%	511 dwellings	see OAR 660-024-0040(f)	
	Total	<b>100%</b>	<b>2,556</b> dwellings	calculation	
11	Dwelling Unit Density Requirements	DU/Net Acre***	UGB Land Need Net Acres		
	Required overall minimum	5		see OAR 660-024-0040(f)	
	Assume for UGB analysis	<b>7</b>	<b>365</b> net acres	see OAR 660-024-0040(f)	
	Zone to Allow	9		see OAR 660-024-0040(f)	
* Includes mobile homes.					
** Analysis consistent with OAR 60-024-0040(f).					
*** This applies to all residential zones within City.					

Method 2. Incremental Mix Method A

This method is described in OAR 660-024-0040(8)(h). Lebanon is grouped into the category of cities with a future population of 10,001 to 25,000. This method takes into account the existing overall housing density level of 5.3 dwellings per net acre, then factors that up by 25 percent, to 6.6 dwellings/acre for future housing development.

Applying safe harbor housing mix requirements as in Method 1, this method results in the same number of net new housing units as described in Method 1, but at a lower overall housing density (5.5 dwellings per acre). The city would still need to zone to allow at least 9 units per acre overall (citywide) on its buildable residential land base. **This method results in a potential overall UGB residential land need of 388 net buildable acres (see Exhibit 4.2).**

### Exhibit 4.2

#### Method 2

#### Safe Harbor Incremental Mix Method 2, Determination of Residential Land Need, Lebanon UGB

					Source Notes
1 Existing Percentage of Density of Developed Land	Existing Dwellings	Existing Mix	Developed Acres***	Current DUs Per Acre	
Low Density Residential*	4,242	66%			Table C
Medium Density Residential	1,065	17%			Table C
High Density Residential	1,112	17%			Table C
<b>Total</b>	<b>6,419</b>	<b>100%</b>	<b>1,219</b>	<b>5.3</b>	Table D
2 Increase Overall Density as follows:	Increase Mix by:			New Overall Density	
Average Increase	25%			<b>6.6</b>	see OAR 660-024-0040(h)
3 Planned Percentage of Housing Mix	Percent	Dwellings			
Low Density Residential*	55%	1,406	dwellings		see OAR 660-024-0040(f)
Medium Density Residential	25%	639	dwellings		see OAR 660-024-0040(f)
High Density Residential	20%	511	dwellings		see OAR 660-024-0040(f)
<b>Total</b>	<b>100%</b>	<b>2,556</b>	<b>dwellings</b>		calculation
4 Zone to allow new housing mix	New Dwellings	Zone to Allow ***	UGB Assumption for Analysis	Max UGB Land Need (Net Acres)	
Low Density Residential*	1,406	4.0			
Medium Density Residential	639	7.0			
High Density Residential	511	16.0			
<b>Total/Average</b>	<b>2,556</b>	<b>9.0</b>	<b>6.6</b>	<b>388</b>	see OAR 660-024-0040(h)

\* Includes mobile homes.

\*\* Analysis consistent with OAR 60-024-0040(h).

\*\*\* This applies to all residential zones within City.

#### Method 3. Incremental Mix Method B

This method is described in OAR 660-024-0040(8)(i) and “Table 3” from the rule. Lebanon is grouped into the category of cities with a future population of 10,001 to 25,000.

This method takes into account the existing housing mix by residential type (low, medium and high density), and then factors up the mix of medium density housing by 10 percentage points, and high density housing up by 5 percentage points to arrive at a future planned housing mix. This results in a planned housing mix for Lebanon as follows: 51% low density, 27% medium density, and 22% high density. This would result in a lower number of low density dwellings and a higher number of medium- and high-density dwellings than would be planned under the two prior methods.

Applying safe harbor housing density requirements, this method requires 7 units per acre overall, and the city would still need to zone to allow at least 9 units per acre overall (citywide) on its buildable residential land base. **This method results in an overall UGB residential land need of 464 net buildable acres (see Exhibit 4.3).**

### Exhibit 4.3

Method 3					
Safe Harbor Incremental Mix Method 3, Determination of Residential Land Need, Lebanon UGB					
					Source Notes
1 Existing Percentage of Density of Developed Land	Existing Dwellings	Existing Mix	Developed Acres***	Current DUs Per Acre	
Low Density Residential*	4,242	66%			Table C
Medium Density Residential	1,065	17%			Table C
High Density Residential	1,112	17%			Table C
<b>Total</b>	<b>6,419</b>	<b>100%</b>	<b>1,219</b>	<b>5.3</b>	Table D
2 Increase Percentage of Density as follows:	Increase Mix by:	New Mix			
Low Density Residential*		51%			see OAR 660-024-0040(i)
Medium Density Residential	10%	27%			see OAR 660-024-0040(i)
High Density Residential	5%	22%			see OAR 660-024-0040(i)
<b>Total</b>		<b>100%</b>			calculation
3 Zone to allow new housing mix	Net New Dwellings Expected	Zone to Allow***	UGB Assumption for Analysis	Max UGB Land Need (Net Acres)	
Low Density Residential*	1,306	4.0	4.0	<b>326</b>	see OAR 660-024-0040(i)
Medium Density Residential	680	7.0	7.0	<b>97</b>	see OAR 660-024-0040(i)
High Density Residential	571	16.0	14.0	<b>41</b>	see OAR 660-024-0040(i)
<b>Total/Average</b>	<b>2,556</b>	<b>9.0</b>	<b>7.0</b>	<b>464</b>	see OAR 660-024-0040(i)

\* includes mobile homes.  
 \*\* Analysis consistent with OAR 60-024-0040(i).  
 \*\*\* This applies to all residential zones within City.

## LOCAL DENSITY AND HOUSING MIX METHODS

In addition to the safe harbor methods for determining residential land needs, two additional methods have been included that forecast the UGB land need based on the local housing market trends and local experience regarding development density.

### Method 4. Local Market Demand and Density Forecast (Baseline Scenario)

This method evaluates the land needs based on the projected housing needs described in Task 2, which reflect the future baseline housing demand for dwellings and families living in group quarters (shared living arrangements). This method is consistent with Oregon Administrative Rules for projecting land needs considers the expected average development density levels using estimates provided by city planning staff based on local experience. **This method results in 5.3 units per acre for new housing, and an overall UGB residential land need of 441 net buildable acres (see Exhibit 4.4).**

Exhibit 4.4

Method 4				
Local Mix and Density Method, Determination of Residential Land Need, Lebanon UGB				
				Source Notes
1	Future Housing Need	Net New Dwellings Expected	Planned Mix	
	Low Density Residential	1,336	58%	Table E
	Medium Density Residential**	452	19%	Table E
	High Density Residential, baseline	383	17%	Table E
	Manufactured Housing	148	6%	Table E
	<b>Total</b>	<b>2,319</b>	<b>100%</b>	
2	Expected Housing Density	DUs per acre***	UGB Land Need (Net Acres)	
	Low Density Residential	4.0	334	calculation
	Medium Density Residential**	7.0	65	calculation
	High Density Residential, baseline	14.0	27	calculation
	Manufactured Housing	10.0	15	
	<b>Total/Average</b>	<b>5.3</b>	<b>441</b>	calculation
** Includes townhomes, plexes and group quarters.				
*** Density estimates derived from Appendix D.				
Source: compiled by FCS GROUP.				

Method 5. Hybrid Market Demand and Density Forecast

This method for projecting Lebanon’s housing mix and related land needs considers the variations in housing mix documented in Methods 1-4. After consideration of the changing demographic and socio-economic patterns facing Lebanon, the Hybrid Method includes the greatest mix of middle and higher-density housing types to generate the most attainable future housing inventory. This method is also considered to be the one that is most likely to address the current market gaps in housing types that have been documented in Section 2.

