



CITY COUNCIL WORK SESSION AND REGULAR MEETING AGENDA

June 11, 2025 at 5:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

5:00 PM – CALL TO ORDER WORK SESSION

City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.

DISCUSSION ITEMS

1. Strategic Plan and Legislative Affairs Update

ADJOURN WORK SESSION

6:00 PM – CITY COUNCIL REGULAR SESSION

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.

1. **AGENDA:** Lebanon City Council Agenda – June 11, 2025
2. **APPOINTMENTS:** Budget Committee, Library Advisory Committee, Parks, Trees and Trails Advisory Committee, Planning Commission, Senior and Disabled Services Advisory Committee
3. **APPROVAL TO AWARD:** West River and River Park Trails (Project 22713)
4. **BOARD MINUTES:**
2025-02-19 Parks, Trees & Trails Advisory Committee
2025-04-16 Planning Commission

5. COUNCIL MINUTES: 2025-05-14 City Council Regular Meeting and Executive Session Minutes

PRESENTATION / RECOGNITION

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 ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on June 10, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

- 6.** Ordinance Bill No. 2025-04 - Ordinance 3035 - A Bill for an Ordinance Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170 File A-25-02; Stockard and Brown (31666 SW 5th Street)
- 7.** Ordinance Bill No. 2025-05 - Ordinance 3036 - A Bill for an Ordinance Amending the City of Lebanon Development Code Regarding Implementing New Housing Opportunities
- 8.** Resolution No. 6 for 2025 - A Resolution Authorizing a Supplemental Budget for the City of Lebanon
- 9.** Resolution No. 7 for 2025- A Resolution Certifying its Eligibility and Declaring the City of Lebanon's Election to Receive State Revenues
- 10.** Resolution No. 8 for 2025 - A Resolution Certifying the City Complies with Sections of ORS 475C Related to Marijuana Sales Inside City Limits
- 11.** Resolution No. 9 for 2025 - A Resolution Adopting the City of Lebanon's Budget and Making Appropriations for Fiscal Year 2025-2026
- 12.** Resolution No. 10 for 2025 - A Resolution Levying Taxes for the City of Lebanon's Budget for Fiscal Year 2025-2026
- 13.** Adjourn as the City of Lebanon Budget Committee and Convene as the Urban Renewal Agency Budget Committee
Resolution No. 11 for 2025 - A Resolution Adopting the Lebanon Urban Renewal Agency's Budget and Making Appropriations for Fiscal Year 2025-2026
- 14.** Resolution No. 12 for 2025 - A Resolution Levying Taxes for the Lebanon Urban Renewal Agency's Budget for Fiscal Year 2025-2026

Adjourn as the Urban Renewal Agency Budget Committee and Reconvene as the City of Lebanon Budget Committee

REGULAR SESSION

- 15.** Resolution No. 13 for 2025 – A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2024-2025 Budget
- 16.** **Municipal Court Judge Contract Update**
- 17.** Discussion Only - Vehicle Towing
- 18.** **Department Report**

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

NEXT SCHEDULED COUNCIL MEETING(S): City Council Work Session and Regular Meeting July 9, 2025 at 5:00 PM.

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

<https://www.youtube.com/user/CityofLebanonOR/videos>

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.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 2.

MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Donna Trippett, Deputy City Recorder
Subject: City Council Advisory Committee/Commission Appointments

Date: June 11, 2025

I. BRIEF HISTORY

As terms of several City advisory committee members end on June 30, staff advertised for volunteers to serve on the Budget Committee, Library Advisory Committee, Parks, Trees and Trails Committee, Planning Commission, and Senior & Disabled Services Advisory Committee.

II. CURRENT REPORT

Mayor Jackola is pleased to appoint/reappoint the following at the June 11, 2025 City Council Meeting:

Budget Committee

- Rebecca Grizzle (*reappointment*)

Library Advisory Committee

- Jessica Hayward (*appointment*)
- Lindsay Raybould (*reappointment*)

Parks, Trees and Trails Advisory Committee

- Cindy Kerby – parks enthusiast (*reappointment*)
- Linda Ziedrich – trees enthusiast (*reappointment*)

Planning Commission

- Karisten Baxter (*reappointment*)
- Kristina Breshears (*reappointment*)
- Don Fountain (*reappointment*)
- Lory Gerig-Knurowski (*reappointment*)
- Shyla Malloy – alternate (*reappointment*)

Senior & Disabled Services Advisory Committee:

- Dorrie Board (*reappointment*)
- Joli Root (*reappointment*)

III. RECOMMENDATION

Approve all appointments through the Consent Calendar

**City Recorder's Office**

925 S. Main Street

Lebanon, OR 97355

(541) 258.4905

city_recorder@lebanonoregon.govwww.lebanonoregon.gov**APPLICATION FOR
BOARD / COMMITTEE / COMMISSION**

Item # 2.

Applicant Information (Please type/print clearly):

Name: Jessica Hayward		Date: 4/14/2025
Home Address: [REDACTED]		
Mailing Address: [REDACTED]		
Home Phone: [REDACTED]	Email Address: jhayward1209@gmail.com	Business Phone: N/A
Occupation: Baker & Business Owner	Employer: Self; Oak & Apple Farm Bakery	Emergency Contact Phone: [REDACTED]
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email		
Please mark which one you are interested in serving on: <input type="checkbox"/> Ad Hoc Committee _____ (Print the Ad Hoc Committee Name) <input type="checkbox"/> Budget Committee (Must be Registered Voter) <input checked="" type="checkbox"/> Library Advisory Committee <input type="checkbox"/> Non-Election Council Vacancy <input type="checkbox"/> Planning Commission <input type="checkbox"/> Senior & Disabled Services Advisory Committee <input type="checkbox"/> Parks, Trees & Trails Advisory Committee		
Are you applying for reappointment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for: I served on the Student Activities committee during my time at Linn-Benton Community College from 2007-2009. I oversaw new student tours, helped with event planning, budget allocation, and more, and coordinated special events.		
List current and/or previous involvement on any government boards/committees/commissions/councils: None.		
Explain why you are interested in serving in this capacity (attach additional sheet if needed): Please see attached.		

Applicant's Signature: [REDACTED]

Date: 4/14/2025

FOR OFFICE USE ONLY

DATE RECEIVED: ____/____/____	City Council Appointment Date: ____/____/____
DATE SENT TO:	Applicant Notification Date: ____/____/____
Director: ____/____/____ Mayor: ____/____/____	Term Start Date: ____/____/____
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ____/____/____

Print Form

Reset Form

Application for Library Advisory Committee
Jessica Hayward

Explain why you are interested in serving in this capacity:

The short answer is that my kids and I have been long-time and very frequent users of the library and its resources. I would like to give back in any way that I can and help direct the council as someone who has used the library regularly for over two decades.

I've lived in Lebanon since 2004, presided over the Lebanon strawberry festival as a princess in 2005, married and settled here after attending LBCC and OSU, taught middle school science at East Linn Christian Academy from 2016-2019, opened Mugs Coffee House in 2019 with my parents, Mike & Becky Van Atta, and now own Oak & Apple Farm Bakery where I sell sourdough bread and baked goods at the Lebanon Farmers Market. I've been invested in this community for my entire adult life. And the library has always been a central part of my life.

I'm also a homeschooling mother. My three kids and I often bring a wagon on our visits to the Library (or wish we'd remembered it!) because we rotate through so many of the Library's books, games, learning kits, and STEAM kits. We've participated in the baby and me and preschool storytimes for many years, look forward to the Summer reading program every year, and have attended both the adult and teen book clubs. This June, I even get to teach a free sourdough bread baking class for our community members at the library.

My experience using so many aspects of the library gives me plenty to draw from when it comes to what the community is looking for from our library. I can provide insight into what is working and what's not, how resources and events are utilized and attended, and how my many connections within the community feel the library can continue to serve them. I'm just one voice out of many, but I would appreciate the opportunity to lend my voice to the future of our library and enhance its impact on all of our community members.



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager / City Engineer
Subject: **Approval to Award Project**
West River & River Park Trails Project
Project No. 22713

Date: June 3, 2025

I. INTRODUCTION

The West River & River Park Trails Project was advertised on Friday, May 9, 2025 for bids.

II. CURRENT REPORT

Bids for the project were opened Tuesday, June 3, 2025. There was a total of 14 bids received; a comparison of the bids with the Engineer's Estimate is presented below.

Company	Bid Amount	Company	Bid Amount
AB Utility	\$295,286.00	MVG Construction	\$276,453.46
Blackstone Paving & Ex	\$272,620.90	North Santiam Paving	\$286,498.80
Civil West Construction	\$304,231.16	RJ Armstrong & Associates	\$253,451.00
Gentile Construction	\$312,024.67	Santiam Canyon Excavating	\$284,634.10
GR Smith Construction	\$315,459.20	Turney Excavating	\$336,315.00
Knife River	\$275,724.74	Wildish Construction	\$320,688.50
Mid Valley Excavation	\$237,383.10	Wind Rose Excavation	\$292,004.47
		Engineer's Estimate	\$300,925.45

The lowest responsive bid was submitted by Mid Valley Excavation, LLC from Sublimity, Oregon as indicated above. Their bid is approximately 21% lower than the Engineer's Estimate.

III. RECOMMENDATION

This memo requests a City Council motion to award the West River & River Park Trails Project to Mid Valley Excavation, LLC from Sublimity, Oregon.



Parks, Trees, and Trails Advisory Committee Meeting Minutes February 19, 2025

Committee Present Jan Diamantine, Linda Ziedrich, Rick Barnett, Rodney Sell, and Cindy Kerby

Committee Absent Anna Creel and City Councilor Dave Workman

Staff Present Public Works Director, Jason Williams and Public Works Operations Manager, Jason Rush.

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 The committee approved the meeting minutes from January 15, 2025

Discussion

- City of Lebanon Update

Jason Rush provided the City of Lebanon update:

- Trees were removed at the following locations:

- N Williams (Birch Tree)
- 2nd and Mary Street
- Mickie Drive

- The city's annual tree trimming is halfway completed.

- North Shore Trail Bank Repairs

- Jason Williams stated a meeting is to be set with the City of Albany regarding the North Shore Trail Bank update.

- Cheadle Lake Presentation

- Agate Architecture and the Satre Group completed a presentation with design documents for Cheadle Lake Park.
- The committee and staff members provided comments regarding design options.

- City Street Tree List Update

- Linda Ziedrick suggested removing the "Paul Scarlet" hawthorn from the city street-tree list and replacing it with the "Crimson Cloud" hawthorn. Committee and staff members agreed with this change.

- BLT Update – Rod / Jan

- BLT attending the City Council Meeting to request a waiver of fees for their Public

Event Permit. Due to the budget issues the city is facing the requested waiver was denied. Dave Workman offered personal assistance in paying some of the fee.

- The Linn County Planning Commission approved BLT's conditional use permit has been approved.
- One of the informative signs on the Old Mill Trail was vandalized and is in the process of being replaced.
- Another workday will be taking place on the second Saturday in February. This will be a cleanup day along with tree planting and sign installation at Gills Landing.
- Ziedrich asked for an update regarding BLT's recent request to have fees waived for their event at Cheadle Lake, Williams stated all appeals must go to City Council during public comment.

- Public Comments

Next Scheduled Meeting

April 16, 2025 (2:00 – 3:30 p.m.)

Adjournment

Rick Barnett Adjourned the meeting at 3:22 p.m.



LEBANON PLANNING COMMISSION MEETING MINUTES

April 16, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

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.

CALL TO ORDER / FLAG SALUTE

ROLL CALL

PRESENT

Chair Don Robertson
Vice-Chair Lory Gerig-Knurowski
Karisten Baxter
Don Fountain
Shyla Malloy
Alternate Michael Miller
Alternate Regina Thompson

ABSENT

Kristina Breshears
Alternate W. Marcellus Angellford

STAFF

Community Development Director Kelly Hart
City Manager/City Engineer Ron Whitlatch
City Attorney Tre Kennedy

MINUTES – February 19, 2025 Planning Commission Meeting

The minutes were approved as submitted.

COMMISSION REVIEW

1. Public Hearing – Planning File AR-25-02, VAR-25-02

Development proposal for a three-unit multifamily property (AR-25-02) including a Class III Variance request for lot size, setback reduction, and reverse vehicle maneuver authorization onto a public street (VAR-25-02). 1008 Hiatt Street (12S 02W 11CD, tax lot 5600)

City Attorney Kennedy reviewed the public hearing process. Chair Robertson opened the public hearing. Commissioner Malloy disclosed that she knows the applicant but affirmed that this would not affect her ability to make an impartial decision. There was no other ex parte, conflict of interest, or bias disclosed by the Commissioners.

Community Development Director Hart presented the staff report. She stated that staff finds the proposal complies with the decision criteria for an Administrative Review and Class III Variance and recommends approval of the application subject to the adoption of the Conditions of Development listed in the staff report.

Applicant testimony – Laura LaRoque, Pathfinder Land Use Consulting, the applicant's representative, provided an overview of the application.

Testimony in favor of or in opposition to the applications – None

The public hearing was closed.

In response to Chair Robertson's question, Hart explained that these types of applications would still be necessary under the proposed development code changes, as the changes do not affect multi-family dwellings.

Commissioner Fountain asked whether the alley could be vacated. Hart noted that this was discussed with the applicant, but it would require obtaining agreement from both neighboring property owners to relinquish use of the alley. Even with the alley vacation, a Class II Variance would still be required due to the property's size.

Motion to approve by Commissioner Baxter, seconded by Commissioner Malloy. Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Fountain, Malloy, Miller and Thompson. The motion passed 7-0.

2. **Public Hearing – Planning File A-25-01**

Annexation of various street segments, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.

Chair Robertson opened the public hearing. Kennedy once again outlined the public hearing process. There was no ex parte, conflict of interest, or bias disclosed by the Commissioners.

Hart presented the staff report. She emphasized that this annexation only involves public right-of-way, not private property. It aims to clean up City limit boundaries and establish jurisdiction for purposes such as police enforcement and engineering actions. Approval of this action does not mandate annexation. Staff finds the proposal complies with the decision criteria for an Annexation and recommends the Planning Commission recommend the City Council approve the Annexation of the subject area for an orderly organization of the city's public rights-of-way.

Two written comments were received and shared with the commissioners and the public. One asked about the process for annexing their property. She spoke briefly with the commenter before the meeting and will follow up. She clarified that annexation does not impact speed limits and reiterated that property owners are not required to annex. If utilities are upgraded, properties may become eligible to annex, but annexation is not tied directly to street improvements.

The second comment strongly opposed the annexation, as the commenter does not wish to be annexed into the city. She again stated that this action does not affect annexation of private property.

In response to a commissioner question, Hart said that the nearest agency will respond to emergencies, and nuisance issues will be handled according to jurisdiction.

City Manager/City Engineer Whitlatch confirmed for Commissioner Thompson that while maintenance will increase, this was proposed by the engineering department. These roads are located within the urban growth boundary, with the goal of incorporating them into the city limits. This would streamline development reviews by working with a single permitting agency. He confirmed that no improvements are planned for the road segments.

Testimony in favor of the application – None

Testimony in opposition to the application – a Kees Street resident raised concerns about being forced to join the city, as they initially wanted to remain outside city limits. Hart clarified that their property is within the urban growth boundary, meaning development will occur around them, but

annexation into the city is not mandatory. She confirmed that it would not affect their tax status. Whitlatch further explained that annexation would only be necessary if the property owner needed access to city services.

Amanda Penner, Crowfoot Road resident, asked what the advantages of annexing that section of road would be, aside from becoming the sole permitting agency. Whitlatch explained that as the road is constructed to city standards, the city will take over jurisdiction, and future developments in the area are also expected to meet those standards. This helps simplify maintenance and address any jurisdictional issues.

Responding to Penner's question, Whitlatch said that the developer is required to extend utilities and make improvements along their frontage.

The public hearing was closed.

Motion to approve by Commissioner Malloy, seconded by Commissioner Fountain. Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Fountain, Malloy, Miller and Thompson. The motion passed 7-0.

CITIZEN COMMENTS – None

PLANNING COMMISSION REORGANIZATION – ELECTION OF A NEW CHAIR AND VICE-CHAIR

Don Robertson was elected as Chair. Lori Gerig-Knurowski was elected as Vice-Chair.

COMMISSION BUSINESS AND COMMENTS

Hart said that there will be a Planning Commission meeting in May.

She also provided a quick overview of the House Bill regarding mandatory adjustments.

ADJOURNMENT – The meeting adjourned at 6:50 PM.



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION MINUTES

May 14, 2025 at 5:30 PM

Santiam Travel Station
750 S. 3rd Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

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.

1. Per ORS 192.660(2)(I) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Executive Session was called to order at 5:30 PM. The full Council was in attendance as well as one member of the media, Sarah Brown with the New Era/Lebanon Local. Also attending were Municipal Court Judge Waite, City Manager Ron Whitlatch, City Attorney Tre' Kennedy, City Recorder Julie Fisher, and IT Director Brent Hurst. The City Attorney read the Executive Session Announcement. The City Council reviewed the Performance Evaluation of the Municipal Judge. There were no decisions made during the Executive Session. The Executive Session was adjourned at 5:46 PM.

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6:00 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

STAFF

City Manager Ron Whitlatch
Finance Director Brandon Neish

City Attorney Tre' Kennedy
 IT Director Brent Hurst
 Community Development Director Kelly Hart
 Library Director Kendra Antila
 Police Lieutenant Ryan Padua
 City Recorder Julie Fisher

6:00 PM – CITY COUNCIL REGULAR SESSION

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.

Motion made to approve the Consent Agenda by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – May 14, 2025
2. **BOARD MINUTES:**
 - 2025-02-25 Library Advisory Committee Minutes
 - 2025-02-19 Planning Commission Minutes
 - 2024-10-16 Senior & Disabled Services Advisory Committee Minutes
3. **COUNCIL MINUTES:** 2025-04-09 City Council Meeting
4. **EASEMENT:** Seven Oak Middle School

PRESENTATION / RECOGNITION

None

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

5. Exemption to Competitive Bidding (CM/GC) - Cheadle Lake Park Improvements Project

The Public Hearing was opened at 6:02 PM.

City Manager Ron Whitlatch stated that ORS allows for Public Improvement Alternative Contracting Method which deviates from the competitive bidding process. This enables the City to use alternate bidding methods such as Design-Build or Construction Manager/General Contractor (DM/GC) types. Alternative methods provide options for complex projects. the City is afforded flexibility in contract negotiations which can result in substantial cost savings and other benefits. It was reported that Alternative Contracting saved 2 million in the Northside Interceptor Project. City Manager Whitlatch stated this will not create any unfair bid climate.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:06 PM.

Motion to approve the Exemption to Competitive Bidding (CM/GC) made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

6. Ordinance Bill No. 2025-03 - Ordinance No. 3034 - A Bill for an Ordinance Annexing Certain Street Segments into the City of Lebanon Pursuant to ORS 222.120 and ORS 222.170 File A-25-01; City of Lebanon

The Public Hearing was opened at 6:07 PM.

City Attorney Tre' Kennedy went over the Public Hearing procedures.

It was asked if any Council members had any Ex Parte' Contact, Conflict of Interest, or Bias; there was none.

There was no one in the audience who opposed to the notice that was sent or to the jurisdiction of the body to hear and consider the case.

Community Development Director Hart presented the staff report noting that the proposed annexation is for street and right-of-way only and not for real property. The proposed annexation areas are within the Urban Growth Boundary. This action does not require any property owner to annex into the City of Lebanon; however, it does make property owners abutting the annexed areas eligible if they would like to do so. The annexation is a jurisdictional transfer of road and right-of-way. The Planning Commission held a Public Hearing in April, and their findings are included in the packet.

There was a question regarding which jurisdiction would respond in the event of an emergency, and it was reported there would be no change, whoever is closest would respond first. A question was also asked if there would be any impact to any property taxes, and it was reported this annexation will not impact property taxes.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:13 PM.

City Attorney Kennedy read the title of the Ordinance.

Motion made to approve Ordinance Bill No. 2025-03, Ordinance No. 3034 by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

7. Public Hearing - Resolution No. 2025-05 - A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2024-19

The Public Hearing was opened at 6:14 PM.

Finance Director Neish presented the updated fee schedule and noted that fees reflect staff time and material costs only. The fees are reviewed yearly and last reviewed in June of 2024. There were only two fees that were identified this year as needed updates. The fees per acre for large site plan reviews were increased \$150 per acre. The fees for the Planning Commission Code Interpretation increased to \$1500, to help accurately cover the cost of notification, printing, research and analysis. The cost of a Planning Commission review of the Code was unknown until recently when one was requested. The process led to the increase to cover the costs.

The Mayor asked for testimony in favor, there was none.

The Mayor asked for testimony in opposition, there was none.

The Public Hearing was closed at 6:25 PM.

City Attorney Kennedy read the title of the Resolution.

Motion to approve Resolution No. 2025-05 was made by Councilor - Ward 1 Mann, Seconded by Councilor - Ward 2 McClain.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

REGULAR SESSION

8. Lebanon Public Library Policy Changes

Library Director Kendra Antila presented updates to the Lebanon Public Library Policies. The updates were recommended by the Library Advisory Board and contained language clean-up. Some of the changes included reducing the time a staff member would stay with a minor after hours from 30 minutes to 15. When asked how often this happens, it was reported three times in the past 10 years. Language was added regarding ADA guidelines for service animals, which also matches Senior Center policies. An update was made to overdue books returns. Since Academy Square was adopted as a park, the outdoor space surrounding the library were updated to align with park policies, which includes smoking restrictions. The last policy discussed was an update on bringing bedding into the library, which is proactive after other libraries experienced a bug infestation due to infected bedding being left in the library.

City Manager Whitlatch asked the Council what their preference was to internal policy changes coming before Council. Most policy changes are made internally; however, the library policies have always come before Council for approval. Consensus of the Council was to have policies come before Council as it is a great way for the Council to learn of issues departments are dealing with and stay in the loop on department updates.

Motion made to approve the Library Policy Changes by Councilor - Ward 3 Salvage,
Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain,
Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3
Steinhebel

9. FY2025 3rd Quarter Financial Update

Finance Director Neish presented a FY 2025 update and highlighted how the future forecast is affected. As of April, 34.6 million in revenue and 31.1 million in expenditures were reported. Increases over what was forecasted were reported in franchise fees, interest revenue, water fund utility, motel tax revenue, and a small increase of \$45,000 in property tax revenue. A decline in State Shared Tax revenue was noted and discussed.

The General Fund updated forecast shows a one-time available resource of 2 million by 2030 with the continuation of the City Services Fee.

10. Department Reports

City Manager Whitlatch announced this will be the last Council meeting in the Santiam Travel Station as the move to the Library Community Room has almost been completed. The June City Council meeting will be held at the library, 55 Academy Street. City Manager Whitlatch and Public Works Director Williams recently testified along with 257 others, regarding capitol requests for the Water Treatment Plant.

The City did receive \$100,000 in grant funding from Biz Oregon to be used for sewer capacity and transportation needs on the former Champion Mill site.

There will be a work session in June for a legislative update, and for a strategic plan update in July. City Manager Whitlatch asked the Council if they would like to schedule a goal setting session with Sarah Wilson of SWS Consultants. The goal session is budgeted as part of the strategic planning work. The Council agreed that an update goal setting would be good. Staff is working to correct behavior in city parks and have had to lock restroom doors open after vandalism caused damage at Ralston Park. The Police Department is assisting by visiting parks often. It was noted that as parks become more visited by regular park goers, the people who cause damage and other issues leave the parks.

A clean-up effort under Park Street bridge was conducted by ODOT. The City appreciates the efforts of ODOT and Linn County for areas of their jurisdictions within the city. City Attorney noted the efforts of Linn County Commissioner Sprenger.

Finance Director reported on the Enterprise Fleet Program and how it has benefited the City and saved in long term fleet maintenance costs.

ITEMS FROM COUNCIL

Councilor Workman stated he would like to see a staff report on what it would take to open the jail. City Attorney Kennedy stated there were some ideas being considered. City Manager Whitlatch will bring back a staff report with some statistics and menu of options at the July meeting.

Councilor Steinhebel reported a Facebook post regarding the closure of the Girod Birth Center at the Lebanon Community Hospital. Councilor Steinhebel reached out to CEO Marty Cahill who commented that it has not been confirmed. Councilor Steinhebel stated she opposed the closure as a birthing center is needed and marks a healthy and thriving community. Council agreed.

Councilor McClain reported that while at City Hall during a rain event, water had entered into the building and flooded the back hallway. He stated the safety and workplace of city employees is an important discussion to have. Councilor McClain expressed his appreciation for city staff.

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

None

NEXT SCHEDULED COUNCIL MEETING(S) City Council Meeting June 11, 2025

ADJOURNMENT

The meeting was adjourned at 7:11 PM.

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.

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

The Executive Session was opened at 7:15 PM. City Attorney Kennedy read the Executive Session Announcement. The full Council was in attendance as well as one member of the media, Sarah Brown with the New Era/Lebanon Local. Also attending were City Manager Ron Whitlatch, City Attorney Tre' Kennedy, Community Development Director Kelly Hart, Finance Director Brandon Neish, Police Lieutenant Ryan Padua, City Recorder Julie Fisher, and IT Director Brent Hurst. The City Attorney read the Executive Session Announcement. The City Council discussed a real property transaction. There were no decisions made during the Executive Session. The Executive Session was adjourned at 7:45 PM.



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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Annexation and Zoning of Property
Planning File No.: A-25-02
Applicant: Clement Stockard & Bonnie Brown

Date: May 22, 2025

This is a request to annex a parcel totaling 4.82 acres on the west side of S 5th Street, south of Joy Street. The subject site address is 31666 SW 5th Street. The County Assessor Map places the parcel within Township 12 South, Range 2 West, Section 22D, Tax Lot 902.

The property is located within the Lebanon Urban Growth Boundary, contiguous to the city boundary on the western and eastern property lines, and is designated Residential Mixed Density in the Lebanon Comprehensive Plan Map. Consistent with the Lebanon Development Code requirements, upon annexation, the land is assigned the corresponding Residential Mixed Density (Z-RM) zone.

The Planning Commission conducted a public hearing on May 21, 2025, and found the application complied with the decision criteria contained in the Lebanon Development Code, voting unanimously to recommend City Council approval. Exhibit "B" of the attached Ordinance contains the findings supporting the required decision criteria to annex the property.

The Planning Commission recommends that the City Council approve the application to annex the subject property and to establish the corresponding Residential Mixed Density (Z-RM) zone on the newly annexed property.

**A BILL FOR AN ORDINANCE ANNEXING AND
ZONING PROPERTY FOLLOWING CONSENT
FILED WITH THE CITY COUNCIL BY
LANDOWNERS IN SAID AREA PURSUANT TO
ORS 222.120 AND ORS 222.170
File A-25-02; STOCKARD & BROWN**

) **ORDINANCE BILL NO. 2025-02**
)
)
) **ORDINANCE NO. 3035**
)
)

WHEREAS, the City of Lebanon has received a submission by written request for annexation of real property to the City of Lebanon, herein described in Exhibit “A”; and,

WHEREAS, on May 21, 2025, the Planning Commission for the City of Lebanon conducted a hearing on Planning File No. A-25-02, making findings recommending annexation of the subject properties and establishment of the Residential Mixed Density (Z-RM) zone; and,

WHEREAS, after conducting the hearing, considering all objections or remonstrances regarding the proposed annexation, and further considering the recommendation of the Lebanon Planning Commission, the City Council finds that this annexation is in the best interest of the city and of the contiguous territory.

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. Findings. In addition to the findings referred to above and the Planning Commission record, the City Council further adopts and finds those matters contained in Exhibit “B,” which is incorporated herein by this reference as if fully set forth at this point.

Section 2. Annexation Area. Based upon the findings contained above and in Exhibit “B”, the contiguous territory described in Exhibit “A” and incorporated herein by this reference as if fully set forth is hereby proclaimed to be annexed to the City of Lebanon and zoned as indicated per the Lebanon Development Code and assigned the corresponding Residential Mixed Density (Z-RM).

After Recording Return to:
City Recorder’s Office
City of Lebanon
925 S. Main Street
Lebanon, OR 97355

Reserved for Recording

Section 3. Record. The City Recorder shall submit a copy of this Ordinance to the Oregon Secretary of State. The City Recorder is further ordered to send a description by metes and bounds, or legal subdivision, and a map (Exhibit "A") depicting the new boundaries of the City of Lebanon within ten (10) days of the effective date of this annexation ordinance to the Linn County Assessor, Linn County Clerk, and the Oregon State Department of Revenue.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 11th day of June 2025.

Kenneth E. Jackola, Mayor



Michelle Steinhebel, Council President ☐

Attested:

Julie Fisher, City Recorder

EXHIBIT "A"
ANNEXATION LEGAL DESCRIPTION & MAP

Beginning at a point on the centerline of Linn County Road No. 714, said point being on the West Line of North 0° 03' East 422.5 feet (422.4 feet by prior record) from the most Southerly Southwest corner of the Richmond Cheadle Donation Land Claim No. 69 in Section 22, Township 12 South, Range 2 West, Willamette Meridian, in Linn County, Oregon; thence North 89° 57' West 30.0 feet to a ½ inch pipe; thence prolonging North 89° 57' West 738.3 feet to a 5/8 inch iron rod; thence North 0° 03' East 284.3 feet to a 5/8 inch iron rod; thence South 89° 57' East 738.3 feet to a 5/8 inch iron rod; thence prolonging South 89° 57' East 30.0 feet to the centerline of said County Road No. 714; thence South 0° 03' 284.3 feet along said centerline to the point of beginning.

COMMONLY KNOWN AS 31666 South Fifth St. in Lebanon, Oregon.

ANNEXATION MAP

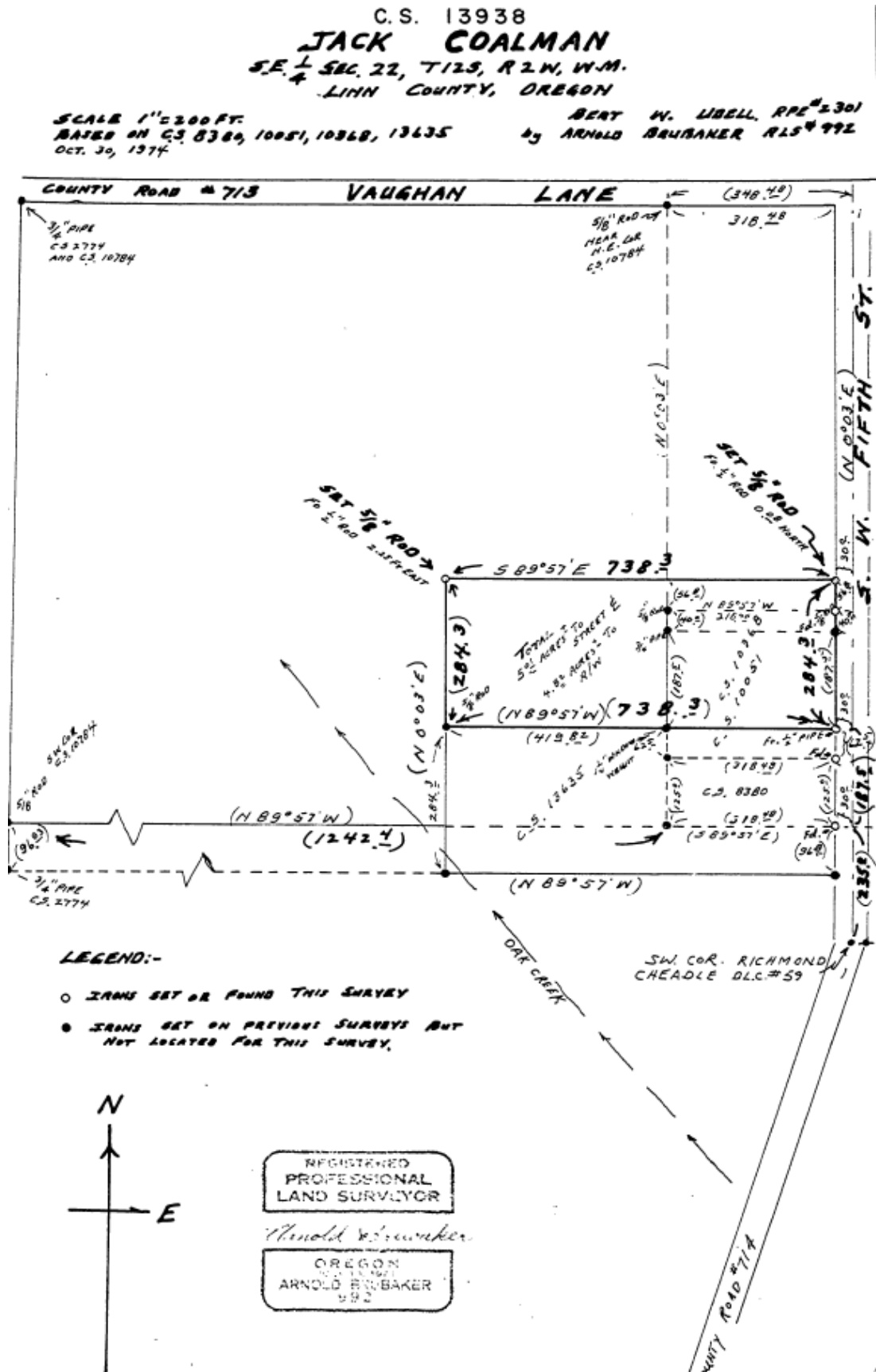


EXHIBIT B LEBANON CITY COUNCIL FINDINGS

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon City Council on the application of Clement Stockard and Bonnie Brown to Annex property on the west side of S 5th Street, south of Joy Street (31666 SW 5th Street, 12S 02W 22D, tax lot 902) and establish the applicable Residential Mixed Density (Z-RM) zone.

II. GENERAL INFORMATION

A. Site Location

The subject property is on the west side of S 5th Street, south of Joy Street. The subject site address is 31666 SW 5th Street. The County Assessor Map places the parcel within Township 12 South, Range 2 West, Section 22D, Tax Lot 902.

B. Site Development and Zoning

The subject property is approximately 4.82 acres, with 285 feet of street frontage along S 5th Street. The properties to the west and east are located within city limits; therefore, the site is contiguous to city boundary limits and is eligible for annexation. The subject property is currently improved with a single-family dwelling and accessory structures. City utility services are available in S 5th Street, directly to the east of the subject property. Upon annexation, the Applicant may extend utilities to and through the site for utility services.

C. Adjacent Zoning and Land Uses

The property is in a partially developed residential neighborhood. To the north, west, and south, large homestead properties improved with single-family homes or agriculture uses within the County and city are designated with a comprehensive plan or zoning of Residential Mixed Density (C/Z-RM). To the west is a subdivision zoned Residential Mixed Density (Z-RM) within city limits.

D. Proposal

The applicant is requesting approval to Annex the subject property, establishing the Residential Mixed Density (Z-RM) zone.

III. PUBLIC HEARING

A. Planning Commission Action

On May 21, 2025, the Lebanon Planning Commission held a public hearing on this application. At the hearing, Planning File A-25-02 was made a part of the record. According to Chapter 16.20 of the Lebanon Development Code, the City noticed the hearing. No objection was

raised regarding jurisdiction, evidence, or testimony presented at the hearing. At the end of the hearing, the Planning Commission deliberated on the issue and voted to recommend that the City Council approve the proposed Annexation and corresponding zoning designation. The Commission found the proposal consistent with the applicable decision criteria.

B. City Council Action

On June 11, 2025, the Lebanon City Council held a public hearing on this application. At the hearing, Planning File A-25-02 was made a part of the record. According to Chapter 16.20 of the Lebanon Development Code, the City noticed the hearing. No objection was raised regarding jurisdiction, evidence, or testimony presented at the hearing. At the end of the hearing, the City Council deliberated on the issue and voted to approve the proposed Annexation and corresponding zoning designation. The Council found the proposal consistent with the applicable decision criteria.

IV. FINDINGS OF FACT-GENERAL

The Lebanon City Council, after careful consideration of the testimony and evidence in the record, adopts the following General Findings of Fact:

- A. The applicants are Clement Stockard & Bonnie Brown.
- B. The subject property is on the south side of Kees Street, east of Stoltz Hill Road. The subject site address is 31666 SW 5th Street. The County Assessor Map places the parcel within Township 12 South, Range 2 West, Section 22D, Tax Lot 902.
- C. The total area contains approximately 4.82 acres.
- D. The subject parcel is accessed from S 5th Street. The lot is currently improved with a single-unit dwelling and accessory structures. City utility services exist in S 5th Street directly east of the subject property. Upon annexation, the Applicant may extend utilities to and through the site for utility services.
- E. The land is located within the Lebanon UGB and designated Residential Mixed Density (C-RM).
- F. The property is in a partially developed residential neighborhood. To the north, west, and south, large homestead properties improved with single-family homes or agriculture uses within the County and city are designated with a comprehensive plan or zoning of Residential Mixed Density (C/Z-RM). To the west is a subdivision zoned Residential Mixed Density (Z-RM) within city limits.
- G. The applicant requests approval to Annex the subject property and establish the Residential Mixed Density (Z-RM) zone.
- H. The decision to approve or deny shall be based on criteria in the Lebanon Development Code, Chapter 16.26 – Annexations.

V. APPLICATION SUMMARY

- A. The request annexes a 4.82-acre property on the west side of S 5th Street, south of Joy Street. The subject property is located within the urban growth boundary of the City. It is contiguous with City limits along the western and eastern property lines, including the public right-of-way. The property is currently designated C-RM (Residential Mixed Density) on the Lebanon Comprehensive Plan Map. The land will be zoned Residential Mixed Density (Z-RM) upon annexation. There is no concurrent development proposal.
- B. The Department contacted the Department of Land Conservation and Development, affected agencies, and area property owners regarding the application. No comments were submitted.

VI. CRITERIA AND FINDINGS

The subject property is located within the City's Urban Growth Boundary (UGB) and is eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code. Annexations require a hearing before the Planning Commission and City Council. The purpose of the Commission hearing is to review the request and recommend whether the Council should approve or deny the Annexation.

Section 16.26.060 contains the decision criteria for an annexation with specific requirements in Section 16.26.060.A. This Section requires compliance with provisions in the City Annexation Ordinance and Lebanon Comprehensive Plan, Chapter 3 – Urbanization. Essentially, the Annexation Ordinance and Comprehensive Plan decision criteria are the same. The findings are combined to avoid duplication:

1. Annexation Ordinance Section 2. - All Annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance (i.e., Development Code), City of Lebanon/Linn County Urban Growth Management Agreement, and shall be consistent with applicable State law.

Comprehensive Plan Annexation Policy #P-19: [The City shall] recognize and act on the basis that all annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance, City of Lebanon/Linn County Urban Growth Management Agreement (UGMA) and shall be consistent with applicable State law.

RECOMMENDED FINDING: The application site is located within the City of Lebanon Urban Growth Boundary and is contiguous with city limits; therefore, it is eligible for annexation per the Annexation Ordinance and the Municipal and Development Codes. The annexation does not include a Comprehensive Plan Map Amendment. The applicant accepts the initial Residential Mixed Density zoning designation, consistent with the Comprehensive Plan Designation and the pre-designation identified in the Lebanon Development Code. With the assignment accepted as identified in the Comprehensive Map, it is determined that the annexation has already been accounted for in the City's Facilities Plan, including the Transportation System Plan. The site complies with the Annexation requirements.

2. Annexation Ordinance Section 3. - All Annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

Comprehensive Plan Annexation Policy #P-20: [The City shall] recognize and act on the basis that all annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

RECOMMENDED FINDING: The Annexation Ordinance policies are consistent with, and often mirror the Comprehensive Plan Annexation Policies. The State acknowledges that the City's Comprehensive Plan complies with all applicable Statewide Planning Goals and statutes, recognizing the consistency of the Plan's goals and policies. Therefore, compliance with the applicable Comprehensive Plan policies ensures compliance with the Annexation Ordinance. Findings in the following Sections detail this proposal's compliance with all relevant policies.