**This method results in 5.7 units per acre for new housing, and an overall UGB residential land need of 437 net buildable acres (see Exhibit 4.5).**



Exhibit 4.5

**Method 5**

**Local Mix and Density Method, Determination of Residential Land Need, Lebanon UGB**

				Source Notes
		Net New Dwellings Expected	Planned Mix	
1	Future Housing Need			
	Low Density Residential	1,165	47%	calculation
	Medium Density Residential**	643	26%	Same as method 3
	High Density Residential	540	22%	Same as method 3
	Manufactured Housing	155	6%	Same as method 4
	<b>Total</b>	<b>2,503</b>	<b>100%</b>	
		DUs per acre***	UGB Land Need (Net Acres)	
2	Expected Housing Density			
	Low Density Residential	4.0	291	calculation
	Medium Density Residential**	7.0	92	calculation
	High Density Residential	14.0	39	calculation
	Manufactured Housing	10.0	16	calculation
	<b>Total/Average</b>	<b>5.7</b>	<b>437</b>	calculation

\*\* Includes townhomes, plexes and group quarters.

\*\*\* Density assumptions derived from Appendix D.

Source: compiled by FCS GROUP.

## RECONCILIATION OF RESIDENTIAL LAND NEED/SUPPLY

The reconciliation of UGB residential land need and land supply is summarized in **Exhibit 4.6**. The results indicate that the current buildable residential land supply within the Lebanon UGB (735 net acres within residential and commercial zones) is sufficient for addressing the overall 20-year land needs for housing under Methods 1-5.

**It is recommended that the City of Lebanon pursue Method 5 as part of the Housing Needs Analysis and consider new policy measures aimed at encouraging apartment development on selected areas zoned medium density, commercial or mixed use.** Potential policy measures will be identified and discussed during Task 5 of the Housing Needs Analysis.



Exhibit 4.6

Reconciliation of Residential Land Need, Lebanon UGB

recommended

	Method 1	Method 2	Method 3	Method 4	Method 5
<b>Dwellings/Units</b>					<b>Hybrid</b>
Low Density*	1,329	1,329	1,235	1,602	1,320
Medium Density**	604	604	643	484	643
High Density	483	483	540	417	540
<b>Total</b>	<b>2,417</b>	<b>2,417</b>	<b>2,417</b>	<b>2,503</b>	<b>2,503</b>
<b>Land Need (net acres)</b>					
Low Density*	no detail required		309	362	291
Medium Density**	no detail required		92	69	92
High Density	no detail required		39	30	39
<b>Total</b>	<b>345</b>	<b>367</b>	<b>439</b>	<b>476</b>	<b>437</b>
<b>Buildable Land Inventory (net acres)</b>					
Low Density	532	532	532	532	532
Medium Density	92	92	92	92	92
High Density	102	102	102	102	102
Commercial/Mixed Use	9	9	9	9	9
<b>Total</b>	<b>735</b>	<b>735</b>	<b>735</b>	<b>735</b>	<b>735</b>
<b>UGB Land Surplus/Deficit (net acres)</b>					
Low Density	-	-	223	170	240
Medium Density**	-	-	0	23	0
High Density	-	-	63	72	63
Commercial/Mixed Use	-	-	9	9	9
<b>Total</b>	<b>390</b>	<b>368</b>	<b>296</b>	<b>259</b>	<b>298</b>
<b>Adequacy of UGB to meet housing need</b>	adequate	adequate	adequate	adequate	adequate

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.

Source: FCS based on previous tables.

## Section V. POLICY CONSIDERATIONS

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### Key Findings and Policy Recommendations

Based on the 20-year population growth forecasts for the Lebanon UGB (net increase of 5,686 people) and housing and demographic characteristics, the recommended housing needs forecast requires 2,503 net new dwelling units. The Lebanon HNA supports a variety of housing is needed over the next 20 years, including 1,289 owner-occupied dwellings and 1,214 renter-occupied dwellings.

Key findings and related policy recommendations from the housing needs analysis include:

**Lebanon's existing policies generally comply with Goal 10.** The local development code allows a wide mix of housing types and density ranges.

**There is sufficient capacity within the current UGB** to accommodate planned residential development and related land needs over the next 20 years. The current UGB contains 735 acres of buildable residential land inventory, which residential land needs is forecasted to be between 345 and 476 acres. While this finding holds true, the City will need to find ways to serve much of this land with infrastructure, mitigate wetlands and overcome slope constraints in the eastern part of Lebanon by considering the following policies:

- ✓ Pursue West Side Interceptor and other catalytic infrastructure investments.
- ✓ Explore wetland mitigation options such as lobbying state agencies to expand wetland mitigation banks and incentivize on site mitigation.
- ✓ Work with interested property owners to consider land exchanges by removing constrained vacant land inside the UGB in exchange for buildable land that is currently outside the UGB, particularly if it results in near-term development opportunities for housing for businesses that generate family wage jobs.

**Address housing demand for affordable housing.** Lebanon has a current deficit for affordable rental housing and its citywide rental vacancy rate of 4% is very low compared with other communities in Oregon. Also, 36% of renter households are severely rent burdened. To help encourage or incentivize construction of affordable housing priced at 80% or below of the median family income levels, the City should consider the following:

- ✓ Identify public-owned properties that could be used for affordable housing.
- ✓ Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted.
- ✓ Develop a tax abatement program for affordable housing, such as the multiple-unit limited tax exemption program, to promote development of affordable housing.

- ✓ Consider establishing a local affordable housing construction excise tax to be used to incentivize development of income restricted housing.

# APPENDIX A: EXISTING HOUSING GOALS AND POLICIES

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The following has been excerpted from Chapter 6, section 9 of the city of Lebanon's Comprehensive plan

## HOUSING GOALS, OBJECTIVES, POLICIES AND RECOMMENDATIONS

### Goals

1. Providing housing policies and practices that increase housing opportunities for all citizens.
2. Encouraging the availability of adequate numbers of needed housing units at price ranges and rent levels that are commensurate with the financial capabilities of community households, and to allow flexibility of housing location, type and density.
3. Encouraging the establishment of neighborhood groups in order to give citizens within a neighborhood more identity with that particular neighborhood, and as a way of enhancing citizen participation in the land use process, as per Statewide Planning Goal One.
4. Providing for connectivity in new developments and to promote efforts to extend trails, pedestrian ways, and bikeways through existing residential areas.
5. Cooperating with builders, developers, and others involved in the provision of housing in creating a positive image of the City as a desirable place to live, work, and do business.
6. Preserving the historical and architectural integrity of established residential neighborhoods by requiring complementary design of in-fill development.

### Housing Policies

#### Residential Compatibility

1. Allow manufactured housing, subject to state building code requirements and City placement requirements, in all residential zones, while maintaining historical and architectural conformity with the established historic neighborhoods.

2. Require, where allowed by state rules governing manufactured dwellings, special siting standards on such housing located on individual lots in areas already developed with conventional housing to assure their compatibility with existing neighborhoods housing design, style, and materials.
3. Allow the location of neighborhood commercial shopping areas within Residential Mixed Density zones and require development standards for such development that reflect the residential area.
4. Allow home occupations as a permissible use within residential areas, provided that the use does not compromise the primary residential use and character of the neighborhood.

### Neighborhood Appearance

5. Require that above-ground public and private utility substations be screened and designed to blend with the character of the residential area in which they are located.
6. Require, where practical, that all new developments include street trees along the front of the property line or in a beauty strip. All such trees shall be consistent with the City's Street Tree Plan. City of Lebanon 2004 Comprehensive Plan – Adopted by City Council, 12-8-04 Chapter 6: Housing, Page 23 P-7: Require that walls and fences along arterial or collector streets be subject to special design standards. The fence or wall, and the area between the fence or wall and the curb or pavement, shall be landscaped and maintained by abutting property owner(s) or homeowners association.

### Housing Density and Affordability

8. Allow density bonuses (e.g., an increase in the number of permitted dwelling units vis-à-vis the minimum site area requirements) in development of a subdivision, planned unit development, or multifamily housing project for such uses and natural conditions as:
  - Areas dedicated for public park use or public open space.
  - Areas developed for active recreational uses such as golf courses, tennis courts, swimming pools, and similar uses.
  - Land in excess of 30 percent slope that is not developed.
  - Natural wetlands and riparian areas that remain in a natural condition.
9. Allow density bonuses (e.g., an increase in the number of permitted dwelling units vis-à-vis the minimum site area requirements) for the provision of affordable housing within a development.
10. Cooperate with public and non-profit organizations that provide affordable housing within the urban area.
11. Periodically review Zoning Ordinance and other land use regulations to assure that barriers do not inhibit the building of the variety of types and densities of housing that is affordable for all segments of Lebanon's residents.

## GLOSSARY OF TERMS

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**Accessory Dwelling Unit (ADU):** A small living space located on the same lot as a single-family house.

**Buildable Lands Inventory (BLI):** An assessment of the capacity of land within the city's Urban Growth Boundary to accommodate forecasted housing and employment needs.

**Buildable Residential Land:** Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

**Constrained land:** Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

**Cost Burdened:** Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

**Cottages:** Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

**Density:** Defined by the number of housing units on one acre of land.

**Development density:** Expected number of dwelling units (per acre) based on current zoning designations.

**Family:** A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

**High Density:** Lots with the average density of 12+ dwelling units per acre. Best suited for multifamily housing such as apartments and condos.

**Housing Needs Analysis (HNA):** The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

**Housing Unit (or Dwelling Unit):** A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

**Household:** Consists of all people that occupy a housing unit.

**HUD:** Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

**Low Density:** Lots with the average density of 3-4 dwelling units per acre. Best suited for family housing such as single family detached homes.

**Manufactured Housing:** is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law (Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at least 320 square feet in size, usually with a permanent chassis to assure the initial and continued transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

**Manufactured Home Park (or manufactured home park):** a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

**Median Family Income (MFI):** The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

**Medium Density:** Lots with the average density of 6-12 dwelling units per acre. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

**Mixed Use:** Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

**Multi-Family Housing:** Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby.

**Oregon Administrative Rules (OAR):** Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9)). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

**Part-vacant land:** Unconstrained land that has some existing development, but can be subdivided to allow for additional residential development.

**Plexes and Apartments:** Multiple units inside one structure on a single lot. Usually each unit has its own entry.

**Seasonal dwellings:** These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

**Severely Cost Burdened:** Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

**Single Family Attached:** Dwelling units that are duplexes without a subdividing property line between the two to four housing units. “Attached” duplexes require a single building permit for both dwelling units. The “attached” units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

**Single Family Detached:** Free standing residential building, unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

**Townhome (also known as duplexes, rowhouse, etc.):** Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area.

**Urban Growth Boundary (UGB):** Under Oregon law, each of the state’s cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

**Vacant housing unit:** A housing unit is vacant if no one is living in it at the time of enumeration, unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

**Vacant land:** Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.



# Agenda Item 4



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# MEMORANDUM

## *Community Development*

To: Mayor Aziz and City Council Date: July 5, 2022  
From: Kelly Hart, Community Development Director  
Subject: A Resolution to authorize acceptance of an Oregon Business Development Department Brownfield Development Fund Grant

### I. INTRODUCTION

In April 2022, City staff applied for a grant to help fund an environmental assessment for a property within the City. In May 2022, the City was informed that the grant application was accepted and \$60,000 would be awarded to the City. As part of the FY22-23 budget, the Council appropriated \$60,000 to the General Fund Community Development Budget for the grant.

### II. CURRENT REPORT

The City was notified of grant awarding in May 2022 for the full \$60,000 requested, and grant agreements were distributed. As such, to comply with the City's procedures for grants, staff is requesting Council approval to accept the grant. Attached for consideration is a draft resolution. Upon acceptance of the grant, staff will complete the grant agreement requirements with the Oregon Business Development Department.

### III. RECOMMENDATION

1. Approve Resolution No. 2022-21 accepting the Oregon Business Development Department Brownfield Redevelopment Fund Grant.

**A RESOLUTION ACCEPTING THE OREGON ) RESOLUTION NO. 2022-21**  
**BUSINESS DEVELOPMENT DEPARTMENT )**  
**BROWNFIELD REDEVELOPMENT FUND GRANT )**  
**FOR AN ENVIRONMENTAL SITE ASSESSMENT )**  
**AND AUTHORIZING THE CITY MANAGER TO )**  
**EXECUTE THE ASSOCIATED DOCUMENTS )**  
**)**

**WHEREAS**, the Oregon Business Development Department (Business Oregon) provides grants to municipalities to complete environmental assessments and site cleanup for Brownfield sites in the State; and

**WHEREAS**, in April 2022, staff submitted a grant application for funding assistance for the environmental assessment; and

**WHEREAS**, the subject grant provides funding towards consultant services to complete a Phase I and II Environmental Assessment associated with real property located within the City; and

**WHEREAS**, In May 2022, staff was notified the application was awarded at the full funding request of \$60,000.

**NOW, THEREFORE, BE IT RESOLVED** the Council of the City of Lebanon herein accepts the grant award for the Phase I and II environmental assessment for real property.

**SECTION 1.** The Lebanon City Council will accept the Oregon Business Development Department grant award for the environmental assessment and directs the City Manager to negotiate and execute all associated documents.

**SECTION 2.** This Resolution shall be effective immediately upon its passage.

Passed by the Lebanon City Council and executed by the Mayor on this 13<sup>th</sup> day of July 2022 by a vote of \_\_\_\_ yeas and \_\_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
 Paul R. Aziz, Mayor   
 Michelle Steinhebel, Council President

ATTESTED BY:

\_\_\_\_\_  
 Kim Scheafer, MMC, City Recorder

# Agenda Item 5



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# MEMORANDUM

*Community Development*

To: Mayor Aziz and City Council  
From: Tre Kennedy, City Attorney  
Subject: Measure 109 Psilocybin Discussion

Date: June 27, 2022

## I. INTRODUCTION

In 2020, voters in Oregon passed Ballot Measure 109, allowing the "manufacture, delivery and administration" of psilocybin, a naturally occurring psychedelic drug. While psilocybin remains illegal nationally, Oregon was the first U.S. state to legalize the drug. Psilocybin must be used for "personal development" and grown and administered in licensed environments. Information regarding Psilocybin is available on the State's website at: <https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/Pages/Oregon-Psilocybin-Services.aspx> A FAQ sheet is attached as prepared by the State's Health Department.

Measure 109 directs the Oregon Health Authority to run the Oregon Psilocybin Services program. The Health Authority is creating regulations and issuing licenses for all aspects of the program. They will begin accepting applications for licensure on January 2, 2023. After that date, treatment providers who are licensed, using tested psilocybin from licensed suppliers, will be able to legally screen and treat individuals with psilocybin in Oregon. The program posted draft regulations for public notice and comment in April, 2022 but final rules have not been adopted.

In terms of election results for Measure 109: statewide the measure passed with 55.75% of the vote; in Linn County 55.26% of the votes registered were against the measure, and in Lebanon 51.71% of the votes registered were against the measure (363 vote differential).

## II. CITY COUNCIL OPTIONS

The law provides that a City Council may adopt an ordinance that either prohibits or allows the manufacture and/or sale of psilocybin within the City, but the ordinance must be referred to the voters at the next statewide general election.

The City has three options:

1. Do Nothing. If Lebanon does nothing, City Staff will follow state law with respect to psilocybin facilities in Lebanon and will process all business or land use applications based on Lebanon's Comprehensive Plan and state law.

2. Temporary Moratorium. The City Council could direct staff to prepare an ordinance imposing a two-year moratorium on psilocybin facilities in Lebanon, giving the Oregon Health Authority time to complete the rulemaking process for implementing its regulatory framework. During the moratorium, the City would have more time to consider developing time, place, and manner restrictions consistent with the law and rulemaking or determine whether to opt-out. The temporary moratorium would also need to be referred to the voters.
3. Prohibit: The City Council could direct staff to prepare an ordinance prohibiting psilocybin facilities in Lebanon and refer the ordinance to the voters for approval. If the measure were to be passed by the voters, this would result in a prohibition of psilocybin facilities in Lebanon. The Linn County Commissioners have moved forward with placing a measure on the ballot for the County to prohibit psilocybin facilities in the County. This would only impact the land under County jurisdiction, not within city limits.