More specifically, this annexation supports the goals and policies under Chapter 4: Land Use and Chapter 6: Housing. In Section 2.3 of Chapter 4 of the Comprehensive Plan, all areas annexed into the City are automatically placed in a zoning classification per the Adopted Comprehensive Plan and Map. The adopted comprehensive plan map identifies the subject property as Residential Mixed Density, with the zoning designation of Residential Mixed Density. As the annexation does not include a proposal to modify the zoning designation, the annexation is consistent with the land use goals established by the Comprehensive Plan. In addition, Exhibit 4.6 in the 2019 adopted Housing Needs Analysis identifies the total number of estimated housing needs by type through a 20-year horizon. The subject property is currently improved with a single-unit dwelling; being zoned Residential Mixed Density and over 9,000 square feet, the site can accommodate all housing types from single-unit detached to multi-family development or could be subdivided. Based on the 2019 Housing Needs Assessment completed by the City, there is a need for 291 acres of low-density development acreage, 92 acres of medium-density, and 39 acres of high-density. In the City and the Urban Growth Boundary, there is an identified surplus of 735 acres of residential land in the City, and 298 acres of residential land in the UGB to accommodate the residential development anticipated to accommodate the population growth. The annexation of this property and the classification for Residential Mixed Density would accommodate the identified need for any of the residential classifications, and upon development, could be built to provide affordable units, which would be consistent with the goals and policies of the Comprehensive Plan.

3. Annexation Ordinance Section 4. - All lands included within the Urban Growth Boundary are eligible for annexation and urban development. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space, and related uses.

Comprehensive Plan Annexation Policy #P-21: [The City shall] recognize and act on the basis that all lands included within the Urban Growth Boundary are eligible for annexation and urban development. (Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space, and related uses.)

RECOMMENDED FINDING: The subject site is located within the Urban Growth Boundary and contiguous to city limits; therefore, it is eligible for annexation. The subject site is generally flat, with no steep slopes or environmental constraints beyond wetlands that can be mitigated, and within a partially developed neighborhood. The site is currently improved with a single-unit dwelling and accessory structures. The site is located within a partially developed neighborhood and contains no known environmental constraints, so the property is eligible for annexation.

4. Annexation Ordinance Section 5. - The City shall only annex land contiguous to the existing City limits and within the City's UGB.

Comprehensive Plan Annexation Policy #P-22: [The City shall] only annex land contiguous to the existing City limits and within the City's UGB.

RECOMMENDED FINDING: The subject site is contiguous with the city boundary on the west and east sides of the property; therefore, it is contiguous with existing City limits and eligible for annexation.

5. Annexation Ordinance Section 6. - An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits. An annexation is efficient if the annexation territory can be developed or redeveloped for urban use. Urban uses may include wetlands, parks, open space, and related uses.

Comprehensive Plan Annexation Policy #P-23: [The City shall] deem an annexation orderly if the annexation territory is contiguous to the existing City Limits and deem an annexation efficient if the annexation territory can be developed or redeveloped to an urban use (urban uses may include functional wetlands, parks, open space, and related uses).

RECOMMENDED FINDINGS: The proposed annexation complies with the above-noted criteria as follows:

- (a) The site is contiguous with city limits along the western and eastern property lines.
 - (b) The property is located within a partially developed and urbanized portion of the Urban Growth Boundary and the City. Surrounding the property are large homestead properties that have been improved with single-family homes, agricultural uses, and a residential subdivision. The site can be serviced by existing city water, sewer, and storm drainage facilities in S 5th Street directly east of the subject property. City facilities and the transportation system can service the property, and the neighborhood has already been partially improved with urban development, so the property would be eligible for annexation.
6. Annexation Ordinance Section 7. - Development proposals are not required for annexation requests.

Comprehensive Plan Annexation Policy #P-24: [The City shall] recognize and act on the basis that development proposals are not required for annexation requests.

RECOMMENDED FINDING: The application does not include a concurrent development proposal. Any future development proposal would be required to comply with the provisions of the development code for the Z-RM zone, as applicable.

7. Annexation Ordinance Section 8. - As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

Comprehensive Plan Annexation Policy #P-25: [The City shall] consider as part of the annexation process of developed property or properties, the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

RECOMMENDED FINDING: Section 16.26.040 of the Lebanon Development Code states, “anticipated urban densities (according to the automatic City Zoning assignment upon annexation) within the UGB are already accounted for in the City’s Facilities Plans, including the Transportation System Plan.” No revisions to the plans are necessary when, following annexation, an area is assigned the zoning classification per the adopted Comprehensive Plan Map designation. The subject site is assigned the zoning classification of Z-RM per the Comprehensive Map designation. Therefore, the anticipated demands to access key City-provided urban utilities have already been considered. There is capacity in the utility systems and utility master plans to extend utilities to the site. The existing transportation system can accommodate the inclusion of the property and the anticipated residential uses.

8. Annexation Ordinance Section 9. - As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties: water, storm drainage, sanitary sewer, and streets.

Comprehensive Plan Annexation Policy # P-26: [The City shall] Consider as part of the annexation process of developed property or properties, the impacts on the capacities of key City-provided urban utility services needed to satisfy the anticipated demands of the properties discussed in P-25 above.

RECOMMENDED FINDING: Section 16.26.040 of the Lebanon Development Code states, “anticipated urban densities (according to the automatic City Zoning assignment upon annexation) within the UGB are already accounted for in the City’s Facilities Plans, including the Transportation System Plan.” No revisions to the plans are necessary when, following annexation, an area is assigned the zoning classification per the adopted Comprehensive Plan Map designation. The subject site is assigned the zoning classification of Z-RM per the Comprehensive Map designation. Therefore, the anticipated impacts on access to key City-provided urban utilities have already been considered.

9. Annexation Ordinance Section 10. - Needed Public rights-of-way, as identified in adopted transportation plans as necessary for the safe and efficient movement of traffic, bicycles, and pedestrians, shall be dedicated to the City either with annexation

or when the property develops and/or redevelops and creates an increased demand for the benefits provided by additional rights-of-way dedication.

RECOMMENDED FINDING: S 5th Street maintains a right-of-way width of 60 feet. The adopted 2018 Transportation System Plan identifies S 5th Street as a Collector roadway, which requires a minimum 60-foot right-of-way without on-street parking provided. The Engineering Department reviewed the annexation and determined that no additional right-of-way dedication from the subject property is necessary for the annexation. Additional right-of-way may be required upon redevelopment of the site if on-street parking is desired for the neighborhood.

10. Annexation Ordinance Section 11. Upon annexation, the annexation territory shall be assigned zoning classifications per the adopted Comprehensive Plan Map, as shown in the City's Annexation Zoning Matrix. Such zoning assignments are not a zoning map change and shall not require approval of a zoning map amendment or a separate proceeding.

RECOMMENDED FINDING: This subject property is designated Residential Mixed Density by the Comprehensive Plan. Consistent with the adopted Zoning Matrix, the only possible applicable zone is Residential Mixed Density (Z-RM). The Applicant accepts the applicable zoning designation and is not proposing a Comprehensive Plan Map Amendment.

11. Annexation Ordinance Section 12. - If an applicant requests a zoning designation other than one per the Comprehensive Plan Map (shown in the Annexation Zoning Matrix), the zoning requested shall not be granted until the Comprehensive Plan Map is appropriately amended to reflect concurrence. Such an amendment shall require a separate application, hearing, and decision, which may be held concurrently with an annexation hearing and will not become effective until the annexation is complete.

RECOMMENDED FINDING: This application does not include a change in the Plan designation or corresponding zone, so this Section does not apply.

12. Annexation Ordinance Section 13. Areas within the urban growth boundary with designated environmental constraints may be annexed and developed as functional wetlands, parks, open spaces, and related uses.

RECOMMENDED FINDING: The subject site is generally flat, with no steep slopes or environmental constraints other than wetlands, which may be maintained as open space or mitigated, and is within a partially developed neighborhood. The site is currently improved with a single-unit dwelling and accessory structures. As the neighborhood has already been previously partially developed with urban development, and the site does not contain any known environmental constraints, the property is eligible for annexation.

13. Annexation Ordinance Section 14. - An "urban use" is hereby defined as any land use authorized under the terms and provisions of the land use regulations, Zoning Ordinance (i.e., Development Code), Subdivision Ordinance, Comprehensive Plan, and other related documents of the City of Lebanon.

RECOMMENDED FINDING: This Section does not apply as its provisions provide a definition and not a decision criterion.

14. Annexation Ordinance Section 15. - At the applicant's discretion and with the City's concurrence, a development or redevelopment proposal for an annexation territory may be acted upon by the Planning Commission immediately following the Commission's hearing on the annexation proposal and a decision of recommendation of approval to the City Council. However, any approval of the Planning Commission of such a development or redevelopment proposal must be contingent upon subsequent approval of the annexation by the City Council.

RECOMMENDED FINDING: The request does not contain a concurrent development request.

15. Comprehensive Plan Annexation Policy # P-27: Expand the City Limits as necessary to accommodate development, including housing, commercial, industrial, and services (which will, in turn, accommodate population growth).

RECOMMENDED FINDING: This Policy does not directly apply as the proposal incorporates an existing urbanized parcel into the City limits.

VII. CONCLUSION

The City Council concludes the proposed Annexation, including the establishment of the corresponding Residential Mixed Density zone, complies with the applicable decision criteria.



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Lebanon, Oregon 97355

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MEMORANDUM

Community Development

To: Mayor Jackola and City Council Date: June 2025

From: Kelly Hart, Community Development Director

Subject: DCA-25-01 – Proposed Development Code Amendment to implement portions of the adopted Housing Production Strategy

I. INTRODUCTION

In August 2023, the City adopted its first Housing Production Strategy, which included 19 strategies and actions to be implemented over the next eight years to promote housing production in Lebanon. A Department of Land Conservation and Development (DLCD) grant was obtained to help the City conduct a development code amendment process, to implement the first round of strategies and action items. MIG, Inc. was provided as a consultant through DLCD to assist the Community Development Department with the scoping, research, engagement, and development of the necessary code amendments.

The City began working on the code amendment process with MIG in March 2024, starting with a policy and code review, and assembling the Project Advisory Committee (PAC) to help guide the code development. The PAC included members of the Planning, Building, Engineering, and Police Divisions in the City, the Fire District, Lebanon Community School District, Udell Engineering, Western University of Health Sciences, Farmworker Housing Development Corporation, Hayden Homes Developers, and representatives of the Planning Commission and City Council. The PAC met four times throughout the code update process to provide feedback on the code package and guide the code development process.

In addition, three joint meetings with the Planning Commission and the City Council were held throughout the process to verify that the proposed code updates aligned with the policy directives of the adopted Housing Production Strategy. This also provided an opportunity for the public to be updated on the code updates process.

With input from the PAC, Planning Commission, and City Council, the code update package has been finalized and is prepared for adoption.

II. CURRENT REPORT

The code package includes implementing eight strategies and action items from the Housing Production Strategy, code amendments to address State law compliance, and minor updates for code clarity and consistency. The specific Housing Production Strategies implemented

and a description of how they are addressed in the code changes are included below. The whole code language and detailed amendments are included as an exhibit to this report.

- **Action 1.1** – Encourage smaller, single-family detached homes: Create a new small lot single-family land development tool to allow single-family detached houses on smaller lot sizes from 2,500 to 3,500 square feet in the Residential Mixed Density (Z-RM) and Mixed Use (Z-MU) zones.

Code Update: Allow small lot single-unit dwellings by right in the Residential Mixed Density (Z-RM), Residential High Density (Z-RH), Mixed Use (Z-MU), and Neighborhood Mixed Use (Z-NMU) zones.

Minimum Lot Area	2,500 square feet
Minimum Lot Width	30 feet
Maximum Lot Coverage	60%
Front Setback	Interior Lots: 10 ft Corner Lots: 10/10 ft
Side Setback	5 ft
Rear Setback	10 ft
Maximum Height	25 feet, all zones
Parking	2 spaces/dwelling

- **Action 1.2** – Promote cottage cluster housing: Amend the current cottage cluster regulations to increase opportunities for cottage cluster developments. Code changes could include: increasing the number of cottages allowed on one site from the current allowance of four; scaling the number of units permitted based on site area; and/or adopting a maximum average floor area of 1,200 square feet per dwelling to encourage smaller, more affordable units.

Code Update: Allow cottage clusters, subject to an Administrative Review application in the Residential Mixed Density (Z-RM), Residential High Density (Z-RH), Mixed Use (Z-MU), and Neighborhood Mixed Use (Z-NMU) zones.

Minimum Lot Area	7,000 square feet
Minimum Lot Width	50 feet
Maximum Lot Coverage	exempt
Front Setback	Interior Lots: 10 ft Corner Lots: 10/10 ft
Side Setback	5 ft
Rear Setback	10 ft
Maximum Height	25 feet, all zones
Maximum Unit Size	900 square feet (tiny homes authorized), 1,400 square feet for the community room

Parking	Studio or one bedroom: 1 space/dwelling Two or more bedrooms: 2 spaces/dwelling
Open Space	Required to be oriented around a shared courtyard, specific standards are provided.

- **Action 1.3** – Simplify infill design standards: Evaluate options for simplifying or eliminating the Infill Design Standards (Section 16.05.110 in the Lebanon Development Code) or replacing them with a set of explicit, clear, and objective standards.

Code Update: Section 16.05.110 “Infill Standards for Residential Zones” is proposed to be eliminated. All underlying zoning standards will remain in place.

- **Action 1.5**—Allow manufactured home parks as an outright use and remove subjective criteria: To comply with state statute and remove subjective criteria from standards for manufactured home parks, allow Manufactured/Mobile Home Parks as an outright use in residential mixed density (Z-RM), residential high density (Z-RH), and mixed use (Z-MU) zones.

Code Update: Subject to an administrative review application, manufactured dwelling parks would be allowed in all residential and mixed-use zones.

Minimum Lot Area	One acre or larger
Permitted Uses	Single unit residences, tiny homes, manufactured dwellings, park manager's office, home occupations, and accessory structures
Dwelling Space Size	2,500 or 1,200 square feet for a tiny home, provided overall density does not exceed 12 du/ac. Each space shall be at least 30 feet wide by 40 feet long.
Dwelling Separation	10 ft/14 ft with flammable storage
Front Setback	Interior Lots: 15 ft Corner Lots: 15/15 ft
Side Setback	5 ft
Rear Setback	5 ft
Maximum Unit Size	900 square feet (tiny homes authorized), 1,400 square feet for the community room
Parking	2 spaces/dwelling, plus 1 visitor space for each 10 dwelling spaces

- **Action 1.6** – Allow Tiny Homes on Wheels (THOW) as permanent dwellings under certain conditions: Develop a regulatory framework that would allow THOWs to be permanently occupied as dwellings under certain conditions. The regulatory framework should address siting, utilities, sanitation, exterior appearance, and other issues.

Code Update: THOWs or tiny homes would be allowed in manufactured dwelling parks, cottage clusters, or Accessory Dwelling Units only.

Placement	Hard, all-weather surfaced slab or foundation.
Roof	Pitched with a slope not less than 3 feet in height for each 12 feet in width (14 degrees)
Screening	Skirting must be provided around the chassis or wheels of the support structure.
Utilities	Each tiny home must be connected to water and sewer services.

- **Action 2.4** – Restructure zoning incentives for income-restricted units: Redesign the current density bonus for affordable housing (income-restricted) to increase its effectiveness and target the highest-priority housing needs.

Code Update: Propose to update the density bonus section of the code to provide incentives as mandated in State Law (e.g., height bonus, density), while providing incentives for affordable units on a graduated scale based on the percentage of the development dedicated towards affordable housing.

		>0.25 from a park	<0.25 from a park
Open Space Bonus	0-10%	20%	25%
	10-25%	10%	15%
	20-50%	0%	0%
	>50%	0%	0%
Lot Coverage Bonus	5-10%	70% max coverage	
	10-25%	80% max coverage	
	>25%	90% max coverage	
Parking	40%	10% reduction	
	75%	15% reduction	
	100%	20% reduction	

- **Single-Unit Detached Dwelling Placement Standards**—The current development code includes design standards for manufactured dwellings outside parks. However, these standards do not currently conform to state law. Therefore, the PAC proposes a set of basic design standards for single-unit detached dwellings on an individual lot in residential zones. This ensures the residential character of a neighborhood is being maintained while fully adhering to state law and allowing all types of manufactured dwellings on a residential lot.
- **Miscellaneous Code Updates** – At staff’s request, a few sections of the development code are also proposed to be modified for clarity purposes, and further compliance with HB 2001.
 - The earned parking reduction for bicycle parking is proposed to be simplified.

- The Zero Lot Line Housing section is proposed to be simplified, mirroring neighboring jurisdictions that have successfully implemented zero lot line housing. In addition, at the direction of the PAC, the zero lot line housing lot area is also proposed to be reduced to 2,500 square feet to be consistent with the small lot single-unit dwelling option.
 - The Motor vehicle access management section for flag lots is simplified to comply with HB 2001.
 - The nonconforming section of the code is proposed to be updated for clarity and further conformance with the latest state guidance.
 - Miscellaneous definitions to provide clarity and address new uses.
- **Modification for State Law Conformance**—Several sections of the code are proposed to be added to address several State statutes passed in recent years that have not been codified in the city’s code. The city has been acting in compliance with the State statutes. However, it is best practice when conducting a code update to codify the state statutes not set to expire into city code for ease of reference. Below is a summary of those state statutes that are to be codified in the code:
 - Affordable Housing on Non-Residential or Public Land - Senate Bill 8 (2021) requires local governments to allow affordable housing without requiring a zone change or conditional use permit if specific criteria and standards are met.
 - Emergency Shelter Conversions and Affordable Housing—HB 3261 (2021) requires cities to allow motels and hotels to convert to emergency shelters. Cities must allow these conversions outright, except that conditions of approval may be included to ensure building code and occupancy limits are met. Cities may also eventually allow hotels/motels converted into emergency shelters to be used for affordable housing.

The development code has included proposed criteria and standards that conform to best practices. Although these codes are proposed to be codified, the City has not been approached by any party to utilize these state statutes since they have been effective.

COMPREHENSIVE PLAN REVIEW – As part of the code update process, the comprehensive plan was evaluated to ensure that existing housing goals and policies do not conflict with potential regulatory recommendations meant to remove barriers to housing production and increase housing choice in Lebanon. The Comprehensive Plan, which was adopted in 2004 and last amended in 2023, includes a robust collection of goals and policies that support housing production. Specifically, Comprehensive Plan Chapter 6, Housing, includes six overarching goals and fifty-two policies, most of which support the HPS recommendations and the objectives of this Code update project. The following policies are directly supportive of the HPS and potential Code updates:

- Policy P-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.

- Policy P-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.
- Policy P-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.
- Policy P-30: Ensure that the Comprehensive Plan Map provides opportunities for a variety of housing types, densities and locations within the Urban Growth Boundary area including both the area inside the City limits and the Urban Growth Area.
- Policy P-31: Ensure that the Zoning Map or Land Use Map, any special zoning overlay maps and the Development Code provide opportunities for a variety of housing types, densities, and locations within the City Limits.
- Policy P-32: Recognize condominium ownership, manufactured housing, and attached single-family homes as legitimate and affordable housing alternatives and permit their development within the City.
- Policy P-37: Allow and encourage a variety of housing types to accommodate the demands of the local housing market.
- Policy P-41: Periodically review ordinances for applicability to the current trends in the housing market to ensure the new concepts in housing are not restricted unduly by regulations.
- Policy P-42: In order to assure choices of housing types and costs, provide the opportunity to develop detached and attached single-family units, duplexes, garden apartments, town houses, multiplex units and boarding houses, lodging, or rooming houses, and manufactured housing.
- Policy P-43: In order to assure choices of housing types and costs, provide the opportunity to develop detached and attached single-family units, duplexes, garden apartments, town houses, multiplex units and boarding houses, lodging, or rooming houses, and manufactured housing.
- Policy P-45: Encourage use of energy efficient building materials and practices in the design, construction, and remodeling of housing.
- Policy P-46: Adopt standards for zone changes and subdivision plat reviews that are clear, nonarbitrary, and objective.
- Policy P-47: Periodically review standards to determine whether they are vague, discretionary, or subjective and take necessary action to make these standards clear and objective.
- Policy P-49: Not impose special conditions on residential development that would discourage provision of needed housing types through unreasonable cost demands or processing delays.
- Policy P-52: Develop manufactured housing placement standards, consistent with State law, that maximizes design and construction standards that are in harmony with existing neighborhood character and/or type or intensity of uses.

The recommended Code updates are intended to improve opportunities for various housing types and remove regulatory barriers to housing production. The current Comprehensive Plan policies do not pose any critical issues or contradictions with the HPS recommendations or anticipated Code updates. As such, no modifications to the comprehensive plan are proposed currently.

The proposed text for the Code Amendment and the findings to support the adoption of the Development Code Amendment are found in Exhibits A & B of the attached Ordinance for consideration.

III. RECOMMENDATION

1. The City Council:

- a. Conduct a public hearing; and
- b. Adopt the proposed Ordinance amending various chapters of the Lebanon Development Code to include various new housing options and amend existing housing types to comply with state law and implement the city's adopted Housing Production Strategy.

Public Testimony for DCA 25-01

Public Testimony: Recommended Draft Code Revisions

To: Lebanon Planning Commission

From: Laura LaRoque

Date: May 13, 2025

Subject: Proposed Code Amendment and Recommended Revisions

Dear Planning Commissioners,

Thank you for the opportunity to submit public testimony regarding the proposed amendments to the Lebanon Development Code. I appreciate the Commission's continued engagement with the community to refine and improve the city's development standards.

After reviewing the draft amendments, I am submitting the attached recommended revisions for your consideration. These proposed edits are intended to improve clarity, enhance consistency across code sections, and support practical implementation of the standards.

I respectfully ask that the Planning Commission consider these revisions as part of its recommendation to the City Council. I welcome the opportunity for further discussion and would be glad to provide additional information or clarification as needed.

Thank you for your time and consideration.

Sincerely,

Laura LaRoque

Laura LaRoque

16.03.020 ALPHABETICAL LIST OF LAND USE EXAMPLES

Single Unit Dwellings [R]

16.03.030 RESIDENTIAL USES

Residential Uses with Class I Impacts	Accessory Dwellings Accessory Structures (with a permitted use) Bed and Breakfasts Duplexes Family Child Care in a Home* Home Occupations Hospice Facilities Single Unit (Detached) Small Lot Single-unit Dwellings (Detached)
B. Residential Uses with Class II Impacts	Multifamily (three or more units) Assisted Living Facilities (ALF) Boarding House or Facility Condominiums Cottage Clusters Nursing and Convalescent Homes Retirement Center Apartments Rooming House or Facility Senior Living Facilities (SLF) Town or Row Houses Triplexes Zero Lot Line Homes Manufactured Dwelling Park
C. Residential Uses with Class III Impacts	Dormitories Houseboats State Regulated Special Residential Units (Group Living Homes or Facilities): Public Uses such as shelters for Short Term or Emergency Housing (e.g., Homeless Shelters) when operated by a Public or Non-profit agency.

16.05.150 RESIDENTIAL ZONES SPECIAL USE STANDARDS

F. Cottage Clusters

Cottage clusters shall comply with the standards of this section in addition to all other applicable zoning or development standards. In the event of a conflict between standards, the standards of this section shall take precedence.

1. **Building Separation.** Cottages within a cluster must be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall comply with applicable building code requirements.
2. **Maximum Unit Size.** The maximum floor area for each cottage is 900 square feet.
3. **Building Height.** The maximum building height for all structures within a cottage cluster is 25 feet.
4. **Cottage Orientation.** Cottages shall be clustered around a common courtyard, either abutting a common courtyard or connected to it via a pedestrian path. The following standards apply:
 - a. Each cottage shall either directly abut the common courtyard or be connected to it by a pedestrian path.
 - b. At least 50 percent of cottages within a cluster shall be oriented to the common courtyard and must:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet of the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - iii. Be connected to the common courtyard by a pedestrian path.
 - c. Cottages located within 20 feet of a street property line may have their primary entrances facing the street. These street-facing cottages shall count toward the 50 percent minimum courtyard orientation requirement in subsection 5.b of this section.
 - d. Cottages that do not face the common courtyard or the street shall have their primary entrances facing a pedestrian path that is directly connected to the common courtyard.

5. Common Courtyard Design Standards. Each cottage cluster shall include at least one common courtyard to provide a sense of openness and community of residents. Common courtyards shall meet the following standards:

- a. The common courtyard shall be a single, contiguous piece.
- b. Cottages shall abut the common courtyard on at least two sides of the courtyard.
- c. The minimum area of the common courtyard shall be 150 square feet per cottage within the associated cluster (as defined in subsection 5).
- d. The common courtyard shall have a minimum of 20 feet at its narrowest dimension.
- e. The common courtyard shall be improved with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard surfaces. Recreational amenities may also be included.. Impervious surfaces shall not exceed 75 percent of the total common courtyard area.
- f. Pedestrian paths are required in the common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum width and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard area.

6. Community Buildings. Cottage cluster projects may include community buildings for the shared use by residents, offering spaces such as meeting rooms, exercise rooms, day care facilities, or community dining areas. Community buildings shall meet the following standards:

- a. One community building is permitted per cottage cluster and shall count towards the maximum average floor area, allowed under subsection (3) (Maximum Unit Size).
- b. A community building shall not exceed 1,400 square feet in floor area.

7. Pedestrian Access.

- a. An accessible pedestrian path shall be provided that connects the main entrance of each cottage to the following:
 - i. The common courtyard;
 - ii. Shared parking areas;

- iii. Community buildings; and
 - iv. Sidewalks in public rights-of-way abutting the site, or rights-of-way itself if sidewalks are not present.
 - b. Pedestrian path shall be constructed with all-weather hard-surfaced and shall be a minimum of four (4) feet in width.
- 8. Parking Design.
 - a. Clustered parking. Off-street parking may be provided as individual spaces for cottages or arranged in clusters, subject to the following standards:
 - i. Cottage cluster projects with fewer than 16 cottages may include parking clusters of no more than five (5) contiguous spaces
 - ii. Cottage cluster projects with 16 cottages or more may include parking clusters of no more than eight (8) contiguous spaces.
 - iii. Parking clusters shall be separated from other parking clusters or structures by at least four (4) feet of landscaping.
 - iv. Clustered parking areas may be covered.
- 9. Parking location and access.
 - a. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - i. Within 20 feet of any street property line, except alley property lines; or
 - ii. Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.
 - b. Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
- 10. Screening. Clustered parking areas and parking lots shall be separated from common courtyards and public streets by landscaping, fencing, or walls at least three (3) feet in height.
- 11. Accessory Structures. Accessory structures shall not exceed 400 square feet in floor area.

12. Existing Structures. On a lot or parcel proposed for a cottage cluster development, an existing detached single-unit dwelling or duplex may remain as part of the cottage cluster project, subject to the following: following conditions:

- a. The existing dwelling may be nonconforming with respect to the standards of this code.
- b. The existing dwelling may be expanded up to the maximum height allowed in subsection 4. However, existing dwellings that already exceed the building height or floor area shall not be expanded.
- c. The floor area of the existing dwelling shall not count towards the maximum average floor area calculation for cottages in the cluster.

13. The existing dwelling retained within a cottage cluster project shall be excluded from orientation requirements in subsection 4 (Cottage Orientation).

16.05.170 OPEN SPACE AND SITE DESIGN REQUIREMENTS FOR MULTI-FAMILY HOUSING

[...]

E. Common Open Space

- 1. A minimum of 1,000 square feet of common open space shall be provided for all multi-family developments. This area may include designed children's play areas.

16.05.180 ZERO LOT LINE HOUSES

- A. Introduction. Zero-lot line houses are subject to the same standards as non-attached single- housing provided the requirements of subsections below are met.
- B. Any residential dwelling unit or accessory structure may be located on the interior property line if the common wall between adjacent dwellings contains no openings, including windows or doors.
- C. Where no interior setback is proposed, a maintenance easement shall be recorded on deed or plat of the abutting property. The easement shall be a minimum five feet in width and not revocable without City approval through an Administrative Procedure as outlined in Section 16.20.040.

- D. The interior setback for attached housing units shall be zero (0) where the units are directly adjoined. All other setbacks shall conform with the applicable standards of this Code.

16.11.070 FLOOD PLAIN OVERLAY ZONE

A manufactured dwelling includes residential trailers, mobile homes, and manufactured homes. These are structures designed for human occupancy that are constructed for movement on public highways and contain sleeping, cooking, and plumbing facilities. Manufactured dwellings are classified based on the date of construction and applicable regulations at that time:

1. Residential Trailer: A structure constructed before January 1, 1962, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, and intended for use as a residence.
2. Mobile Home: A structure constructed between January 1, 1962, and June 15, 1976, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, intended for residential use, and constructed in compliance with Oregon mobile home construction standards in effect at the time.
3. Manufactured Home: A structure constructed on or after June 15, 1976, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, intended for residential use, and constructed in accordance with federal manufactured housing construction and safety standards in effect at the time of construction.

16.12.030 MOTOR VEHICLE ACCESS MANAGEMENT REQUIREMENTS

Q. Flag Lot Standards.

1. Access to State Highways and Arterial Streets

Flag lots shall not be permitted if they would result in an increase the number of driveways providing direct access to the state Highway System or City Arterial Streets.

2. Planning Objectives and Residential Development.

Flag lots may be permitted for residential development when necessary to achieve planning objectives, including but not limited to:

- Reducing the number of direct access points to roadways;

- Providing access to interior or landlocked lots via residential street;
- Supporting infill development or redevelopment; or
- Preserving natural features or historic resources.

3. Conditions of Flag Lot Creation.

Flag lots shall only be permitted when the extension of a through street or mid-block lane is not feasible or practical to serve abutting properties or future development. The following standards shall apply:

a. Driveway Limitations:

A flag lot driveway ("flag pole" or "pan handle") shall serve no more than two lots with direct access, and one additional lot through a recorded access easement, provided the easement is legally binding and complies with all applicable access and maintenance requirements.

b. Driveway Width Requirements: The minimum width for a flag lot driveway shall be as follows:

- i. For residential developments serving 1 to 2 primary dwelling units (excluding accessory dwelling units), the minimum unobstructed driveway width shall be 12 feet.
- ii. For residential developments serving 3 or more primary dwelling units (excluding accessory dwelling units), the minimum unobstructed driveway width shall be 20 feet.

iii. Dead-End Roads:

1. If the length exceeds 150 feet: Must be provided with an approved turnaround.
2. If the length exceeds 500 feet: The driving surface width must be at least 26 feet.

c. Shared Driveway Easement: A shared driveway serving more than one lot shall include recorded reciprocal access and maintenance easement which benefits all lots served by the driveway.

d. Driveway Obstruction Prohibition: No fences, structures, or other obstructions shall be placed within the driveway area.

16.14.030 Earned Parking Reduction

- A. The required number of vehicle parking spaces may be reduced by one (1) space for every eight (8) bicycle parking spaces or every four (4) covered bicycle parking spaces, up to a maximum reduction of fifteen percent (15%) of the total required vehicle parking spaces.

16.19.040 Single-Unit Detached Dwelling Placement Standards

The following standards apply to the placement of single unit detached dwellings on individual lots within residential zones:

- A. All dwellings shall be on a foundation that complies with the City's construction code and design requirements or the Oregon Manufactured Dwelling Installation Specialty Code, as applicable. The foundation shall not exceed 12 inches above the finished grade.
- B. The primary dwelling shall either:
- Have a minimum width of 20 feet at its narrowest dimension; or
 - Include at least three (3) of the design elements listed in subsections B.1 through B.14 below.

Design Elements:

A minimum 20% window coverage on each side of the building.

- i. Dormer(s) at least three (3) feet wide.
- ii. A covered porch with a minimum area of 40 square feet and a minimum depth of five (5) feet.
- iii. A second-story balcony that projects at least four (4) feet from the building wall and is enclosed by a railing or parapet wall.
- iv. A building facade with two or more offsets of at least 16 inches from one exterior wall to another.
- v. Roof overhangs at least 16 inches.
- vi. Columns, pillars, or posts that are at least four (4) inches wide and include base materials with a total width of at least eight (8) inches.

- vii. Decorative gables featuring cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (Garage gables do not qualify if the garage projects forward of the main street-facing façade.).
- viii. Window and door moulding that is at least six (6) inches wide.
- ix. Pilasters at least eight (8) inches wide, or a chimney.
- x. use of shakes, shingles, brick, or stone coverings at least 60 square feet of the street façade.
- xi. Bay or bow window(s) that project a minimum of 12 inches outward from the main wall and create an alcove in the interior space.
- xii. Sidelight and/or transom windows at the front door, or windows integrated in the front door.
- xiii. A pitched roof with a minimum slope of 3:12 (approximately 14 degrees).

C. Manufactured dwellings shall be certified by the manufacturer as meeting the thermal envelope performance standards required by state law for single-unit dwellings constructed under the Oregon Building Code.

16.20.080 EXERCISING A LAND USE APPROVAL

B. Approval of Manufactured Dwelling Parks

Approval shall be considered exercised when construction begins on facilities intended to service the site where manufactured dwellings will be placed. This shall include, at a minimum, the construction of streets with final site grading, the pouring of concrete pads, or the extension or installation of utilities.

16.30.030 NONCONFORMING STRUCTURE

A structure (including fences) that conforms to the permitted use but is nonconforming with respect to any other dimensional standard, may be altered or expanded, provided the alteration or expansion does not increase the degree of nonconformity. All other applicable standards of this Code shall be met.

16.30.050 CHANGE OF A NONCONFORMING USE

If a nonconforming use is changed to a different use, the new use shall conform to all regulations of the zone in which it is located.

Commentary: It does not appear that the uses or classifications amendments are fully reflected in Chapter 16.03. It is recommended that staff review all applicable use classification and impact tables within Chapter 16.03 to ensure internal consistency and alignment with the proposed code amendments.

16.03.020 ALPHABETICAL LIST OF LAND USE EXAMPLES

Single Family Unit Dwellings [R]

16.03.030 RESIDENTIAL USES

A. Residential Uses With Class I Impacts	Accessory Dwellings Accessory Structures (with a permitted use) Bed and Breakfasts Duplexes Family Child Care in a Home* Home Occupations Hospice Facilities Manufactured Housing Single Family Houses <u>Unit (Detached)</u> <u>Small Lot Single-unit Dwellings (Detached)</u>
B. Residential Uses With Class II Impacts	<u>Multifamily Apartments (four four <u>three</u> or more units)</u> Assisted Living Facilities (ALF) Boarding House or Facility Condominiums Cottage Clusters Nursing and Convalescent Homes Retirement Center Apartments Rooming House or Facility Senior Living Facilities (SLF) Town or Row Houses Triplexes Zero Lot Line Homes <u>Manufactured Dwelling Park</u>
C. Residential Uses With Class III Impacts	Dormitories Houseboats Manufactured Home Parks State Regulated Special Residential Units (Group Living Homes or Facilities): Alternative or Post-Incarceration Facilities; Drug and Alcohol Treatment Residential Programs; Group Homes for the Physically, Mentally or Emotionally Challenged <u>Public Uses such as shelters for Short Term or Emergency Housing (e.g., Homeless Shelters) when operated by a Public or Non-profit agency.</u>

Commentary: The proposed amendments to 16.05.150 are focused on improving clarity.

16.05.150 RESIDENTIAL ZONES SPECIAL USE STANDARDS

F. Cottage Clusters

Cottage clusters shall ~~meet~~ comply with the standards of this section in addition to ~~any~~ all other applicable zoning or development standards. ~~Wherever these standards~~ In the event of a conflict between standards, the ~~with requirements in other sections,~~ the standards of this section shall take precedence.

1. Building Separation. Cottages within a cluster ~~shall~~ must be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall ~~be in accordance with~~ comply with applicable building code requirements.
2. Maximum Unit Size. The maximum floor area for ~~a~~ each cottage is 900 square feet.
3. Building Height. The maximum building height for all structures within a cottage cluster is 25 feet.
4. Cottage Orientation. Cottages ~~shall~~ must be clustered around a common courtyard, ~~meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet~~ either abutting a common courtyard or connected to it via a pedestrian path. The following standards:
 - a. Each cottage ~~within a cluster must~~ shall ~~either~~ directly abut the common courtyard or ~~must be directly~~ be connected to it by a pedestrian path.
 - b. ~~A minimum of~~ At least 50 percent of cottages within a cluster ~~shall~~ must be oriented to the common courtyard and must:
 - i. Have a main entrance facing the common courtyard;
 - ii. Be within 10 feet from the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - iii. Be connected to the common courtyard by a pedestrian path.
 - c. Cottages located within 20 feet of a street property line may have their primary entrances facing the street. ~~Such~~ These street-facing cottages shall count

toward the 50 percent minimum courtyard orientation requirement in subsection 5.b of this section.

- d. Cottages ~~that do~~ not face the common courtyard or the street ~~must~~shall have their primary entrances facing a pedestrian path that is directly connected to the common courtyard.
5. Common Courtyard Design Standards. Each cottage cluster shall include at least one ~~must share a~~ common courtyard in order to provide a sense of openness and community of residents. Common courtyards ~~must~~shall meet the following standards:
- a. ~~An individual~~The common courtyard ~~must~~shall be a single, contiguous piece.
 - b. Cottages shall~~must~~ abut the common courtyard on at least two sides of the courtyard.
 - c. The minimum area of the ~~An individual~~ common courtyard ~~must~~shall contain ~~a minimum of~~be 150 square feet per cottage within the associated cluster (as defined in subsection 5).
 - d. The common courtyard ~~must be a~~shall have a minimum of 20 feet ~~wide~~ at its narrowest dimension.
 - e. The common courtyard shall be ~~developed~~improved with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard ~~area~~surfaces. Recreational amenities may also be included., ~~and may also include recreational amenities.~~ Impervious ~~elements of the common courtyard~~surfaces shall not exceed 75 percent of the total common courtyard area.
 - f. Pedestrian paths ~~must be included~~are required in ~~the~~a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum ~~dimension~~width and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard area.
6. Community Buildings. Cottage cluster projects may include community buildings for the shared use ~~by~~of residents, offering spaces ~~that provide space for accessory uses~~ such as ~~community~~ meeting rooms, exercise rooms, day care facilities, or community ~~eating~~dining areas. Community buildings ~~must~~shall meet the following standards:
- a. ~~Each cottage cluster is permitted to~~One community building is permitted per cottage cluster and, ~~which~~ shall count towards the maximum average floor

area, ~~pursuant to subsection (3).~~ allowed under subsection (3) (Maximum Unit Size).

- b. ~~The~~ A community building ~~must~~ shall not exceed 1,400 square feet in floor area.

7. Pedestrian Access.

- a. An accessible pedestrian path ~~must~~ shall be provided that connects the main entrance of each cottage to the following:
 - i. The common courtyard;
 - ii. Shared parking areas;
 - iii. Community buildings; and
 - iv. Sidewalks in public rights-of-way abutting the site, ~~or rights-of-way itself if sidewalks are not present. there are no sidewalks.~~
- b. ~~The~~ Pedestrian path ~~must~~ shall be constructed with all-weather hard-surfaced and shall be a minimum of four (4) feet ~~wide~~ in width.

8. Parking Design.

- a. Clustered parking. Off-street parking may be provided ~~with~~ as individual spaces for cottages or arranged in clusters, subject to the following standards:
 - i. Cottage cluster projects with fewer than 16 cottages ~~are permitted~~ may include parking clusters of ~~not~~ no more than five (5) contiguous spaces
 - ii. Cottage cluster projects with 16 cottages or more ~~are permitted~~ may include parking clusters of not more than eight (8) contiguous spaces.
 - iii. Parking clusters ~~must~~ shall be separated from other ~~spaces~~ parking clusters or structures by at least four (4) feet of landscaping.
 - iv. Clustered parking areas may be covered.