If the opt-out/prohibit option is chosen, I recommend preparing two ballot measures:

1. Prohibit measure: This measure would ask the voters the question of whether to prohibit psilocybin facilities in the City.
2. Moratorium measure: This measure would ask the voters to put in place a two-year moratorium to develop time, place, and manner language if the majority vote is to allow psilocybin facilities in the City.

The two-measure option would provide the opportunity for the moratorium if the voters chose to allow psilocybin facilities rather than allowing with no local ordinance in place. The moratorium is recommended to be included in option 2 and 3 as the Oregon Health Authority has not finalized the regulations, which creates a difficulty to draft an ordinance that would be consistent with the State regulations.

For options 2 and 3 above, the following would be the timeline to put the measure forward to this November's election:

- July 13 City Council Meeting – Direct City Attorney to draft an ordinance and a ballot title.
  - City Attorney would draft ordinance and ballot title and provide to City Recorder so a Notice of Ballot Title could be prepared and published for the ballot title challenge period.
  - August 10 City Council Meeting – The Council would consider and vote on the ordinance and refer the issue to the voters by resolution.
- August 11 – City Recorder would file the paperwork with Linn County.

### III. CITY COUNCIL ACTIONS

1. Deliberate on the proposed options.
2. Determine whether to do nothing, opt-out, or establish a temporary moratorium. If the Council wishes to ask voters, direct the City Attorney to draft appropriate ballot measure title and required documentation to move forward with a ballot measure(s) for the November 8, 2022 general election.

# Agenda Item 6



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# MEMORANDUM

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*Finance Department*

To: Mayor, Council & Nancy Brewer, Interim City Manager  
From: Casey Headley, Interim Finance Director/Accounting Manager  
Subject: Update to Resolution Levying Taxes

Date: July 6, 2022

## I. INTRODUCTION

Each year the city certifies the delinquent sewer and storm drain charges for customers without water service. The county requires that these amounts be included in our resolution levying taxes. We are required to take into consideration payments through June when we are determining the amounts to certify. Our original resolution levying taxes is done prior to the end of June.

## II. CURRENT REPORT

We have prepared a resolution updating the amounts to certify the taxes for fiscal year 2022. The delinquent sewer charges of \$16,992.94 and storm drain charges of \$4,308.29

## III. RECOMMENDATION

Motion to approve resolution to amending Resolution 2022-16 levying taxes.



**A RESOLUTION AMENDING SECTION 1 OF ) RESOLUTION NO. 2022-16  
 RESOLUTION NO. 2022-10 TO INCLUDE )  
 DELINQUENT SEWER AND STORM DRAIN )  
 ASSESSMENTS )**

**THE CITY OF LEBANON ORDAINS AS FOLLOWS:**

**Section 1.** Section 1 of Resolution No. 2022-10, approved by the Lebanon City Council on June 8, 2022 is amended to include the following:

	<u>Subject to the General Governmental Limitation</u>	<u>Excluded from the Limitation</u>
Delinquent Sewer Charges		\$ 16,992.94
Delinquent Storm Drain Charges		\$ 4,308.29

**Section 2.** All other provisions of Resolution No. 2022-10 remain in effect as of the date of its passage.

**Section 3.** This Resolution is effective immediately upon its passage.

Passed by the Lebanon City Council and executed by the Mayor on this 13<sup>th</sup> day of July 2022 by a vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
 Paul R. Aziz, Mayor   
 Michelle Steinhebel, Council President

ATTEST:

\_\_\_\_\_  
 Kim Scheafer, MMC, City Recorder

# Agenda Item 7



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# MEMORANDUM

*City Administrator's Office*

To: Mayor Aziz and City Council

Date: June 28, 2022

From: Nancy Brewer, City Manager *NB*

Subject: Cheadle Lake Park Grant Acceptance and Appropriation

## I. INTRODUCTION

The City has received the grant documentation for the \$2.6 million grant from the State for accessibility improvements at Cheadle Lake Park.

## II. CURRENT REPORT

Council has reviewed a conceptual plan for this phase of improvements. With the grant documentation now available, staff will be able to develop at-scale plans and work with major park users to refine the final plan and begin construction. The grant requires Council to accept the grant monies via adoption of a resolution.

## III. RECOMMENDATION

Staff recommends Council adopt the attached resolution accepting and appropriating the grant.

**A RESOLUTION AUTHORIZING ACCEPTANCE ) RESOLUTION NO. 2022-20  
AND APPROPRIATION OF A STATE OF )  
OREGON GRANT TO IMPLEMENT )  
ACCESSIBILITY IMPROVEMENTS AT CHEADLE )  
LAKE PARK AND AUTHORIZING THE CITY )  
MANAGER TO EXECUTE THE ASSOCIATED )  
DOCUMENTS**

**WHEREAS**, the State Representative Jami Cate was able to secure a \$2.6 million grant for accessibility improvements at Cheadle Lake using State of Oregon General Fund monies; and

**WHEREAS**, staff developed a park layout plan that will combine this grant with Parks SDC and other resources to implement the first phase of the Cheadle Lake Park plan; and

**WHEREAS**, this grant was not included in the FY 2022-2023 budget as grant terms were not yet available; and

**WHEREAS**, ORS 294.338(2) allows for specific purpose grants to be appropriated through resolution.

**NOW, THEREFORE, BE IT RESOLVED** the Council of the City of Lebanon herein accepts the grant award for the funding assistance for the Cheadle Lake Park improvements implementation. The Council further appropriates the award to be spent within the Engineering Department’s budget within the Park Operations Fund.

**SECTION 1.** The Lebanon City Council will accept the State of Oregon grant funding award.

**SECTION 2.** The Lebanon City Council appropriates \$2,600,000 to the Engineering Department in the Park Operations Fund.

**SECTION 3.** This Resolution shall be effective immediately upon its passage.

Passed by the Lebanon City Council and executed by the Mayor on this 13<sup>th</sup> day of July 2022 by a vote of \_\_\_\_ yeas and \_\_\_\_ nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Paul R. Aziz, Mayor   
Michelle Steinhebel, Council President

ATTESTED BY:

\_\_\_\_\_  
Kim Scheafer, MMC, City Recorder

# Agenda Item 8



# CITY MANAGER'S REPORT

Reporting period: June 2022

## I. ADMINISTRATION – Nancy Brewer, City Manager

- As HR notes, we have a job offer out to a Finance Director candidate.
- The six entities (cities of Sweet Home, Brownsville, Lebanon and our associated Fire Districts) have agreed on a consultant to assist in developing start-up plans for a joint Emergency Operations Center to manage response in East Linn County in case of a regional disaster. I continue to work with Fire Chief Rodondi to discuss long-term plans and management options.

## B. HUMAN RESOURCES – Angela Solesbee, HR Director

- Recruitment:
  - Police Officer – 3 Candidates in background process
  - Police Officer – Position posted (2 openings). 1<sup>st</sup> batch of candidates with PD pending testing scheduled for 7/7.
  - PT Library Assistant – Interviews scheduled.
  - Finance Director – Offer Extended
  - Engineering Tech III or Engineering Associate – Position posted.
  - Safety & Training Coordinator – Position posted.
  - WWTP Operator III – Position posted.
  - WWTP Supervisor – Position posted.
  - Finance Clerk – Position filled. Start date 7/18
- Benefits:
  - Business as usual.
- Classification and Compensation:
  - Job Description review and standardization underway, to include Physical Requirement section update.
- Training and Development:
  - June all employee training – Raising Resiliency
  - June Safety training – Accident Incident Analysis
  - July all employee training – Cyber Security (ongoing for next 6 months)
  - July Safety training – Preventing Workplace Injury
  - Engaging Leadership (Leadership Development Training)
    - 2-day retreat scheduled in November
- Performance Management:
  - 94 (82%) employees are routinely receiving their performance evaluation annually
  - 16 evaluations are past due as of 6/30/22
- Other:
  - Time and Attendance – Vendor selected as ADP. Proceeding as planned.