9. Parking location and access.

- a. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - i. Within ~~of~~ 20 feet ~~from~~ of any street property line, except alley property lines; or

- ii. Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.
 - b. Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
- 10. Screening. Clustered parking areas and parking lots shall be separated from common courtyards and public streets by Landscaping, fencing, or walls at least three (3) feet tall in height. ~~shall separate clustered parking areas and parking structures from common courtyards and public streets.~~
- 11. Accessory Structures. Accessory structures ~~must~~ shall not exceed 400 square feet in floor area.
- 12. Existing Structures. On a lot or parcel ~~to be used for~~ proposed for a cottage cluster ~~project~~ development, an existing detached single-unit dwelling or duplex may remain as part of the cottage cluster project, subject to the following: ~~on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:~~
 - a. The existing dwelling may be nonconforming with respect to the standards of this code.
 - b. The existing dwelling may be expanded up to the maximum height allowed in subsection 4. ~~h~~ However, existing dwellings that already exceed the maximum height and/or footprint building height or floor area of this code ~~may~~ shall not be expanded.
 - c. The floor area of the existing dwelling shall not count towards the maximum average floor area calculation for cottages in the ~~of a cottage cluster.~~
- 13. The existing dwelling retained within a cottage cluster project shall be excluded from ~~the calculation of orientation toward the common courtyard, per subsection 5-a.~~ requirements in subsection 4 (Cottage Orientation).

16.05.170 OPEN SPACE AND SITE DESIGN REQUIREMENTS FOR MULTI-FAMILY HOUSING [...]

E. Common Open Space

- 1. The minimum of 1,000 square feet of ~~required~~ common open space shall be provided for all multi-family developments. This area may include designed children's play

~~areas, regardless of any bonuses or reductions, is 1,000 square feet inclusive of children's play areas.~~

Commentary: The proposed amendments to 16.05.180 are focused on improving clarity.

16.05.180 ZERO LOT LINE HOUSES

- A. Introduction. Zero-lot line houses are subject to the same standards as non-attached single-family housing provided the requirements of ~~16.05.180.B and C~~ subsections B and C below are met.
- B. Any residential dwelling unit or accessory structure may be located on the interior property line if the common wall between adjacent dwellings contains no openings, including windows or doors. ~~where the proposed building does not have openings or windows in the wall facing the adjacent building.~~
- C. ~~For interior property lines where~~ Where no interior setback is proposed, a maintenance easement ~~must~~ shall be recorded on the ~~abutting property deed or plat of the abutting property.~~ The width of the easement shall be a minimum five feet in width and ~~—~~. ~~This easement is not revocable without City approval through an Administrative Procedure pursuant to~~ as outlined in Section 16.20.040.
- D. The interior setback for attached housing units shall be zero (0) where the units are directly ~~adjoined.~~ ; ~~All other setbacks shall conform to this Code~~ with the applicable standards of this Code.

Commentary: The proposed amendments to 16.05.170 are focused on improving format and clarity.

16.11.070 FLOOD PLAIN OVERLAY ZONE

~~Manufactured dwelling: Includes residential trailers, mobile homes, and manufactured homes. (1) Residential Trailer: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, is being used for residential purposes and was constructed before January 1, 1962. (2) Mobile Home: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy that is being used for~~

~~residential purposes and was constructed between January 1, 1962 and June 15, 1976, and met the construction requirements of Oregon mobile home law in effect at the time of construction. (3) Manufactured Home: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy that is being used for residential purposes and was constructed on or after June 15, 1976 in accordance with federal safety standards regulations in effect at the time of construction.~~

A manufactured dwelling includes residential trailers, mobile homes, and manufactured homes. These are structures designed for human occupancy that are constructed for movement on public highways and contain sleeping, cooking, and plumbing facilities. Manufactured dwellings are classified based on the date of construction and applicable regulations at that time:

1. Residential Trailer: A structure constructed before January 1, 1962, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, and intended for use as a residence.
2. Mobile Home: A structure constructed between January 1, 1962, and June 15, 1976, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, intended for residential use, and constructed in compliance with Oregon mobile home construction standards in effect at the time.
- 1.3. Manufactured Home: A structure constructed on or after June 15, 1976, for movement on public highways, equipped with sleeping, cooking, and plumbing facilities, intended for residential use, and constructed in accordance with federal manufactured housing construction and safety standards in effect at the time of construction.

Commentary: The proposed amendments to 16.12.030 focus on improving formatting and clarity. The primary change addresses driveway width in relation to the number of dwellings served, as this is the most critical factor for flag lots, particularly from a fire access and emergency response perspective.

16.12.030 MOTOR VEHICLE ACCESS MANAGEMENT REQUIREMENTS

Q. Flag Lot Standards.

1. Access to State Highways and Arterial Streets

~~Connections to the State Highway System or City Arterials. Flag lots shall not be permitted when the results would be to~~ if they would result in an increase the number of driveways providing requiring direct and individual access connections to the state ~~H~~highway sSystem; or ~~C~~city ~~A~~arterial sStreets.

2. Planning Objectives and Residential Development.

Flag lots may be permitted for residential development when necessary to achieve planning objectives, including but not limited to:

- ~~such as~~ Reducing the number of direct access points to roadways;;
- ~~Providing internal platted lots with access to a~~ access to interior or landlocked lots via residential street;;
- Supporting infill development or; redevelopment; or
- ~~or~~ Preserving natural features or historic resources.

3. Conditions of Flag Lot Creation.

Flag lots ~~may be created~~ shall only be permitted only when ~~a~~ the extension of a through street or mid-block lanes ~~is~~ cannot be extended to not feasible or practical to serve ~~serve~~ abutting ~~abutting properties~~ uses or future development. The following standards shall apply:

- a. Driveway Limitations: A flag lot driveway ("flag pole" or "pan handle") may serve no more than two dwelling units, including accessory dwellings and dwellings on individual lots, ~~unless the fire codes and standards adopted by the city and/or the Lebanon fire district are met for more units. When such standards are met, the maximum number of dwellings shall be four individual lots with a maximum of four dwelling units (maximum two dwelling units per individual lot served by flag lot driveway).~~

A flag lot driveway ("flag pole" or "pan handle") shall serve no more than two lots with direct access, and one additional lot through a recorded access easement, provided the easement is legally binding and complies with all applicable access and maintenance requirements. ~~A flag lot driveway ("flag pole" or "pan handle") may serve no more than two~~

b. Driveway Width Requirements: The minimum width for a flag lot driveway shall be as follows:

i. For residential developments serving 1 to 2 primary dwelling units (excluding accessory dwelling units), the minimum unobstructed driveway width shall be 12 feet.

ii. For residential developments serving 3 or more primary dwelling units (excluding accessory dwelling units), the minimum unobstructed driveway width shall be 20 feet.

iii. Dead-End Roads:

1. If the length exceeds 150 feet: Must be provided with an approved turnaround.

2. If the length exceeds 500 feet: The driving surface width must be at least 26 feet.

~~b.c.~~ Shared Driveway Easement: A shared driveway serving more than one lot shall have include a recorded reciprocal access and maintenance easement recorded for all lots which benefits all lots served by the driveway.

~~c.d.~~ Driveway Obstruction Prohibition: No fences, structures, or other obstructions shall be placed within the driveway area.

Commentary: The proposed amendments to 16.14.030 focus on improving clarity.

16.14.030 Earned Parking Reduction

~~A. The amount of vehicle parking may be reduced by one space for every eight bicycle parking spaces or not to exceed ten fifteen percent of required vehicle parking spaces.~~ The required number of vehicle parking spaces may be reduced by one (1) space for every eight (8) bicycle parking spaces or every four (4) covered bicycle parking spaces, up to a maximum reduction of fifteen percent (15%) of the total required vehicle parking spaces.

Commentary: The proposed amendments to 16.14.030 focus on improving formatting and clarity.

16.19.040 Single-Unit Detached Dwelling Placement Standards

The following standards apply to the placement of single unit detached dwellings on individual lots within residential zones:

A. All dwellings ~~must~~ shall be on a foundation that complies with ~~meets~~ the City's construction code and design requirements or the Oregon Manufactured Dwelling Installation Specialty Code, as applicable, ~~and that does not exceed 12 inches above the finished grade.~~ The foundation shall not exceed 12 inches above the finished grade.

B. The primary dwelling shall either:

- Have a minimum width of 20 feet at its narrowest dimension; or
- Include at least three (3) of the design elements listed in subsections B.1 through B.14 below.

Design Elements:

~~B. The primary dwelling must be a minimum of 20 feet in width at its narrowest dimension or include three or more of the design elements listed below (B.1 – B.15).~~

~~1. A~~ A ~~minimum 20% window coverage on every~~ each side of the building.

~~i. 2.~~ 2. ~~Dormer(s) at least three~~ (3) feet wide.

~~ii. 3.~~ A ~~C~~ covered porch entry with a minimum area of 40 square feet not covered front porch and a minimum depth of five (5) feet. ~~deep.~~

~~iii. 4.~~ A ~~s~~ Second-story balcony that projects from the wall of the building a at least four (4) ~~minimum of four feet from the building wall and is enclosed by a railing or parapet wall.~~

~~iv. 5.~~ A ~~B~~ building facade containing with two or more off-sets of at least 16 inches ~~or greater from one exterior wall to the other~~ another.

~~v. 6.~~ Roof overhang of overhangs at least 16 inches ~~or greater.~~

~~vi. 7.~~ Columns, pillars, or posts that are at least four (4) inches wide and ~~containing~~ include base materials ~~for a total~~ with a total width of at least eight (8) inches.

- vii. ~~8. Decorative gables with featuring cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (does not include a garage gable if the garage projects beyond the remaining portion of the primary street-facing façade)~~ Garage gables do not qualify if the garage projects forward of the main street-facing façade.
- viii. ~~9. Window and door Moulding above windows and doors that is at least six (6) inches wide.~~
- ix. ~~10. — Pilasters at least eight (8) inches wide, or a chimneys.~~
- x. ~~11. — use of Sshakes, shingles, brick, or stone coverings occupying at least 60 square feet of the street façade.~~
- xi. ~~12. — Bay or bow window(s) that extend~~ project ~~a minimum of 12 inches outward from the main wall of a building and form a bay or~~ create an ~~alcove in a room within the building~~ in the interior space.
- xii. ~~13. — Sidelight and/or transom windows associated with at the front door, or windows integrated in the front door.~~
- xiii. ~~14. — A P~~ pitched roof with a minimum slope not less than 3 feet in height for each 12 feet in width of 3:12 (approximately 14 degrees).
- A.C. ~~C. For manufactured dwelling units, the dwelling~~ Manufactured dwellings must ~~shall~~ be certified by the manufacturer to have an as meeting the exterior thermal envelope meeting the performance standards specified required by state law for single-unit dwellings constructed under the Oregon state b Building e Code.

Commentary: The proposed amendments to 16.14.030 focus on improving clarity.

16.20.080 EXERCISING A LAND USE APPROVAL

B. Approval of Manufactured Home Dwelling Parks

~~The decision shall be~~ Approval shall be ~~considered exercised with the beginning of~~ when ~~construction begins on~~ of facilities intended to ~~for servicing the site on which the~~ where ~~manufactured homes dwellings are to~~ will ~~be placed. This shall include, at a minimum, the construction of streets with final site grading, or the pouring of concrete pads, or the extension or installation of utilities.~~

Commentary: The proposed amendments to 16.14.030 focus on improving clarity.

16.30.030 NONCONFORMING STRUCTURE

A structure (including fences) ~~that conforms as to~~ the permitted use but ~~is~~ nonconforming ~~as with respect to~~ height, setback, lot coverage, or similar ~~any other~~ dimensional standard, may be altered or expanded, provided the ~~if the alteration or expansion does not cause increase the degree of nonconformity the structure to deviate further from the standards of this development code, and provided that such redevelopment meets~~ . All other applicable standards of this Code shall be met.

16.30.050 CHANGE OF A NONCONFORMING USE

If a nonconforming use is changed to a different use, the new use shall conform to all ~~to the~~ regulations of the zone in which it is located.

A BILL FOR AN ORDINANCE)
 AMENDING THE CITY OF LEBANON)
 DEVELOPMENT CODE REGARDING)
 IMPLEMENTING NEW HOUSING)
 OPPORTUNITIES)

ORDINANCE BILL NO. 2025-5

ORDINANCE NO. 3036

WHEREAS, the Planning Commission for the City of Lebanon conducted a hearing on May 21, 2025, regarding Planning File No. DCA-25-01 and made findings recommending certain amendments to the Development Code of the City of Lebanon regarding various new housing options and amending existing housing types to comply with state law and implementing the city's adopted Housing Production Strategy; and

WHEREAS, the City Council, pursuant to the provisions of the Lebanon Development Code, after appropriate notice given, has conducted a hearing to take testimony, hear arguments, and consider all the evidence concerning such proposed Development Code amendments, such hearing being conducted on June 11, 2025; and

WHEREAS, the City Council has considered all relevant evidence and deliberated.

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. In addition to the findings referred to above, the City Council does hereby adopt and find those matters contained in Exhibit "B" which is incorporated herein by this reference as if fully set forth at this point.

Section 2. Based upon the findings adopted herein, the Lebanon Development Code is hereby amended by the modified language specified in Exhibit "A", which is incorporated herein by this reference as if fully set forth.

Section 3. Said Exhibit "A" shall be attached to, and become a part of, the Lebanon Development Code upon entry of this order.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 11th day of June 2025.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, City Recorder

Exhibit "A"

Amendments to the Lebanon Development Code to include various new housing options and amend existing housing types to comply with state law and implement the city's adopted Housing Production Strategy.

Final Draft Code Updates

Proposed Code modifications are presented in **bold underline/strikeout** legislative amendment format, where underlined text indicates new text, and strikeout indicates existing, adopted text recommended for removal. Proposed amendments are organized under existing Code chapters/sections. Other Code text may be included for context and reference; outside text included for context, the only sections that are shown are those that contain recommended amendments.

16.05.040 RESIDENTIAL USES ALLOWED IN RESIDENTIAL ZONES

Table 16.05-2: Residential Land Uses Allowed in Residential Zones			
<i>Land Uses</i> (Examples of uses are in Chapter 16.03; definitions are in the Glossary, Chapter 16.32.)	Residential Low Density Zone (Z-RL)	Residential Mixed Density Zone (Z-RM)	Residential High Density Zone (Z-RH)
Section 16.05.110 contains Residential Infill Standards that are Applicable in all Residential Zones			
Residential Uses with <u>Class I</u> Impacts:			
Single Family Unit Dwellings	OP	OP	OP
<u>Small Lot Single-unit Dwellings</u>	<u>N</u>	<u>OP</u>	<u>OP</u>
Accessory Dwelling	OP	OP	OP
Accessory Structures (with a permitted use): <ul style="list-style-type: none"> no taller than 25ft. and no larger than 1,000 square feet of building footprint taller than 25 ft.(up to Zone Limit in Table 16.05.8) or larger than 1,000 sqft of building footprint 	OP		
	AR		
Duplex (2 dwellings sharing a common wall on one lot (not inclusive of a primary dwelling and accessory dwelling unit)) -- One duplex on a lot	OP	OP	OP
Manufactured Dwelling	OP	OP	OP
Other Residential Uses such as Bed & Breakfasts, Home Occupations	MR	MR	MR
Other Residential Uses such as Hospice Facilities	AR	AR	AR
Residential Uses with Class II Impacts:			
Town House/Rowhouse (2 or more common-wall single family dwellings), each on its own lot,	N	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Cottage Cluster (2-4 single family on one lot)	<u>N</u>	<u>CU-AR</u>	<u>CU-AR</u>
Zero Lot Line Housing (may include one common wall)	<u>CU-AR</u>	AR	AR

Final Draft Code Updates

Multifamily (3 or more dwellings on lot), includes Triplexes, Apartments, Senior Housing, Assisted Living, & Single Room Occupancies, Boarding or Rooming Facilities	N	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Other Residential such as Nursing and Convalescent Homes, Retirement Center Apartments	MR	MR	MR
<u>Manufactured Dwelling Park</u>	<u>AR</u>	<u>AR</u>	<u>AR</u>
Residential Uses with Class III Impacts:			
State Regulated Special Residential Group Living	OP		
• Homes (5 or fewer)	N OP	OP	OP
• Group Facility (6+)			
Manufactured Home Park	N	CU	N
Other Residential uses such as Dormitories, and Houseboats	CU AR	CU AR	CU AR
Key: OP = Outright Permitted (Building Permit issued after a site review); MR = Ministerial Review; AR = Permitted with Administrative Review; CU = Conditional Use approval required (Chapter 16.21); N = Not permitted; * = Number of Units following an AR or CU designation. Also see Table 16.05-1: Characteristics of Major Land Use Actions Matrix -- Projects in a Residential Zone Requiring a Planned Development Review (Chapter 16.23).			

16.05.070 PUBLIC USES ALLOWED IN THE RESIDENTIAL ZONES

Table 16.05-5: Public Uses (Civic or Institutional) Allowed in Residential Zones			
(See page 18 of Chapter 16.03 for further details and listings regarding Public Uses)			
Use Categories	Z-RL	Z-RM	Z-RH
Public Uses with <u>Class III</u> Impacts:			
Public Uses such as Shelters for Short Term or Emergency Housing (e.g., Homeless Shelters) when operated by a Public or Non-profit Agency.	N CU	CU	CU

16.05.090 RESIDENTIAL ZONES – DEVELOPMENT STANDARDS

Table 16.05-7: Development Standards for Residential Zones Minimum Lot Area and Lot Width

(Except as modified by Residential Infill Standards)

<i>Standard</i>	<i>Z-RL</i>	<i>Z-RM</i>	<i>Z-RH</i>
Minimum Lot Area (square feet)			
LOT AREA: The total surface area (measured horizontally) within the lot lines of a lot exclusive of public and private streets and easements of access to other property.			
Single Family Unit , not attached	6,000	5,000	5,000
		(See Lot Size Averaging Options, Section 16.05.140)	
<u>Small Lot Single-unit, not attached</u>	<u>NA</u>	<u>2,500</u>	<u>2,500</u>
Townhouse/Rowhouse	NA	2,500	2,500
Zero Lot Line Housing	5,000	3,500 <u>2,500</u>	3,500 <u>2,500</u>
Duplex	6,000	5,000	5,000
Multiple-Family, or Triplex, or Cottage Cluster	NA	9,000	9,000
<u>Cottage Cluster</u>	<u>NA</u>	<u>7,000</u>	<u>7,000</u>
Non-Residential Uses	6,000	6,000	6,000
Corner Lots for All of the Above (Except Single Family not attached/Duplexes in Z-RL): Add 500 square feet			
Flag Lot: Driveway portion of lot is not included in the Minimum Lot Area calculations.			
Minimum Lot Width			
<i>Standard</i>	<i>Z-RL</i>	<i>Z-RM</i>	<i>Z-RH</i>
Single Family Unit , not attached	60 ft	50 ft	50 ft
<u>Small Lot Single-unit, not attached</u>	<u>NA</u>	<u>30 ft</u>	<u>30 ft</u>
Townhouse/Rowhouse	NA	20 ft	20 ft
Zero Lot Line Housing	50 ft	40 ft <u>30 ft</u>	40 ft <u>30 ft</u>
Duplex	60 ft	50 ft	50 ft
Multiple-Family or Triplex, or Cottage Cluster	NA	60 ft	50 ft
<u>Cottage Cluster</u>	<u>NA</u>	<u>50 ft</u>	<u>50 ft</u>
Non-Residential Uses	20 ft	20 ft	20 ft
Corner Lots (All Residential Above)	65 ft	60 ft	60 ft
For flag lots, width is measured at the front building line.			
*Lot area must conform to the standards above. Lot dimensions may be reduced for Flag Lots.			

Table 16.05-8: Development Standards for Residential Zones -- Building/Structure Height

<i>Building/Structure Height</i>			
<i>Standard</i>	<i>Z-RL</i>	<i>Z-RM</i>	<i>Z-RH</i>
<u>Level Site (slope less than 15%)</u> , maximum height	25 ft	40 ft ¹	40 ft ¹
<u>Sloping Site (15% or greater)</u> , maximum height	Highest Point of Site + 1 story (maximum of 2 stories)	Highest Point of Site + 1 story (maximum of 3 stories)	Highest Point of Site + 1 story (maximum of 3 stories)
<u>Fences, Retaining/Garden Walls</u> Max.			
Height. – Front Yard Max. Height. –	3 ft	3 ft	3 ft
Interior Side Max. Height – Rear Yard	8 ft	8 ft	8 ft
Max. Height – Street Side	8 ft	8 ft	8 ft
Max. Height – Reverse Frontage Lot (rear)	3 ft	3ft	3 ft
	3 ft, or up to 8 ft with 5 ft landscape buffer, if there is excess ROW (e.g., a minimum of 15 feet between sidewalk and property line on fully improved site).	3 ft, or up to 8 ft with 5 ft landscape buffer, if there is excess ROW (e.g., a minimum of 15 feet between sidewalk and property line on fully improved site).	3 ft, or up to 8 ft with 5 ft landscape buffer, if there is excess ROW (e.g., a minimum of 15 feet between sidewalk and property line on fully improved site).
<p>1. <u>The maximum building height for small lot single-unit dwellings and cottage clusters is 25 feet.</u></p> <ul style="list-style-type: none"> • Eight foot (8') fences or walls are allowed, but any height over six feet (6') requires a building permit. • Using a Class 1 Variance process (<u>Ministerial Review</u>), the City's Planning Official may grant variations to the above height limitations and set back requirements on fences and walls, if such variations do not infringe upon the clear vision triangle requirements at intersections of streets or at the intersections of driveways and streets. If the requested variations do not meet the above criteria, the Planning Official shall direct the applicants for the variations to the fence/wall standards to use either a Class 2 or Class 3 variance process. See Chapter 16.29 for Variance requirements and processes. • Gates are required in fences to access the area beyond the fence for maintenance. 			

Table 16.05-9: Development Standards for Residential Zones Lot Coverage and Minimum Setbacks			
<i>Lot Coverage [(two options)]</i>			
<i>Standard</i>	<i>Z-RL</i>	<i>Z-RM</i>	<i>Z-RH</i>
1. Max. Building Coverage -- Building Footprint only (NOT all impervious surfaces) as % of site area			
Single Family Unit Dwelling	40%	60%	60%
<u>Small Lot Single-unit</u>	<u>NA</u>	<u>60%</u>	<u>60%</u>
Town House	NA	80%	80%
Single Family Unit – Zero Lot Line	60%	70%	70%
Duplex	60%	60%	60%
Multifamily Use or Cottage Cluster	NA	60%	60%
Civic/Institutional	60%	60%	60%
Other Non-Residential	60%	60%	60%
2. Coverage Bonus – applies only to Multi-family and non-residential development.	The allowable building coverage increases by a ratio of one-half (1/2) square foot for every one (1) square foot of required parking area that is paved using a City-approved porous/permeable paving material (i.e., allowing stormwater infiltration) <u>or</u> one-half (1/2) square foot for every one (1) square foot of City-approved water quality treatment area (e.g., vegetative swale or biofiltration) on the development site.		
Minimum Landscape Area	See Chapter 16.15	See Chapter 16.15	See Chapter 16.15
<ul style="list-style-type: none"> <u>Cottage clusters are exempt from lot coverage requirements.</u> 			
Minimum Setbacks (feet):			
Front	15 ft	Interior Lots: 10 ft Corner Lots: 10/15 ft ¹	Interior Lots: 10 ft Corner Lots: 10/15 ft ¹
Side	5 ft -min. & 15 ft - both	5 ft	5 ft

Final Draft Code Updates

Street Side Rear	15 ft Dwellings: 20 ft Others: 10 ft	10/15 ft ¹ Dwellings: 20 ft Others: 10 ft	10/15 ft ¹ Dwellings: 20 ft Others: 10 ft
<p>1. - If front one yard setback (Street or Street Side) is 15 feet, then the other can be less than 15 feet but not less than 10 feet. For irregularly shaped lots, the average setback for Street and Street Side Yards shall be 7.5 feet with no setback less than 5 feet.</p> <p>2. For Duplexes, the rear setback may be reduced to 15 feet if on-site parking above the required minimum parking is provided.</p> <p><u>3. For Small Lot Single-unit, the rear yard setback may be reduced to 10 feet, and a street side setback may be reduced to 10 feet.</u></p> <p><u>4. For Cottage Clusters, all front, rear, and side street setbacks may be reduced to 10 feet.</u></p> <p>A. Select collectors and arterial streets have greater front yard setbacks</p> <p>B. Accessory structures < or = 20 ft high: 5 ft rear and side yard setback</p> <p>C. All garage doors and vehicle access openings shall be setback at least 20 ft from the closest adjacent property line or sidewalk.</p>			

16.05.110 INFILL STANDARDS FOR RESIDENTIAL ZONES***A. Overview***

The following process or methodology is to be used for determining whether or not a proposed infill development fits the existing residential neighborhood in which the development would be located. As used in this Code, *infill* is the use of vacant or under-developed lots or parcels within existing developed residential areas. Infill lots are 1 acre or less in size, before redevelopment including any land division process.

B. Applicability

- 1.** The Infill Standards apply only to sites that are 1 acre in size or less in an existing residential neighborhood.
- 2.** The Infill Standards apply only to land use requests that require one or more of the following review processes: Ministerial, Administrative, Conditional Use, Subdivision, Partition or Planned Development.
- 3.** Single family dwellings, duplexes, and accessory dwelling units are out right permitted uses in the residential zones. Therefore, the Infill standards do not apply to single family dwellings, duplexes or accessory dwelling units that are proposed as infill developments.

C. Imposing Conditions Related to Critical Design Features

In approving an infill development in an existing residential neighborhood, the Planning Official or Planning Commission may impose, in addition to those standards and requirements expressly specified by the Lebanon Development Code, additional conditions related to critical design features that are considered necessary to ensure that they fit the site, the neighborhood and nearby land uses.

D. Criteria and Review Methodology

The application and proposed infill development in an existing residential neighborhood shall be approved (deemed fitting with the neighborhood and nearby land uses) if ***the objective characteristics of the listed critical design features*** (see below in 16.05.110.E and 16.05.110.F) of the proposal are within the range of characteristics exhibited by the characteristics of the existing features¹ of the development on the adjacent properties in the same land use zone and the properties abutting the adjacent properties in the same land use zone, and such features and/or characteristics are not prohibited by other provisions of the Lebanon Development Code or other City Ordinances.

E. Objective Characteristics

The objective characteristics of features considered in this provision are the following:

- 1.** Physical — Dimensions — (width, length, height),
- 2.** Number

Final Draft Code Updates

- ~~3. Location~~
- ~~4. Magnitude~~
- ~~5. Duration~~
- ~~6. Frequency~~
- ~~7. Time(s) of Occurrence~~
- ~~8. Composition.~~

Critical Design Features

The Critical Features considered in this provision are the following:

- ~~1. Building height and footprint~~
- ~~2. Lot Area Coverage~~
- ~~3. Open Space and Outdoor Recreation Areas~~
- ~~4. Fencing, Screening, and Landscaping~~
- ~~5. Signage~~
- ~~6. Vehicular, Pedestrian, and Bicycle Traffic Load and Access Points~~
- ~~7. Vehicular, and Bicycle Parking~~
- ~~8. Full City Services and Public Improvements in place or proposed~~
- ~~9. Provision of public improvements (and granting necessary easements), such as streets, sidewalks, public utility facilities, drainage facilities and other basic services that are directly benefiting the proposed development or, requiring participation in an improvement district to insure provision of basic services, parks, or streets and sidewalks directly benefiting the proposed development.~~

F. Additional Criteria

All development, infill included, must also meet all applicable requirements set forth in the following:

- ~~1. Building Code~~
- ~~2. Fire Code Requirements (such requirements on a proposed development are determined by the Lebanon Fire District, not the City).~~

G. Table 16.05-10: Matrix for Determining If Residential Infill Development Fits an Existing Neighborhood

All development, infill included, must also meet all applicable requirements set forth in the following:

- ~~1. Building Code~~
- ~~2. Fire Code Requirements (such requirements on a proposed development are determined by the Lebanon Fire District, not the City).~~

Final Draft Code Updates

Table 16.05-10: Matrix for Determining If Residential Infill Development Fits an Existing Neighborhood

Critical Design Features (See 16.05.10.2)	Objective Characteristics (See 16.05.10.1)							
	(a) Physical Dimensions (w, l, h)	(b) Number	(c) Location	(d) Magnitude	(e) Duration	(f) Frequency	(g) Time(s) of Occurrence	(h) Composition
(1) Building Height and Footprint				NA	NA	NA	NA	NA
(2) Lot Area Coverage	NA	NA	NA		NA	NA	NA	NA
(3) Open Space & Outdoor Recreation Areas				NA	NA	NA	NA	
(4) Fencing, Screening, and Landscaping				NA	NA	NA	NA	
(5) Signage					NA	NA	NA	
(6) Vehicular, Pedestrian, & Bicycle Traffic Load, and Access Points								NA
(7) Vehicular, And Bicycle Parking						NA	NA	
(8) Full City Services and Public Improvements in Place or Proposed					NA		NA	
(9) Provision of Public Improvements (and Granting Necessary Easements)					NA		NA	

Notes:

1. Not all of the Objective Characteristics are applicable to all of the Critical Design Features. For example, Magnitude, Duration, Frequency, Time(s) of Occurrence and Composition are not applicable to Building Height and Footprint.
2. NA = Not Applicable.
3. The cross referencing of a Design Feature and a Characteristic is reviewable if not listed as NA.

~~16.05.140 — LOT SIZE AVERAGING FOR SUBDIVISIONS OF TEN OR MORE LOTS~~

- ~~A. The developer of a single family or duplex lot subdivision with ten or more lots in residential mixed density (RM) and residential high density (RH) zones may elect to use a lot size averaging approach that allows greater variety in the size of lots than would otherwise be the case.~~
- ~~B. Such an averaging approach permits the creation and development of a percentage of lots that are smaller than the required minimum when balanced by the inclusion of lots larger than the required minimum.~~
- ~~C. This option is only available for the development of lots for single family dwellings or duplexes. The city may require deed restrictions as a condition of approval in approving applications for lot size averaging to assure that future purchasers are aware of the property's history.~~
- ~~D. The lot sizes used in these calculations may not include the area of the flag driveways of flag lots.~~
- ~~E. The use of lot size averaging must result in the average lot size equaling or exceeding five thousand square feet.~~
- ~~F. The lot size averaging approach must conform to the specifications in Table 16.05-11.~~
- ~~G. Lot size in this section means lot area. As used in this code, lot area is defined as the total surface area (measured horizontally) within the lot lines of a lot exclusive of public and private streets and easements of access to other property.~~

~~Table 16.05-11: Lot Size Averaging Matrix~~
~~Applies Only to Subdivisions of 10 or More Lots~~

For single family/duplex lot subdivisions in residential mixed density and residential high density zones		
Maximum percentage of lots allowed smaller (4,000—4,999 sq. ft.) than the minimum required square footage	Minimum percentage of lots averaging between 5,000 and 6,000 square feet	Minimum percentage of lots required greater than 6,000 square feet
Not more than 25% of the total number of lots in the subdivision	At least 50% of the total number of lots in the subdivision	At least as many lots as are built with less than 5,000 sq. ft. (i.e., between 4,000—4,999 sq. ft.)
Each "phase" of a subdivision must conform to the overall ratio for the entire subdivision. For example, one phase may not consist solely of lots that are smaller than the minimum required square footage (five thousand square feet). No lot is allowed to be smaller than four thousand square feet.		
Note: The provisions of lot size averaging only apply to lots for single family detached homes or duplexes created through the subdivision process in the residential mixed density and residential high density zones.		

16.05.150 RESIDENTIAL ZONES SPECIAL USE STANDARDS

The above sections of this Chapter provide standards for specific land uses and building types within the Residential Zone. The standards in this Section supplement the afore mentioned standards. This Section applies to the following uses and building types, as specified below:

- Accessory Dwellings
- Accessory Structures
- Group Living (Residential Care Homes and Facilities)
- Manufactured/~~Mobile Home Parks~~ Dwelling Parks
- Multiple Family Housing
- Zero-Lot Line Housing (not common wall).
- Cottage Clusters
- Tiny Homes

A. Accessory Dwelling (Attached, Separate Cottage, Tiny Home, or Above Detached Garage)

1. An Accessory Dwelling is defined as a complete separate residential unit, including facilities for cooking and sanitation, provided either as a separate structure on the same lot or as part of a primary single-family residence. A tiny home may be considered an accessory dwelling subject to the standards in this subsection (16.05.150.A) and subsection 16.05.150.G. Development of an accessory dwelling must comply with all applicable lot development standards including required yards (setbacks), off-street parking and lot coverage, but not minimum lot size. Development of an attached accessory dwelling shall not reduce the floor area of the primary residence.
2. Accessory dwellings shall conform to all of the following standards:
 - a. Floor Area. Accessory dwellings shall not exceed one thousand square feet of floor area, or forty percent of the primary unit, whichever is smaller. The unit can be a detached cottage, a unit attached to a garage, an addition to an existing home, or in a portion of an existing house.
 - b. Exempt from Lot Size. Accessory dwellings are exempt from the lot size standards of the residential zone.
 - c. Utility Connections. Accessory dwellings may have the same water and sewer connections as the primary unit.
 - d. One Unit. A maximum of one accessory dwelling unit is allowed per lot. Construction of an accessory dwelling may result in a maximum of two residential units on a single lot, one primary residence and one accessory dwelling.
 - e. Building Height. The building height of detached accessory dwellings (i.e., separate cottages) shall not exceed twenty-five feet in the RL zone nor thirty feet in the RM and RH zones.
 - f. Setback Standards. Shall conform to all setback standards applicable to dwellings in the zone. Rear yard and side street setbacks may be ten feet. Rear and side yard setbacks for existing accessory structures that are converted to an ADU may be no less than five feet.
 - g. Parking Standards. Accessory dwellings shall have no off-street parking requirement.

E. Manufactured/~~Mobile Home Parks~~ Dwelling Parks

Manufactured/~~mobile home dwelling~~ parks (not including recreational vehicles) are permitted on parcels of one (1) acre or larger, subject to compliance with subsections 1-5, below:

1. Permitted uses: Single ~~family unit~~ residences, tiny homes, manufactured ~~home dwelling~~ park manager's office, home occupations, and accessory structures that are necessary for the operation and maintenance of the manufactured dwelling park (e.g., landscape maintenance). Unless stated otherwise, the term "dwelling" in this subsection (16.05.150.E) refers to manufactured dwellings, and prefabricated dwellings.
2. Space. The minimum size pad or space for each dwelling is 2,500 square feet or 1,200 square feet for tiny homes, provided that the overall density of the park does not exceed 12 units per acre. Each space shall be at least 30 feet wide and 40 feet long.
3. Setbacks and Building Separation. The minimum setback between park structures and abutting properties is 5 feet. The minimum setback between park structures and public street right-of-way is 15 feet. At least a 10-foot separation shall be provided between all dwellings. Dwellings shall be placed a minimum of 14 feet apart where flammable or combustible fuel is stored between units. Park structures shall be placed no closer than 5 feet to a park street or sidewalk/pathway. An accessory structure shall not be located closer than 6 feet to any other structure or dwelling, except that a double carport or garage may be built which serves 2 dwellings. When a double carport/garage is built, the carport/garage shall be separated from all adjacent structures by at least 3 feet.
4. Perimeter landscaping. When manufactured dwellings are oriented with their back or side yards facing a public right-of-way, ~~the City may require~~ installation of fencing and planting of a 10 foot wide landscape buffer between the right-of-way and a manufactured ~~home dwelling~~ park is required for the privacy and security of residents or aesthetics of the streetscape.
5. Dwelling design ~~(for parks smaller than 3 acres). Manufactured Dw~~ellings in parks ~~smaller than 3 acres~~ shall meet the following design standards:
 - a. The ~~manufactured~~ dwelling shall have a pitched roof with a slope not less than 3 feet in height for each 12 feet in width (14 degrees); and
 - ~~b. The manufactured dwelling shall have exterior siding and roofing which in color, material and appearance are similar or superior to the exterior siding and roof material used on nearby residences (e.g., horizontal wood or wood appearance siding is considered "superior" to metal siding and roofing).~~
 - ~~c. b.~~ Exception: Subsections a-b, above, do not apply to manufactured home parks that existed within the City prior to the effective date of this Code.
 - c. For tiny home dwelling standards, refer to Subsection 16.05.150.F.

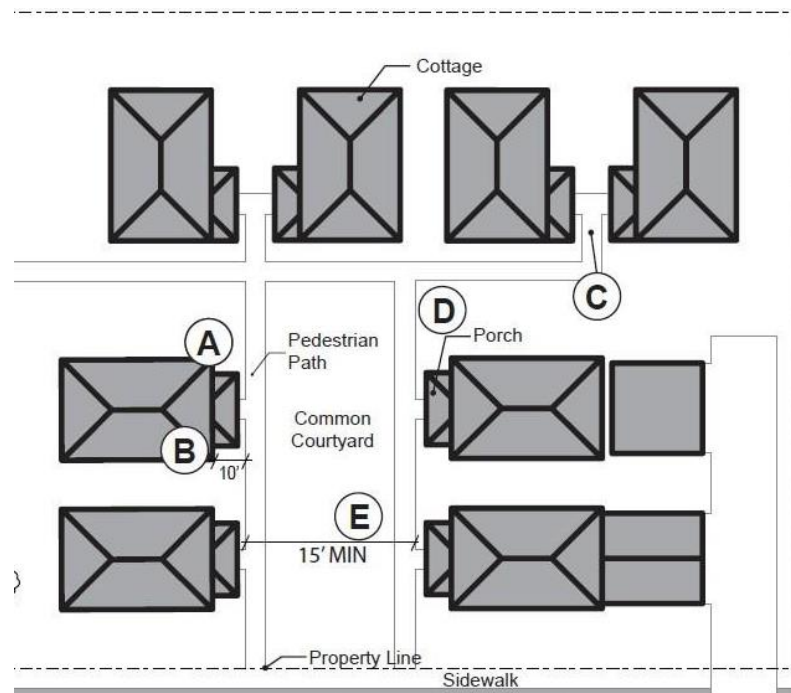
F. Cottage Clusters

Cottage clusters shall meet the standards of this section in addition to any other applicable zoning or development standards. Wherever these standards conflict with requirements in other sections, the standards of this section shall take precedence.

1. Building Separation. Cottages shall be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall be in accordance with building code requirements.
2. Maximum Unit Size. The maximum floor area for a cottage within a cottage cluster is 900 square feet.
3. Building Height. The maximum building height for all structures is 25 feet.
4. Cottage Orientation. Cottages must be clustered around a common courtyard, meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet the following standards:
 - a. Each cottage within a cluster must either abut the common courtyard or must be directly connected to it by a pedestrian path.
 - b. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and must:
 - (1) Have a main entrance facing the common courtyard;
 - (2) Be within 10 feet from the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and
 - (3) Be connected to the common courtyard by a pedestrian path.
 - c. Cottages within 20 feet of a street property line may have their entrances facing the street. Such street-facing cottages shall count toward the minimum 50 percent orientation requirement in subsection 5.b of this section.
 - d. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.
5. Common Courtyard Design Standards. Each cottage cluster must share a common courtyard in order to provide a sense of openness and community of residents. Common courtyards must meet the following standards:
 - a. An individual common courtyard must be a single, contiguous piece.
 - b. Cottages must abut the common courtyard on at least two sides of the courtyard.
 - c. An individual common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster (as defined in subsection 5).
 - d. The common courtyard must be a minimum of 20 feet wide at its narrowest dimension.
 - e. The common courtyard shall be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational

amenities. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard area.

- f. Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.