## II. CITY RECORDER – Kim Scheafer, MMC, City Recorder

- **City Council Meetings:** Regular Session July 13, 2022

THE CITY THAT FRIENDLINESS BUILT

- **Miscellaneous:**
  - Some of the projects we have been working on are: Web page updates, Facebook posts, processing press releases, CC meeting minutes, public records requests, liquor license processing, meeting agendas and packets, directing web page inquiries, destroying documents in the Archives Room that have met their destruction date, and adding search content to records that have been transferred into the State's Records Management System (ORMS).
  - ORMS – As of June 28 the City has 16,275 documents in ORMS with 13,136 of them being published and able to be accessed from the City's website.
  - The City Recorder attended a Zoom OAMR Records Management Sub-Committee meeting with representatives from the State Archives to work on updating the City Records Retention Schedule .
  - The filing timeline for those running for office in the City of Lebanon is July 11 – 5 PM on August 1. Forms are available on the City's website. Interested candidates need to schedule an appointment with the City Recorder to file paperwork.
- **Public Records Requests:** Five public records requests have been received since the last packet was published.
- **Liquor Licenses Processed:** One new application has been received since the last packet was published.

### III. COMMUNITY DEVELOPMENT – Kelly Hart, Director

#### A. Planning:

- The Planning Commission did not hold a meeting in June.
- The next Planning Commission is scheduled for July 20, 2022 where a proposed annexation of two parcels on Cascade Drive will be reviewed.
- In June, there were four applications approved administratively:
  - MLP-22-05 to divide one large parcel into two parcels for the future development of two dwelling units for a property on Walker Street.
  - AR-22-02 for the construction of a 6-unit apartment complex with 3 duplex buildings for a property on 9<sup>th</sup> Street.
  - PLA-22-03 to adjust property lines between four parcels.
  - AR-22-03 for the construction of the new Lebanon Fire District on Oak Street.
- Staff is currently processing five planning applications for four projects:
  - A-22-03 and CPMA-22-01 to annex a property on Hansard Ave. and change the designation of the property from Industrial to Mixed Use for the goal to develop apartment units. (Application deemed incomplete, applicant has requested the project to be placed on hold until additional supporting materials could be developed).
  - S-22-03 for a 28-lot subdivision on B Street (Application was deemed incomplete, staff awaiting submittal of revised plans)
  - S-22-04 for a 48-lot subdivision on Stoltz Hill Road (Application was deemed incomplete, staff awaiting submittal of revised plans)
  - A-22-04 for the annexation of two parcels on Cascade Drive and S Santiam Highway (Application to be considered by Planning Commission at July meeting, and City Council at August meeting)
- Two DRT meetings was held in the Month of June which involved discussions for potential residential subdivision applications.
- Housing Production Strategy: Public input stakeholder meetings are scheduled for mid-July. There will be three focus group meetings held with developers/realtors, community service organizations, and educators.
- 2040 Vision Plan Update: City staff is working on developing the public engagement invitations and coordinating the stakeholder kick-off meeting anticipated to be scheduled for August or September.
- Camping and Houseless Ordinance: The Community Development Director is currently working on draft code language to address the case law and state legislative actions regarding houselessness based on the input from the ad-hoc committee.

## B. Building:

- The city processed 67 permits in May. Total fees received were \$75,552.26 and valuation of construction was \$6,707,297.52.
- By comparison, in May 2021, 93 permits were processed. Total fees received were \$74,248.65 and valuation of construction was \$6,301,748.60.
- A current list of the larger construction sites include:
  - Village Loop Apartments (Mill Race Development)
  - Riverside Banks Subdivision and Duplexes (Williams Street)
  - 18-unit multifamily development (N 5<sup>th</sup> Street)
  - 24-unit affordable multifamily development (Weldwood Drive)
  - 116-unit affordable multifamily development (Weldwood Drive)
  - 78-unit multifamily development (Russell Drive)
  - 36-unit multifamily development (S 12<sup>th</sup> Street)
  - 30-unit multifamily development (Vaughan Lane)

## C. Economic Development:

- The website training on May 26<sup>th</sup> went well and next steps for the website were discussed, including a launch plan that was to be implemented the following week. The group was not ready to move forward with the launch and waited until the next meeting to discuss further. The group met on June 23<sup>rd</sup> to go over the proposal for the launch of the website, ongoing website support and the next steps of the REAL group. It was discussed to look into the cost of a consultant for updating the 5-year strategic plan and looking into potential grants for that project.
- **DLCD EOA Grant:** The Economic Development Catalyst and Community Development Director met with ECO Northwest to discuss the Buildable Lands Inventory and next steps. The consultant would like to begin the stakeholder meetings in August to discuss technical and policy changes. The Economic Development Catalyst will contact the stakeholders and begin finalizing a meeting date.
- **Economic Recovery Assistance**
  - **Locally:** The Economic Development Catalyst, Community Development Director, Chamber of Commerce Director and Lebanon Downtown Association Main Street Manager continue to meet monthly to better collaborate on efforts between the City and the other organizations to meet the needs of the business community and community as a whole. The Economic Development Catalyst has given feedback and helped the Chamber of Commerce in their launch of the Explore Lebanon app.
  - **Regionally:** The Economic Development Catalyst continues to attend Linn County Commissioner meetings to be more visible to the county and to represent the interests of Lebanon and the REAL group, this may also allow for conversations regarding ARPA funds to be discussed on a regional level. Further conversations between REAL, RAIN and the county commissioners are in progress to see if the county would like to allocate funds to the REAL group for the following fiscal year.
- **Business Registration Program**
  - The Corvallis Benton County Economic Development has had conversations with the Secretary of the State's office about the need for access to the statewide business registry for the purposes of Economic Development. Through these efforts it was the conclusion of the group that there will need to be a legislative approach to allow annual access to the business information for each individual City or County for the purposes of Economic Development. During the first work session for the legislative action, it was determined that a conversation with the staff for the SOS office and attorney will be needed in order to determine what part of the code would need to specifically be changed. The meeting that was held on June 15<sup>th</sup> with two staff members from the Secretary of State's office provided some insight into what the SOS office had in mind for a comprise. The SOS office offered to be able to send out emails on behalf of cities and counties if a community wishes to reach the businesses, but only during the time the governor has declared a State of Emergency. The group working to gain access to the businesses brought up several potential problems with this and will continue to pursue gaining access to contact information. The next



meeting will be held June 30<sup>th</sup> to see if legislative action is a possible path forward and to identify if there is a representative to sponsor the bill.

- **Workforce Development Initiative**

- The Economic Development Catalyst attended a meeting that Anne Whittington, the Economic Recovery Coordinator for the Oregon Cascades West Council of Governments, coordinated between local partners in Linn and Benton Counties that were interested in exploring the workforce development idea around supporting potential daycare providers. \$22 million in Childcare development funds has been allocated to be administered by Seeding Justice and will be available for applications in June of 2022. The regional Childcare development group met on April 21<sup>st</sup> to discuss a regional approach to applying for some of the funds. The group agreed that one central organization should apply to be a recipient of the funds and additional meetings will need to be held to fine tune the ask for the region, it was agreed that some form of birth-3 option needs to be available, but that the cost of staffing and the ratio of children to staff will be the biggest challenge. It was determined that the early learning center through Linn Benton Community College would be the applicant for the region the group explored the possibility of having Kidco Head Start use the funds to expand childcare in Linn county.

- **Other key updates**

- Updates to Economic Development and business resources are being worked on for the City of Lebanon's website.
- Multiple projects that were granted in the Downtown Building Restoration Program have been fully completed or close to complete.
- A recognition event for stakeholders of the previous 2040 Vision and action plan took place on June 8<sup>th</sup> to celebrate the accomplishments of the past 6 years. The ad hoc committee will continue planning the next steps to develop the next 5-year action plan.
- The Economic Vitality Committee with the Lebanon Downtown Association is planning a "Space Walk" to highlight the available properties for sale or lease in downtown. That will be held on 7/16 from 10am-12pm.

#### IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- Bids for the Larkspur/Lupine Neighborhood Sanitary Sewer Replacement Project will be opened on July 7<sup>th</sup>. Pending bid results, staff will be making a recommendation to award the project at the July 13<sup>th</sup> City Council Meeting.
- The extension of a sanitary sewer main along Strawberry Lane is designed and waiting for several private utility companies to make utility relocation. Once this is complete, staff will advertise the project for bids.
- Engineering staff is also working on designs for several additional small sewer replacement/rehab projects. These include East Ash (between Carlson and Creswell), Fourth Street (between Maple and Grant), and on Wheeler Street at the intersection of North Williams.
- Kennedy Jenks Engineering and City staff are continuing to work on the Wastewater Treatment Plant Facility Plan. This effort will also tie into the issuance of a new NPDES Permit (Issued by DEQ). Kennedy Jenks staff and City staff have held several meetings with representatives from Oregon Department of Environmental Quality (DEQ) to discuss timing of the issuance of the City's updated NPDES permit, and additional testing requirements being requested by DEQ to determine parameters of the updated permit. Staff has begun the additional testing (substantial over the next two years) to provide data to determine the parameters for the new NPDES Discharge Permit. The Masterplan and permit renewal project will likely take at least two years to complete.
- The Trees and Trails Committee will be providing an update to the City Council in July. This update will include items the Committee has been working on along with several recommendations to the City Council to direct staff to pursue funding/construction of several trail segments. Staff has also requested an alignment change for the South Shore Trail Project to the Oregon Department of Administrative Services (State agency in charge of the grant funding the project). This is being done to avoid conflicts with the large park grant for Cheadle Lake as well as not being able to obtain an easement from the property owners to the west of the park.
- David Evans and Associates is continuing work to update the sanitary sewer model in the area of the Champion Mill Site and the extension of Market Street. This is being driven by development/re-development projects in the area.

They will be providing Staff with a report identifying any deficiencies and needed upgrades to the sanitary sewer in this area.

- Emery & Sons Construction has completed installation of the sanitary sewer pipe and final roadway paving on Airway Road and Stoltz Hill Road. Sanitary Sewer Pipe is currently being installed along Vaughan Lane which is currently closed to through traffic from Stoltz Hill Road to South Fifth Street. A design change has been completed to allow for parking on the north side of Walker Road. This was originally designed for bio-swales in the original GMP, but after working with Oregon DEQ, staff was able to use water quality catch basins to treat storm runoff, thus allowing the parking. Emery & Sons will be providing pricing for the design change in the next several months. The “Construction Map” that is on the City’s website continues to be updated to help citizens wanting to know where/when construction is taking place, detour routes, and closures. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

Approved GMP Values		Contingencies Used to Date	
Construction Cost	\$18,029,671.95	Contractor Contingency	\$0
Contractor Contingency	\$398,026.75	City Contingency	303,250.50
City Contingency	\$995,066.86	Allowances Spent to Date	
Contractor Allowances	\$1,902,065.32	Trench Foundation	\$19,887.12
<b>Total GMP Approved</b>	<b>\$21,324,830.88</b>	Dewatering	\$180,111.61

- Staff has been actively working on our required TMDL update to DEQ. Over the course of the next year, we will be updating the City’s Five-Year Matrix and submit it to DEQ for approval. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls in the near future.
- Staff is continuing to design the waterline replacement for Seventh Street (Oak to ‘F’). As we have continued to develop the design, it has become apparent that the project will likely lead to a complete re-construction of this section of Seventh Street due to its very poor existing condition. Staff will be looking for various ways to fund the project for the 23/24 fiscal year. During the summer of 2022 City Staff will pothole existing utilities to determine conflicts and actual locations to provide the most accurate available information to contractors when the project goes out for bids.
- David Evans & Associates is currently wrapping up the final draft of the Drainage Master Plan. The final draft will be presented to the City Council for review and approval in July 2022. Staff and representatives from David Evans have also been working on a new methodology for the Drainage Utility Rate Structure. To date, we are still evaluating the feasibility of changing the methodology and how it will impact the current rate structure. Staff will provide an update to the City Council once additional information has been compiled.
- Engineering Staff is currently working on several small projects which include guardrail installation project on Berlin Road, pavement maintenance on Berlin Road, drainage pipe replacement on Leonard Street, updating of our Pre-Treatment Ordinances, multiple sewer lateral replacements, and street speed reduction requests.
- Staff has issued a minor contract to Carollo Engineers to model the water distribution system in the southern quadrant of the City in order to identify deficiencies and provide proper pipe sizing for future development. We anticipate this work to be done by early summer. It is also possible that the work may lead to an update to the current Water Master Plan which would be presented to City Council for approval.
- The City is preparing for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. Kittleson Engineering is completing the signal design and Udell Engineering is completing the Civil Design for the City. This is in conjunction with the Applegate Landing Development which extended Stoltz Hill north of Airport Road. This will be a joint developer, City, and Linn County project which was to be constructed in 2021; however, due to issues obtaining right-of-way and potential re-development of the Grandpa’s Grocery, the project will likely not be constructed until late 2022 or early 2023. Linn County is currently in the process of obtaining the needed right-of-way (which may possibly have to go through imminent domain). Once the right-of-way is obtained, staff and the consultant team will finalize the design and advertise for bids.

- Kittleson Traffic Engineers is currently under contract with the City to further study the Cascade Drive/Weldwood Intersection. A traffic impact analysis was done during the Planning Phase of the Colonia Paz development on Weldwood Drive to determine if any traffic mitigation measures would be warranted from the development. The TIA indicated several “recommendations” at the intersection of Weldwood and Cascade Drive (not necessarily related to the development). These include some channelization with striping and curb islands. Before completing these recommended improvements, staff has requested that Kittleson determine if further mitigation (signal or round-about) will be warranted at this intersection. If additional mitigation will be needed in the future, staff will likely present the findings to the City Council as an Amendment to the current Transportation System Plan.
- Staff has issued several minor contracts associated with the demolition of the Old Water Treatment Plant. These include environmental review, archeological review, and overall site demolition plans. Once these are complete, staff will be working with Carollo Engineers to develop final plans to demo the existing structures. This will likely take a year as we will need to work with multiple state agencies and the City of Albany.
- Staff has submitted an alignment change to Oregon Department of Administrative Services (Agency that is overseeing the grant funds) for the South Shore Trail Project. The new alignment will be incorporated into the large Cheadle Lake Park Project so as not to conflict with those improvements. Staff was also unable to secure a needed easement across private property based on the initial alignment. Design will begin in conjunction with the Cheadle Lake Park Improvements project.
- Staff has met with ODOT representatives to discuss the Dewey Street/HWY 20 Realignment Project. The next step is a meeting with all stakeholders for the project (ODOT, Linn County, City of Lebanon) to scope the project. Based on timing of available ODOT funding, the project will not be constructed until 2024. City staff has put funds away in reserves for the project and Linn County has verbally indicated willingness to participate in funding of the project.
- Staff will be advertising the Rapid Flashing Beacon Project on Tennessee Road (At Beaton Lane) for bids in the next several weeks. This project will install push button flashers for pedestrian crossing of Tennessee Road at the Mark Slough Trail. The roadway alignment makes it difficult for motorists to see pedestrians. This will be very similar to the pedestrian crossing on River Road at the South Shore Trail.
- Mill Race Apartments Complex Phase I, two buildings granted temporary occupancy. Contractor working on building 3.
- Paventy & Brown Orthodontics project on hold due to design changes.
- N 5<sup>th</sup> Street Apartment Contractor working on building construction, onsite utilities complete.
- Steven King site plan for Airport Road has been approved and building permits to be issued.
- Applegate Landing and subdivision project accepted and home construction underway.
- McKinney Phase II apartment complex off of Russel permit issued for northern buildings. Contractor completing onsite construction and water main extension.
- Colonia Paz Phase 1 building A temporary occupancy while contractor working on punch list.
- Colonia Paz Phase II water main construction complete and contractor working on additional buildings.
- Site plan review complete and returned to the engineer for revisions for a new apartment building off of S Main south of Walker Road.
- Latimer Storage site plan received and approved to construct a new storage building; additional fire hydrant will be required.
- Phillip Estates public improvement permit complete, water and sewer extension complete and contractor working on site utilities.
- Teen Challenge sewer extension public improvement permit complete, sewer extension complete, testing underway.
- Plans approved for the parking lot expansion at Nova Urgent Care.
- Second revision plans under review for Dairy Queen.
- Plans reviewed and returned to engineer for additional comments for Slab Town investments.
- Construction underway, public improvement permits issued for CAM Flats subdivision and multi-family off of 12<sup>th</sup> Street & Leonard. Sewer and water main complete along 12<sup>th</sup> street. Contractor to start on storm main extension.