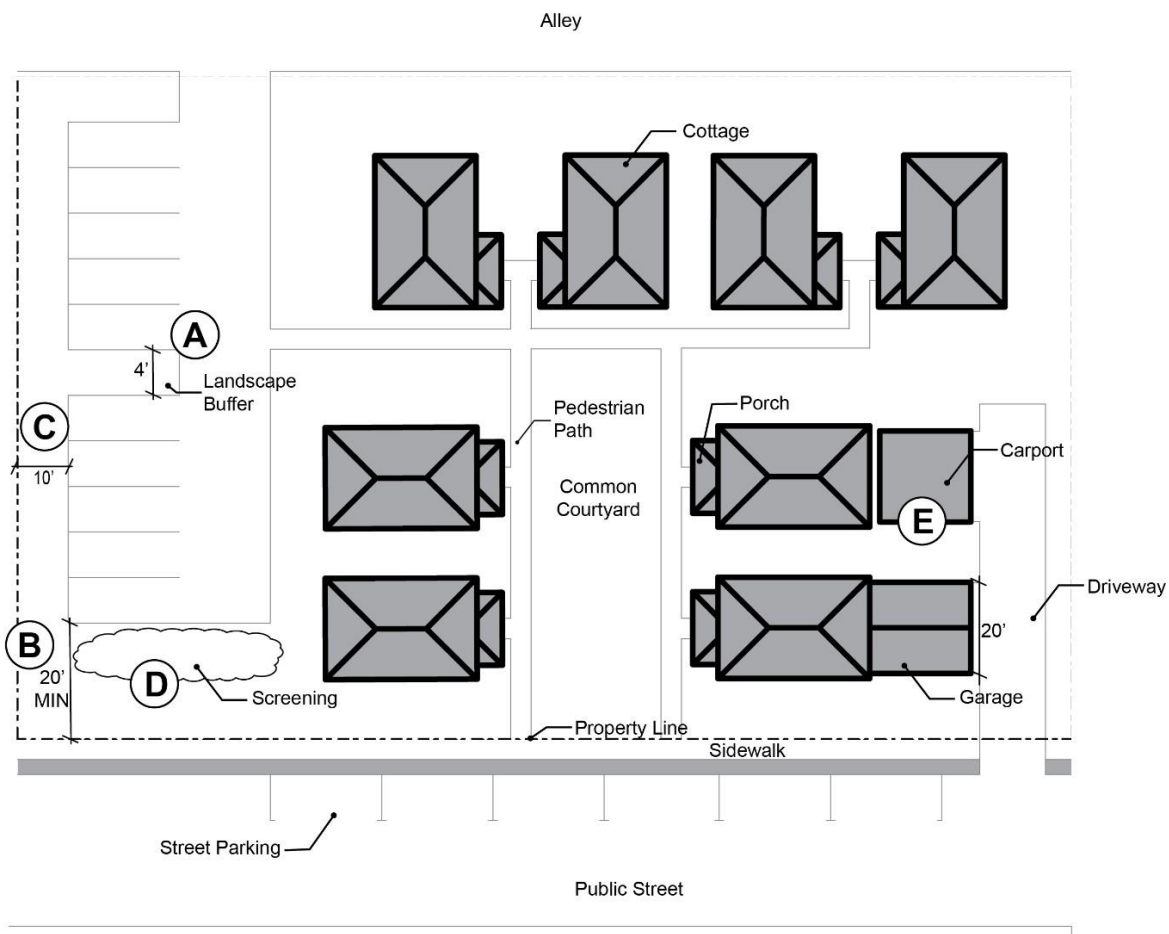


- A** A minimum of 50% of cottages must be oriented to the common courtyard.
- B** Cottages oriented to the common courtyard must be within 10 feet of the courtyard.
- C** Cottages must be connected to the common courtyard by a pedestrian path.
- D** Cottages must abut the courtyard on at least two sides of the courtyard.
- E** The common courtyard must be at least 20 feet wide at its narrowest width.

6. Community Buildings. Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards:
 - a. Each cottage cluster is permitted one community building, which shall count towards the maximum average floor area, pursuant to subsection (3).
 - b. The community building must not exceed 1,400 square feet in floor area.
7. Pedestrian Access.
 - a. An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following:
 - (1) The common courtyard;
 - (2) Shared parking areas;
 - (3) Community buildings; and
 - (4) Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks.
 - b. The pedestrian path must be all-weather hard-surfaced and a minimum of four (4) feet wide.
8. Parking Design.
 - a. Clustered parking. Off-street parking may be provided with individual cottages or arranged in clusters, subject to the following standards:
 - (1) Cottage cluster projects with fewer than 16 cottages are permitted parking clusters of not more than five (5) contiguous spaces.
 - (2) Cottage cluster projects with 16 cottages or more are permitted parking clusters of not more than eight (8) contiguous spaces.
 - (3) Parking clusters must be separated from other spaces by at least four (4) feet of landscaping.
 - (4) Clustered parking areas may be covered.
9. Parking location and access.
 - a. Off-street parking spaces and vehicle maneuvering areas shall not be located:
 - (1) Within of 20 feet from any street property line, except alley property lines;
 - (2) Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.
 - b. Off-street parking spaces shall not be located within 10 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.
10. Screening. Landscaping, fencing, or walls at least three (3) feet tall shall separate clustered parking areas and parking structures from common courtyards and public streets.

Final Draft Code Updates

11. Accessory Structures. Accessory structures must not exceed 400 square feet in floor area.
12. Existing Structures. On a lot or parcel to be used for a cottage cluster project, an existing detached single-unit dwelling or duplex on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:
 - a. The existing dwelling may be nonconforming with respect to the requirements of this code.
 - b. The existing dwelling may be expanded up to the maximum height in subsection 4; however, existing dwellings that exceed the maximum height and/or footprint of this code may not be expanded.
 - c. The floor area of the existing dwelling shall not count towards the maximum average floor area of a cottage cluster.
13. The existing dwelling shall be excluded from the calculation of orientation toward the common courtyard, per subsection 5.a.

**G. Tiny Homes**

Tiny homes shall meet the standards of this section in addition to any other applicable zoning or development standards. Wherever these standards conflict with requirements in other sections, the standards of this section shall take precedence.

1. Tiny homes are allowed as accessory dwellings, in cottage clusters, and in manufactured dwelling parks, subject to their respective standards.
2. Tiny homes may or may not be on wheels.
3. Tiny homes shall be on a hard, all-weather surfaced slab, or foundation.
4. Tiny homes shall have a pitched roof with a slope not less than 3 feet in height for each 12 feet in width (14 degrees).
5. Tiny homes on a chassis or wheels shall provide skirting around the perimeter of the support structure.
6. Each tiny home must connect to water and sewer services.

16.05.160 SITE AREA STANDARDS FOR MULTI-FAMILY HOUSING

Where multi-family housing is allowed, it shall conform to all of the following standards, which are intended to promote livability for residents and compatibility with nearby uses.

A. *Minimum Site Areas*

The minimum site area per dwelling unit shall be as described in Table 16.05-13 for all multiple-family dwellings and condominiums as defined in Chapter 16.32 (Glossary).

TABLE 16.05-13: SITE AREA PER DWELLING UNIT		
Unit Type	Minimum Standard	With 20% Density Bonus
Studio	1,100 square feet	884 square feet
One Bedroom	1,550 square feet	1,244 square feet
Two Bedroom	2,000 square feet	1,604 square feet
Three Bedroom	2,425 square feet	1,940 square feet
Four or More Bedrooms	2,750 square feet	2,204 square feet

B. *Affordable Housing ~~Density~~ Bonuses (Twenty Percent)*

1. Affordable Housing: As defined by the US Housing and Urban Development Department (HUD), a household should pay no more than 30% of its gross monthly income for housing. Means housing affordable to a certain percentage of the population earning a specified level of income and spending no more than 30 percent of their income on housing expenses. Affordable Housing is housing that requires no more than 30% of the monthly income of a household that has income at or below 80% of the area median. Affordable Housing thus

- means housing (including necessary and essential utilities) for which persons or families pay 30 % or less of their gross income.
2. Density Bonus. As shown in Table 16.05-13, the number of permitted dwelling units allowed by the minimum site area requirements may be increased by 20% provided that at least half of these additional units are available at costs acceptable by the State as Affordable Housing. The Affordable Housing units must be similar in the floor area and number of bedrooms to the other additional units and may be provided off-site. Proposals with the following maximum densities are eligible for corresponding density increases:
 - a. For property with existing maximum density of 16 or fewer units per acre, 200 percent of the existing density;
 - b. For property with existing maximum density of 17 or more units per acre and 45 or fewer units per acre, 150 percent of the existing density; or
 - c. For property with existing maximum density of 46 or more units per acre, 125 percent of the existing density.
 3. Height Bonus.
 - a. For property with existing maximum density of 16 or fewer units per acre, 12 additional feet;
 - b. For property with existing maximum density of 17 or more units per acre and 45 or fewer units per acre, 24 additional feet; or
 - c. For property with existing maximum density of 46 or more units per acre, 36 additional feet.
 4. Parking Bonus. Development proposals where a minimum number of proposed affordable units reflect the percentages in Table XX are eligible for a corresponding reduction in off-street parking.

<i>Minimum % of affordable units</i>	<i>Off-Street Parking Reduction</i>
<u>40% affordable units</u>	<u>10% reduction</u>
<u>75% affordable units</u>	<u>15% reduction</u>
<u>100% affordable units</u>	<u>20% reduction</u>

5. Open Space Bonus. The amount of required open space may be reduced pursuant to Table 16.05-14.

Table 16.05-14 Open Space Bonus

<u>% of affordable units</u>	<u>Minimum Open Space Requirement – Less than 0.25 miles walking distance from public park</u>	<u>Minimum Open Space Requirement – Greater than 0.25 miles walking distance from public park</u>
<u>0-10% affordable units</u>	<u>25% open space minimum</u>	<u>20% open space minimum</u>

<u>10%-25% affordable units</u>	<u>15% open space minimum</u>	<u>10% open space minimum</u>
<u>25%-50% affordable units</u>	<u>10% open space minimum</u>	<u>0% open space minimum</u>
<u>>50% affordable units</u>	<u>0% open space minimum</u>	<u>0% open space minimum</u>

6. Lot Coverage Bonus. The lot coverage percentage may be increased pursuant to Table 16.05-15.

Table 16.05-15 Lot Coverage Bonus

<u>% of affordable units</u>	<u>Maximum Coverage</u>
<u>5-10% affordable units</u>	<u>70% max coverage</u>
<u>10%-25% affordable units</u>	<u>80% max coverage</u>
<u>>25% affordable units</u>	<u>90% max coverage</u>

7. The developer is required to enter into a legally enforceable, assignable contract with a local, regional and/or state housing agency who will assume all responsibility for identifying, placing and managing the qualifying household. In the circumstance of off-site units, the developer will provide agency determined equivalent rent payments and the agency will assume all other responsibilities.
8. Site area reduction Affordable housing bonuses are subject to approval by the Planning Official and/or Planning Commission. Developments qualifying for the above ~~density~~ bonuses must comply with all other applicable development and improvement standards and codes required by the City of Lebanon and the requirements of ~~this zone including setbacks, parking, open space, and so on the underlying zone.~~

9. Exceptions. The City may reduce proposed increases in density or height as allowed in subsections B.2 and B.3 where necessary to address health, safety or habitability issues, including fire safety, or to comply with a protective measure adopted pursuant to a statewide land use planning goal provided the City adopts findings supported by substantial evidence demonstrating the necessity of this reduction.

16.05.170 OPEN SPACE AND SITE DESIGN REQUIREMENTS FOR MULTI-FAMILY HOUSING

[...]

E. Common Open Space

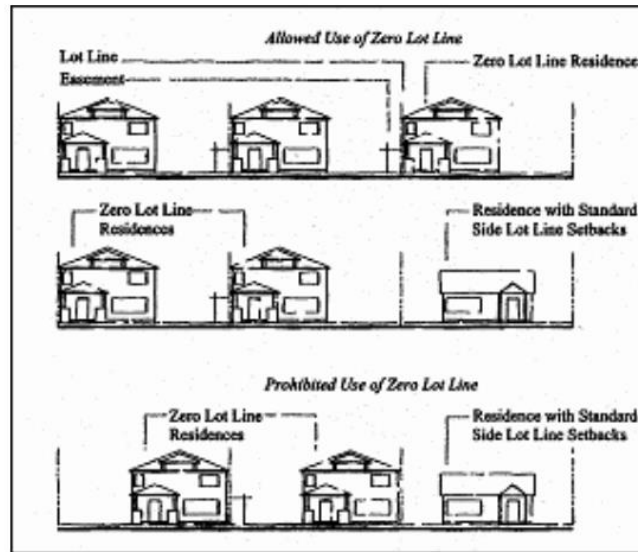
1. The minimum required common open space, ~~regardless of any bonuses or reductions~~, is 1,000 square feet inclusive of children's play areas.

16.05.180 – ZERO LOT LINE HOUSING

- A. Introduction. Zero-lot line houses are subject to the same standards as non-attached single-family housing, ~~except that a side yard setback is not required on one side of the lot, as generally shown in Figure 16.05.2. The standards for zero-lot line housing are intended to ensure adequate outdoor living area, compatibility between adjacent buildings, and access to~~

side yards for building maintenance. Zero lot line housing also includes attached dwellings. All zero lot line houses shall conform to all of the criteria in the subsections below. provided the requirements of 16.05.180.B and .C are met.

Figure 16.05-2: Zero-Lot Line Housing Examples



- ~~B. Site Design Review Required. Site Design Review is required for new zero-lot line developments. When a zero-lot line development is proposed as part of a Land Division, Planned Development, or other application, the Site Plan Review may be combined with the other application(s).~~
- ~~C. Setbacks for Primary and Accessory Structures. The allowance of a zero side yard setback is for one single family dwelling, or attached or stacked duplex, on each lot; it does not extend to accessory structures which shall conform to the applicable setback requirements of the zone.~~
- ~~D. Construction and Maintenance Easement. Prior to building permit approval, the applicant shall submit a copy of a recorded easement (unless there is a common wall) for every zero-lot line house that guarantees access onto adjoining lot for the purpose of construction and maintenance of the zero-lot line house. The easement shall require that no fence or other structure shall be placed in a manner that would prevent maintenance of the zero-lot line house. The easement shall not be less than ten feet wide and shall not preclude the adjoining owner from landscaping the easement area.~~
- B. Any residential dwelling unit or accessory structure may be located on the interior property line where the proposed building does not have openings or windows in the wall facing the adjacent building.**
- C. For interior property lines where no setback is proposed, a maintenance easement must be recorded on the abutting property deed or plat. The width of the easement shall be five feet. This easement is not revocable without City approval through an Administrative Procedure pursuant to Section 16.20.040.**

D. The interior setback for attached housing units shall be zero where the units adjoin; all other setbacks shall conform to this Code.

16.06.050 RESIDENTIAL USES ALLOWED IN THE MIXED USE ZONES

Table 16.06-2: Residential Land Uses Allowed in the Mixed Use Zone	
Land Uses (Examples of land uses are in Chapter 16.03; definitions are in the Glossary, Chapter 16.32.)	Mixed Use Zone (Z-MU)
(See page 8 of Chapter 16.03 for further details and listings regarding Residential Uses)	
Residential Uses with <u>Class I</u> Impacts:	
Single Family Unit (not attached)	OP
Small Lot Single-unit (not attached)	OP
Accessory Dwelling	OP
Accessory Structures (with a permitted use) <ul style="list-style-type: none"> no taller than 25ft. and no larger than 1,000 square feet of building footprint taller than 25 ft. or larger than 1,000 square feet of building footprint 	OP
Duplex (2 dwellings sharing a common wall on one lot) -- One duplex on a lot	OP
Manufactured Dwelling	OP
Family Child Care in a Home	OP
Other Residential Uses such as Bed & Breakfasts, Home Occupations	MR
Other Residential Uses such as Hospice	AR
Residential Uses with <u>Class II</u> Impacts:	
Town House/Rowhouse (2 or more common-wall single family dwellings), each on its own lot	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Cottage Cluster (2-4 single family dwellings on one lot)	AR
Zero Lot Line Housing (may include one common wall)	AR

Final Draft Code Updates

Multifamily (3 or more dwellings on lot), includes Triplexes, Apartments, Senior Housing, Assisted Living, & Single Room Occupancies, Boarding or Rooming Facilities	AR 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Other Residential Uses such as Nursing and Convalescent Homes, Retirement Center Apartments	AR
<u>Conversion of existing commercial structure to a residential use</u>	AR
<u>Affordable Housing (as defined in 16.19.120)</u>	AR (subject to 16.19.120)
Residential Uses with <u>Class III</u> Impacts:	
State Regulated Special Residential Units	
<ul style="list-style-type: none"> Group Living Homes (5 or fewer) Group Facility (6+) 	AR-OP CU for 6 or more AR
Manufactured Home <u>Dwelling</u> Park	CU-AR
Other Residential uses such as Dormitories, and Houseboats	CU-AR
Key: OP = Outright Permitted (Building Permit issued after a site review); MR = Ministerial Review; AR = Permitted with Administrative Review; CU = Conditional Use approval required (Chapter 16.21); N =Not permitted; * = Number of Units following an AR or CU designation. Also see Table 16.06-1: Characteristics of Major Land Use Actions Matrix -- Projects in the Mixed Use Zone Requiring a Planned Development Review (Chapter 16.23).	

16.07.050 RESIDENTIAL USES ALLOWED IN THE NEIGHBORHOOD MIXED USE ZONES

Table 16.07-2: Residential Land Uses Allowed in the Neighborhood Mixed-Use Zone (Z-NMU)	
Land Uses	
(Examples of uses are in Chapter 16.03; definitions are in the Glossary, Chapter 16.32.)	
(See page 8 of Chapter 16.03 for further details and listings regarding Residential Uses)	
Residential Uses with Class I Impacts:	
Single Family Unit (not attached)	OP
<u>Small Lot Single-unit (not attached)</u>	OP
Accessory Dwelling	OP
Accessory Structures (with a permitted use) -no taller than 25ft. and no larger than 1,000 square feet of building footprint taller than 25 ft. or larger than 1,000 square feet of building footprint	OP AR
Duplex (2 dwellings sharing a common wall on one lot) -- One duplex on a lot	OP

Final Draft Code Updates

Manufactured Dwelling	OP
Family Child Care in a Home	OP
Other Residential Uses such as Bed & Breakfasts, Home Occupations	MR
Other Residential Uses such as Hospice Facilities	AR
Residential Uses with Class II Impacts:	
<ul style="list-style-type: none"> Town House/Rowhouse (2 or more common-wall single family dwellings), each on its own lot, 	AR up to 19 CU for 20 or more 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Cottage Cluster (2-4 single family dwellings on one lot)	CU-AR
Zero Lot Line Housing (may include one common wall)	AR
Multifamily (3 or more dwellings on lot), includes Triplexes, Apartments, Senior Housing, Assisted Living, & Single Room Occupancies, Boarding or Rooming Facilities	AR up to 19 CU for 20 or more 19 DU or less- Staff Review 20 DU or more- Planning Commission Hearing
Conversion of existing commercial structure to a residential use	AR
Affordable Housing (as defined in 16.19.120)	AR (subject to 16.19.120)
Other Residential Uses such as Nursing and Convalescent Homes, Retirement Center Apartments	MR
Residential Uses with Class III Impacts:	
State Regulated Special Residential Units <ul style="list-style-type: none"> Group Living Homes (5 or fewer) Group Facility (6+) 	AR OP
	CU AR for 6 or more
Manufactured Home Dwelling Park	N
Other Residential uses such as Dormitories, and Houseboats	CU-AR
Key: OP = Outright Permitted (Building Permit issued after a site review); MR = Ministerial Review; AR = Permitted with Administrative Review; CU = Conditional Use approval required (Chapter 16.21); N =Not permitted; * = Number of Units following an AR or CU designation. Also see Table 16.07-1: Characteristics of Major Land Use Actions Matrix -- Projects in a NMU Zone Requiring a Planned Development Review (Chapter 16.23).	

16.08.050 RESIDENTIAL USES ALLOWED IN THE COMMERCIAL ZONES

Table 16.08-2: Residential Land Uses Allowed in Commercial Zones

Final Draft Code Updates

Land Uses (Examples of land uses are in Chapter 16.03; definitions are in the Glossary, Chapter 16.32.)	Neighborhood Commercial Zone (Z-NCM)	Central Business Commercial Zone (Z-CCM)	Highway Commercial Zone (Z-HCM)
(See page 8 of Chapter 16.03 for further details and listings regarding Residential Uses)			
Residential Uses with <u>Class II</u> Impacts:			
<u>Conversion of existing commercial structure to a residential use</u>	<u>AR</u>		
<u>Affordable Housing (as defined in 16.19.120)</u>	<u>AR (subject to 16.19.120)</u>		

16.08.080 PUBLIC USES ALLOWED IN THE COMMERCIAL ZONES

Table 16.08-5: Public (Civic or Institutional) Land Uses Allowed in Commercial Zones			
(See page 18 of Chapter 16.03 for further details and listings regarding Public Uses)			
Use Categories	Z-NCM	Z-CCM	Z-HCM
Public Uses with <u>Class III</u> Impacts:			
Public Uses such as Shelters for Short Term or Emergency Housing (e.g., Homeless Shelters) when operated by a Public or Non-profit Agency	<u>N-CU</u>	<u>CU</u>	<u>CU</u>

16.10.050 RESIDENTIAL USES ALLOWED IN THE PUBLIC USE ZONE (Z-PU)

Residential Uses with <u>Class II</u> Impacts:	
<u>Affordable Housing (as defined in 16.19.120)</u>	<u>AR (subject to 16.19.120)</u>

16.11.070 FLOOD PLAIN OVERLAY ZONE

Manufactured dwelling: ~~A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".~~ Includes residential trailers, mobile homes, and manufactured homes. (1) Residential Trailer: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, is being used for residential purposes and was constructed before January 1, 1962. (2) Mobile Home: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy that is being used for residential purposes and was constructed between January 1, 1962 and June 15,

1976, and met the construction requirements of Oregon mobile home law in effect at the time of construction. (3) Manufactured Home: a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy that is being used for residential purposes and was constructed on or after June 15, 1976 in accordance with federal safety standards regulations in effect at the time of construction.

16.12.030 – MOTOR VEHICLE ACCESS MANAGEMENT REQUIREMENTS

[...]

Q. Flag Lot Standards.

1. Connections to the State Highway System or City Arterials. Flag lots shall not be permitted when the results would be to increase the number of driveways requiring direct and individual access connections to the state highway system, or city arterial streets.
2. Planning Objectives and Residential Development. Flag lots may be permitted for residential development when necessary to achieve planning objectives, such as reducing direct access to roadways, providing internal platted lots with access to a residential street, infill development, redevelopment, or preserving natural or historic resources.
3. Conditions of Flag Lot Creation. Flag lots may be created only when a through street or mid-block lanes cannot be extended to serve abutting uses or future development. A flag lot driveway ("flag pole" or "pan handle") may serve no more than two **dwelling units, including accessory dwellings and dwellings on individual lots, unless the fire codes and standards adopted by the city and/or the Lebanon fire district are met for more units. When such standards are met, the maximum number of dwellings shall be four individual lots with a maximum of four dwelling units (maximum two dwelling units per individual lot served by flag lot driveway).** A driveway serving more than one lot shall have a reciprocal access and maintenance easement recorded for all lots. No fence, structure or other obstacle shall be placed within the driveway area. The fire marshal may require an emergency turn-around.

16.14.030 – EARNED PARKING REDUCTIONS

- ~~A.~~ The amount of vehicle parking may be reduced by one space for every eight bicycle parking spaces **or every four covered bicycle parking spaces**, not to exceed ~~ten~~ **fifteen** percent of required vehicle parking spaces.
- ~~B.~~ **The amount of vehicle parking may be reduced by one space for each four additional covered bicycle parking spaces provided over the minimum requirement, not to exceed ten percent of required vehicle parking spaces.**
- ~~C.~~ **The above parking reductions may be used on a single development, provided the total reduction does not exceed fifteen percent of required vehicle parking spaces.**

16.14.070 SPACE REQUIREMENTS FOR OFF-STREET PARKING**A. Space Requirements for Off-Street Parking (Table 16.14.070-1)**

Space requirements for off-street parking shall be as listed in this section in **Table 16.14.070-1**.

Table 16.14.070-1: Off-Street Parking Requirements for Motor Vehicles and Bicycles by Types of Uses		
Use	Vehicle Parking Spaces	Bicycle Parking Spaces
1. Residential		
(a) Single family <u>unit</u> dwellings	2 spaces per dwelling unit	None required
(b) Duplexes	1 space per dwelling	None required
(c) Multiple Family Dwellings	2.25 spaces/unit ¹	0.5 spaces per unit
(d) Senior-Citizen apartments	1 space per bedroom	2 percent of required vehicle parking, or 4 spaces, whichever is greater
(e) Rooming or boarding house	Spaces equal to 80 percent of the number of guest accommodations plus one additional space for the owner or manager.	1 space for every 5 guest rooms, or 4 spaces, whichever is greater.
(f) Manufactured Home Dwelling Park	2 spaces per dwelling, plus 1 visitor space for each 10 dwelling spaces	None required
<u>(e) Small Lot Single-unit dwellings</u>	<u>2 spaces per dwelling unit</u>	<u>None required</u>
<u>(f) Cottage Clusters</u>	<u>Single bedroom or studio: 1 space per dwelling unit</u> <u>Two or more bedrooms: 2 spaces per dwelling unit</u>	<u>None required</u>
<u>(g) Tiny Homes</u>	<u>Tiny home ADU: 0 spaces per dwelling unit</u>	<u>None required</u>

	<u>Tiny homes in a manufactured dwelling park or cottage cluster : 1 space per unit</u>	
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16.15 LANDSCAPING, STREET TREES, FENCES AND WALLS

[...]

16.15.020 Landscaping and Screening

[...]

f. Buffering and Screening Required for Parking Lots and Service Areas

Buffering and screening are required under the following conditions, except for single family dwellings, ~~and~~ duplexes, and cottage clusters:

[...]

3. Irrigation

Irrigation is required of all new development, except single family homes, ~~and~~ duplexes, and cottage clusters.

[...]

E. Landscape Plans

Except for single family dwelling on a single lot (but not excluding subdivisions), ~~and~~ duplexes, and cottage clusters, landscape plans shall be submitted showing all existing and proposed landscape areas.

F. Completion of Landscaping

[...]

2. Except for single family dwelling on a single lot (but not excluding subdivisions), ~~and~~ duplexes, and cottage clusters, a final Certificate of Occupancy shall not be granted until either landscaping is completed or an adequate bond or other security is posted for the completion of the landscaping, and the City is given written authorization to enter the property.

16.19.040 ~~MANUFACTURED~~ SINGLE-UNIT DETACHED DWELLING PLACEMENT STANDARDS

The following standards apply to the placement of manufactured single-unit detached dwellings on individual lots in residential zones ~~outside of mobile home parks and manufactured home subdivisions, except for those areas (neighborhoods) where they are inconsistent with established, historical or other identifiable architectural residential construction patterns. All manufactured homes on individual lots in residential zones shall:~~

~~A. Be multi-sectional (double wide or wider) and enclose a floor area of not less than 1,000 square feet.~~

- ~~B. Unless located within a designated flood hazard area, have backfill style foundations or skirting of pressure treated wood, masonry or continuous concrete footing wall construction complying with the minimum set-up standards of the adopted state Administrative Rules for Manufactured Dwellings, such that the manufactured home is located not more than 12 inches above original overall lot grade.~~
- ~~C. Have a roof with a nominal pitch of 3 feet in height for each 12 feet in width.~~
- ~~D. Not have bare metal siding or roofing, the siding shall be painted, and roofing and siding shall be in good serviceable condition without portions missing, damaged, cracked or otherwise defective.~~
- ~~E. Be certified by the manufacturer to have exterior thermal envelopes meeting the performance standards specified by state law for single family dwellings constructed under the state building code.~~
- ~~F. Have a garage or carport with exterior materials matching the residential unit.~~
- ~~G. Be subject to all other applicable Zoning Ordinance and Municipal Code requirements that apply to single family dwellings in residential zones.~~
- A. All dwellings must be on a foundation that meets the City's construction code and design requirements or the Oregon Manufactured Dwelling Installation Specialty Code as applicable and that does not exceed 12-inches above the finished grade.
- B. The primary dwelling must be a minimum of 20 feet in width at its narrowest dimension or include three or more of the design elements listed below (B.1 – B.15).
 1. Minimum 20% window coverage on every side of the building.
 2. Dormer(s) at least three feet wide.
 3. Covered porch entry with a minimum of 40 square foot covered front porch and a minimum five feet deep.
 4. Second story balcony that projects from the wall of the building a minimum of four feet and enclosed by a railing or parapet wall.
 5. Building face containing two or more off-sets of 16 inches or greater from one exterior wall to the other.
 6. Roof overhang of 16 inches or greater.
 7. Columns, pillars, or posts at least four inches wide and containing base materials for a total width of at least eight inches.
 8. Decorative gables with cross or diagonal bracing, shingles, trim, corbels, exposed rafter ends, or brackets (does not include a garage gable if the garage projects beyond the remaining portion of the primary street facing façade).
 9. Moulding above windows and doors that is at least six inches wide.
 10. Pilasters at least eight inches wide or chimneys.
 11. Shakes, shingles, brick, or stone occupying at least 60 square feet of the street façade.
 12. Bay or bow window(s) that extend a minimum of 12 inches outward from the main wall of a building and form a bay or alcove in a room within the building.
 13. Sidelight and/or transom windows associated with the front door or windows in the front door.
 14. Pitched roof with a slope not less than 3 feet in height for each 12 feet in width (14 degrees).

- C.** For manufactured dwelling units, the dwelling must be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards specified by state law for single-unit dwellings constructed under the state building code.

16.19.120 AFFORDABLE HOUSING ON NON-RESIDENTIAL OR PUBLIC LAND

Senate Bill 8 (2021) requires local governments to allow affordable housing without requiring a zone change or conditional use permit if certain criteria and standards are met. These requirements are implemented by this subsection.

A. Applicability.

- 1. Affordability.** The affordability of the units is enforceable, including as described in ORS 456.270 to 456.295, for a duration of no less than 30 years; and either
 - a. Each unit on the property is made available to own or rent to families with incomes of 60 percent or less of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; or
 - b. The average cost among all units on the property is made available to families with incomes of 60 percent or less of the area median income.
- 2. Ownership.** The housing will be owned by:
 - a. A public body, as defined in ORS 174.109, which includes state government bodies, local government bodies, and special government bodies; or
 - b. A nonprofit corporation that is organized as a religious corporation.
- 3. Zoning.** The property is zoned to allow the following uses outright:
 - a. Commercial uses, including the Mixed Use Zone (MU), Neighborhood Mixed Use (NMU), Neighborhood Commercial Zone (NCM), the Central Business Commercial Zone (CCM), and the Highway Commercial Zone (HCM).
 - b. Public land, which includes lands in the Public Use Zone (PU).

B. Standards. Only affordable housing developed pursuant to subsection 16.19.120.A is subject to the following standards.

- 1. Site Suitability.** The site shall be suitable for development of affordable housing. Affordable housing shall not be located on lands where the City determines that:
 - a. The development on the property cannot be adequately served by water, sewer, storm water drainage or streets, or will not be adequately served at the time that development on the lot is complete;
 - b. The property contains a slope of 25 percent or greater;
 - c. The property is within the Flood Plain Overlay Zone (FP-OZ);
 - d. The development of the property is constrained by land use regulations based on statewide land use planning goals relating to:
 - i. Natural disasters and hazards (SSD-OZ)
 - ii. Natural resources, including air, water, coastal, land or natural areas, but not including open spaces or historic resources (RIP-OZ)
 - e. The property is zoned for industrial use (IND).

2. **Density and Height in zones that don't allow housing:**
 - a. **Commercial zones – The maximum density shall be based on the maximum allowable density applicable to the contiguous/adjacent property with a residential zoning designation. If there is more than one contiguous/adjacent residential property, the zoning of the property with the greatest allowable density applies. If the site is not contiguous/adjacent to a residentially zoned site, then the density standards of the RH zone shall apply. The height standard of the base zone shall apply.**
 - b. **Public Use zone - The maximum density shall be based on the maximum allowable density applicable to the contiguous/adjacent property with a residential zoning designation. If there is more than one contiguous/adjacent residential property, the zoning of the property with the greatest allowable density applies. If the site is not contiguous/adjacent to a residentially zoned site, then the density standards of the RH zone shall apply. The height standard of the base zone shall apply.**
3. **Development and Design Standards.**
 - a. **Affordable housing projects allowed pursuant to this section are subject to the multifamily development standards of the underlying or adjacent residential zone. If the property does not border a residential zone, or if the underlying or adjacent residential zone does not allow multifamily development, then the affordable housing must follow the multihousehold development standards of the Residential High Density zone (RH).**
 - b. **Affordable housing projects allowed pursuant to this section are subject to the Open Space and Site Design Requirements for Multi-Family Housing (16.05.170) and are eligible for affordable housing open space bonuses in 16.05.160.**

16.19.130 EMERGENCY SHELTER CONVERSIONS AND AFFORDABLE HOUSING

- A. **Definitions. The definitions of "affordable housing," "conversion" and "lawful use" applicable to this section are specified below.**
 1. **"Affordable housing" means housing in which all units are affordable to households with incomes equal to or less than 60 percent of the area median income as defined in ORS 458.610 and whose affordability is enforceable by an affordable housing covenant, as described in ORS 456.270 to 456.295, for a duration of no less than 30 years.**
 2. **"Conversion" includes an alteration to a building that changes a building's intended use as a hotel or motel to an emergency shelter and/or changes the number of units but does not expand the building footprint. A conversion under this section is not a land use decision as defined in ORS 197.015.**
 3. **"Lawful use" includes a nonconforming use as described in ORS 215.130 (6) or any other local land use regulation allowing for the continuation of a use that was lawful when first enacted.**

B. Applicability Criteria. The proposal is for a conversion which meets one of the following.

1. The proposed conversion is from use as a hotel or motel, to use as an emergency shelter; or,
2. The proposed conversion is from use as a hotel or motel to use as affordable housing; or
3. The proposed conversion is from an emergency shelter to use as affordable housing.

C. Standards.

1. Site Suitability. The conversion of a hotel or motel to an emergency shelter or affordable housing pursuant to this section is not permitted on sites where the City determines that:
 - a. There is inadequate transportation access to commercial and medical services;
 - b. The site is zoned specifically for industrial uses (IND); or
 - c. The site is designated for a statewide land use planning goal relating to natural disasters or hazards, including flood plains (16.11.040 and 16.11.070) or mapped environmental health hazards unless the converted use complies with regulations directly related to the disasters or hazards.
2. Emergency Shelters. Conversion of a hotel or motel to an emergency shelter if no site alterations are proposed is subject only to the following standards:
 - a. Applicable building codes; and
 - b. Occupancy limits.
3. Affordable Housing. Conversion of a hotel or motel to affordable housing, or conversion of a hotel or motel that was previously converted to an emergency shelter to affordable housing are subject to the following standards:
 - a. Applicable building codes; and
 - b. Occupancy limits.
 - c. Standards applicable to multifamily uses in the High Density Residential Zone (RH).
 - d. Site alteration. Site alterations, including but not limited to alterations to parking areas and landscaping, are subject to the applicable standard in Chapter 16.05.

16.20.080 EXERCISING A LAND USE APPROVAL

[...]

B. Approval of Manufactured ~~Home~~ **Dwelling** Parks

The decision shall be considered exercised with the beginning of construction of facilities for servicing the site on which the manufactured homes are to be placed. This shall include, at a minimum, the construction of streets with final site grading or the pouring of concrete pads, or the extension or installation of utilities.

16.22.030 GENERAL REQUIREMENTS FOR PARTITIONS AND SUBDIVISIONS

[...]

A. ~~Lot Size Averaging~~

~~Single family and duplex residential lot size may be averaged to allow lots less than the minimum lot size in Residential zones, as provided by the provisions of Section 16.05.140 (Chapter 16.05).~~

16.30.020 – CONTINUATION OF A NONCONFORMING USE

- A. Subject to the provisions of this chapter, a nonconforming use of a structure (including fences) or a nonconforming use may be continued and maintained, but shall not be altered or expanded except as provided herein.
- B. The extension of a nonconforming use to a portion of a structure that was approved for such a use at the time of the adoption of this development code is not an expansion of a nonconforming use.
- C. In any ~~industrial or commercial~~ zone, a pre-existing **dwelling use** may be altered or expanded, provided that such alteration or expansion shall not **result in the use deviating further from the applicable standards of this development code.**
- D. In any industrial or commercial zone, a pre-existing dwelling may be altered or expanded provided that such an alteration or expansion shall not** exceed the ~~yard setback~~, lot coverage, and building height requirements of the residential mixed density (RM) zone for the use of the property.
- D E.** Notwithstanding the provisions of Section 16.30.030, a nonconforming structure reasonably capable of use only for a nonconforming industrial or commercial use may be re-established, changed, altered, or expanded upon as a conditional use.

16.30.030 – NONCONFORMING STRUCTURE

A structure (including fences) conforming as to use but nonconforming as **related** to ~~height, setback, lot coverage, or similar any~~ dimensional standard, may be altered or expanded if the alteration or expansion does not cause the structure to deviate further from the standards of this development code, and provided that such redevelopment meets all other applicable standards.

16.30.050 – CHANGE OF A NONCONFORMING USE

If a nonconforming use is changed **to a different use**, it shall be changed to a use conforming **the new proposed use must conform** to the regulations of the zone in which it is located.

16.32.020 MEANING OF SPECIFIC WORDS AND TERMS

CLUSTER: ~~A grouping of development. Specifically, the locations of structures on a given site in one area leaving the remainder of the land in open space.~~

[...]

COMMON COURTYARD: See common area.

COTTAGE CLUSTER: A grouping of no fewer than four dwelling units per acre, each with a floor area of less than 900 square feet, located on a single lot or parcel that includes a common courtyard. Cottage clusters that also meet the definition of “manufactured dwelling park” may be subject to additional requirements, pursuant to ORS 446.003 through 446.140. Cottage clusters are not the same as multifamily housing.

[...]

COTTAGE: A small house **or tiny home** that may be used as an accessory dwelling, or part of a **cottage** cluster ~~of similar sized homes.~~

[...]

DEVELOPMENT BONUS: The allocation of development rights that allow a parcel to accommodate additional residential units in exchange for a certain percentage of those units as affordable housing. Development bonuses may include but are not limited to bonuses for density, height, open space, or parking.

[...]

Family: (1) Two or more persons related by birth, marriage or adoption. (2) Two or more persons related by blood, legal adoption, guardianship or marriage living together; or (3) Except as may be modified by the Federal Fair Housing Law as it relates to handicapped persons, a group of ~~not more than 5 persons~~ **people** who need not be related (as above) living together in a dwelling unit.

DWELLING: Any room or group of rooms located in a residential building forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking, eating and sanitation of one **family household**, not including motel or hotel units. The installation of an additional gas, electric or water meter or separate sewer service is evidence of establishment of an additional dwelling unit. Except for manufactured dwellings as defined in ORS 446.003, all dwelling units shall be constructed to conform to the Oregon Structural Specialty Code, the Low-Rise Residential Dwelling Code, or the Small Home Specialty Code.

DWELLING, SINGLE-~~FAMILY UNIT~~ (DETACHED): A detached building, ~~or manufactured dwelling, other than a mobile home or trailer house,~~ **manufactured home, or prefabricated dwelling** designed for and occupied by not more than one **family household**, that is not attached to any other dwelling and is surrounded by open space and yards, and is the only primary dwelling unit on the Lot or Parcel, ~~or a part of a Cottage Cluster. A single-unit dwelling may also be referred to as a single “family” dwelling, home, or house in this Code.~~

DWELLING, SMALL LOT SINGLE-UNIT (DETACHED): A detached building, manufactured home, or prefabricated dwelling located on a single lot or parcel that is no larger than 2,500 square feet and is designed for and occupied by not more than one household, that is not attached to any other dwelling and is surrounded by open space and yards, and is the only primary dwelling unit on the Lot or Parcel.

[...]