- Vaughan Lane half street improvements public improvement permit complete, sewer connection complete, contractor working on water main extension.
- Vaughan Lane Apartments site plan approved, contractor working onsite utilities.
- Plans approved for Freedom Estates townhomes off of Jadon Dr.
- Plans approved for Hickory Lake Apartments off of Airport Road.
- Traffic impact analysis for new subdivision off of W B Street & 7<sup>th</sup>.
- Second revision plans under review for a new subdivision Cheadle Lake Estates off of River Road. V.

#### V. **FINANCE SERVICES** – Casey Headley, Accounting Manager

- Accounts Payable:
  - FY21/22 payments made in June 2022; 238 checks were processed for payments of \$2,042,722
- Payroll
  - Payroll was processed for 126 employees (including full-time, part-time and temporary) as well as payments to council.
- Additional
  - Continuing to work with Public Works and IT to get service orders integrated between utility billing software and Dude Solutions the maintenance management system.
  - Training completed for all departments on Fraud and Cash Handling.
  - Interim audit work was completed in June.
- **Utility Billing for June 2022:**
  - 5,663 Billing statements mailed by the end of June \$994,467
  - Active accounts: 6,423
  - 226 Owner Lien notification letters were mailed. 716 monthly accounts were charged a late fee on 06/23/2022.
  - On 06/17/2022, 195 phone calls went out to notify of pending service shut off if bills were not paid by 5/17/2022.
  - 68 water meters were locked off due on 06/22/2022 due to non-payment. 45 were reconnected the same week. There were 2 same-day after hour reconnects at no additional charge.
  - CSC has continued to send pledges for customers utility payments.
  - Total of 335 Service orders: 13 read request, 68 Lock offs, 3 Turn offs, 25 Turn on, 53 Move Outs, 79 Move ins, 60 reconnects, 14 Returned Mail, 7 Leak Checks, 0 Pressure Test, 3 Meter Change out, 0 New Meter Installations, 1 Quality Checks, 0 Door Hangers, 2 Dead meters, 8 misc. other.

**Utility Billing Data**

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Active Accounts	6,360	6,363	6,374	6,392	6,396	6,398	6,404	6,405	6,408	6,412	6,412	6422	6423
Penalty Applied	730	938	863	1,146	994	781	1,075	587	685	708	610	812	716
Lock Offs	104	64	75	68	83	104	0	158	85	94	53	80	68

**Municipal Court Data**

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Charges Filed	171	116	160	106	70	125	87	113	68	159	113	111	114
Show Cause Issued	61	56	57	57	48	50	50	54	49	52	39	37	43
Licenses Suspensions Issued	32	22	25	21	19	36	28	27	22	17	17	13	22
Warrants Issued	184	145	150	202	111	102	112	169	116	56	107	113	171
Charges Disposed	175	172	189	153	126	143	114	179	117	118	105	97	148

**VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director**

- The IT Department worked with Public Works to integrate the Public Works work ticketing system with the City financial system to streamline Water hookups and disconnects.
- The IT Department worked with Public Works to bring the Water Treatment Plant into the work ticketing and asset tracking system used by the City.
- The IT Department worked with the Library to renew the patron printing system contract, perform upgrades to it, and to obtain a new self-check station.
- The IT Department has continued to work with LFD on the Station 31 New Firehouse build.
- The IT Department worked with LFD to offboard employees no longer active.
- The IT Department worked with Senior Center Director regarding voicemail/phone forwarding issues.
- The IT Department worked with Senior Center staff to fix camera and microphone issues on a LINX buses.
- The IT Department investigated, and partially resolved, an issue where the LPD non-emergency line was no longer accepting more than one call at a time. (Work in progress)
- The IT Department did an initial review and planning for hearing assistive devices for Council and is working on potential audio upgrades to the Travel Station.
- GIS continues work on the Water Utility Network Dataset migration project.
- GIS completed monthly tax lot updates from the county.
- GIS continued work on the Storm Drainage Utility Rate Project with Engineering and Finance.
- GIS coordinated with IT Staff City Hall IT Map Details; drops, access hatch, etc.
- The IT/GIS Departments have addressed multiple other normal break-fix issues, equipment replacements, and maintenance renewals for IT.
- During the past month, the IT\GIS Department closed 456 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

**VII. LIBRARY – Kendra Antila, Director**

- Summer Reading 2022 kicked off on June 1<sup>st</sup> and we're on track for a record-breaking year. As of June 23<sup>rd</sup>, we have 927 participants and they've read a combined 3,180 hours. We had 155 attendees at outdoor Storytime, and Thursday's special performer had 262 in attendance.

- We've been getting lots of positive feedback from patrons regarding our fine-free for children's materials initiative, and families we haven't seen for a long time are returning as patrons.
- After an unsuccessful recruitment in May, we will again be interviewing applicants in early July for a currently unfilled part-time position.

#### VIII. POLICE – Frank Stevenson, Chief of Police

- For the month of June 2022, the Patrol Division had approximately 1,436 calls for service, made 109 arrests, issued 35 traffic citations, and wrote 186 case reports.
- As of June 23rd, 2022, 158 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to the Lebanon Jail. A combined 103 days were served by the adults in custody (AIC) in the Lebanon Jail.
- For the month June 2022, the work crew comprised of adults in custody worked a total of 60.5 hours – their projects consisted of cleaning, sweeping, scrubbing and mopping the jail, as well as cleaning the Municipal Court's lobby located within the Justice Center, and power washing Academy Square Gazebo, saving the City of Lebanon an average of \$850.
- All police officers from the department, except those working the night shift, assisted with traffic control and security for the Strawberry Festival. No issues occurred the entire weekend.
- The Detectives Division remains busy with involved cases. This month, to assist with short staffing, one detective was reallocated from the assignment to cover patrol functions, leaving two detectives and a detective sergeant. They were assigned two (2) new cases and were able to clear a total of three (3) cases resulting in arrests. They continue to work child abuse cases coming into the unit, as well as fielding ICAC cyber tips being added to their files for investigation. Staff reviewed fifty-five (55) DHS referrals over the course of the month.
- A traffic safety class was conducted this past week for participants who either received a citation for cell phone use or for failure to use their seatbelt (the class is offered to first-time offenders).
- There was a total of two (2) use-of-force incidents to report during the past month, but no injuries to officers or subjects involved. One subject was yelling and arguing with the officers after being located within the park for trespassing. The subject backed away from officers and refused to allow them to put his hands behind his back. Officers pulled the subject to the ground by his wrists, and placed handcuffs on him. The second use-of-force incident involved a male subject who was aggressive towards officers and was actively inducing self-harm. Responding officers grabbed the subject by the arms and placed him in handcuffs. The subject had to be pulled into the patrol vehicle due to his resistive behavior, and he had to be held down at the hospital until he had calmed down. All use-of-force incidents are reviewed extensively by a Sergeant, Lieutenant, the Captain, and finally by the Chief. Each incident was found to be justified and handled in accordance with policy.
- This month, we had five (5) incidents where Narcan was administered successfully on subjects that had overdosed on morphine/fentanyl. Due to the quick actions of responding officers, four of the five subjects survived; unfortunately, one did not recover.
- We have two individuals who have successfully passed their backgrounds and are now scheduled to take psychological exams as part of the screening process. One is scheduled for July 6<sup>th</sup> and the other is scheduled for July 7<sup>th</sup>. If successful, both will begin the 18-month training period to become solo officers.
- We will be testing a total 11 people for the written test/physical agility test on July 7<sup>th</sup>. We plan on conducting interviews very soon afterwards for those who successfully pass.
- Community Policing has been active on several projects. The division assisted extensively with Strawberry Festival weekend; staff hosted the annual Cast-with-a-Cop event, where a total of 28 kids got to go fishing at Camp Tadmor with officers from Lebanon Police and Linn County Sheriff's Department. Staff is also working on several other in-progress items as they prepare for National Night Out in August.