GROUP LIVING FACILITY: A residential development with no fewer than two attached units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant, but require that the occupant share sanitary or food preparation facilities with other units in the occupancy. A group living facility may also be referred to as “single room occupancies” (SRO).

[...]

HOUSEHOLD: All the people who occupy an individual dwelling unit as their place of residence.

[...]

MANUFACTURED ~~HOME DWELLING~~ PARK: A place where four or more manufactured dwellings, **prefabricated dwellings, or tiny homes** are located within 500 feet of one another on a lot, tract or parcel of land under the same ownership, the primary purpose of which is to rent space to any person for a charge or fee paid or to be paid for the rental use of facilities or to offer space free in connection with securing the trade or patronage of such person. “Manufactured dwelling park” does not include a lot or lots located within an approved subdivision being rented or leased for occupancy by no more than one mobile home per lot if the subdivision was approved by the City.

[...]

PREFABRICATED DWELLING: A building or structural unit that has been in whole or substantial part manufactured at an off-site location to be wholly or partially assembled on-site, but does not include a ~~mobile home, trailer or recreational vehicle~~ **manufactured dwelling**.

[...]

TINY HOME: A detached dwelling that is not more than 400 square feet in size and conforms to the small home construction standards in ORS 455.616. A tiny home may or may not be on wheels. A recreational vehicle (RV) or trailer shall not be considered a tiny home.

EXHIBIT B
LEBANON CITY COUNCIL FINDINGS
Planning File No. DCA-25-01

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon City Council on the application of the City of Lebanon to amend the Lebanon Development Code.

II. BACKGROUND INFORMATION

The City wishes to amend the Lebanon Development Code to adopt code amendments to include various new housing options and amend existing housing types to comply with state law and implement the city's adopted Housing Production Strategy. Exhibit "A" contains the specific code amendments.

III. PUBLIC HEARINGS

A. Planning Commission Action

A public hearing was held on this application before the Lebanon Planning Commission on May 21, 2025. At that hearing, City Planning File No. DCA-25-01 was made a part of the record. The notice of the hearing was published in a manner consistent with the requirements in Chapter 16.20 of the Lebanon Development Code for a legislative review process. No objection was raised regarding jurisdiction, conflicts of interest, or evidence or testimony presented at the hearing.

After the public hearing, the Planning Commission deliberated on the issue and voted to recommend that the City Council adopt the proposed amendments to the Lebanon Development Code. The Commission found the proposed changes consistent with the applicable decision criteria..

B. City Council Action

The City Council conducted a public hearing to consider the application on June 11, 2025. At that hearing, City Planning File No. DCA-25-01 was made a part of the record. The notice of the hearing was published in a manner consistent with the requirements in Chapter 16.20 of the Lebanon Development Code for a legislative review process. No objection was raised regarding jurisdiction, conflicts of interest, or evidence or testimony presented at the hearing. After the hearing, the City Council found the proposed code amendments were consistent with the applicable decision criteria and approved the Ordinance.

IV. FINDINGS OF FACT-GENERAL

The Lebanon Planning Commission, after careful consideration of the testimony and evidence in the record, adopts the following General Findings of Fact:

A. The applicant is the City of Lebanon.

- B. The proposal includes amendments to the Lebanon Development Code to include various new housing options, amend existing housing types to comply with state law, and implement the city's adopted Housing Production Strategy. Exhibit "A" contains the specific code amendments.
- C. The decision to approve or deny shall be based on criteria in the Lebanon Development Code: Chapter 16.28 – Comprehensive Plan and Development Code Text Amendments.

V. APPLICATION SUMMARY

- A. The proposal includes amendments to the Lebanon Development Code related to various new housing options, amending existing housing types to comply with state law, and implementing the city's adopted Housing Production Strategy. Exhibit "A" contains the specific code amendments.
- B. The Department sent out notice of the Code amendments to affected agencies and the Department of Land Conservation (DLCDC). No comments have been received.

VI. CRITERIA AND FINDINGS

Chapter 16.28 of the Lebanon Development Code establishes the procedures and criteria for amending the text of both the Comprehensive Plan and Development Code.

- A. Section 16.28.010 identifies the purpose of text amendments, while Section 16.28.020 identifies the various types of amendments. The proposed changes involve only the text of the Development Code; amendments to the Comprehensive Plan are not required.
- B. Section 16.28.030 identifies those agents authorized to initiate a text amendment. Conforming to provisions in this Section, the City began implementing code changes associated with the adopted Housing Production Strategy.
- C. Section 16.28.040 requires the City Recorder to maintain records of all changes to the Development Code. This administrative process requires City compliance.
- D. Sections 16.28.050 and 16.28.060 require that all proposed amendments to the Comprehensive Plan Text be consistent with Oregon's Statewide Planning Goals and all adopted facility plans, including the Transportation System Plan. These Sections do not apply, as the proposal does not amend the Comprehensive Plan.
- E. Section 16.28.070 requires Development Code amendments be consistent with the City's Transportation System Plan.

RECOMMENDED FINDING: The proposed code amendments provide a variety of new housing choices, including small lot single-unit dwellings, recalibrating cottage clusters and manufactured dwelling parks, allowing for tiny homes on wheels in certain circumstances, modifying density bonus standards for affordable housing, and general updates for state law compliance for affordable housing. The small lot single-unit dwelling housing concept is the most significant code change. However, the minimum lot standard of 2,500 square

feet is consistent with the townhome standard currently authorized in the code, so the densities anticipated in the new development code are consistent with the existing code. As such, the Transportation System Plan has already considered the density level of development on residential street systems with the proposed lot configuration. As individual subdivisions are proposed, if the threshold is triggered for a project-specific Transportation Impact Analysis, the project would be analyzed for any off-site mitigation necessary to accommodate the increase in traffic. Cottage Clusters and Manufactured Dwelling Parks were already authorized in the code, and the proposed amendments provide for compliance with state law and industry calibration to support development opportunities. Still, as they were existing land use categories, they had been previously evaluated in the TSP. All other code changes will result in sporadic housing unit construction, creating minimal impact on the transportation system, and not result in any required amendments.

The transportation system within the residential zones is already designed to accommodate residential local traffic. As planned in the Transportation System Plan, including the anticipated capacity, the design of the local street system will not change.

- F. Section 16.28.080 outlines the process for text amendments. This legislative action under Chapter 16.20 requires hearings before the Planning Commission and City Council. The Commission reviews the request and makes a recommendation to the Council. The final decision on this matter rests with the City Council.
- G. Specific decision criteria are contained in Section 16.28.090. The City may approve a Development Code Amendment application if it satisfies the relevant Decision Criteria: Oregon Department of Land Conservation and Development administrative rules, applicable Statewide Planning Goals, applicable provisions of the Lebanon Comprehensive Plan, and any other applicable and relevant facility or special area plans, specific projects or goals adopted by the City.

RECOMMENDED FINDING: The following provides support for the criteria:

- 1. DLCD Administrative Rules – The Oregon Administrative Rules address various issues, including development on farmland, provisions for needed housing, requirements to expand an urban growth boundary, meeting natural resource planning requirements, and similar issues. Based on the submitted staff review and the fact that the DLCD did not identify specific Administrative Rules for the City to consider, it is concluded that no Administrative Rules apply to the proposed Code amendment.
- 2. Statewide Planning Goals – Compliance with the Statewide Goals is noted as follows:

Goal 1 - Citizen Involvement: The development code amendment process follows the legislative review process. A Post Acknowledgement Plan Amendment was filed with DLCD on April 15, 2025. A public notice was issued to all interested parties on April 28, 2025, and was published in the local newspaper to advertise the Planning Commission public hearing scheduled for May 21, 2025. At the May 21, 2025, Planning Commission meeting, the Planning Commission will hold a public hearing to solicit public comment and make a recommendation on the proposed code amendments to the City Council. In compliance with state law, a public notice will be issued 20 days before the City Council public hearing with information on how the public may participate in the City Council public hearing process and the recommendation made by the Planning

Commission. The City Council public hearing is scheduled for June 11, 2025. By following the legislative review process, the city is consistent with the intent of the Goal.

Goal 2, Land Use Planning: Statewide Planning Goal 2 requires that land use decisions be made through a coordinated and comprehensive planning process, supported by an adequate factual base and consistent with applicable plans and policies. Goal 2 also emphasizes the importance of coordination with affected governmental units and compliance with adopted procedures.

The proposed amendments to the Lebanon Development Code comply with Goal 2 based on the following findings:

1. Use of a Recognized Legislative Land Use Process

The City processed the Development Code amendments through its adopted legislative land use procedures, consistent with the Lebanon Development Code and Oregon Revised Statutes (ORS 197.610–197.650). This process included required public notice, a staff report outlining the basis for the amendments, and public hearings before the Planning Commission and City Council.

2. Code Update Guided by Public Engagement

A project Advisory Committee composed of community members, City staff, and representatives of the local development community informed the code update process. The committee reviewed preliminary draft code language and provided input on potential refinements to ensure the amendments were responsive to local development realities.

In addition, the City conducted public hearings, offered opportunities for written and verbal testimony, and held multiple public work sessions with the Planning Commission and City Council. These actions reflect a deliberate effort to ensure transparency, accessibility, and public input throughout the code revision process.

3. Coordination with Applicable Plans and Jurisdictions

The code update was coordinated internally with other City departments, including engineering and public works, and externally with the Oregon Department of Land Conservation and Development (DLCD). The amendments do not conflict with adopted facility plans or intergovernmental agreements, and other affected jurisdictions raised no objections during the notice period.

4. Factual Basis for Code Amendments

The proposed code changes are supported by the City's acknowledged Comprehensive Plan and existing land use framework. While no new factual studies were required for this update, the amendments are consistent with previously adopted findings supporting the Comprehensive Plan, and the City's Buildable Land Inventory remains valid and unchanged.

5. No Additional Plan Amendments Required

In accordance with ORS 197.296(6)(b), the cumulative effect of the code amendments is projected to result in no more than a three percent increase in residential zone capacity. Therefore, no additional analysis of public facility plans or amendments to the Comprehensive Plan is required in conjunction with these code changes.

The Development Code update was developed and adopted through a coordinated, transparent, and legally compliant legislative process. The city's actions align with its adopted procedures and are supported by the existing land use policy framework. As such, the code amendments are consistent with the requirements of Statewide Planning Goal 2.

Goal 3, Agricultural Lands: The proposal does not involve or affect farmland, so an exception to this goal is not required.

Goal 4, Forest Lands: The proposal does not involve or affect identified forestland. An exception to this goal is not required.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources: The proposed changes to the Code do not alter existing regulations that affect identified historic, cultural, or natural resources within Lebanon. This code amendment does not eliminate code requirements and overlay zones regarding protecting historical or natural resources.

Goal 6, Air, Water, and Land Resource Quality: Nothing in this amendment establishes or promotes land uses that adversely affect air, water, or resource quality.

Goal 7, Natural Hazards: The Code amendment does not alter development requirements for natural hazard areas; these remain in force.

Goal 8, Recreational Needs: The proposed changes do not create uses that adversely affect recreational opportunities or involve land identified for recreational purposes.

Goal 9, Economic Development: The code amendment is limited to residential and Mixed-Use zones. Residential development is already permissible in the mixed-use zone. As such, the code amendments would not diminish the City's ability to implement industrial or other employment development policies.

Goal 10, Housing: Statewide Planning Goal 10 requires comprehensive plans and implementing regulations to provide for the housing needs of Oregonians at all income levels. Local governments must ensure that their zoning and land use policies support a range of housing types and affordability levels. That sufficient buildable land is available to meet future housing needs. The proposed amendments to the Lebanon Development Code are consistent with Goal 10 based on the following findings:

1. Expanding Housing Choices Across Zones
The amendments increase the variety of housing types permitted in residential zones, including small lot single-family homes (down to 2,500 square feet), duplexes, cottage clusters, manufactured homes, and accessory dwelling units, including tiny homes. These changes ensure that housing can be developed in a wider range of forms, densities, and price points, consistent with HB 2001 and OAR 660-046.
2. Removing Regulatory Barriers to Infill Housing
The Development Code reflects the City's prior elimination of Section 16.05.110 (Residential Infill Standards), which imposed discretionary design standards on small-scale infill. Removing these standards streamlines review and permits housing on small or constrained lots using clear and objective criteria already established in base zoning. This action directly supports the efficient use of existing infrastructure and buildable land within the city limits.
3. Alignment with Housing Needs and Strategic Planning
The amendments implement key actions from Lebanon's 2023 Housing Production

Strategy (HPS), developed in response to the 2019 Housing Needs Analysis (HNA). The HNA identifies a need for 1,617 additional housing units by 2039 across various income levels. The updated code provides a responsive and flexible regulatory framework to support this production level, particularly for lower- and moderate-income households.

4. Compliance with ORS 197.296(6)(b)

Considering the City's adopted Buildable Land Inventory and the documented availability of land for development and redevelopment, the cumulative effect of the proposed code amendments is projected to result in no more than a three percent increase in zone capacity. As provided in ORS 197.296(6)(b), this level of capacity increase does not trigger the need for further analysis of public facility plans, transportation system plans, or comprehensive plan amendments at this time. The amendments represent policy refinement within the scope of the existing planning framework.

The proposed Development Code amendments fully comply with Statewide Planning Goal 10 by removing barriers to housing, expanding development options, and maintaining consistency with Lebanon's adopted land use framework and infrastructure capacity. The modest increase in residential capacity resulting from these amendments falls within the thresholds allowed under ORS 197.296(6)(b), requiring no further coordinated planning analysis.

Goal 11, Public Facilities and Services: The amendment does not affect the City's ability to provide public services or requirements for public service connections.

Goal 12, Transportation: The proposed Code revisions do not significantly increase the number of uses or activities beyond the currently anticipated buildout, nor do they change the use or road classifications that impact the City's transportation facilities.

Goal 13, Energy Conservation: The amendments are neutral regarding energy matters.

Goal 14, Urbanization: The proposed amendments address urban uses within an urban environment.

Goals 15 to 19, Willamette River Greenway, Estuarine Resources, Coastal Shores, Beaches and Dunes, Ocean Resources: The proposals do not involve land within the Willamette Greenway or coastal areas.

The proposed amendments are consistent with the Goal provisions or do not directly affect the Goal provisions.

3. Lebanon Comprehensive Plan – The Comprehensive Plan consists of ten Chapters, with each Chapter addressing specific land use issues such as housing or natural resources. Each Chapter is reviewed below:

- Chapter 1: Introduction - This introductory Chapter describes the Comprehensive Plan, its relationship to the Statewide Land Use Goals, the Citizen Involvement program, and key terminology. As introductory provisions, this Chapter does not directly apply to the proposed text amendments.

- Chapter 2: Natural Environment—This chapter addresses goals and policies related to the City’s natural environment.

This Chapter does not apply, as the Code amendments do not establish new regulations involving wetlands, wildlife habitat, or other resources identified as requiring preservation or protection.

- Chapter 3: Urbanization – This Chapter provides the basic framework for future urban development within the City, including public facility provisions and annexations.

As identified in the Goal 10 Findings for the Statewide Planning Goals, with consideration of the City’s adopted Buildable Land Inventory and the documented availability of land for both development and redevelopment, the cumulative effect of the proposed code amendments is projected to result in no more than a three percent increase in zone capacity. As provided in ORS 197.296(6)(b), this level of capacity increase does not trigger the need for further analysis of public facility plans, transportation system plans, or comprehensive plan amendments at this time. The amendments represent policy refinement within the scope of the existing planning framework. Based on the anticipated capacity increases, there are no needed amendments to the adopted facility master plans, transportation system plan, or the 2019 housing needs analysis.

- Chapter 4: Land Use—This Chapter details the goals and policies to ensure the City provides different types of land within City limits that are suitable for a variety of uses.

The Comprehensive Plan provides extensive opportunities for various housing types within each residential zone. Table 4-1 (City of Lebanon Comprehensive Plan Land Use Categories) identifies the purpose for each residential land use designation. The following policy supports the code amendments:

- *P-20: Permit and encourage compact residential development to provide more efficient land utilization and to reduce the cost of housing, public facilities, and services. The City encourages this type of development by offering incentives such as density and open space bonuses.*
- *P-22: Allow single-family residential development throughout all residential zones.*

Including small lot single-unit dwellings, cottage clusters, tiny homes, modifying the manufactured dwelling home park standards, and density bonus incentives all encourage compact residential development and provide more efficient land utilization, complying with the comprehensive plan.

- Chapter 5: Economic Development – This Chapter addresses population growth and economic development trends.

The proposed code amendments would provide additional housing opportunities within the residential zones, which may increase the population. This chapter does not contain goals or policies related to the code amendments.

- Chapter 6: Housing – This Chapter establishes the City’s Goals and Policies related to Housing.

The City of Lebanon’s proposed Development Code amendments are consistent with Chapter 6 of the Comprehensive Plan, which establishes goals, policies, and recommendations to meet the housing needs of current and future residents, in alignment with Statewide Planning Goal 10.

The code amendments implement specific strategies outlined in the City’s 2023 Housing Production Strategy (HPS), which was developed as a direct response to the housing needs identified in the City’s adopted 2019 Housing Needs Analysis (HNA) and is now an adopted element of the Comprehensive Plan. The HPS outlines a targeted, equity-focused approach to facilitate housing production for all income levels, emphasizing affordability, housing variety, and middle housing options.

The proposed amendments reflect these objectives by:

1. Expanding Housing Variety and Density Options

The amendments modify zoning standards to allow a broader range of housing types in residential zones, including small lot single-family dwellings, duplexes, cottage clusters, and accessory dwelling units. These changes directly support Comprehensive Plan Policies, which promote a mix of housing types, densities, and affordability levels throughout the city, including:

- *Policy P-30: Ensure that the Comprehensive Plan Map provides opportunities for a variety of housing types, densities and locations within the Urban Growth Boundary area including both the area inside the City limits and the Urban Growth Area.*
- *Policy P-31: Ensure that the Zoning Map or Land Use Map, any special zoning overlay maps and the Development Code provide opportunities for a variety of housing types, densities, and locations within the City Limits.*
- *Policy P-32: Recognize condominium ownership, manufactured housing, and attached single-family homes as legitimate and affordable housing alternatives and permit their development within the City.*
- *Policy P-37: Allow and encourage a variety of housing types to accommodate the demands of the local housing market.*

2. Promoting Affordability and Housing Accessibility

The code allows for density bonuses and more flexible development standards for affordable housing types, by:

- *Policy P-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.*
- *Policy P-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.*

It also simplifies infill development and encourages housing on smaller lots, supporting more attainable ownership options for middle-income households.

- *Goal G-2: Encouraging the availability of adequate numbers of needed housing units at price ranges and rent levels commensurate with the financial capabilities of community households, and to allow flexibility of housing location, type, and density.*

3. *Supporting Long-Term Growth and Equity Goals*

The amendments align with the Comprehensive Plan's long-range housing planning obligations:

- *Policy P-38: Plan for at least the number and type of new housing units by the year 2039 and all of the land and services needs required by such growth, as indicated in the 2019 Lebanon Housing Needs/Capacity Analysis.*
- *Policy P-40: Plan for choices in the housing marketplace and variety in housing types, density, and affordability for the projected population of the year 2039.*

using clear, objective standards to reduce barriers to development while prioritizing equitable outcomes (HPS, pp. 5–14). They also reinforce the city's commitment to fair housing and a more inclusive housing market

- *Policy P-33: Encourage the provision of housing for all people, regardless of age, race, color, religion, sex, national origin, or handicap status, and take special measures to ensure that no group or class of people is excluded from the community.*

In summary, the proposed code amendments are grounded in the data and goals presented in the 2019 HNA, implement adopted strategies in the Housing Production Strategy, and are consistent with the goals and policies of Chapter 6 of the Lebanon Comprehensive Plan. These updates are necessary to meet the City's housing obligations, support population growth, and ensure a diverse and affordable housing supply.

- **Chapter 7: Community-Friendly Development & Preservation of Historic Resources**—This Chapter focuses on policies that create a built environment suitable for the needs of a diverse population through a variety of uses scaled for the pedestrian and capable of accommodating the automobile and mass transit.

Policies in this Chapter focus on design elements to improve density and housing options while encouraging mixing or combining land uses (residential, commercial, industrial, public) to increase urban livability. Therefore, this Chapter does not directly apply.

- Chapter 8: Transportation—This Chapter addresses the city's transportation needs, emphasizing the creation of a variety of transportation options for pedestrians, bicyclists, vehicles, and mass transit.

The amendments do not change functional classifications or performance standards for transportation routes.

- Chapter 9: Public Facilities and Services—State law requires the city to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve development.

Uses allowed by the amendments do not prohibit or restrict the ability to provide necessary public services.

- Chapter 10: Plan Implementation, Amendment, and Land Use Planning Coordination – This Chapter establishes procedures for amending the Comprehensive Plan Map and Zoning Map.

This Chapter does not apply as the proposal amends only the Development Code text; there are no changes to the Comprehensive Plan or Zoning maps.

4. Other Facility Plans or Projects - In reviewing other documents, Department staff did not identify any plans or policies that apply to the proposed Code amendments.

VII. CONCLUSION

Based on the above findings, the City Council concludes that the proposed Development Code amendments are consistent with the applicable decision criteria.



MEMORANDUM

Finance Department

To: Mayor Jackola & Lebanon City Councilors
Ron Whitlatch, City Manager & Budget Officer

Date: June 11, 2025

From: Brandon Neish, Finance Director

Subject: FY25 Supplemental Budget

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, allows for either the transfer of appropriations or a supplemental budget to increase expenditure authority after a budget has been adopted. The 2025 fiscal year budget was adopted by the City Council on June 12, 2024. ORS 294.471 allows for the City Council to adopt a supplemental budget in certain cases.

II. CURRENT REPORT

There are two adjustments outlined in Resolution No. 2025-06 necessary to cover expenditures unanticipated in the current year. The first adjustment is needed in the General Fund to cover a trail project built by Build Lebanon Trails (BLT). The project was not originally planned for the current fiscal year but was built after BLT secured the necessary donation funds to complete the project. Since the project was not planned at the time the budget was adopted, no budget authorization existed and a supplemental budget is needed to authorize the expense. To offset the expenditures, BLT donated the funds to the City and the related revenue line will be increased as well. This adjustment is authorized under ORS 294.471(1)(a), an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.

The second adjustment requested seeks additional expenditure authority in the storm drainage fund under "Improvements" and offset with additional fund balance rolled from the prior year beyond the adopted budget. Projects that started in the prior fiscal year, 2024, were expected to be completed by June 30, 2024. Unfortunately, this timetable was not attainable. As a result, the funds were not spent in the prior year and rolled over into the beginning fund balance. The City seeks a supplemental budget to add the additional funds to the improvements line to cover the now completed project. This adjustment is authorized under ORS 294.471(1)(b), a pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action.

III. RECOMMENDATION

THE CITY THAT FRIENDLINESS BUILT

- Adopt Resolution No. 2025-06 authorizing a transfer in budget appropriations.

A RESOLUTION AUTHORIZING A SUPPLEMENTAL) RESOLUTION NO. 2025-06
BUDGET FOR THE CITY OF LEBANON)
)
)

WHEREAS, ORS 294.471 allows for the governing body to make a supplemental budget; and,

WHEREAS, ORS 294.471(1)(a) allows for a supplemental budget to address an occurrence or condition not ascertained when preparing the original budget; and,

WHEREAS, the trail extension at Gills Landing was still in fundraising stages with Build Lebanon Trails, a separate legal entity not associated with the City of Lebanon; and,

WHEREAS, Build Lebanon Trails secured the necessary financing to complete the trail segment; and,

WHEREAS, the trail construction, managed by the City was unplanned and unexpected; and,

WHEREAS, ORS 294.471(1)(b) allows for a supplemental budget to address a pressing necessity that could not be reasonably foreseen when preparing the original budget; and,

WHEREAS, the City had a reasonable expectation that projects being constructed related to the City storm drain system; and,

WHEREAS, the projects overran their original timelines for completion; and,

WHEREAS, the remaining funds left unspent at June 30, 2024 rolled into the current year beginning balance; and,

WHEREAS, ORS 294.473 requires public notice be posted five days prior to a public hearing when changes made by a supplemental exceed ten (10) percent from the expenditures in the budget as most recently amended; and,

WHEREAS, the supplemental budget adjustment proposed for the storm drainage fund exceeds the ten (10) percent threshold; and,

WHEREAS, notice of a public hearing to take place during the June 11, 2025 City Council meeting was distributed via a public meeting notice in the Democrat-Herald on May 29, 2025; and,

WHEREAS, a public hearing was held on June 11, 2025 during the City Council meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. Authorizes the following supplemental budget for the 2024-2025 fiscal year:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Adjustment</u>	<u>Amended Budget</u>
<u>General Fund</u>				
100-000-44505	Donations	45,000.00	194,492.00	239,492.00
100-920-72300	Improvements	-	194,491.91	194,491.91
<u>Storm Drainage</u>				
450-000-49901	Beginning Balance	284,469.00	225,000.00	509,469.00
450-920-72300	Improvements	325,000.00	225,000.00	550,000.00

Section 2. Section 1 of this resolution are effective immediately upon passage,

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTEST:

Julie Fisher, MMC, City Recorder



MEMORANDUM

Finance Department

To: Mayor Jackola, City Council
Ron Whitlatch, City Manager
From: Brandon Neish, Finance Director
Subject: State Revenue Sharing FY 2025-2026

Date: June 11, 2025

I. INTRODUCTION

Each year, the State of Oregon requires that a public hearing be held before the Budget Committee and the City Council regarding the uses of State Revenue Sharing. The hearing before the Budget Committee on the proposed uses was held on May 6, 2025. The hearing before the City Council is slated to take place during the City Council meeting on June 11, 2025 on the approved uses as recommended by the Budget Committee. The funds come from a variety of sources including, but not limited to, liquor taxes, marijuana taxes, and cigarette taxes. The Approved Budget for fiscal year 2025-2026 has budgeted revenue totaling \$552,320 as a non-dedicated revenue in the General Fund. The amount included in the budget is derived from an estimate provided by the League of Oregon Cities (included).

II. RECOMMENDATION

- Conduct a public hearing on the use of State Revenue Sharing in the Approved Budget.
- Adopt resolution no. 2025-07 to certify that the City provides services eligible to receive State Shared Revenue in accordance with ORS 221.760 and that the City elects to receive State Shared Revenues in accordance with ORS 221.770.



2025 **STATE SHARED REVENUE REPORT** with Estimates

Contact: Jenna Jones, LOC Tax and Finance Lobbyist:
jjones@orcities.org or (971) 416-6818

Table of Contents:

Executive Summary	3
State Shared Revenue Summary Forecast	5
Highway Trust Fund Revenues	6
Liquor Revenues	8
Marijuana Tax Revenues	10
Cigarette Tax Revenues	12
9-1-1 Emergency Communication Tax Revenues ..	14
2025 City Populations	16
City Apportionment of Highway Funds	18
Sources	20

2025 State Shared Revenues

City Budgeting Basics for the Five State Shared Revenues

By Jenna Jones, LOC Tax and Finance Lobbyist

Cities are expected to again receive payment from five different state shared revenue programs during the new fiscal year. Most shared revenues are distributed to cities based on population, but some use more complex distribution mechanisms. The five revenue sources are summarized below and include descriptions, forecast projection trends, and key legislative updates that may impact the revenue. The LOC encourages cities to join its advocacy efforts to protect and improve each of these vital revenue sources.

Using state projections, the LOC has produced estimates of state shared revenues for cities to utilize when formulating their budgets. Projections for distributions to cities may be revised throughout the year as revenues come in or as laws change. Cities are reminded that they must take necessary steps, including completing various required certifications and reports, to receive the revenues.

State Shared Revenue Background

City general funds in Oregon primarily come from property taxes, franchise fees, transient lodging taxes, fees for services and state shared revenues. As a key revenue source for cities, state shared revenues help provide basic services and meet community needs. When state shared revenue formulas were first established, local governments were generally preempted by the state from enacting or continuing to enact local taxes on the same item in exchange for a specified portion of the revenues collected by the state. Thus, these revenues should not be viewed as “shared revenues,” but rather as historical city and county revenues that are now collected by the state. Despite continued local revenue challenges and rising service costs, state shared revenues are often threatened through decreased shares for local governments as the state tries to balance their own budget. In addition, when the state increases its tax rate, it often does not include the increased revenues in the share provided to local governments.

2023-24 Total City Share	
Highway Trust Fund	\$238,300,000
Liquor Revenues	\$36,866,000
Marijuana Tax	\$5,094,000
Cigarette Tax	\$2,033,333
9-1-1 Tax	\$28,133,678

The Five State Shared Revenues

1. Highway Trust Fund Revenues (Gas Taxes, etc.)



In 2017, the Legislature approved a comprehensive transportation funding package (HB 2017) that significantly increased cities’ per capita funding. The package included a 10-cent gas and use fuel tax increase, and a 53% increase in the weight-mile tax (both phased in over a seven-year period), along with graduated registration and title fee increases.

From the cities’ total allocation, \$2.5 million is directed annually off the top to the special city allotment fund. The allocation is matched and administered by the Oregon Department of Transportation (ODOT) to provide competitive grants to small cities with a population less than 5,000. This is in addition to their per capita allocation (see ORS 366.805).

Long term growth in this revenue source will be tied to external factors like how teleworking trends, population growth, and moves toward more fuel efficient and electric vehicles. Additionally, another large-scale transportation package may pass in the 2025 legislative session, which could impact local revenues.

2. Liquor Revenues



Cities’ share of this state shared revenue is 34%, of which 20% is distributed per capita and 14% is distributed using a formula that factors in property taxes, population and income. The three major contributors to this revenue source are: the sale of distilled spirits; taxes on beer, wine and cider; and liquor licensing fees.

Distilled spirit sales make up more than 95% of this revenue source. The state maintains the exclusive right to sell packaged distilled spirits and sets the mark-up on products using a wholesale price formula. This means that the bulk of this state shared revenue source technically is based on profits, and not taxes.

At approximately 8 cents per gallon, or about 4 cents on a six-pack, Oregon’s beer and cider tax is one of the lowest in the country. In fact, Oregon’s beer tax rate has remained unchanged since 1978. Meanwhile, the state wine tax is in the middle compared to other states and is 67 cents per gallon. The wine tax has not been increased since 1983. With tax rates presently so low, it would take large tax increases to generate any significant revenue. In 2023, the Legislature

(continued on page

established the Task Force on Alcohol Pricing and Addiction Services (HB 3610) which will study the potential of increasing beer and wine taxes. The LOC has a representative on the task force.

Changes made during the 2021 legislative session to increase compensation to liquor store agents and distillery tasting room owners have reduced net distributions from this revenue source. The Oregon Liquor and Cannabis Commission's (OLCC) warehouse is reaching capacity, and the Legislature approved construction of a new facility in 2021. Any expenses for the new warehouse reduce shared revenue for cities, since the bonds are paid for out of the gross liquor revenue. The cost of the project, including land acquisition and construction, has increased from the first estimate of \$62.5 million to \$145.8 million, making the 34% city share of the project cost \$50 million. The Oregon Secretary of State is currently performing an audit of OLCC land acquisitions.

The share of this revenue source is projected to continue trending upward over the long term, but these added costs mean cities will receive less revenue than they would have otherwise.

3. Marijuana Tax Revenues



The state imposes a 17% tax on recreational marijuana products. Until the end of 2020, cities that have opted in to allow dispensaries to locate within city limits have received 10% of the state's total tax revenues (minus expenses) on recreational marijuana products. The passage of Measure 110 in November 2020, represented a massive shift in the allocation of state marijuana revenue distributions. Starting in March of 2021, quarterly revenue distributions to cities from state marijuana taxes saw roughly a 74% decrease from the fourth quarter 2020 distribution (the final distribution under the old formula). Going forward under Measure 110, cities will share \$1,125,000 quarterly, or \$4,500,000 annually, which was indexed with inflation starting July 2023.

Revenue distributions to cities are made quarterly; however only individual cities that certify will receive a distribution. This certification had been required quarterly with the OLCC, but in 2020 was moved to an annual certification with the Oregon Department of Administrative Services (DAS), similar to other shared revenue certifications. Since 2017, 75% of the shared revenue is distributed to eligible cities on a per capita basis, and 25% is distributed based on the number of licensed recreational and medical premises in the city (grower, processor, wholesaler, and retailer). Note that the license portion (25%) of the distribution is particularly hard to forecast as shops are frequently opening and closing.

Cities may impose up to an additional 3% local tax on recreational marijuana products. Most cities have an agreement with the Oregon Department of Revenue to have the state collect their local tax at the same time the state tax is collected. However, that local tax revenue is not considered a state shared revenue.

The LOC will continue to advocate on behalf of cities for additional marijuana revenues, but the numbers reflected in this report assume no change from the Measure 110 formula. Since the 2021 legislative session, there have been interim conversations about legislation that would increase the 3% cap on local taxes, backfill Measure 110 losses, or change the distribution formula, all concepts the LOC continues to lobby for.

4. Cigarette Tax Revenues



This revenue source is projected to continue trending downward—as it has for more than 10 years—as consumer smoking decreases. In November 2020, voters passed Measure 108, which: increased cigarette taxes by \$2.00 per pack effective January 1, 2021; increased the cap on the cigar tax from 50 cents to \$1.00; created a tax on vape products at 65% of the retail price; and preempted cities from taxing vape products. After the increase, cigarette taxes are at \$3.33 per pack, and cities' share of that revenue is a meager 0.6% of the tax, or about 2 cents per pack. It's important to note that while cities receive a share of tax revenues for cigarettes, no shared revenue is distributed for taxes on other tobacco products, including cigars, moist snuff, chewing tobacco, pipe tobacco, and now vape.

Measure 108 was expected to decrease revenues to cities. Ultimately, cities did not get a share of the \$2.00 increase, and as prices increased by 33% on average, demand was anticipated to decrease. During discussions at the Legislature, reductions in sales as high as 25-35% were anticipated due to reduced smoking rates in Oregon and a reduction of cross border sales into Washington and California. While this reduction could be explained by longstanding trends, it could also be explained by consumers switching to vape products. Nonetheless, it seems clear that Measure 108 has achieved a reduction in tax revenues.

5. 9-1-1 Tax Revenues



Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020, and further increased to \$1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not directly receive this state shared revenue, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city.

The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes had generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

Contact: Jenna Jones, jjones@orcities.org or (971) 416-6818

2025 State Shared Revenues

Item # 9.

Information and forecast estimates in this report are based on the best information available as of late January 2025. The material is subject to forecast and law changes made throughout the year.

Per Capita State Shared Revenues for Cities

Per capita distributions for revenue sources are calculated based on certified population statistics from Portland State University's Center for Population Research (PSUCPR). Population estimates compiled each July are typically certified on December 15, and thereafter begin to govern the distributions. A copy of the certified estimate applicable to 2024 distributions is available near the end of this report.

	Highway Trust Fund Revenues (Gas Tax)	Liquor Revenues (20% of Total Share)	Marijuana Tax Revenues (75% of City's Share)	Cigarette Tax Revenues	9-1-1 Tax Revenues
2022-23 Actuals	\$76.48	\$18.69	\$1.42	\$0.74	\$11.37
2023-24 Actuals	\$77.57	\$18.55	\$1.41	\$0.66	\$11.21
2024-25 Estimates	\$81.66	\$17.59	\$1.42	\$0.62	\$11.75
2025-26 Estimates	\$81.25	\$15.90	\$1.50	\$0.59	\$12.73
2026-27 Estimates	\$80.74	\$16.79	\$1.49	\$0.56	\$13.69

(Note that most cities do not receive 9-1-1 distributions, see the full write-up for a detailed explanation.)

Non-Per Capita Based State Shared Revenues for Cities

State marijuana taxes and liquor revenues are not exclusively based on population. The 14% liquor revenue share to cities uses an adjusted population formula that factors in the per capita property taxes and per capita income of each city (see ORS 221 .770). The 25% state marijuana tax share to cities is distributed based on the number of licensed marijuana premises in each certified city compared to the total number of licensed marijuana premises in certified cities. This count includes grower, processor, wholesaler, and retailer premises. The estimates for the total share for all cities are provided in the following table to allow cities to see trends that will assist cities in their individual computations.

	Liquor Revenues (Based on Formula, 14% of Total Share)	Marijuana Tax Revenues (Based on Licenses, 25% of City's Share)
2022-2023 Actuals	\$39,719,158	\$1,273,500
2023-2024 Actuals	\$39,894,000	\$1,273,500
2024-2025 Estimates	\$37,448,000	\$1,273,500
2025-2026 Estimates	\$34,841,000	\$1,356,125
2025-2026 Estimates	\$37,145,000	\$1,356,125.0

HIGHWAY TRUST FUND REVENUES

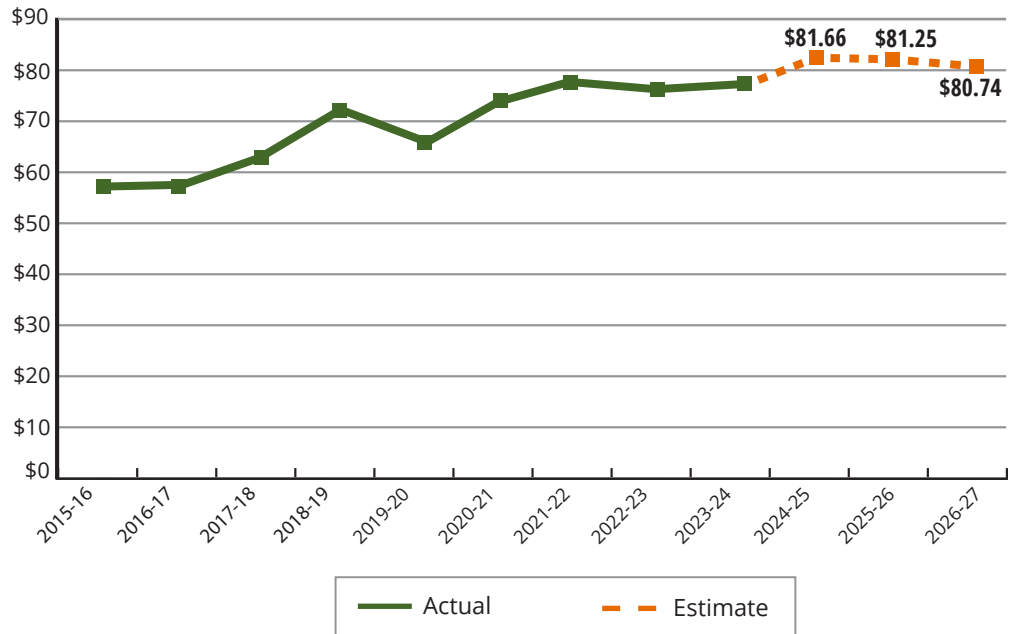


2024-2025 Per Capita Estimated Disbursement: **\$81.66**

2025-2026 Per Capita Estimated Disbursement: **\$81.25**

Actual and Projected Highway Trust Fund Total Revenue Disbursements to Cities Per Capita Disbursements

Actuals	
2014-15	\$157,600,000
2015-16	\$162,100,000
2016-17	\$165,400,000
2017-18	\$181,800,000
2018-19	\$204,900,000
2019-20	\$195,000,000
2020-21	\$217,300,000
2021-22	\$235,800,000
2022-23	\$232,200,000
2023-24	\$238,300,000
Estimates	
2024-25	\$248,300,000
2025-26	\$249,300,000
2026-27	\$250,000,000



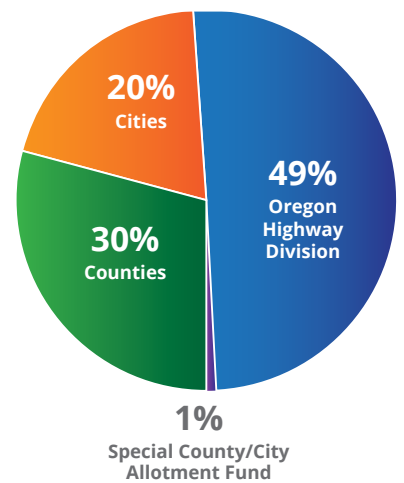
The state's Highway Trust Fund supports the construction, reconstruction, preservation, maintenance, repair and improvement of streets and roads. Using a melded computation of the various tax and fee increases over time, cities receive approximately 20% of the Highway Trust Fund.

In 2017, the Legislature approved a comprehensive transportation funding package (HB 2017) that significantly increased cities' per capita funding. The package included a 10-cent gas and use fuel tax increase, and a 53% increase in the weight-mile tax (both phased in over a seven-year period), along with graduated registration and title fee increases. Future 2-cent fuel tax increases are tied to meeting certain accountability and reporting requirements. Full implementation of annual gas tax increases has been met.

From the cities' total allocation, \$2.5 million is directed annually off the top to the Small City Allotment (SCA) fund. The allocation is matched and administered by the Oregon Department of Transportation (ODOT) to provide competitive grants to small cities with a population less than 5,000. This is in addition to their per capita allocation (see ORS 366.805).

The 2017 transportation package also included a new 1% statewide payroll tax, a 0.5% privilege tax/use tax on certain "new" vehicles, and a \$15 bicycle tax. Those additional taxes are not included in the per capita disbursements. The transportation package for the 2025 legislative session could add significant funds for distribution to cities and the SCA fund could also see additional revenue, along with possible increases in the payroll tax to expand public transit.

Distribution of Highway Trust Fund Revenues



HIGHWAY TRUST FUND REVENUE *AT A GLANCE*

Item # 9.

Revenue Sources	<ul style="list-style-type: none"> • Vehicle registration and title fees and surcharges (tiered based on fuel efficiency) • Driver license fees • Fuel taxes • Weight-mile tax (vehicle heavier than 26,000 pounds)
Tax Rates	<p>Fuel Tax Rates: Gasoline and use fuel (fuel other than gas used in a motor vehicle including propane, etc.):</p> <ul style="list-style-type: none"> ▫ Jan. 1, 2010- Dec. 31, 2017: \$0.30/gallon ▫ Jan. 1, 2018 – Dec. 31, 2019: \$0.34/gallon ▫ Jan. 1, 2020 – Dec. 31, 2021: \$0.36/gallon ▫ Jan. 1, 2022 – Dec. 31, 2023: \$0.38/gallon ▫ Jan. 1, 2024 – present: \$0.40/gallon <p>Full implementation of annual gas tax increases has been met. ORS 319 .020</p> <p>Weight-Mile Tax Rate: See ODOT mileage tax rate tables (53% graduated increase from 2017-2024).</p>
Agency Administration of Revenues	Oregon Department of Transportation (ODOT)
Distribution Calculation	Per capita disbursement to cities
Payment Schedule	Monthly
Requirements	<p>Certification Requirement: Cities in counties with populations greater than 100,000 must certify¹ that the city provides at least four of the following municipal services:</p> <ul style="list-style-type: none"> • Fire protection; • Police protection; • Street construction, maintenance and lighting; • Sanitary sewers; • Storm sewers; • Planning, zoning and subdivision control; or • One or more utility services <p>Cities must file an online bridge and payment conditions report with ODOT that is due on February 1. See ORS 184.657</p>
Use of Revenue Restrictions	Permitted use includes construction, reconstruction, maintenance, etc. of highways, roads, streets, bike paths, foot paths and rest areas. See ORS 366.790; Art. IX, section 3a of the Oregon Constitution; and statutes pursuant to that section.
Local Tax Preemption	Partially. Although a city council cannot impose a tax, state law allows a city to refer for voter approval a new or increased local fuel tax. Several cities have a tax and the rate varies—generally 1 to 3 cents per gallon. See ORS 319.950. Approximately 30 cities have a gas tax .
Relevant Statutes	ORS 184.657; ORS Ch. 319; ORS 366.739-366.752; ORS 366.785-366.820; ORS 803.420; ORS 803.090; HB 2017 (2017); HB 4059 (2018)

¹ See ORS 221.760 (imposing certification requirement for cities in counties with a population greater than 100,000 to receive revenues from cigarette, gas and liquor taxes). Counties with a population greater than 100,000 are: Clackamas, Deschutes, Douglas, Jackson, Lane, Linn, Marion, Multnomah, Washington and Yamhill.

LIQUOR REVENUES

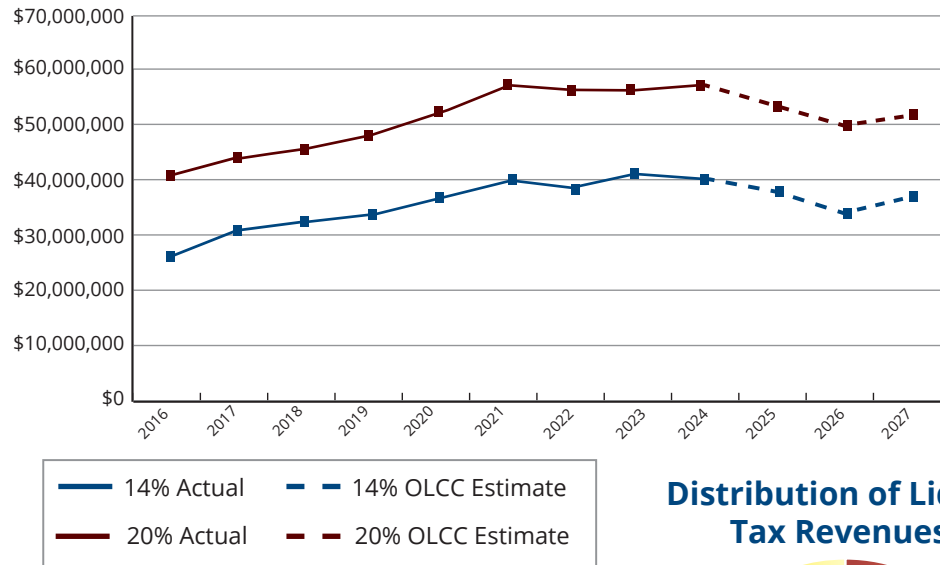


2024-2025 Per Capita Estimated Disbursement (OLCC): **\$17.59**

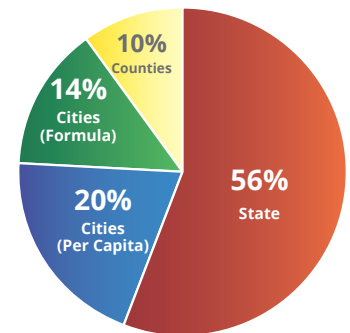
2025-2026 Per Capita Estimated Disbursement (OLCC): **\$15.90**

	14% Share	20% Share
Actuals¹		
2014-15	\$27,588,752	\$39,412,503
2015-16	\$27,814,601	\$39,735,144
2016-17	\$30,073,374	\$42,961,962
2017-18	\$31,632,000	\$45,188,168
2018-19	\$33,424,766	\$47,749,666
2019-20	\$36,054,301	\$51,506,144
2020-21	\$40,085,560	\$57,265,086
2021-22	\$39,313,778	\$56,162,540
2022-23	\$41,682,425	\$56,741,655
2023-24	\$39,894,000	\$56,992,000
Estimates		
2024-25	\$37,448,000	\$53,497,000
2025-26	\$34,841,000	\$48,775,000
2026-27	\$37,145,000	\$52,000,000

Actual and Projected Liquor Tax Disbursements to Cities with Per Capita Distributions



Distribution of Liquor Tax Revenues



Cities' share of this state shared revenue source is 34%, of which 20% is distributed per capita, with 14% distributed using a formula that factors in property taxes, population, and income. The three major contributors to this revenue source are: the sale of distilled spirits; liquor licensing fees; and taxes on beer, wine, and cider.

Distilled spirit sales make up more than 95% of this revenue source. The state maintains the exclusive right to sell packaged distilled spirits and sets the mark-up on products using a wholesale price formula. This means that the bulk of this state shared revenue source technically is based on profits, and not taxes. The mark-up formula on distilled spirits has not been changed since 1993. The Oregon Liquor Control and Cannabis Commission (OLCC) also continues to impose a temporary 50 cents per bottle surcharge on distilled spirits, but those revenues have been directed by the Legislature to the state's general fund, not to the shared revenue fund.

At approximately 8 cents per gallon, or about 4 cents on a six-pack, Oregon's beer and cider tax is one of the lowest in the country. Oregon's beer tax rate has remained unchanged since 1978. The state wine tax is in the middle compared to other states at 67 cents per gallon. The wine tax has not been increased since 1983. When Oregon's lack of a sales tax is factored in, Oregon has the lowest tax in the country on beer and the second lowest tax on wine. In 2023, the Legislature established the Task Force on Alcohol Pricing and Addiction Services (HB 3610), which will study the potential of increasing beer and wine taxes and make a recommendation to the Legislature in 2025. The LOC has a representative on the task force.

Changes made during the 2021 legislative session to increase compensation to liquor store agents and distillery tasting room owners have reduced net distributions from this revenue source. The Oregon Liquor and Cannabis Commission's (OLCC) warehouse is reaching capacity, and the Legislature approved construction of a new facility in 2021. Any expenses used for the new warehouse reduce shared revenue for cities, since the bonds are paid for out of the gross liquor revenue. The cost of the project, including land acquisition and construction, has increased from the first estimate of \$62.5 million to \$145.8 million, making the 34% city share of the project cost \$50 million. Cities' share of this revenue source is projected to continue trending upward over the long term, but these added costs mean cities will receive less revenue than they would have otherwise.

LIQUOR STATE SHARED REVENUE AT A GLANCE

Item # 9.

Revenue Sources	<ul style="list-style-type: none"> • Privilege taxes on beer, wine and cider (ORS Ch. 473) • License fees • Profit from distilled spirits sales • Miscellaneous revenue in the Oregon Liquor and Cannabis Commission (OLCC) account <p><i>Note:</i> 50 cents distilled spirits per bottle surcharge is NOT included in state shared revenues (it goes to state General Fund)</p>	
Tax Rates	<ul style="list-style-type: none"> • \$2.60/ barrel (31 gallons) for malt beverages and cider • \$0.65/gallon for wine + \$0.10/gallon for wine with greater than 14% alcohol + \$.02/gallon (directed to Oregon Wine Board) <p>Profit Markup Formula for Distilled Spirits:</p> <ul style="list-style-type: none"> • Up to \$78.06/case cost: <ul style="list-style-type: none"> ○ (Landed cost x 2.131) plus \$1.40 freight/bottles per case ○ Round to the next \$.05 and add \$.50 surcharge/bottle (surcharge goes to General Fund and is not shared with cities) • Over \$78.06/case cost: <ul style="list-style-type: none"> ○ [(Landed cost plus \$14.45) x 1.798] plus \$1.40 freight/bottles per case ○ Rounded to the next \$.05 + \$.50 surcharge/bottle (surcharge goes to General Fund and is not shared with cities) <p>In 2021, the OLCC approved a new minimum pricing structure which ensures that a standard 750ml bottle of liquor that is 40% alcohol by volume (ABV) cannot be sold for less than \$8.95. The pricing will increase based on a product's ABV, with higher potency beverages increasing more sharply.</p>	
Agency Administration of Revenues	OLCC certifies revenue; Oregon Department of Administrative Services (DAS) makes payment to cities.	
	14% Share of Liquor Revenues	20% Share of Liquor Revenues
Distribution Calculation	Complex formula including city property taxes, population and income (ORS 221.770(4))	Per capita disbursement to cities (ORS 471.810(1)(b))
Payment Schedule	Quarterly	Monthly
Requirements	<p>Ordinance Requirement: Before July 31:</p> <ul style="list-style-type: none"> • Pass an ordinance or resolution requesting state shared revenue money; • Hold public hearings before the budget committee and city council regarding the city's use of state shared revenues; • Submit documentation, such as the short form distributed by DAS, certifying compliance; and • Levy property taxes for the preceding year. <p>AND Certification requirement (Same as required by 20% share)</p>	<p>Certification Requirement: Cities in counties with a population greater than 100,000 must certify¹ that the city provides at least four of the following municipal services:</p> <ul style="list-style-type: none"> • Fire protection; • Police protection; • Street construction, maintenance & lighting; • Sanitary sewers; • Storm sewers; • Planning, zoning and subdivision control; or • One or more utility services.
Use of Revenue Restrictions	Unrestricted	
Local Tax Preemption	Yes. Cities may not impose a tax or fee on malt beverages or any alcoholic liquors (See ORS 471.045 and ORS 473.190). Cities also are restricted on the amount they may impose for licensing fees. (See ORS 471.166)	
Key Statutes	ORS 221.760-.770 (requirements to receive revenues); 471.810 (distribution of moneys in OLCC account); 473.005-.060 (tax provisions)	

¹ See ORS 221.760 (imposing certification requirement for cities in counties with a population greater than 100,000 to receive revenues from cigarette, gas and liquor taxes). Counties with a population greater than 100,000 are: Clackamas, Deschutes, Douglas, Jackson, Lane, Linn, Marion, Multnomah, Washington and Yamhill.

MARIJUANA TAX REVENUES



2024-2025 Per Capita Disbursement: **\$1.42**

2025-2026 Per Capita Disbursement: **\$1.50**

Actual and Projected State Marijuana Tax Disbursements to Cities

Estimates	Total City Revenues	City Distribution 75% (Opt-In for Per Capita Distribution)	City Distribution: Per Capita Opt-Ins	Licensees 25% (Opt-In Cities)
2022-23	\$5,094,000	\$3,820,500	\$1.42	\$1,273,500
2023-24	\$5,094,000	\$3,820,500	\$1.41	\$1,273,500
2024-25	\$5,094,000	\$3,820,500	\$1.42	\$1,273,500
2025-26	\$5,424,500	\$4,068,375	\$1.50	\$1,356,125
2026-27	\$5,424,500	\$4,068,375	\$1.49	\$1,356,125

The state imposes a 17% tax on recreational marijuana products. Until the end of 2020, cities received 10% of the state's total tax revenues (minus expenses) on recreational marijuana products. The passage of Measure 110 in November of 2020, which decriminalized possession of small amounts of street drugs, has resulted in a massive shift in the allocation of state marijuana revenue distributions. Starting in March of 2021, quarterly revenue to cities from state marijuana taxes saw roughly a 74% decrease from the fourth quarter 2020 distribution (the final distribution under the old formula, not accounting for any changes in 25% share based on the total number of licensees). Under Measure 110, cities have shared \$1,125,000 quarterly, or \$4,500,000 annually, which has been indexed to inflation since July 2023.

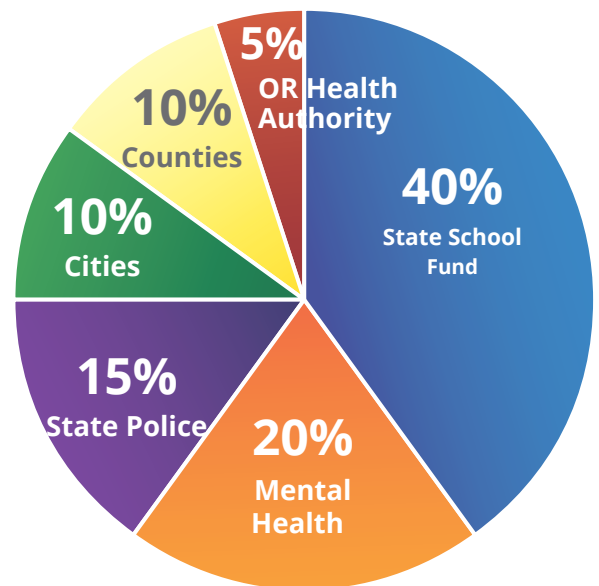
Compounding on the sharp reduction in revenue after the passage of Measure 110, marijuana revenue has seen a downward trend since the market is saturated with an oversupply of products, which has driven prices down. Since marijuana is taxed on the price of the product and not volume of sales, revenue is projected to go down in the near future until the market sees adjustments in supply.

Distributions are made quarterly to cities that certify that they do not ban any marijuana license type within city limits.

The formula for distributing the city share has changed over time. For state revenues collected since July 1, 2017, 75% of the shared revenue is distributed to eligible cities on a per capita basis, and 25% is distributed based on the number of licensed premises in the city (grower, processor, retailer, and wholesaler). Note that the license-portion (25%) of the distribution is particularly hard to forecast as shops open and close.

Note: Cities may impose up to an additional 3% local tax on recreational marijuana products. Most cities have an agreement with the Oregon Department of Revenue (DOR) to have the state collect their local tax at the same time the state tax is collected. However, that local tax revenue is not considered a state shared revenue.

Distribution of Quarterly \$11.25 Million



MARIJUANA STATE SHARED REVENUE AT A GLANCE

Item # 9.

Revenue Sources	State retail sales tax on all recreational marijuana products Note: There is no tax on medical marijuana products.
Tax Rates	Regular Sales Tax Rate: 17% for state retail tax on recreational marijuana (October 1, 2016 - present)
Agency Administration of Revenues	Oregon Department of Revenue (DOR) handles collection of taxes each month; Department of Administrative Services (DAS) handles payments to cities
Distribution Calculation	<p>Before 2021, cities received 10% of the state tax revenues after administrative and enforcement expenses are deducted. Beginning in 2021, cities will receive a flat \$1,125,000 each quarter under the terms of Measure 110.</p> <p>Eligible cities (cities that do not ban) receive their share using the following formula:</p> <ul style="list-style-type: none"> ▫ 75% of the share is distributed per capita (based on population of eligible cities), ▫ 25% of the share is distributed based on licensure numbers in the city compared to the total licenses in all eligible cities for the quarter.
Payment Schedule	Quarterly
Requirements	<p>In 2020, this moved from a quarterly certification with the OLCC to an annual certification with DAS, see HB 3067 (2019).</p> <p>Only cities that have not banned marijuana premises are eligible to receive a revenue payment. That is, a city may not adopt an ordinance that prohibits the establishment of a premises for which a license is required under state law for a recreational marijuana producer, processor, wholesaler, or retailer. A city may also not adopt an ordinance prohibiting a medical marijuana grow site nor a medical marijuana facility. If a city has certified that it qualifies and then creates a new restriction, that city should notify DAS immediately. If a city that has previously qualified for marijuana money is later determined to not qualify, DAS may require the return of the revenues with interest.</p>
Use of Revenue Restrictions	Unrestricted. (The "to assist local law enforcement" language was deleted in 2017.)
Local Tax Preemption	Partially. A city may adopt an ordinance imposing a tax on retail sale of recreational marijuana (not medical marijuana), but state law requires the city refer the ordinance to the electors of the city for approval. In addition, a city may not impose more than a 3% tax. (ORS 475B.345)
Key Statutes	Measure 91 (2014) (legalizing recreational marijuana sales); ORS 475B.015 (definitions); ORS 475B.700-.755 (taxation of cannabis and cannabis products); ORS 475B.759-.760 (state marijuana account and distribution of state marijuana tax); Measure 110 (2020) (changing distribution of state revenues); HB 4056 (2022) indexing Measure 110 distribution amounts.

CIGARETTE TAX REVENUES

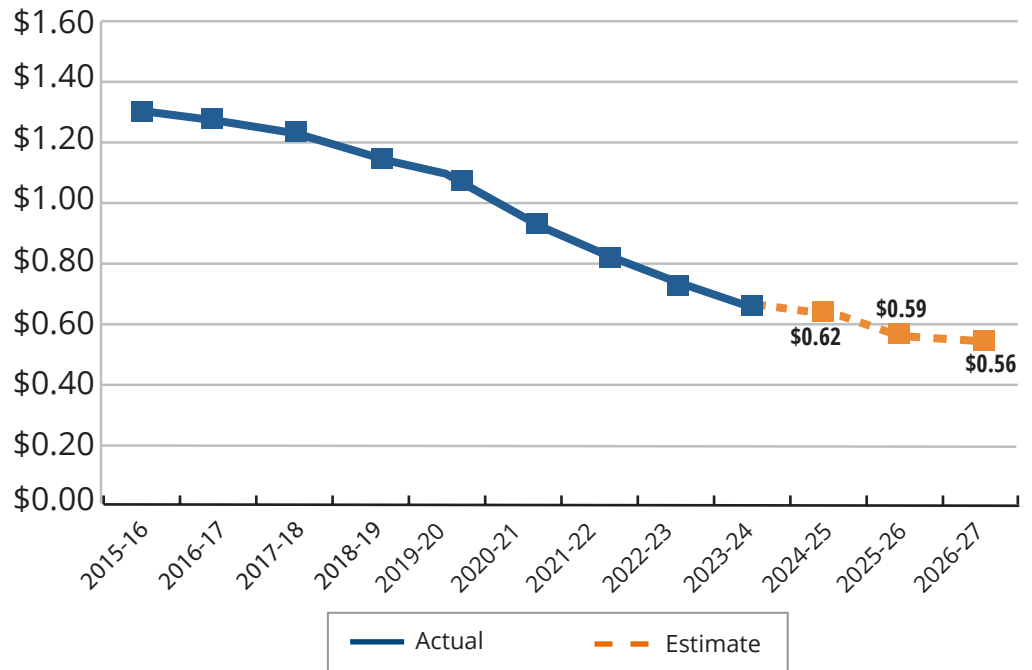


2024-2025 Per Capita Estimated Disbursement: **\$0.62**

2025-2026 Per Capita Estimated Disbursement: **\$0.59**

Actual and Projected Cigarette Tax Disbursements to Cities with Per Capita Distributions

Actuals	
2015-16	\$3,642,000
2016-17	\$3,634,667
2017-18	\$3,493,333
2018-19	\$3,311,756
2019-20	\$3,233,333
2020-21	\$2,833,333
2021-22	\$2,466,667
2022-23	\$2,233,333
2023-24	\$2,033,333
Estimates	
2024-25	\$1,900,000
2025-26	\$1,800,000
2026-27	\$1,733,333



This revenue source is projected to continue trending downward—as it has for more than 10 years—as smoking decreases. In November of 2020, voters passed Measure 108, which: increased cigarette taxes by \$2 .00 per pack effective January 1, 2021; increased the cap on the cigar tax from 50 cents to \$1 .00; created a tax on vape products at 65% of the retail price; and preempted cities from taxing vape products. After the increase, cigarette taxes are at \$3 .33 per pack, and cities' share of that revenue is a meager 0 .6% of the tax, or about 2 cents per pack. It's important to note that while cities receive a share of tax revenues for cigarettes, no shared revenue is distributed for taxes on other tobacco products, including cigars, moist snuff, chewing tobacco, pipe tobacco, and vapes.

Measure 108 was expected to have the effect of decreasing revenues to cities; cities did not get a share of the \$2 .00 increase, and as prices increased by 33% on average, demand was anticipated to decrease. During meetings at the Legislature, reductions in sales as high as 25% to 35% were discussed due to reduced smoking rates in Oregon and a reduction of cross border sales into Washington and California. When the actual distributions for the 2021-22 biennium are compared to the 2019-20 biennium (the last full biennium before the tax increase), there is a decrease of more than 26% in this revenue source. While this reduction could be explained by longstanding trends, it could also be explained by people switching to vape products. Nonetheless, it seems clear that Measure 108 has achieved a reduction in tax revenues.

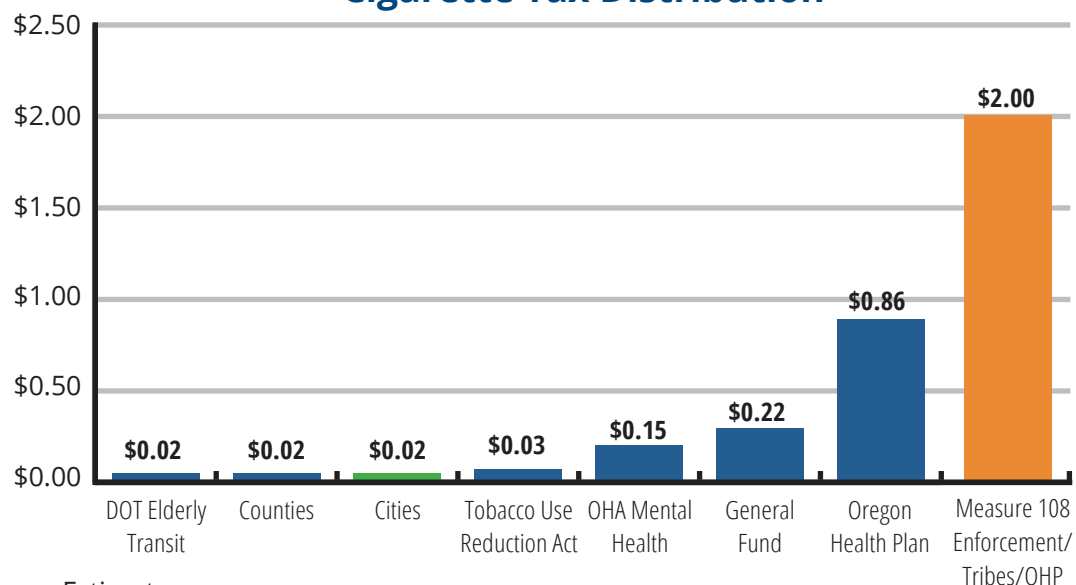
CIGARETTE STATE SHARED REVENUE AT A GLANCE

Item # 9.

Revenue Sources	State cigarette tax per pack <i>Note: Tax revenues from other tobacco product is NOT included in state shared revenues.</i>
Tax Rate	<ul style="list-style-type: none"> • Pre-2004 to 2014: \$1.18/pack • Jan. 1, 2014 to Dec. 31, 2015: \$1.31/pack • Jan. 1, 2016 to Dec. 31, 2017: \$1.32/pack • Jan. 1, 2018 to Dec. 31, 2020: \$1.33/pack • Jan. 1, 2021 to present: \$3.33/pack
Agency Administration of Revenues	Oregon Department of Revenue (DOR) collects revenue; Oregon Department of Administrative Services (DAS) makes payments to cities
Distribution Calculation	Per capita disbursement to cities
Payment Schedule	Monthly
Requirements	<p><i>Certification Requirement:</i> Cities in counties with a population greater than 100,000 must certify¹ that the city provides at least four of the following municipal services:</p> <ul style="list-style-type: none"> • Fire protection; • Police protection; • Street construction, maintenance and lighting; • Sanitary sewers; • Storm sewers; • Planning, zoning and subdivision control; or • One or more utility services.
Use Restrictions	Unrestricted
Local Tax Preemption	Yes. Cities may not impose a tax on the sale or the use of tobacco products (ORS 323.640). Cities may not impose a tax on the sale of vape (Measure 108).
Key Statutes	ORS 323.030 to ORS 323.091; ORS 323.455 to 323.457; Measure 108 (2020).

1 See ORS 221.760 (imposing certification requirement for cities in counties with a population greater than 100,000 to receive revenues from cigarette, gas and liquor taxes). Counties with population greater than 100,000 are: Clackamas, Deschutes, Douglas, Jackson, Lane, Linn, Marion, Multnomah, Washington and Yamhill.

Cigarette Tax Distribution



9-1-1 EMERGENCY COMMUNICATION TAX REVENUES

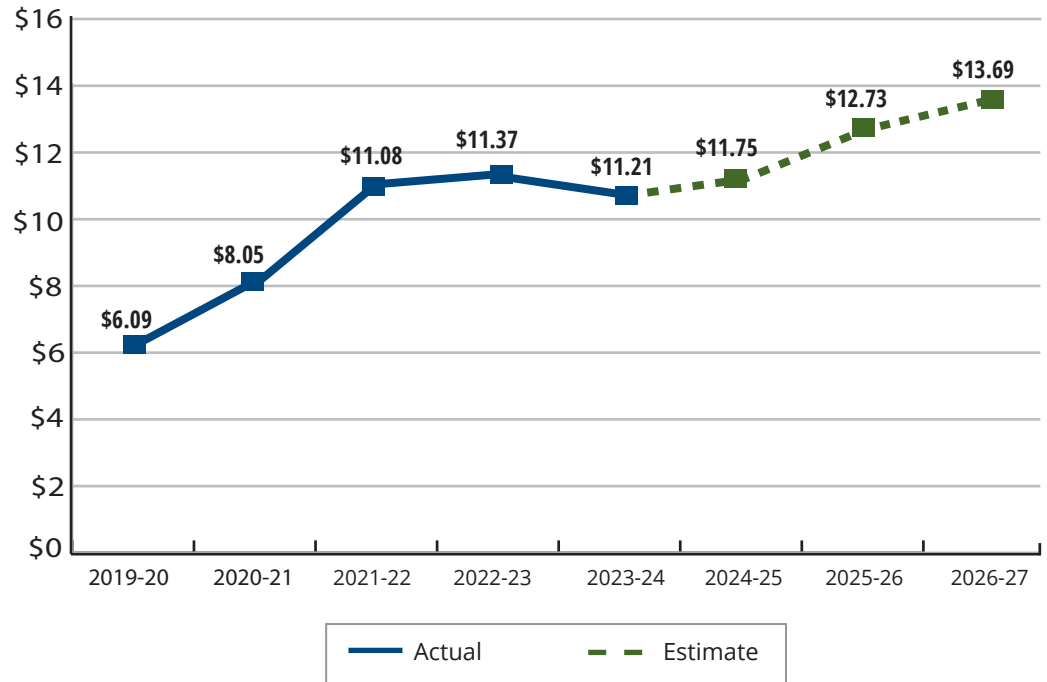


2024-2025 Per Capita Estimated Disbursement: **\$11.21**

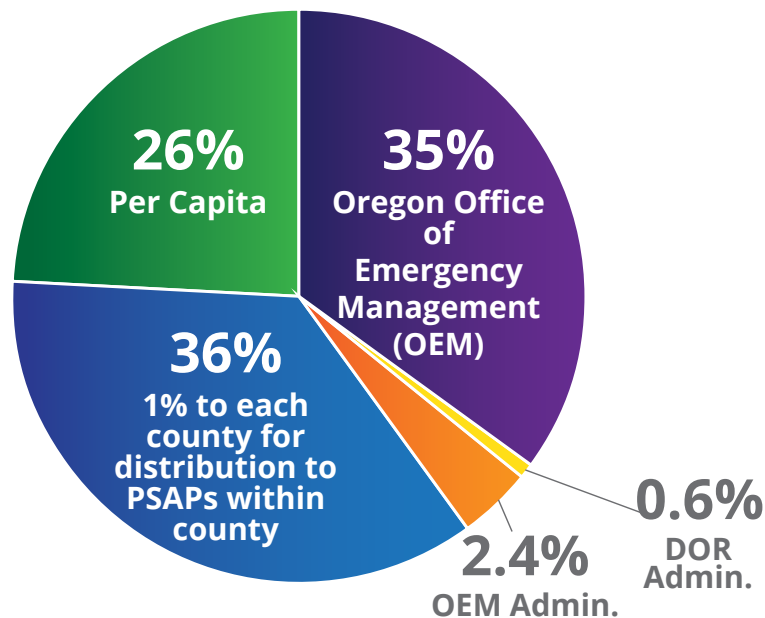
2025-2026 Per Capita Estimated Disbursement: **\$11.75**

Actual and Projected 9-1-1 Tax Disbursements to Cities with Per Capita Distributions

Actuals	
2019-20	\$17,696,956
2020-21	\$23,351,536
2021-22	\$27,118,076
2022-23	\$28,396,882
2023-24	\$28,133,678
Estimates	
2024-25	\$29,798,957
2025-26	\$32,768,607
2026-27	\$36,034,201



FY 2023 Distribution of 9-1-1 Tax Revenues



Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020, and further increased to \$1 .25 effective January 1, 2021. Before this change in 2019's HB 2449, the rate had been 75 cents since 1995. Most cities do not directly receive this state shared revenue, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network. Less than 20 of the 45 PSAPs in Oregon are operated by cities; most are managed by counties or regional entities. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming

primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases.

The local government share is distributed by providing 1% per county, with the remainder distributed per capita to the governing authorities of the 9-1-1 centers, which may be cities, counties, council of governments or special districts. Quarterly tax distribution charts of the PSAPs can be found on the Oregon Office of Emergency Management's (OEM) website.

Item # 9.

9-1-1 TAX STATE SHARED REVENUE AT A GLANCE

Revenue Sources	9-1-1 Emergency Communication Tax
Tax Rates	<ul style="list-style-type: none"> • \$1.25 per month per telephone access line capable of accessing 9-1-1 emergency reporting services • \$1.25 per each retail transaction related to prepaid wireless products, including minutes purchased • Tax expires January 1, 2030. See HB 2449 from 2019.
Agency Administration of Revenues	Office of Emergency Management
Distribution Calculation	<p>After administrative costs of up to 0.6% for Oregon Department of Revenue (DOR) and 2.4% for OEM 4, a 35% portion is transferred to the OEM, the remainder goes to local governments to pay for the PSAPs.</p> <p>A minimum 1% base is distributed per county (about 36%) and the remaining tax revenues are distributed on a per capita basis (about 26%) for distribution directly to 9-1-1 jurisdictions connected to the statewide network.</p>
Payment Schedule	Quarterly
Requirements	Annual accounting report to OEM (ORS 403.240(9)). Usually, the report is due in January.
Use of Revenues Restrictions	See ORS 403.240(9) and OAR 104-080-0195 for permitted expenditures associated with 9-1-1 costs. Intergovernmental agreements might also restrict use of revenues.
Key Statutes	ORS 403.200-.250; OAR 104-080-0195 to 104-080-0210

Certified Population Estimates* – Alphabetical

Item # 9.

Adair Village	1,403	Depoe Bay	1,547	Imbler	253	Mt. Angel	3,594	Sisters	3,738
Adams	410	Detroit	174	Independence	10,056	Mt. Vernon	549	Sodaville	360
Adrian	157	Donald	1,123	Ione	342	Myrtle Creek	3,509	Spray	141
Albany	57,777	Drain	1,180	Irrigon	2,045	Myrtle Point	2,490	Springfield	62,996
Amity	1,835	Dufur	646	Island City	1,146	Nehalem	297	St. Helens	14,492
Antelope	35	Dundee	3,249	Jacksonville	3,066	Newberg	26,249	St. Paul	440
Arlington	678	Dunes City	1,468	Jefferson	3,515	Newport	10,623	Stanfield	2,295
Ashland	21,579	Durham	1,873	John Day	1,617	North Bend	10,434	Stayton	8,176
Astoria	10,131	Eagle Point	9,866	Johnson City	535	North Plains	3,815	Sublimity	3,094
Athena	1,226	Echo	628	Jordan Valley	131	North Powder	501	Summerville	117
Aumsville	4,028	Elgin	1,806	Joseph	1,182	Nyssa	3,290	Sumpter	208
Aurora	1,131	Elkton	202	Junction City	7,410	Oakland	951	Sutherlin	8,679
Baker City	10,104	Enterprise	2,107	Keizer	39,249	Oakridge	3,167	Sweet Home	10,088
Bandon	3,592	Estacada	5,454	King City	5,030	Ontario	11,874	Talent	6,411
Banks	1,864	Eugene	177,155	Klamath Falls	22,108	Oregon City	38,029	Tangent	1,234
Barlow	144	Fairview	10,473	La Grande	12,818	Paisley	246	The Dalles	16,103
Bay City	1,500	Falls City	1,138	La Pine	3,110	Pendleton	16,996	Tigard	56,392
Beaverton	99,843	Florence	9,598	Lafayette	4,563	Philomath	5,644	Tillamook	5,198
Bend	104,089	Forest Grove	26,916	Lake Oswego	41,129	Phoenix	4,413	Toledo	3,631
Boardman	4,725	Fossil	450	Lakeside	1,921	Pilot Rock	1,343	Troutdale	15,790
Bonanza	421	Garibaldi	860	Lakeview	2,403	Port Orford	1,167	Tualatin	27,753
Brookings	6,829	Gaston	676	Lebanon	19,936	Portland	639,448	Turner	2,864
Brownsville	1,830	Gates	573	Lexington	244	Powers	717	Ukiah	277
Burns	2,693	Gearhart	1,905	Lincoln City	10,103	Prairie City	846	Umatilla	8,256
Butte Falls	443	Gervais	2,724	Lonerock	25	Prescott	84	Union	2,162
Canby	19,114	Gladstone	11,944	Long Creek	175	Prineville	11,466	Unity	40
Cannon Beach	1,514	Glendale	861	Lostine	243	Rainier	1,939	Vale	1,870
Canyon City	675	Gold Beach	2,396	Lowell	1,304	Redmond	37,146	Veneta	5,259
Canyonville	1,639	Gold Hill	1,345	Lyons	1,230	Reedsport	4,368	Vernonia	2,433
Carlton	2,414	Granite	32	Madras	7,982	Richland	165	Waldport	2,339
Cascade Locks	1,412	Grants Pass	39,572	Malin	736	Riddle	1,234	Wallowa	804
Cave Junction	2,103	Grass Valley	158	Manzanita	648	Rivergrove	569	Warrenton	6,446
Central Point	19,363	Greenhorn	3	Maupin	448	Rockaway Beach	1,512	Wasco	424
Chiloquin	767	Gresham	115,233	Maywood Park	829	Rogue River	2,419	Waterloo	219
Clatskanie	1,791	Haines	395	McMinnville	34,774	Roseburg	23,876	West Linn	27,568
Coburg	1,419	Halfway	363	Medford	88,352	Rufus	277	Westfir	261
Columbia City	1,946	Halsey	974	Merrill	854	Salem	177,567	Weston	706
Condon	742	Happy Valley	27,637	Metolius	1,015	Sandy	12,933	Wheeler	428
Coos Bay	16,093	Harrisburg	3,670	Mill City	2,063	Scappoose	8,231	Willamina	2,237
Coquille	4,018	Helix	194	Millersburg	3,214	Scio	962	Wilsonville	27,048
Cornelius	14,490	Heppner	1,199	Milton-Freewater	7,289	Scotts Mills	456	Winston	5,666
Corvallis	60,408	Hermiston	20,177	Milwaukie	21,408	Seaside	7,268	Wood Village	4,388
Cottage Grove	10,879	Hillsboro	111,006	Mitchell	138	Seneca	171	Woodburn	29,455
Cove	635	Hines	1,659	Molalla	10,489	Shady Cove	3,070	Yachats	1,003
Creswell	5,735	Hood River	8,574	Monmouth	11,516	Shaniko	21	Yamhill	1,222
Culver	1,645	Hubbard	3,385	Monroe	722	Sheridan	6,277	Yoncalla	1,086
Dallas	17,924	Huntington	506	Monument	113	Sherwood	20,781		
Dayton	2,665	Idanha	156	Moro	375	Siletz	1,234		
Dayville	141			Mosier	492	Silverton	10,882		

* These numbers reflect the December 15, 2024 certified numbers from the Portland State University Population Research Center. State shared revenues for the Highway Trust Fund, Liquor Revenues, Cigarette Tax Revenues, and 9-1-1 Emergency Communication Tax Revenues will use these populations. Portland State also provides quarterly supplemental population reports which will provide the basis for quarterly marijuana revenue distributions. The supplemental reports are available at www.pdx.edu/population-research/population-estimate-reports

Certified Population Estimates* – Numerical

Item # 9.