## IX. PUBLIC WORKS – Jason Williams, Director

### A. Collections (Sanitary-Storm)

- Completed inventory process for year end.
- Continued utilizing the new Asset Essentials program to complete work orders.
- Assisted the Water crew with many service line repairs.
- Cleaning and televising sanitary and storm sewer continue.
- Cleaned and cleared catch basins to prevent blockage.
- Continuing with ditch mowing and cleaning.
- Located sewer lateral connections for contractors.
- Assisted the Wastewater Treatment plant with the Vactor cleaning out the basin.
- Continued I and I investigations on the existing westside interceptor. The collections crew has spent the majority of their time with this investigation.

### B. Parks

- Prepared Cheadle Lake grounds for upcoming summer events.
- Opened, closed and cleaned parks restroom buildings daily.
- Completed landscaping rounds in all parks and school district properties.
- Chemical applications have been made in parks and school district property for weed control.
- Applied chips in landscape areas as needed to eliminate hand work.
- Trails have all been swept.
- Daily vandalism control/repair.

### C. Streets

- Street sweeping continues including sweeping for the City of Halsey and Brownsville.
- Provided road closures for contractors.
- Completed sign maintenance as needed.
- Completed a round of cold mix pothole patching.
- Continued mowing in the rights-of-way.
- Continued grading of City maintained alleyways.

### D. Wastewater Treatment Plant

- Effluent water quality to the South Santiam River during the month of June and to date, remain in full compliance with the City's Oregon DEQ discharge permit. We have experienced unusually high flows for summer permit and have made process changes to combat this the best we can. Total Suspended Solids permit is being met, however due to the high flows meeting the mass loading average has been difficult. We have had a bloom of Daphni (water fleas) in our secondary clarifier which also effects TSS, it appears they are receding.
- The Belt Filter Press is completed. We are waiting for a fast-acting polymer to allow better de-watering and a higher yield of sludge at a faster rate.
- Clarifier 2 will need bearings replaced in its gear drive this summer and is offline currently. We will address when we know flows will be low enough and it will not be needed for the summer. WIPS pump #5 failed and was found to be ragged up; staff de-ragged and put back into service. #4 clarifier WAS pump failed and appears to be burned up and is at RPM electric for rebuild.
- We are preparing for Bio solids application to the Koos fields (12,14,15). Soil samples have just been sent to Stukenholtz for analysis. The results will be sent to Mark Cullington to calculate application rate. We estimate by mid to early July we will be applying.
- Influent flow for the month as of 6/14/22 are averaging 5.045mgd (5,045,000 gal/day) and we have had 2.21 inches of rain for the month as well. We had a peak day of 6.919 mgd on 6/12/22.
- We are in our 6th month for toxic monitoring now and going well. We have 4 more months remaining for the copper biotic ligand model testing and 1.5 years remaining for toxic testing.



- The City of Lebanon is engaged in a comprehensive 3–5-year wastewater engineering and expansion program to not only address current conditions but to also meet the City of Lebanon’s project growth for the next 30-years. Kennedy/Jenks Engineers are under contract with the city of this important work.

**E. Water**

- Completed inventory process for year end.
- Meter reading has been completed.
- Daily water service orders including, leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
- The crew paved and replaced concrete after new or leaking water services were placed.
- Completed requested locates.
- Changed out failing meter boxes and dead meters.
- Replaced and repaired water main breaks.
- Worked on the water maintenance list.
- Vehicle Maintenance.
- Worked daily on service line leaks.

**F. Water Treatment Plant:**

Production	
<b>Monthly Water Use (Intake Flow Meter)</b>	60.27 MG
<b>Finish Water Produced</b>	56.21 MG
<b>Water Sent to Cheadle Lake</b>	0.13 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.44	1.34	1.09	0.016	0.043	0.021
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.48	8.40	7.85	0.25	1.69	0.67

**Water Treatment Plant Maintenance/Operations:**

- Intake backwash catch basin was close to overflowing due to higher rate of backwashes due to intake screen being clogged. Had to turn the rate of backwashing down and the intake backwash catch basin came back down.
- Server room can overheat during the year. We are having quotes to add a dedicated air conditioning unit for the server room.
- Received the spare Clean In Place heater for the CIP Tank.

**X. SENIOR SERVICES and LINX – Kindra Oliver, Director**

- LINX topped out at 30,021 rides for FY 2021-22, a 36% increase in ridership over any other year we’ve been in service. The second highest number of rides provided was in FY 2018-19, at 22,001 rides. Rising gas prices, inflation and continued growing public awareness that LINX is for everyone are likely related to the higher numbers.
- LINX Transit began the Brownsville Connector expansion June 21<sup>st</sup>, offering rides to and from this neighboring community, two days each week. This service offers five trips a day, on Tuesdays and Fridays. We have seen a handful of Brownsville riders start using this program in its first couple of runs. This new service is funded through the Statewide

Transportation Improvement Fund (STIF). In July, the Senior Center is hosting a trip to Brownsville utilizing the Connector bus to get seniors out to visit the Museum and have lunch. This will hopefully raise some awareness that Lebanon residents can also use the service for an afternoon outing.

- A new LINX bus arrived at the end of June and we're finalizing install schedules for the logo wrap, camera system and radios. We should have Bus #22 in service by mid-July. This vehicle was funded through a statewide discretionary STIF grant that covers 80% of the cost and the 20% match is being paid for through sales proceeds of two older vehicles that have been sold over the last few years.
- We added two new exercise classes to our Senior Center list of activities in June. We added a weekly Getting Centered yoga style class and a Strength & Flex training class.
- We also added a new Advanced Paper Crafting Class, which will be taught by our volunteer that does our monthly Card Crafting class.
- The Senior Center weekly Bingocize (evidence-based program that offers the fun of bingo and a hint of exercise) class numbers have doubled since we re-started it two months ago.
- National fishing day was honored in June, with some fishing themed activities. This allowed quite a few seniors to come together to share fishing stories, casting prowess and fish knowledge.
- Now that the sunny weather has arrived, we've headed outdoors for some of our social games and exercise groups. We had a great turn out for bocce, croquet and our scheduled community walks. We will be offering more community walks in July and August as we hope to highlight different accessible trails in Lebanon.

CITY OF LEBANON

Public Testimony / Comment Card

Name: Marcellus Angelford

Address: 345 Rose dr. Lebanon dr

Phone: (618) 863-5611 Date: 7/13/22

Subject of Testimony: psilocybin

Position on Issue:  Pro  Con

I represent:  Myself  Other \_\_\_\_\_

CITY OF LEBANON

Public Testimony / Comment Card

Name: Amber Fry

Address: 545 S Williams St

Phone: 509-207-9295 Date: 7/13/22

Subject of Testimony: Sidewalk repair

Position on Issue:  Pro  Con

I represent:  Myself  Other \_\_\_\_\_

CITY OF LEBANON

Public Testimony / Comment Card

Name: Cassie Cruise

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Subject of Testimony: \_\_\_\_\_

Position on Issue:  Pro  Con CDA

I represent:  Myself  Other update