Portland	639,448	Newport	10,623	Millersburg	3,214	Lowell	1,304	Maupin	448
Salem	177,567	Molalla	10,489	Oakridge	3,167	Riddle	1,234	Butte Falls	443
Eugene	177,155	Fairview	10,473	La Pine	3,110	Siletz	1,234	St. Paul	440
Gresham	115,233	North Bend	10,434	Sublimity	3,094	Tangent	1,234	Wheeler	428
Hillsboro	111,006	Astoria	10,131	Shady Cove	3,070	Lyons	1,230	Wasco	424
Bend	104,089	Baker City	10,104	Jacksonville	3,066	Athena	1,226	Bonanza	421
Beaverton	99,843	Lincoln City	10,103	Turner	2,864	Yamhill	1,222	Adams	410
Medford	88,352	Sweet Home	10,088	Gervais	2,724	Heppner	1,199	Haines	395
Springfield	62,996	Independence	10,056	Burns	2,693	Joseph	1,182	Moro	375
Corvallis	60,408	Eagle Point	9,866	Dayton	2,665	Drain	1,180	Halfway	363
Albany	57,777	Florence	9,598	Myrtle Point	2,490	Port Orford	1,167	Sodaville	360
Tigard	56,392	Sutherlin	8,679	Vernonia	2,433	Island City	1,146	Ione	342
Lake Oswego	41,129	Hood River	8,574	Rogue River	2,419	Falls City	1,138	Nehalem	297
Grants Pass	39,572	Umatilla	8,256	Carlton	2,414	Aurora	1,131	Rufus	277
Keizer	39,249	Scappoose	8,231	Lakeview	2,403	Donald	1,123	Ukiah	277
Oregon City	38,029	Stayton	8,176	Gold Beach	2,396	Yoncalla	1,086	Westfir	261
Redmond	37,146	Madras	7,982	Waldport	2,339	Metolius	1,015	Imbler	253
McMinnville	34,774	Junction City	7,410	Stanfield	2,295	Yachats	1,003	Paisley	246
Woodburn	29,455	Milton-Freewater	7,289	Willamina	2,237	Halsey	974	Lexington	244
Tualatin	27,753	Seaside	7,268	Union	2,162	Scio	962	Lostine	243
Happy Valley	27,637	Brookings	6,829	Enterprise	2,107	Oakland	951	Waterloo	219
West Linn	27,568	Warrenton	6,446	Cave Junction	2,103	Glendale	861	Sumpter	208
Wilsonville	27,048	Talent	6,411	Mill City	2,063	Garibaldi	860	Elkton	202
Forest Grove	26,916	Sheridan	6,277	Irrigon	2,045	Merrill	854	Helix	194
Newberg	26,249	Creswell	5,735	Columbia City	1,946	Prairie City	846	Long Creek	175
Roseburg	23,876	Winston	5,666	Rainier	1,939	Maywood Park	829	Detroit	174
Klamath Falls	22,108	Philomath	5,644	Lakeside	1,921	Wallowa	804	Seneca	171
Ashland	21,579	Estacada	5,454	Gearhart	1,905	Chiloquin	767	Richland	165
Milwaukie	21,408	Veneta	5,259	Durham	1,873	Condon	742	Grass Valley	158
Sherwood	20,781	Tillamook	5,198	Vale	1,870	Malin	736	Adrian	157
Hermiston	20,177	King City	5,030	Banks	1,864	Monroe	722	Idanha	156
Lebanon	19,936	Boardman	4,725	Amity	1,835	Powers	717	Barlow	144
Central Point	19,363	Lafayette	4,563	Brownsville	1,830	Weston	706	Dayville	141
Canby	19,114	Phoenix	4,413	Elgin	1,806	Arlington	678	Spray	141
Dallas	17,924	Wood Village	4,388	Clatskanie	1,791	Gaston	676	Mitchell	138
Pendleton	16,996	Reedsport	4,368	Hines	1,659	Canyon City	675	Jordan Valley	131
The Dalles	16,103	Aumsville	4,028	Culver	1,645	Manzanita	648	Summerville	117
Coos Bay	16,093	Coquille	4,018	Canyonville	1,639	Dufur	646	Monument	113
Troutdale	15,790	North Plains	3,815	John Day	1,617	Cove	635	Prescott	84
St. Helens	14,492	Sisters	3,738	Depoe Bay	1,547	Echo	628	Unity	40
Cornelius	14,490	Harrisburg	3,670	Cannon Beach	1,514	Gates	573	Antelope	35
Sandy	12,933	Toledo	3,631	Rockaway Beach	1,512	Rivergrove	569	Granite	32
La Grande	12,818	Mt. Angel	3,594	Bay City	1,500	Mt. Vernon	549	Lonerock	25
Gladstone	11,944	Bandon	3,592	Dunes City	1,468	Johnson City	535	Shaniko	21
Ontario	11,874	Jefferson	3,515	Coburg	1,419	Huntington	506	Greenhorn	3
Monmouth	11,516	Myrtle Creek	3,509	Cascade Locks	1,412	North Powder	501		
Prineville	11,466	Hubbard	3,385	Adair Village	1,403	Mosier	492		
Silverton	10,882	Nyssa	3,290	Gold Hill	1,345	Scotts Mills	456		
Cottage Grove	10,879	Dundee	3,249	Pilot Rock	1,343	Fossil	450		

* These numbers reflect the December 15, 2024 certified numbers from the Portland State University Population Research Center. State shared revenues for the Highway Trust Fund, Liquor Revenues, Cigarette Tax Revenues, and 9-1-1 Emergency Communication Tax Revenues will use these populations. Portland State also provides quarterly supplemental population reports which will provide the basis for quarterly marijuana revenue distributions. The supplemental reports are available at www.pdx.edu/population-research/population-estimate-reports.

City Apportionment Forecast of Highway Funds

City	FY 24	FY 25	FY 26	City	FY 24	FY 25	FY 26	Item # 9.
Adair Village	\$115,501	\$119,949	\$121,467	Elkton	\$14,901	\$15,475	\$15,670	
Adams	\$31,191	\$32,393	\$32,802	Enterprise	\$165,762	\$172,146	\$174,324	
Adrian	\$12,276	\$12,749	\$12,910	Estacada	\$443,936	\$461,034	\$466,867	
Albany	\$4,477,730	\$4,650,188	\$4,709,021	Eugene	\$13,691,676	\$14,219,005	\$14,398,900	
Amity	\$140,979	\$146,408	\$148,261	Fairview	\$823,868	\$855,599	\$866,423	
Antelope	\$2,702	\$2,806	\$2,842	Falls City	\$82,302	\$85,472	\$86,553	
Arlington	\$51,728	\$53,720	\$54,400	Florence	\$759,092	\$788,328	\$798,301	
Ashland	\$1,656,614	\$1,720,418	\$1,742,184	Forest Grove	\$2,127,109	\$2,209,034	\$2,236,982	
Astoria	\$784,956	\$815,188	\$825,502	Fossil	\$35,129	\$36,482	\$36,943	
Athena	\$92,647	\$96,216	\$97,433	Garibaldi	\$64,622	\$67,110	\$67,960	
Aumsville	\$326,351	\$338,920	\$343,208	Gaston	\$52,037	\$54,041	\$54,725	
Aurora	\$86,394	\$89,721	\$90,856	Gates	\$42,618	\$44,259	\$44,819	
Baker City	\$779,937	\$809,976	\$820,224	Gearhart	\$149,240	\$154,988	\$156,948	
Bandon	\$298,479	\$309,975	\$313,897	Gervais	\$215,328	\$223,621	\$226,451	
Banks	\$147,464	\$153,143	\$155,081	Gladstone	\$937,284	\$973,383	\$985,698	
Barlow	\$10,809	\$11,225	\$11,367	Glendale	\$67,247	\$69,837	\$70,720	
Bay City	\$127,081	\$131,976	\$133,646	Gold Beach	\$189,155	\$196,441	\$198,926	
Beaverton	\$7,810,568	\$8,111,389	\$8,214,012	Gold Hill	\$103,302	\$107,281	\$108,638	
Bend	\$8,205,092	\$8,521,108	\$8,628,915	Granite	\$2,548	\$2,646	\$2,679	
Boardman	\$342,564	\$355,758	\$360,259	Grants Pass	\$3,096,124	\$3,215,370	\$3,256,050	
Bonanza	\$30,960	\$32,152	\$32,559	Grass Valley	\$11,967	\$12,428	\$12,585	
Brookings	\$552,874	\$574,168	\$581,432	Greenhorn	\$232	\$241	\$244	
Brownsville	\$142,523	\$148,012	\$149,885	Gresham	\$9,041,390	\$9,389,616	\$9,508,410	
Burns	\$210,773	\$218,891	\$221,660	Haines	\$29,493	\$30,629	\$31,016	
Butte Falls	\$33,971	\$35,279	\$35,725	Halfway	\$27,640	\$28,704	\$29,068	
Canby	\$1,470,393	\$1,527,024	\$1,546,344	Halsey	\$73,500	\$76,331	\$77,297	
Cannon Beach	\$120,056	\$124,680	\$126,257	Happy Valley	\$2,069,050	\$2,148,738	\$2,175,924	
Canyon City	\$53,041	\$55,084	\$55,780	Harrisburg	\$282,575	\$293,458	\$297,171	
Canyonville	\$131,482	\$136,546	\$138,274	Helix	\$14,901	\$15,475	\$15,670	
Carlton	\$187,225	\$194,436	\$196,896	Heppner	\$93,497	\$97,098	\$98,326	
Cascade Locks	\$108,089	\$112,252	\$113,672	Hermiston	\$1,568,985	\$1,629,414	\$1,650,029	
Cave Junction	\$166,997	\$173,429	\$175,623	Hillsboro	\$8,560,164	\$8,889,855	\$9,002,327	
Central Point	\$1,518,338	\$1,576,816	\$1,596,765	Hines	\$131,637	\$136,707	\$138,436	
Chiloquin	\$59,835	\$62,139	\$62,926	Hood River	\$662,198	\$687,702	\$696,403	
Clatskanie	\$136,423	\$141,678	\$143,470	Hubbard	\$269,527	\$279,908	\$283,449	
Coburg	\$113,879	\$118,265	\$119,761	Huntington	\$39,221	\$40,731	\$41,247	
Columbia City	\$149,394	\$155,148	\$157,111	Idanha	\$11,890	\$12,348	\$12,504	
Condon	\$56,052	\$58,211	\$58,947	Imbler	\$19,070	\$19,804	\$20,055	
Coos Bay	\$1,276,451	\$1,325,613	\$1,342,384	Independence	\$793,217	\$823,767	\$834,189	
Coquille	\$312,840	\$324,889	\$328,999	Ione	\$26,018	\$27,021	\$27,362	
Cornelius	\$1,110,766	\$1,153,547	\$1,168,141	Irrigon	\$164,681	\$171,024	\$173,187	
Corvallis	\$4,761,231	\$4,944,608	\$5,007,166	Island City	\$90,022	\$93,490	\$94,672	
Cottage Grove	\$856,603	\$889,595	\$900,850	Jacksonville	\$246,828	\$256,335	\$259,578	
Cove	\$51,111	\$53,079	\$53,751	Jefferson	\$264,431	\$274,616	\$278,090	
Creswell	\$449,572	\$466,887	\$472,794	John Day	\$131,559	\$136,626	\$138,355	
Culver	\$128,626	\$133,580	\$135,270	Johnson City	\$39,375	\$40,892	\$41,409	
Dallas	\$1,388,863	\$1,442,354	\$1,460,603	Jordan Valley	\$10,268	\$10,664	\$10,799	
Dayton	\$208,766	\$216,806	\$219,549	Joseph	\$91,026	\$94,532	\$95,728	
Dayville	\$10,963	\$11,386	\$11,530	Junction City	\$573,411	\$595,495	\$603,029	
Depoe Bay	\$121,137	\$125,802	\$127,394	Keizer	\$3,024,091	\$3,140,563	\$3,180,296	
Detroit	\$10,346	\$10,744	\$10,880	King City	\$399,697	\$415,091	\$420,342	
Donald	\$77,438	\$80,420	\$81,438	Klamath Falls	\$1,773,118	\$1,841,409	\$1,864,706	
Drain	\$92,261	\$95,815	\$97,027	La Grande	\$1,046,762	\$1,087,078	\$1,100,831	
Dufur	\$49,026	\$50,914	\$51,558	La Pine	\$241,347	\$250,642	\$253,813	
Dundee	\$252,078	\$261,787	\$265,099	Lafayette	\$363,950	\$377,968	\$382,750	
Dunes City	\$112,258	\$116,581	\$118,056	Lake Oswego	\$3,196,029	\$3,319,123	\$3,361,116	
Durham	\$149,626	\$155,388	\$157,354	Lakeside	\$150,707	\$156,511	\$158,491	
Eagle Point	\$768,588	\$798,190	\$808,288	Lakeview	\$191,163	\$198,525	\$201,037	
Echo	\$49,258	\$51,155	\$51,802	Lebanon	\$1,569,525	\$1,629,975	\$1,650,597	
Elgin	\$147,541	\$153,224	\$155,162	Lexington	\$18,761	\$19,484	\$19,730	
				Lincoln City	\$800,783	\$831,625	\$842,144	

City Apportionment Forecast of Highway Funds

City	FY 24	FY 25	FY 26	City	FY 24	FY 25	FY 26	Item # 9.
Lonerock	\$1,930	\$2,004	\$2,030	Rufus	\$21,000	\$21,809	\$22,085	
Long Creek	\$13,820	\$14,352	\$14,534	Salem	\$14,107,586	\$14,650,934	\$14,836,293	
Lostine	\$18,993	\$19,724	\$19,974	Sandy	\$1,015,957	\$1,055,086	\$1,068,435	
Lowell	\$97,357	\$101,107	\$102,386	Scappoose	\$637,260	\$661,804	\$670,177	
Lyons	\$92,879	\$96,456	\$97,677	Scio	\$73,269	\$76,091	\$77,053	
Madras	\$625,293	\$649,376	\$657,592	Scotts Mills	\$34,125	\$35,439	\$35,888	
Malin	\$57,519	\$59,734	\$60,490	Seaside	\$570,786	\$592,769	\$600,269	
Manzanita	\$49,875	\$51,796	\$52,451	Seneca	\$13,511	\$14,031	\$14,209	
Maupin	\$33,585	\$34,878	\$35,319	Shady Cove	\$239,108	\$248,317	\$251,458	
Maywood Park	\$61,225	\$63,583	\$64,387	Shaniko	\$2,316	\$2,405	\$2,436	
McMinnville	\$2,672,262	\$2,775,183	\$2,810,294	Sheridan	\$462,234	\$480,036	\$486,110	
Medford	\$7,017,043	\$7,287,301	\$7,379,498	Sherwood	\$1,611,140	\$1,673,192	\$1,694,361	
Merrill	\$66,938	\$69,516	\$70,395	Siletz	\$95,890	\$99,583	\$100,843	
Metolius	\$77,592	\$80,581	\$81,600	Silverton	\$823,018	\$854,717	\$865,530	
Mill City	\$159,508	\$165,651	\$167,747	Sisters	\$295,159	\$306,527	\$310,405	
Millersburg	\$247,523	\$257,056	\$260,309	Sodaville	\$27,563	\$28,624	\$28,986	
Milton-Freewater	\$578,275	\$600,547	\$608,145	Spray	\$15,518	\$16,116	\$16,320	
Milwaukie	\$1,647,658	\$1,711,117	\$1,732,766	Springfield	\$4,870,015	\$5,057,581	\$5,121,568	
Mitchell	\$10,577	\$10,985	\$11,124	St. Helens	\$1,158,788	\$1,203,419	\$1,218,644	
Molalla	\$797,926	\$828,658	\$839,142	St. Paul	\$33,585	\$34,878	\$35,319	
Monmouth	\$850,735	\$883,501	\$894,679	Stanfield	\$178,578	\$185,456	\$187,802	
Monroe	\$58,908	\$61,177	\$61,951	Stayton	\$640,426	\$665,091	\$673,506	
Monument	\$9,110	\$9,461	\$9,581	Sublimity	\$249,608	\$259,221	\$262,501	
Moro	\$28,489	\$29,586	\$29,961	Summerville	\$8,802	\$9,140	\$9,256	
Mosier	\$37,136	\$38,566	\$39,054	Sumpter	\$15,982	\$16,597	\$16,807	
Mt. Angel	\$273,156	\$283,676	\$287,265	Sutherlin	\$694,933	\$721,698	\$730,829	
Mt. Vernon	\$43,467	\$45,141	\$45,712	Sweet Home	\$774,224	\$804,043	\$814,216	
Myrtle Creek	\$279,950	\$290,732	\$294,410	Talent	\$403,634	\$419,180	\$424,483	
Myrtle Point	\$193,633	\$201,091	\$203,635	Tangent	\$94,037	\$97,659	\$98,895	
Nehalem	\$22,390	\$23,252	\$23,546	The Dalles	\$1,267,495	\$1,316,312	\$1,332,965	
Newberg	\$2,063,568	\$2,143,046	\$2,170,159	Tigard	\$4,313,358	\$4,479,485	\$4,536,158	
Newport	\$855,677	\$888,633	\$899,875	Tillamook	\$407,417	\$423,109	\$428,462	
North Bend	\$831,434	\$863,456	\$874,380	Toledo	\$279,641	\$290,411	\$294,085	
North Plains	\$282,806	\$293,699	\$297,414	Troutdale	\$1,312,892	\$1,363,457	\$1,380,708	
North Powder	\$38,449	\$39,930	\$40,435	Tualatin	\$2,154,826	\$2,237,818	\$2,266,130	
Nyssa	\$259,645	\$269,645	\$273,056	Turner	\$222,508	\$231,078	\$234,002	
Oakland	\$74,736	\$77,614	\$78,596	Ukiah	\$16,908	\$17,559	\$17,782	
Oakridge	\$249,762	\$259,382	\$262,663	Umatilla	\$602,981	\$626,204	\$634,127	
Ontario	\$942,379	\$978,675	\$991,057	Union	\$168,464	\$174,952	\$177,166	
Oregon City	\$2,937,620	\$3,050,761	\$3,089,359	Unity	\$3,088	\$3,207	\$3,248	
Paisley	\$19,147	\$19,885	\$20,136	Vale	\$150,321	\$156,110	\$158,085	
Pendleton	\$1,312,969	\$1,363,538	\$1,380,789	Veneta	\$406,182	\$421,826	\$427,163	
Philomath	\$449,572	\$466,887	\$472,794	Vernonia	\$187,302	\$194,516	\$196,977	
Phoenix	\$291,299	\$302,518	\$306,346	Waldport	\$181,435	\$188,423	\$190,806	
Pilot Rock	\$102,839	\$106,799	\$108,151	Wallowa	\$62,691	\$65,106	\$65,930	
Port Orford	\$91,181	\$94,692	\$95,890	Warrenton	\$498,907	\$518,122	\$524,677	
Portland	\$50,037,126	\$51,964,287	\$52,621,725	Wasco	\$32,195	\$33,435	\$33,858	
Powers	\$58,600	\$60,856	\$61,626	Waterloo	\$16,677	\$17,319	\$17,538	
Prairie City	\$66,475	\$69,035	\$69,908	West Linn	\$2,112,362	\$2,193,719	\$2,221,474	
Prescott	\$6,331	\$6,575	\$6,658	Westfir	\$20,151	\$20,927	\$21,192	
Prineville	\$895,438	\$929,925	\$941,690	Weston	\$53,736	\$55,805	\$56,511	
Rainier	\$149,240	\$154,988	\$156,948	Wheeler	\$33,044	\$34,317	\$34,751	
Redmond	\$2,949,896	\$3,063,510	\$3,102,268	Willamina	\$177,652	\$184,494	\$186,828	
Reedsport	\$339,321	\$352,390	\$356,849	Wilsonville	\$2,133,517	\$2,215,689	\$2,243,721	
Richland	\$12,816	\$13,310	\$13,478	Winston	\$445,557	\$462,718	\$468,572	
Riddle	\$96,353	\$100,064	\$101,330	Wood Village	\$388,965	\$403,946	\$409,056	
Rivergrove	\$43,158	\$44,821	\$45,388	Woodburn	\$2,087,965	\$2,168,382	\$2,195,816	
Rockaway Beach	\$118,743	\$123,317	\$124,877	Yachats	\$77,669	\$80,661	\$81,681	
Rogue River	\$190,854	\$198,204	\$200,712	Yamhill	\$89,945	\$93,409	\$94,591	
Roseburg	\$1,872,869	\$1,945,002	\$1,969,609	Yoncalla	\$83,228	\$86,434	\$87,527	

Data Sources

Item # 9.

SOURCE		LINK
Highway Trust Fund Revenues		
1	Table 8A. Distribution of Total Net Revenues (Includes All Conditional Fuels Tax Increases), ODOT State Highway Revenue Forecasts.	https://www.oregon.gov/odot/Data/Revenue%20Forecasts%20%20Economic%20Reports/Oct%202024%20Forecast%20document_final.pdf
2	October 2024 County/City Apportionment Forecasts (Cash basis)(Includes All Conditional Fuels Tax Increases).	https://www.oregon.gov/odot/Data/Revenue%20Forecasts%20%20Economic%20Reports/City%20County%20Apportionment_2410_updated.pdf
Marijuana Tax Revenues		
3	Table B.11 Recreational Marijuana Resources and Distributions, Oregon Economic and Revenue Forecast, December 2024.	https://www.oregon.gov/das/oea/Documents/appendixb.pdf
Liquor Revenues		
4	Table B.7 Liquor Apportionment and Revenue Distribution to Local Governments (Millions of \$). Oregon Economic and Revenue Forecast, December 2024. LOC estimates calculated using simple regression analysis. (On file with LOC)	https://www.oregon.gov/das/oea/Documents/appendixb.pdf
5	OLCC Allocation of Liquor Revenue, Fiscal Year Summaries.	https://www.oregon.gov/olcc/pages/allocation_of_liquor_revenue.aspx
Cigarette Tax Revenues		
6	Table B.6 Cigarette & Tobacco Tax Distribution (Millions of \$) Oregon Economic and Revenue Forecast, December 2024.	https://www.oregon.gov/das/oea/Documents/appendixb.pdf
9-1-1 Emergency Communications Tax Revenues		
7	Emergency Communications Quarterly Tax Distribution 02 Reports. LOC estimates calculated using simple regression analysis (On file with LOC).	https://www.oregon.gov/OEM/911/Pages/911-Tax-Distribution.aspx



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www.orcities.org

**A RESOLUTION CERTIFYING ITS ELIGIBILITY)
AND DECLARING THE CITY OF LEBANON'S)
ELECTION TO RECEIVE STATE REVENUES)**

RESOLUTION NO. 2025-07

WHEREAS, public hearings giving citizens an opportunity to comment on the use of state revenue sharing funds were held before the Budget Committee on May 6, 2025 and before the City Council on June 11, 2025; and

WHEREAS, ORS 221.760 requires as follows:

The Officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- | | |
|--------------------|--|
| 1) Police Services | 5) Street Construction, Maintenance & Lighting |
| 2) Fire Protection | 6) Planning, Zoning & Subdivision Control |
| 3) Sanitary Sewers | 7) One or more utility services; and |
| 4) Storm Sewers | |

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON that the City of Lebanon hereby certifies that it provides the following six municipal services enumerated in Section 1, ORS 221.760:

- | | |
|--------------------------|--|
| 1) Police Services | 4) Storm Sewers |
| 2) Water Utility Service | 5) Street Construction, Maintenance & Lighting |
| 3) Sanitary Sewers | 6) Planning, Zoning & Subdivision Control |

BE IT FURTHER RESOLVED THAT:

Pursuant to ORS 221.770, the City of Lebanon hereby elects to receive state revenues for fiscal year 2025-26.

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June 2025 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor	<input type="checkbox"/>
Michelle Steinhebel, Council President	<input type="checkbox"/>

ATTESTED BY:

Julie Fisher, MMC, City Recorder



MEMORANDUM

Finance Department

To: Mayor Jackola, City Council
Ron Whitlatch, City Manager
From: Brandon Neish, Finance Director
Subject: Marijuana Revenue FY 2025-2026

Date: June 11, 2025

I. INTRODUCTION

Each year, the State of Oregon requires the City to certify that it complies with ORS 475C related to marijuana sales inside city-limits. This allows state revenue to flow through and allows the City to continue taxing sales within its own boundaries. Marijuana revenue flows into the General Fund and is used for general purposes which can include funding police programs and other recreational programs such as the Library and Senior Center.

Specifically, the City Council must certify that it allows the establishment of marijuana businesses under ORS 475C and that it is eligible to receive revenue collected by the State for the purpose of revenue sharing and the City's tax for the coming fiscal year.

II. RECOMMENDATION

- Adopt Resolution No. 2025-08 to certify that the City provides services eligible to receive Marijuana Shared Revenue and that the City elects to receive distributions from the State of Oregon for shared revenues and the City's 3% tax on marijuana sales.

**A RESOLUTION CERTIFYING THE CITY
COMPLIES WITH SECTIONS OF ORS 475C
RELATED TO MARIJUANA SALES INSIDE
CITY LIMITS**

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RESOLUTION NO. 2025-

Item # 10.

WHEREAS, ORS 475C.005, the Adult and Medical Use of Cannabis Act contains the rules and regulations regarding the sale of recreational and medical marijuana in the State of Oregon, and;

WHEREAS, ORS 475C.065 establishes a license to produce marijuana, and;

WHEREAS, ORS 475C.085 establishes a license to process marijuana, and;

WHEREAS, ORS 475C.093 establishes a license for the wholesale sale of marijuana, and;

WHEREAS, ORS 475C.097 establishes a license for the retail sale of marijuana, and;

WHEREAS, Lebanon Municipal Code Chapter 3.20 authorizes the sale of marijuana in the City of Lebanon and establishes a tax of 3% on all retail sales.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Lebanon hereby certifies that it allows the establishment of marijuana business under the aforementioned ORS' and further certifies the City is eligible and elects to receive revenue collected by the State for the purpose of state revenue sharing and the City's tax for fiscal year 2025-2026.

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐

Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder



MEMORANDUM

Finance Department

To: Mayor & City Council
Ron Whitlatch, City Manager

From: Brandon Neish, Finance Director

Subject: Fiscal Year 2025-2026 Budget Adoption

Date: June 11, 2025

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, outlines a very specific process for budget development and citizen involvement. The City is required to follow this process which consists of a citizen Budget Committee containing the Mayor, six City Councilors, and seven citizen members, a Budget Message and Proposed Budget from a designated Budget Officer, an approved budget, multiple hearings, levied taxes, and an adopted budget. The Budget Committee reviews the Budget Officer's Proposed Budget and Budget Message before approving a budget (with any changes they deem necessary), recommends tax levies, and forwards that to the City Council. During the approval process, a public hearing is required, and a second public hearing is required before the City Council can adopt the budget. All of this must be completed before July 1 annually or the City cannot legally operate.

II. CURRENT REPORT

The Budget Committee received the Budget Officer's (City Manager's) Proposed Budget and Budget Message during a public meeting on April 16, 2025. The meeting was noticed in the Albany-Democrat Herald to comply with ORS 294.426(3)(a). During a second meeting held on May 6, 2025, committee members heard from the City's Department Directors who supervise the functions of the Senior Center, LINX transit, Public Works, the Police Department, Library Services, Information Technology (IT), Human Resources, Engineering, Community Development, City Recorder, and Finance, as well as the City Manager's Office. After opportunities to hear from the public, the committee approved a budget of \$95,677,938, recommended taxes of \$5.1364 per \$1,000 of assessed value and bond revenue of \$2,000,000, and recommended the Council adopt the budget. This included operating and non-operating costs.

Before the City Council is a resolution to adopt a total expenditure budget of \$66,738,962 and a resolution to levy taxes for the coming fiscal year. Reserves for future expenditures and ending

THE CITY THAT FRIENDLINESS BUILT

fund balance are unappropriated by definition and therefore not included in the adoption resolution.

III. RECOMMENDATION

- Conduct a public hearing on the Approved Budget.
- Adopt Resolution No. 2025-09 adopting a budget for the 2025-2026 fiscal year beginning July 1, 2025.
- Adopt Resolution No. 2025-10 levying taxes for the City of Lebanon's budget for fiscal year 2025-2026

Summary of the Budget

Description	2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Proposed	2025-26 Approved	% variance 2026 appr. vs. 2025 budget
Resources						
<i>Beginning Balance</i>	\$ 41,742,020	\$ 44,403,323	\$ 42,211,705	\$ 46,371,895	\$ 46,371,895	9.9%
Property & other taxes	8,550,427	8,744,277	8,975,469	9,391,589	9,391,589	4.6%
Franchise fees	2,747,904	2,834,023	3,034,748	3,337,861	3,337,861	10.0%
Assessments	819,509	2,377,836	935,800	891,800	891,800	-4.7%
Fees	978,573	1,148,641	904,069	2,676,089	2,676,089	196.0%
Fines, forfeitures, and penalties	264,951	261,665	217,490	306,590	306,590	41.0%
Intergovernmental	7,223,093	4,321,971	7,928,069	8,085,236	8,085,236	2.0%
Charges for service	13,363,171	13,858,635	13,787,550	14,141,062	14,141,062	2.6%
Contributions	85,126	52,772	299,969	130,305	130,305	-56.6%
Interest	1,440,983	2,464,621	1,206,440	1,982,640	1,982,640	64.3%
Miscellaneous	174,019	1,635,219	1,383,150	2,767,200	2,767,200	100.1%
<i>Operating Revenue</i>	<i>\$ 35,647,756</i>	<i>\$ 37,699,660</i>	<i>\$ 38,672,754</i>	<i>\$ 43,710,372</i>	<i>\$ 43,710,372</i>	<i>13.0%</i>
Transfers In	\$ 4,836,805	\$ 5,311,218	\$ 4,466,834	\$ 5,245,227	\$ 5,245,227	17.4%
Bonds, loans, notes and other proceeds	3,241,260	3,981,544	40,444	40,444	40,444	0.0%
Pass-Throughs	150,586	328,113	310,000	310,000	310,000	0.0%
<i>Non-Operating Revenues</i>	<i>\$ 8,228,651</i>	<i>\$ 9,620,875</i>	<i>\$ 4,817,278</i>	<i>\$ 5,595,671</i>	<i>\$ 5,595,671</i>	<i>16.2%</i>
Total Resources	\$ 85,618,427	\$ 91,723,858	\$ 85,701,737	\$ 95,677,938	\$ 95,677,938	11.6%
Expenditures						
Operating Expenditures						
Admin/City Manager	\$ 208,933	\$ 81,423	\$ 159,945	\$ 390,931	\$ 390,931	144.4%
City Attorney	207,230	204,261	235,000	241,000	241,000	2.6%
City Council & Recorder	356,008	329,458	312,352	328,806	328,806	5.3%
Community Development	983,726	772,628	1,284,089	1,226,382	1,226,382	4.5%
Engineering	2,079,558	2,136,492	2,558,800	2,534,055	2,534,055	-1.0%
Finance	1,133,026	1,188,625	1,215,547	1,343,724	1,343,724	10.5%
Human Resources	277,443	281,235	219,325	235,349	235,349	7.3%
Information Technology	1,520,117	1,429,073	1,828,615	1,636,367	1,636,367	-10.5%
Library	679,891	718,287	662,869	705,343	705,343	6.4%
Police	5,923,739	6,646,332	7,217,920	7,959,476	7,959,476	10.3%
Public Works	7,107,425	8,743,056	9,505,732	9,629,751	9,629,751	1.3%
Senior Center/ LINX	1,395,831	1,320,611	1,602,753	1,777,639	1,777,639	10.9%
Not allocated to cost center	877,488	766,897	1,149,089	1,674,795	1,674,795	45.7%
<i>Operating Expenditures</i>	<i>\$ 22,750,415</i>	<i>\$ 24,618,378</i>	<i>\$ 27,952,036</i>	<i>\$ 29,683,618</i>	<i>\$ 29,683,618</i>	<i>6.2%</i>
Non-Operating Expenditures						
Capital Outlay	\$ 8,056,088	\$ 7,733,395	\$ 24,797,777	\$ 22,852,827	\$ 22,852,827	-7.8%
Debt Service	4,939,690	5,206,503	5,910,970	6,912,342	6,912,342	16.9%
Transfers Out	5,316,805	5,311,218	4,466,834	5,245,225	5,245,225	17.4%
Pass-Throughs	152,106	329,216	363,000	363,000	363,000	0.0%
<i>Non-Operating Expenditures</i>	<i>\$ 18,464,689</i>	<i>\$ 18,580,332</i>	<i>\$ 35,538,581</i>	<i>\$ 35,373,394</i>	<i>\$ 35,373,394</i>	<i>-0.5%</i>
Contingency	-	-	3,232,374	3,607,529	3,607,529	11.6%
Ending Balance	44,403,323	48,525,146	18,978,746	27,013,396	27,013,396	42.3%
Total Requirements	\$ 85,618,427	\$ 91,723,856	\$ 85,701,737	\$ 95,677,937	\$ 95,677,937	11.6%

A RESOLUTION ADOPTING THE CITY OF) RESOLUTION NO. 2025-10
LEBANON'S BUDGET AND MAKING)
APPROPRIATIONS FOR FISCAL)
YEAR 2025-2026)

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Council of the City of Lebanon hereby adopts the budget for 2025-26, in the sum of \$66,738,962 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED by the Council of the City of Lebanon:

Section 1. That the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below, are hereby appropriated as follows:

<u>General Fund</u>		
Finance	440,768	
Library	675,343	
Community Development	572,798	
Parks	791,950	
Police	7,827,986	
Senior Services	382,758	
Non-Departmental		
Materials & Services	1,109,357	
Capital Outlay	17,000	
Non-Operating		
Pass-Through	363,000	
Interfund Transfers	2,480,504	
Contingency	526,717	\$ 15,188,181
<u>Special Revenue Funds</u>		
Motel Tax:		
Non-Departmental		
Materials & Services	192,268	
Capital Outlay	51,732	\$ 244,000
Building Inspection:		
Community Development	536,970	
Interfund Transfers	87,633	
Contingency	18,250	\$ 642,853

Parks:

Non-Operating		
Capital Outlay	3,433,943	
Contingency	100,000	\$ 3,533,943

State Foot & Bike Service:

Non-Operating Capital Outlay		\$ 15,000
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Engineering Development Review:

Engineering	154,208	
Interfund Transfers	27,621	
Contingency	6,900	\$ 188,729

Street Maintenance:

Public Works	1,164,592	
Engineering	20,500	
Non-Operating		
Capital Outlay	838,000	
Interfund Transfers	288,707	
Contingency	73,725	\$ 2,385,524

LINX Transit:

LINX	1,354,135	
Non-Operating		
Interfund Transfers	202,895	
Contingency	73,400	\$ 1,630,430

Boat Ramp:

Public Works		\$ 5,000
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Police Donations:

Police		\$ 5,000
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Library Donations:

Library		\$ 30,000
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Senior Services Donations:

Senior Services		\$ 30,000
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Debt Service Funds**G.O. Bond:**

Debt Service		\$ 1,849,500
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2013 Full Faith & Credit:

Debt Service		\$ 2,631,200
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Pension Bond:

Debt Service		\$ 308,293
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Capital Projects Funds

Equipment Acquisition & Replacement:

LINX	21,746	
Police	126,490	
Non-Operating Capital Outlay	304,438	\$ 452,674

Pioneer Cemetery:

Public Works		\$ 549
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SDC – Streets Improvement:

Non-Operating Capital Outlay		\$ 5,148,000
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SDC – Streets Reimbursement:

Non-Operating Capital Outlay		\$ 279,000
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Streets Capital Project:

Non-Operating Capital Outlay		\$ 1,029,580
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SDC – Parks Improvement:

Non-Operating Capital Outlay		\$ 3,245,000
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SDC – Parks Reimbursement:

Non-Operating Capital Outlay		\$ 470
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Enterprise Funds

Water Utility:

Community Development	58,307	
Public Works	3,535,648	
Engineering	1,271,380	
Non-Operating Capital Outlay	1,600,000	
Interfund Transfers	850,458	
Debt Service	1,153,769	
Contingency	294,000	\$ 8,763,562

SDC – Water Improvement:

Non-Operating Capital Outlay		\$ 438,225
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SDC – Water Reimbursement:

Non-Operating Capital Outlay		\$ 22,000
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Wastewater Utility:

Community Development	58,307	
Public Works	3,345,347	
Engineering	998,227	
Non-Operating Capital Outlay	1,550,000	
Interfund Transfers	832,759	
Debt Service	923,580	

Contingency	212,472	\$ 7,920,692
SDC – Wastewater Improvement:		
Non-Operating Capital Outlay		\$ 4,000,000
SDC – Wastewater Reimbursement:		
Non-Operating Capital Outlay		\$ 776,913
Storm Drainage:		
Public Works	245,027	
Engineering	89,740	
Non-Operating		
Capital Outlay	210,000	
Interfund Transfers	91,557	
Debt Service	46,000	
Contingency	21,700	\$ 704,024
SDC – Storm Improvement:		
Non-Operating Capital Outlay		\$ 283,793
SDC – Storm Reimbursement:		
Non-Operating Capital Outlay		\$ 24,601

Internal Service Funds

Administrative Services:		
City Manager	390,931	
Human Resources	235,349	
City Attorney	241,000	
City Recorder	226,238	
Finance	902,956	
Mayor & City Council	102,568	
Non-Operating		
Interfund Transfers	342,529	
Contingency	99,467	\$ 2,541,038
Information Technology:		
Information Technology	1,636,367	
Non-Operating		
Interfund Transfers	34,259	
Contingency	69,112	\$ 1,739,738
Custodial & Building Maintenance:		
Public Works	541,639	
Non-Operating		
Interfund Transfers	6,303	
Contingency	133,508	\$ 681,450

Total Appropriations	\$ 66,738,962
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Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June, 2025
by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐

Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder

**A RESOLUTION LEVYING TAXES FOR
THE CITY OF LEBANON'S BUDGET FOR
FISCAL YEAR 2025-2026**

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RESOLUTION NO. 2025-

Item # 12.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. The City of Lebanon hereby levies the taxes provided for in the adopted budget at the rate of \$5.1364 per \$1,000 of assessed valuation for operations, and in the amount of \$2,100,000 for voter approved debt service and Non-Ad Valorem customer sewer usage and storm drainage charges not to exceed \$50,000 and that these taxes are hereby levied upon the assessed value of all taxable property within the City of Lebanon.

The following allocation and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the above aggregate levy:

	Subject to Measure 5 General Governmental Limitation	Excluded from Limitation
Permanent tax rate	\$ 5.1364 per \$1,000	
General obligation bond debt		\$ 1,782,300
Delinquent sewer charges		\$ 36,700
Delinquent storm drainage charges		\$ 13,300

Section 2. This resolution is effective July 1, 2025.

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder



MEMORANDUM

Finance Department

To: Mayor Jackola, City Council
Ron Whitlatch, Agency Manager

From: Brandon Neish, Finance Director

Subject: Fiscal Year 2025-2026 Budget Adoption

Date: June 11, 2025

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, outlines a very specific process for budget development and citizen involvement. The Urban Renewal Agency (URA) is required to follow this process which consists of a citizen Budget Committee containing the URA Board and seven citizen members, a Budget Message and Proposed Budget from a designated Budget Officer, an approved budget, multiple hearings, levied taxes, and an adopted budget. The Budget Committee reviews the Budget Officer's Proposed Budget and Budget Message before approving a budget (with any changes they deem necessary), recommends tax levies, and forwards that to the URA Board. During the approval process, a public hearing is required, and a second public hearing is required before the City Council can adopt the budget. All of this must be completed before July 1 annually or the Agency cannot legally operate.

II. CURRENT REPORT

The Budget Committee received the Budget Officer's (Agency Manager's) Proposed Budget and Budget Message during a public meeting on May 6, 2025. The meeting was noticed in the Albany-Democrat Herald to comply with ORS 294.426(3)(a). After an opportunity to hear from the public during this meeting, the committee approved a budget of \$8,469,526, recommended taxes, and recommended the Board adopt the budget. This included operating and non-operating costs.

Before the Board is a resolution to adopt a total expenditure budget of \$7,366,132 and a resolution to levy taxes for the coming fiscal year.

III. RECOMMENDATION

- Conduct a public hearing on the Approved Budget.

THE CITY THAT FRIENDLINESS BUILT

- Adopt Resolution No. 2025-11 adopting a budget for the 2025-2026 fiscal year beginning July 1, 2025.
- Adopt Resolution No. 2025-12 levying taxes for the Lebanon Urban Renewal Agency's budget for fiscal year 2025-2026.

A RESOLUTION ADOPTING THE LEBANON) RESOLUTION NO. 2025-11
URBAN RENEWAL AGENCY'S BUDGET)
AND MAKING APPROPRIATIONS FOR)
FISCAL YEAR 2025-2026)

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Board of the Lebanon Urban Renewal Agency hereby adopts the budget for 2025-26, in the sum of \$2,839,366 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. That the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below, are hereby appropriated as follows:

Urban Renewal Districts

Northwest Urban Renewal District:

Debt Service		\$ 2,873,977
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Cheadle Lake Urban Renewal District:

Materials & Services	36,245	
Capital Outlay	200,000	
Debt Service	351,846	\$ 563,346

North Gateway Urban Renewal District:

Personnel Services	84,432	
Capital Outlay	3,669,519	\$ 3,753,951

Mill Race Urban Renewal District:

Materials & Services	174,858	\$174,858
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Total Appropriations		\$ 7,366,132
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Passed by the Lebanon Urban Renewal Agency Board and executed by the Mayor on this 11th day of June, 2025 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor	<input type="checkbox"/>
Michelle Steinhebel, Board President	<input type="checkbox"/>

ATTESTED BY:

 Julie Fisher, MMC, City Recorder

**A RESOLUTION LEVYING TAXES FOR THE
LEBANON URBAN RENEWAL AGENCY'S
BUDGET FOR FISCAL YEAR 2025-2026**

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)

RESOLUTION NO. 2025-12

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. To certify to the county assessor for the Northwest Lebanon Urban Renewal District Plan Area a request for taxes at the increment property value of \$141,651,029, which is less than the maximum division of taxes that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 2. To certify to the county assessor a request for the North Gateway Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 3. To certify to the county assessor a request for the Cheadle Lake Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 4. To certify to the county assessor a request for the Downtown Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 5. To certify to the county assessor a request for the Mill Race Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 6. This resolution is effective on July 1, 2025.

Passed by the Lebanon Urban Renewal Agency and executed by the Mayor on this 11th day of June 2025 by a vote of ___ yeas and ___ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder



MEMORANDUM

Finance Department

To: Mayor Jackola & Lebanon City Councilors
Ron Whitlatch, City Manager & Budget Officer

Date: June 11, 2025

From: Brandon Neish, Finance Director

Subject: FY25 Budget Amendments

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, allows for either the transfer of appropriations or a supplemental budget to increase expenditure authority after a budget has been adopted. The 2025 fiscal year budget was adopted by the City Council on June 12, 2024. ORS 294.463(1) allows for the City Council to transfer existing expenditure authority from one budget line to another.

II. CURRENT REPORT

There are several adjustments outlined in Resolution No. 2025-06 necessary to cover expenditures related to collective bargaining agreements, changing priorities, new revenue, benefit changes, and unanticipated expenditures in the current year.

The first adjustment seeks to redistribute expenditure authority in the General Fund's non-departmental budget to cover unanticipated expenditures. For most budget authorizations, authority exists at a department level (i.e. Community Development in the General Fund) which allows for greater flexibility. For non-departmental expenditures, authority exists at a more restrictive level, specifically materials & services and capital outlay. In the current year the materials & service budget of \$625,634 is not enough to cover the operational needs. Specifically, the City procured a vehicle for staff and Council use, utility expense at the Wastewater Treatment Plant has run significantly higher during the fiscal year, and insurance premiums for risk and casualty insurance was more than originally anticipated. The transfer resolution seeks to move \$201,000 from the General Fund's contingency to the non-departmental materials & services budget.

Another adjustment for the General Fund seeks to cover additional interest expenses associated with terminating (prepaying) debt outstanding in the fund. At the time the budget was built to include the payoff, the interest expense was estimated. Once calculated, the interest expense was \$8,801 more than the original budget. The transfer resolution seeks to move authorized budget again from the operating contingency to cover the overage.

THE CITY THAT FRIENDLINESS BUILT

In the Administrative Internal Services fund, allowable cashouts for employees, contract changes settled after the budget was adopted and benefit changes has driven the need to distribute \$25,255 from the operating contingency to Human Resources (\$5,255) and Finance (\$20,000). The contingency in this fund (and others) is set aside for operational needs (3% of total expenditures) and personnel changes and cashouts (2% of total personnel expenditures).

Call back and standby pay is driving the need for additional expenditure authorization in the Water Fund's Water Treatment division. Similarly, overtime and contract changes in Engineering is pushing projected expenditures for the year over the adopted budget. The transfer resolution seeks to move \$107,000 from the operating contingency to Public Works (\$80,000) and Engineering (\$27,000) to cover the projected overages.

In the Motel Tax Fund, additional budget authority is needed to cover prior year Building Restoration grants. The program allows for reimbursements to cross fiscal years which was not considered when the budget was developed for the current year. The transfer resolution seeks to move \$50,000 from the operating contingency in the fund to Materials & Services (this is a non-departmental fund so budget is done at the line level instead of department/program level).

The last adjustment requested in the resolution is for the Building Fund, specifically Development Services. Collective bargaining changes and changes in health care elections are driving higher than anticipated cost increases in the program that will need to be covered by fiscal year end. The transfer resolution seeks to move \$14,500 from the operating contingency to Development Services.

III. RECOMMENDATION

- Adopt Resolution No. 2025-13 authorizing a transfer in budget appropriations.

A RESOLUTION AUTHORIZING A TRANSFER OF) RESOLUTION NO. 2025-13
APPROPRIATIONS FOR THE CITY OF LEBANON)
2024-2025 BUDGET)
)

WHEREAS, ORS 294.463(1) allows for the governing body to adopt a resolution to transfer appropriations for a specific purpose or purposes; and,

WHEREAS, the non-departmental materials & services costs for insurance and utilities has been higher than expected for the fiscal year and is projected to exceed the adopted budget; and,

WHEREAS, the City procured a vehicle for staff and Council use; and,

WHEREAS, the City defeased a loan in the General Fund which required additional interest beyond the adopted budget; and,

WHEREAS, collective bargaining agreements settled after the budget was adopted were above and beyond the planned increases for salary and related payroll expenses; and,

WHEREAS, the City allows employees to cash out vacation and sick leave annually which is budgeted as contingency to cover expenditures if needed; and,

WHEREAS, overtime and standby pay is projected to exceed any availability in treatment plant budgets; and,

WHEREAS, benefit selections by employees impacted various funds beyond the capacity of the adopted budget; and,

WHEREAS, the City's Downtown Building Restoration grant program allows reimbursements across fiscal years which was not accounted for in the adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. Authorizes the following transfer of appropriations of the 2024-2025 budget:

Account	Description	Adopted Budget	Adjustment	Amended Budget
<u>General Fund</u>				
<i>Non-Departmental</i>				
100-195-72800	Vehicles	-	1,000.00	1,000.00
100-195-61400	Insurance	225,000.00	75,000.00	300,000.00

Account	Description	Adopted Budget	Adjustment	Amended Budget
100-195-61900	Utilities	122,200.00	125,000.00	247,200.00
100-942-95600	Loan Interest	33,389.00	8,801.00	42,190.00
100-950-80001	Contingency	553,062.00	(209,801.00)	343,261.00
<u>Admin Internal Service</u>				
<i>Human Resources</i>				
200-116-50001	Salaries	141,413.00	6,055.00	147,468.00
200-116-51025	Insurance - Health	14,633.00	2,200.00	16,833.00
200-117-61320	Education & Training	3,000.00	(3,000.00)	-
<i>Finance</i>				
200-140-50001	Salaries	347,805.00	20,000.00	367,805.00
200-950-80000	Contingencies	82,100.00	(25,255.00)	56,845.00
<u>Water Fund</u>				
<i>Water Treatment</i>				
430-433-50001	Salaries	252,768.00	60,000.00	312,768.00
430-433-51015	PERS	60,371.00	20,000.00	80,371.00
<i>Engineering</i>				
430-520-50001	Salaries	216,806.00	20,000.00	236,806.00
430-520-50600	Overtime	-	5,000.00	5,000.00
430-520-51005	FICA	16,310.00	2,000.00	18,310.00
430-950-80005	Contingency	282,120.00	(107,000.00)	175,120.00
<u>Motel</u>				
<i>Materials & Services</i>				
510-195-61355	City Grants	170,000.00	50,000.00	220,000.00
510-195-72300	Improvements	227,533.00	(50,000.00)	177,533.00

Account	Description	Adopted Budget	Adjustment	Amended Budget
<u>Building Fund</u>				
<i>Development Services</i>				
527-173-50001	Salaries	124,291.00	7,000.00	131,291.00
527-173-51020	Workers' Compensation	-	1,500.00	1,500.00
527-173-51025	Insurance - Health	20,239.00	5,000.00	25,239.00
527-173-51005	FICA	9,410.00	1,000.00	10,410.00
527-950-80005	Contingency	17,180.00	(14,500.00)	2,680.00

Section 2. Section 1 of this resolution are effective immediately upon passage,

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of June, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTEST:

Julie Fisher, MMC, City Recorder



MEMORANDUM

06-11-2025

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Municipal Court Judge Contract Update

INTRODUCTION:

The current contract for the Municipal Court Judge is set to expire in June 2025. In preparation for renewal, Judge Waite completed the standard evaluation process with City Council, May 14, 2025.

CURRENT REPORT:

Following this, updates have been made to the contract by staff:

- The City Attorney has revised the contract language to clarify provisions regarding the appointment of a pro tem judge.
- The Finance Director has updated the compensation details to reflect current COLA.

RECOMMENDATION:

Staff recommends that the updated contract for the Municipal Court Judge be approved by motion.

CONTRACT TO PROVIDE MUNICIPAL COURT SERVICES

THIS AGREEMENT is made and entered into June 11, 2025, by and between the CITY OF LEBANON, Oregon, a municipal corporation, hereinafter referred to as "CITY" and GERALD WAITE, Attorney at Law, hereinafter referred to as "WAITE," and is effective July 1, 2025.

WITNESSETH:

WHEREAS, the CITY desires the services of WAITE as Municipal Judge, pursuant to Section 10 of the Charter of the city of Lebanon; and

WHEREAS, WAITE desires to serve in said capacity; and

WHEREAS, it is the desire of both parties hereto to establish and set forth their mutual responsibilities one to the other.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is hereby agreed as follows:

Duties. The CITY hereby contracts with WAITE to perform all functions and duties specified in Section 22 of the Charter of the city of Lebanon and to perform such other legally permissible and proper duties and functions as said position shall require. These duties shall include, but are not limited to, the following:

- a. Oversee the Municipal Court judicial function, including pretrial conferences, scheduling of pro tem judges, and reviews of the financial condition of the Municipal Court system;
- b. Preside over criminal, traffic, parking cases, arraignments, trials, and hearings and set forth the courtroom calendar;
- c. Develop and carry out policies for trial procedures, including the adoption of an appropriate bail schedule;
- d. Make recommendations to the CITY to improve the financial or other operating conditions of the Court.
- e. Maintain a professional standard of performance consistent with and adherent to the Oregon Code of Judicial Conduct.

Independent. In performing the duties of Municipal Court Judge, WAITE shall serve as an employee of the CITY. However, the CITY shall have no right or responsibility to control or influence the manner in which he carries out his judicial responsibilities, save and except that WAITE agrees to carry out his duties in a timely, consistent, and impartial manner.

Term. This Agreement shall commence July 1, 2025 and shall continue until June 30, 2027. This contract may be renewed upon the terms set forth herein or upon any other terms mutually acceptable to both parties. Notwithstanding the foregoing, WAITE shall serve at the pleasure of the City Council. No rights, responsibilities, salary, or other benefits shall extend beyond the term of this Agreement and nothing in this Agreement shall be deemed to vest in WAITE any property interest in the duties, responsibilities, or compensation provided in this contract or any right to the continuation thereof.

Compensation. WAITE will be paid as an employee \$57,639.66 annually, which is \$2,216.91 bi-weekly.

Benefits.

- a. Sick Leave. CITY shall provide WAITE with sick leave to be accrued at a rate of one (1) hour accrued per 30 hours worked up to a maximum of 48 hours of leave. Sick leave hours have no cash value and are not paid out upon contract expiration or termination.
- b. Pro Tem Hours. CITY shall provide up to 24 hours per calendar year of judge pro tem services paid by CITY. Pro tem hours do not carry over to the following calendar year. Pro tem hours have no cash value to WAITE and are not paid out upon contract expiration or termination.
- c. PERS. All contributions as required by law.
- d. Except as set forth specifically in this agreement, WAITE is not eligible for any benefits offered by the CITY other than those required under federal or state law.

Pro Tem Services. While it is agreed that WAITE shall personally serve as Municipal Judge and shall generally be available to fill the duties of that office, it is anticipated that ethical conflicts, professional development requirements, vacations, or illness, will occasionally require the employment of pro tem municipal judges. WAITE shall be responsible to arrange for all coverage as necessary by pro tem judges. All pro tem judges shall be members of the Oregon State Bar and have sufficient qualifications and experience for the position. WAITE shall provide the City the name of one pro tem Judge that has agreed to serve if necessary in his absence.

Hours of Work. It is recognized that the hours devoted by the judge in the performance of his responsibilities may vary with the caseload of the Court. The judge shall complete a biweekly timesheet outlining the number of hours he is devoting to his judicial duties as well as any pro-tem hours, sick leave, or professional leave used.

Periodic Review. The City Council may review the performance and compensation of the Municipal Court Judge by such method and at such times as the Council shall deem appropriate.

Dues and Subscriptions. The Municipal Court Judge shall maintain membership in the Oregon Municipal Judges Association and all fees required for such membership shall be paid by the CITY. In addition, the CITY encourages the Municipal Judge to participate in national, regional, and state and local associations and organizations necessary and desired for his continued professional growth and advancement and to improve his performance as Municipal Judge of the city of Lebanon. Should the Municipal Judge desire to incur any expenditure for any of the proposed activities outlined above, he may obtain prior consent from the Mayor of the city of Lebanon, in which event the CITY shall be obligated to reimburse for such pre-authorized expenses, or the Municipal Judge may submit a request for reimbursement without prior authorization, in which event the CITY, in the exclusive exercise of discretion, may reimburse for such expenses.

Professional Development. The CITY agrees to reimburse the Municipal Judge for registration, travel, and subsistence expenses for professional and office travel, meetings, and occasions deemed necessary or desirable to continue the professional development of the Municipal Judge. The procedures for reimbursement shall be the same as those for non-bargaining employees.

Professional Liability. The CITY agrees to defend, hold harmless, and indemnify WAITE on any and all claims brought against WAITE arising out of WAITE'S actions within the scope of the employment relationship with CITY. The CITY agrees to carry appropriate insurance through CITY'S insurance program.

Relationship of the Parties. The relationship between the parties is that of employer and employee. WAITE shall have no authority to enter into any contracts binding upon CITY except as authorized by general written City policy or specific authorization from the Lebanon City Council.

Termination. WAITE shall serve at the pleasure of the Lebanon City Council and may be removed by a majority vote of the City Council with or without cause. Any termination “without cause” shall require 60 days’ notice; Any termination “for cause” is immediate. WAITE may terminate this Contract with 30 days written notice.

Modifications or Amendments. This employment agreement may be unilaterally modified by CITY to comply with any applicable changes in federal or state law. CITY and WAITE may negotiate other changes to the agreement at such time as the contract is being considered for renewal.

Severability. If any provision or any portion of any provision in this employment agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, provision, or portion shall be severed and remain in full force and effect.

General Provisions. This Agreement shall constitute the entire agreement between the parties and supersedes any previous agreements or understandings. If any provisions or a portion thereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. No other benefits, consideration, or compensation of any kind shall be due from CITY to WAITE or any pro tem judge other than as set forth herein.

CITY OF LEBANON:

JUDGE:

By _____
Kenneth Jackola, Mayor

Gerald Waite, Municipal Judge

Date: _____

Date: _____

ATTEST:

Julie Fisher, MMC, City Recorder



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MEMORANDUM

Police Department

To: City Council & Mayor Jackola

Date: May 23, 2025

From: Chief Frank Stevenson 

Subject: Tow Rotation Discussion

Purpose

The purpose of this memorandum is to provide an overview of the Lebanon Police Department's current tow rotation policy and to address the ongoing issue of abandoned RVs, trailers, and boats within city limits.

Tow Rotation Policy Overview

The Lebanon Police Department maintains a non-preference tow rotation list to ensure that qualified towing companies within a 15-mile radius of the City of Lebanon are utilized equitably. This rotation enhances both operational efficiency and fairness, providing timely assistance to officers, especially during incidents involving multiple vehicles.

The tow list currently includes the following:

- Lebanon Towing
- AA Towing
- Aerostar Towing
- Rogers Towing

The list is used for non-preference tows, which include:

- Disabled vehicles
- Abandoned vehicles
- Vehicles involved in traffic crashes (no owner preference)
- Traffic crime impoundments

Traffic crime impoundments are authorized when a vehicle:

- Poses a public safety risk
- Obstructs traffic flow
- Is involved in criminal activity
- Is a hazard to others

INTEGRITY, PROFESSIONALISM & TEAMWORK

- Is vulnerable to vandalism or theft
- Cannot be legally moved by the driver

The Department's internal policy emphasizes the **prompt and safe removal** of such vehicles from public roadways to ensure community safety and mobility. To note, Lebanon Police have utilized non-preference tow rotation approximately 196 times over the past year.

This rotation system has consistently proven effective during the twenty plus years that I have been with the Department. It is important to note that we have not had a complaint regarding the tow rotation or the towing of these vehicles.

Abandoned RVs, Trailers, and Boats

Over the last three to four years, the City has observed a **significant increase in abandoned RVs, trailers, and boats** that have become public nuisances. These vehicles are often deteriorated, unsightly, and difficult to remove. Identifying and contacting responsible parties is challenging due to frequent changes in ownership, and citations or warnings often do not result in voluntary removal.

The rules and regulations imposed by the state of Oregon regarding disposal protocols, such as storage, waste removal (black and grey tanks), freon and asbestos, have made remediation very difficult and costly, generally amounting to \$2,500 to \$5,500 per recreation vehicle (RVs, trailers and boats) for abatement. In addition to labor, moving, and storage, typical comprehensive costs include fees for asbestos sampling and related abatement, freon recovery, pumping of black water tanks, hauling, and excavator and related dumping fees.

At the height of the problem, in 2020 **no tow companies within the city limits were willing or able to remove these vehicles** due to their size, the cost of dismantling, and storage limitations. The situation escalated to the point where **officers used personal vehicles** to tow them off roadways to mitigate safety risks.

During that time, Rogers Towing agreed to assist in removing these abandoned vehicles. Their operational lot met the criteria outlined in our policy, and they were added to the rotation. Although Rogers Towing explored establishing a permanent storage yard within city limits, that plan has not materialized.

In the past year, AA Towing and Aerostar Towing have joined Rogers in providing removal services for abandoned RVs, trailers, and boats. Despite the substantial logistical and financial burdens involved, we appreciate their willingness to address this ongoing need.

Conclusion

The Lebanon Police Department continues to manage the tow rotation system with fairness, efficiency, and a focus on community safety. The issue of abandoned vehicles remains a priority, and we recognize the vital role local tow companies play in maintaining clean and safe streets.

We appreciate the Council's continued support and are happy to provide additional information or answer any questions as needed.

Vehicle Towing

503.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

503.1.1 TRAFFIC CRIME IMPOUNDMENT CONSIDERATIONS

Whenever a traffic citation is issued, or an arrest is made for violation of Oregon Vehicle Code or local traffic ordinances and probable cause exists that the driver's license of the operator of the motor vehicle is suspended or revoked, or probable cause exists that the vehicle or its operator are without liability insurance as required by the financial responsibility laws of the state of Oregon, or probable cause exists that the operator of the motor vehicle was under the influence of intoxicants at the time of operation, **and**

- the vehicle jeopardizes public safety, **or**
- the vehicle hinders the efficient movement of vehicular traffic, **or**
- is a hazard to other drivers, **or**
- is a target for vandalism or theft, **or**
- if the driver is unable to remove the vehicle from a public location without continuing the illegal operation of the vehicle,

the vehicle shall be impounded, without prior notice, and towed at the owner's expense, and stored at the owner's expense.

In making the decision to order the vehicle towed, the police officer shall consider the following:

- the location of the vehicle, **and**
- whether the vehicle is impeding traffic, **or**
- the vehicle threatens public safety and convenience of the streets, **or**
- there is a likelihood that the vehicle can be used in an illegal fashion.

503.2 POLICY

The Lebanon Police Department will tow vehicles when appropriate and in accordance with the law.

Vehicle Towing

503.3 NOTICE PRIOR TO TOW

When circumstances permit, (e.g., when towing a vehicle for parking or ordinance violations and the vehicle does not constitute a hazard), the an officershould make a good-faith effort to provide notice that is reasonably calculated to apprise the owner of the vehicle that it is subject to towing and impoundment.

503.4 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Communications Division to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member when the vehicle is (ORS 819.120):

- (a) Parked so that any part of the vehicle extends into the paved portion of the travel lane.
- (b) Parked so that any part of the vehicle extends into the highway shoulder or bicycle lane of any freeway.

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or comply with posted signs.

503.5 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

While Oregon law may authorize the impoundment of a vehicle for issues such as driving with a suspended or revoked license (ORS 809.720), impounds are only authorized if, in such cases, leaving the vehicle would create a hazard, obstruction, or a risk of loss.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location, and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.

Vehicle Towing

- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing, and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

503.6 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence (ORS 133.535).

Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, as long as the vehicle is not needed for evidence.

503.6.1 STATE REQUIREMENTS

The impounding officer should take reasonable steps to protect against loss or damage to impounded vehicles and any contents that may have been taken as evidence (ORS 133.537).

If a recovered stolen vehicle is towed, the officer shall share the owner's contact information, including the person's home address and telephone number, with the towing service that assumes control of the vehicle (ORS 98.857).

503.7 RECORDS

Communications Division members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

503.7.1 NOTICE AFTER TOW

Within 48 hours, excluding weekends and holidays, of a vehicle being towed, it shall be the responsibility of the Records Division to send a notice of tow to all registered owners and others having a recorded interest in the vehicle. Notice shall be sent to all such individuals by certified mail. The notice shall include (ORS 819.180):

- (a) That the vehicle has been taken into custody and towed; the identity of the appropriate towing authority; and the statute, ordinance, or rule under which the vehicle has been taken into custody and towed.
- (b) The location of the vehicle, or the telephone number and address of the authority that will provide that information.
- (c) That the vehicle is subject to towing and storage charges, the amount of charges that have accrued to the date of the notice, and the daily storage charges.
- (d) That the vehicle and its contents are subject to a lien for payment of the towing and storage charges, and that the vehicle and its contents will be sold to cover the charges if the charges are not paid by a date specified by the appropriate authority.
- (e) That the owner, possessor, or person having an interest in the vehicle and its contents is entitled to a prompt hearing to contest the validity of taking the vehicle into custody

Vehicle Towing

and towing it, and to contest the reasonableness of the charges for towing and storage if a hearing is requested in a timely manner.

- (f) The time within which a hearing must be requested and the method for requesting a hearing.
- (g) That the vehicle and its contents may be immediately reclaimed by presentation to the appropriate authority of satisfactory proof of ownership or right to possession, and either payment of the towing and storage charges or the deposit of cash security or a bond equal to the charges with the appropriate authority.

503.7.2 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a vehicle tow report. The report should be submitted to the Records Division as soon as practicable after the vehicle is towed.

503.8 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed. Tow companies on the rotation must have storage facilities within a 15 mile radius of Lebanon. Tow companies should be able to respond within a reasonable time frame, if not, Lebanon Police Officers may request to move to the next tow company on the rotational list.

503.9 VEHICLE INVENTORIES

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle, including but not limited to the glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats, and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including but not limited to unlocked glove compartments, unlocked vehicle trunks, and unlocked car-top containers.
- (c) Any locked compartments, including but not limited to locked glove compartments, locked vehicle trunks, locked hatchbacks, and locked car-top containers, should be inventoried, provided the keys are available and are to be released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases, or other

Vehicle Towing

closed containers designed for carrying money, small valuables, or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner or booked into property for safekeeping.

Any cash, jewelry, or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Policy. A copy of the property receipt should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members, and protecting the Department against fraudulent claims of lost, stolen, or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

503.9.1 OPPORTUNITY TO REMOVE PROPERTY

In the event that the owner, operator, or occupant of a vehicle to be impounded is present at the scene and not subject to arrest, prior to commencing the inventory the officer shall provide notice and opportunity to that person to take readily retrievable personal belongings (e.g., purse, backpack, cigarette pack) from the vehicle that are not considered evidence or contraband.

503.10 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator, or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or the owner's agent to request a hearing to contest the tow.



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MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Administration Update – April 2025**

Date: June 2, 2025

- We are continuing to monitor the Legislative Session for Bills moving through the House of Representatives and the Senate. On June 11th, we will provide an overview of the lobbying/legislative efforts undertaken over the last year.
- I attended a presentation put on by PEAK Internet. They discussed some of the projects completed in the Lebanon area over the last few years and plans moving forward to provide more access to internet service through fiber line installation.
- We are still exploring solar possibilities. We are in the process of setting up a meeting with Pacific Power to determine what type of agreement they would potentially enter into if the City were to install a solar array. Once we have that information, we can determine if it is feasible to begin preliminary design.
- The relocation of the City Council Chambers to the Library Community Room is coming along. The first City Council Meeting in the new Chambers will be on June 11th.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- We are continuing to implement the Five-Year Strategic Plan goals for year one. A work session will be held in June with the City Council to give an update on progress.
- We have completed a restructuring of the Engineering and Community Development Departments. This includes combining Development Engineering, Building, and Planning into one department, now called Development Services. Shana Olson has been promoted to supervise this department. This department will be under the supervision of the City Engineer (I will retain the City Engineer title for now). Kelly Hart will continue to be the Community Development Director as Planner of Record. Community Development will now include Governmental Affairs, large City-focused projects, as well as continue with Economic Development. This change aligns with

Action Item 3.4 of the Five-Year Strategic Plan, which calls for an Organizational Assessment to identify potential efficiency and process improvements.

- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.
- Kelly Hart and I continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives that will benefit the city.
- We have received contracts for the Planning Grant, which the City was awarded for a sanitary sewer analysis and transportation analysis of the Champion Mill site. We will be hiring consultants to complete the work, which will start later this summer.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

		May-25		Apr-2025
Community Engagement	Subscribers	Agenda Center	628	628
		Alert Center	296	296
		Bid Postings	19	19
		Calendar	207	208
		Job	0	0
		News Flash	1464	1464
		Notify Me	198	197
	Website	Total Users	13,356	9,958
		Views	28,095	25,908
		Top Four Searches	Home Library Calendar Payments	Home Library Payments Search
	Social Media	FB Followers	4,527	4,505
		New Followers	18	15
		Post Reach	13,515	57,470
	YouTube	Council Video Views	268	58
Communication	Submissions	Contact Us	8	0
	Outreach	Press Releases	2	3
		Public Meeting Notices	7	8
		Social Media Posts	10	4
Records	Legislative	Ordinances	1	0
		Resolutions	1	2
	Applications	Committee Applications	1	10
		Liquor Licenses	0	0
	Retention	Record Destruction	77	86
		Records added to ORMS	142	189
	Requests	Public Records FOIA	10	6



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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

Date: May 2025

Planning:

- The regular May Planning Commission included two public hearings. Both applications were approved unanimously:
 - A-25-02 for the annexation of 31666 SW 5th Street and the designation of the RM zoning upon annexation
 - DCA-25-01 for the adoption of development code amendments associated with new housing opportunities identified in the Housing Production Strategy
- In May, two land use applications were approved administratively:
 - AR-25-04 and VAR-25-04 for a 12-unit apartment complex, including a Class II variance for a minor adjustment to the street side setback for the property on the southeast corner of Market Street and S Main Street (public notice issued on May 8, 2025, one general public comment received, none specific to the project, notice of decision was issued on May 23, 2025)
- There are currently two land use applications under review:
 - A-25-02 for the annexation of 31666 SW 5th Street and the designation of the RM zoning upon annexation (hearing is scheduled in June for City Council)
 - DCA-25-01 for the adoption of development code amendments associated with new housing opportunities identified in the Housing Production Strategy (hearing is scheduled in June for City Council)
- City Legislative Efforts: A detailed update of legislative efforts to date will be provided as part of the June Work Session.
- Strategic Planning Update: A mid-year report will be provided in June.
 - Mark your calendars: A half-day council goal-setting retreat will be scheduled for the afternoon (noon – 5:00 pm) of Wednesday, October 8, 2025. SSW Consulting will be facilitating.
- Housing Production Strategy Implementation: Public hearings are scheduled for May and June before the Planning Commission and City Council for the development code updates. Once adopted, informational flyers and website updates will be prepared to disseminate the information. Staff is evaluating the housing production strategy to identify the next round of implementation.

- Solar Project: Staff is working with Pacific Power to identify different power agreements that can be pursued for this project.
- Grant Administration:
 - Awarded applications:
 - Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement. It is being evaluated whether to apply for the next round of funding, which will be released in June, as we have yet to receive a contract from last year.
 - Housing Infrastructure Planning Grant: \$100,000 grant to study sewer capacity and traffic impacts for potential development scenarios for the Champion Mill site.
 - Grant Research: We are working on grants for Wastewater Treatment Plant capital improvements, solar grants, emergency operations, senior center programming/site improvement grants, parks master plan update grants, and housing infrastructure grants. We are also working on grants for the library capital improvements and the capital fundraising campaign.
 - Grant Administration: OCWCOG administers the EPA grant funding for the environmental assessment work underway for the Champion Mill site and the upcoming reuse planning process. Phase II report drafting is underway. OCWCOG participated in the Chamber Biz Expo in April to receive community feedback on possible reuse ideas for the Champion Mill site. Although a final report has not been provided, at the time of the visit to the booth, mid-afternoon, the overwhelming desire was to provide housing on the site. The EPA grant will also pay for site reuse planning. Staff will work with the consultants to identify the scope and when to initiate the project.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating in the LCSD Facilities Advisory Committee. The Community Development Director participated in the LCSD School Board Work Session in May to begin the process of presenting the FACs findings. A second board meeting is scheduled for June.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. A final plan draft has been circulated for review and approval internally by City staff. Depending on county scheduling, the adoption process is likely scheduled for early summer. The city is still awaiting the county's approval to move forward with the plan's adoption.

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program—No business visits occurred in May.
- Downtown Building Restoration Program: All five grant agreements have been signed. One project from the previous fiscal year, Kuhn Theater, is potentially moving forward if it can be completed by the end of this fiscal year. One of the five grants for this project cycle, 76 Sherman Street, has already completed the façade improvements and requested project reimbursement.



- Rural Economic Alliance (REAL): Held a monthly REAL meeting on May 22, 2025. The meeting included presentations from Britt Hoskins, Executive Director of the Linn-Benton SBDC, and Nate Conroy, the chosen consultant to implement the marketing plan for REAL. It was voted to fully execute the Intergovernmental Agreement between the nine cities of REAL for the next five years, approve a contract with RAIN for the next two years, and finalize the contract proposal for Nate Conroy. Authorization to execute Nate's service contract was provided to Scott McDowell and Kelly Hart.
- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year CEDS update. This strategy document and plan ensure that the region and city are eligible for state and federal grants to help achieve their economic development goals.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. No recruitment packages were submitted in May based on the city's available site inventory. There has been no follow-up on the recruitment packages sent this year.
- Strategic Plan Initiative 5.4: Collaborate with community partners – the Community Development Director participates in monthly meetings with the downtown association, chamber of commerce, and prominent business owners.
 - On May 12, 2025, the Community Development Director represented the City at the Western University of Health Sciences Commencement Ceremony.



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Item # 18.

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: June 2, 2025

From: Ron Whitlatch, City Manager/City Engineer

Subject: **Capital Improvements & Development Services – May 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
- Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Pacific Excavation was awarded the contract for the two sections of Grove Street Sanitary Sewer Replacement (Between Carolina & Dodge and between Milton & Elmore). A change order was issued for this project to include a sewer installation on Grove and Ash Streets. This is being done to clean up sewer laterals currently running through backyards. Construction of the new mainlines is complete. There are multiple private side laterals that need to be connected to the new mainlines. This is typically the responsibility of the homeowner; however, in this case, due to the current location of the laterals, we will be replacing the private side of the laterals and making the connections to the new mainline. Staff will be requesting quotes from contractors to complete the lateral replacements (private side) for this project in the coming weeks.
- Kennedy Jenks Engineering (KJE) and City Staff are waiting to finalize the Wastewater Treatment Plant Master Plan until the Oregon Department of Environmental Quality issues the City a draft of the proposed new NPDES permit (this has stalled completion of the Master Plan). They have indicated the City should receive the draft report in Spring of 2025. Once we have a draft, we expect that the finalization of the Master Plan will ramp up. This process will likely take us into the summer/fall of 2025.
- The multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek has been incorporated into the Stoltz Hill/Airport Road Signal Project.
- The City has received a Recreational Trails Grant to complete a trail segment adjacent to River Park. A recommendation to award the project will be requested at the June City Council Meeting. Construction is scheduled for the summer of 2025.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff

time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.

- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is being constructed. Riverbend Construction has completed a majority of the utility work and sidewalk installation. Airport Road will be open to traffic for Strawberry Festival weekend and then closed to through traffic again on the following Monday. Signal pole bases and conduit work have begun, and it is likely due to supply chain issues, the signal poles and controller will not be up and operational until this fall. Airport Road will be opened to traffic prior to signal installation to alleviate traffic on Oak Street. The project is scheduled for completion in the fall of 2025.
- Udell Engineering is under contract to complete the design of the Cheadle Lake Park Improvements Project. Currently, Staff is advertising a Request for Proposals for a CM/GC Contractor. An award recommendation will be requested at the July Meeting. Once a CM/GC Contractor is on board, we will begin Value Engineering and final design to achieve a Guaranteed Maximum Price for the construction. Construction is expected to begin in October and continue through 2026.
- Udell Engineering is currently under contract to provide the Topographic Survey for the design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will reconstruct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We had anticipated starting design early in 2024, but due to the current workload (consultants and City Staff), that has been pushed back to spring 2025. Construction will likely happen in the spring/summer of 2026.
- Construction has started on the Willow Street Storm Drainage Project. Staff completed a minor re-design after determining that a private retaining wall would conflict with the storm pipe. The project should be wrapped up in a couple of weeks.
- As part of LINX Grant, we will be installing a Mechanics Pit at Public Works. The Contract for construction was awarded to Armstrong & Associates construction as they submitted the lowest quote.
- Additional Minor Projects include:
 - Review parking on Second Street between Mary Street and Tangent Street.
 - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
 - Wetland Fill Permit for SCIP Pond
 - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
- Storm Drainage Improvements on Second Street
- Crack Sealing Contract
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in

future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

- Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

DEVELOPMENT SERVICES:

Staff continue to manage customer inquiries related to general engineering, building permits, and administrative planning. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. Their efforts aim to deliver efficient service and clear communication to support sustainable community development.

Planning

- Reviewed and Approved
Administrative Review – 12-Unit Multi-Family located at Market St and South Main Rd

Building

- The city processed 50 permits in April. The total fees received were \$101,741.81, and the construction valuation was \$7,203,760.40.
- By comparison, in April 2024, 85 permits were processed. The total fees received were \$128,849.98 and the construction valuation was \$12,218,511.46.
- A current list of the more significant construction sites include:
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - Gas Station and Convenience Store (911 W Airport)
 - Tractor Supply (Burdell Boulevard)
 - RV Storage (Laredo Way)

Engineering Public Improvement and Site Plan Projects

- **In Review / Pending Construction**
 - Honeybee Stamps – site plans for new building off Beaton Lane revisions under review.
 - Villalobos Real Estate – site plan for new apartments on the corner of Market & S Main St.
 - Herman's Subdivision – Crowfoot Rd, Engineer working on review comments. Offsite improvement plans approved pending construction to be schedule.
 - Oak St sewer extension plans have been put on hold.
 - Bates Storage off Hansard Ave stamped approved pending permits.
 - Mill Race Station Phase II, extension of 5th Street to Hwy 20, and Laredo Way, with regional pump station, comments returned to engineer for revision.
 - Plans have been approved for the new subdivision along Kees Street, with utility extensions. Project not scheduled.

- Traffic Impact Analysis is on hold for new site layout for the new subdivision off of Stoltz Hill & Twelfth St.
- Cedar Ridge Subdivision- off S 5th Street north of Joy St, comments returned to Engineer for revisions.

- **Under Construction**

- Franchise Permit issued to Ziply Fiber, city wide fiber internet infrastructure construction.
- Four Square Church site plan for improvement parking lot and ADA sidewalk approved.
- Subdivision Madelyn Meadows between Walker & Wassom Street final punch list provided to contractor. Public improvements have been bonded and plat signed.
- Blackrock Apartments corner of Airport & S 2nd has been granted temporary occupancy while the contractor finalizes the illumination plan.
- The Mill Race Station RV storage contractor has completed the onsite hydrants and is under construction. Building permit in compliance and under construction. Hydrants online and pending final acceptance.
- Water Main Extension along Hwy 20 as part of Mill Race Phase II offsite improvements.
- Plans approval for new subdivision off Mazama Way, Cedar Springs Estates preconstruction meeting schedule and Public Improvement Permit issued.
- Plans approved and permitted for new gas station on the corner of Stoltz Hill & Airport Rd.
- Plans approved and permit issued for tri-plex along S 7th Street.
- Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd. Contractor working on site improvements, Public Improvement Permit issued.

- **Complete**

- Hickory Lake Apartments has been granted final project acceptance and occupancy.
- Sewer main extension along 12th Street complete final accepted of the sewer main.
- Wagon Wheel improvements are complete, and public improvements have been accepted.
- B Street sewer extension complete, contractor working on final punch list of items.



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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council
Ron Whitlatch, City Manager

June 11, 2025

From: Brandon Neish, Finance Director

Subject: Department Report – May 2025

- Accounts Payable
 - Payments made in May 2025; 121 checks were processed for payments of \$1,508,481.06.
- Audit
 - Auditors were present for the interim field audit on August 15-16, 2024.
 - Auditors were present October 21-25, 2024 for the final field audit. Staff had a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff wrapped up all remaining items quickly to ensure a timely delivery of the audit report.
 - Auditors are preparing the draft financial statements, indicating the final steps are near and a published report should be available soon.
- Budget
 - The Fiscal Year 2026 budget development process kicked off in December with the development of year-end estimates by Department Directors. To-date, year-end estimates, revenue projections, and 2026 budget requests have been completed. The City Manager (Budget Officer) and Finance Director have met with each of the Directors regarding their budgets.
 - The first Budget Committee meeting was held on April 16th at noon. The Committee received the 2026 Proposed Budget, the Budget Message delivered by the Budget Officer, elect a chair and secretary, and selected dates for future presentation & deliberation meetings. The Committee met again on May 6th for continued discussions and ultimately approved the budget as proposed.
- Payroll
 - Payroll was processed on May 9th and May 23rd for all employees. In total, 122 employees were paid in May.

- Utility Billing
 - 6,311 billing statements (including electronics) were mailed May 28th for a total of \$1,064,247.64 in utility revenue and \$166,976.03 in city service fee revenue.
 - 30 Owner Lien (past due) notification letters were mailed.
 - On May 16th, 321 phone calls went out to notify customers they have a past due balance.
 - There was a total of 105 lockouts in May.
 - There was a total of 385 service requests in May: 54 move ins, 105 lock-offs, 8 re-read meters, 78 reconnects, 40 move outs, 10 leak checks, 28 changed meters, 37 turn ons, 4 turn offs, 4 meter installations, 4 meter removals, no dead meters, no water quality checks, 1 pressure test, 4 emergency requests, no meter tests, no meter locates, 1 request to install a hand valve, and 7 miscellaneous requests.

Utility Billing Data

	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Active Accounts	6,614	6,619	6,641	6,641	6,641	6,641	6,645	6,645	6,646	6,639	6,632	6,636	6,651
Penalty Applied	159	309	11	246	249	83	225	417	165	220	263	87	189
Lock Offs	118	77	136	72	86	118	82	N/A	158	52	100	138	105

Municipal Court Data

	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Charges Filed	235	148	210	194	151	189	130	125	268	133	166	159	200
Show Cause Issued	58	46	66	41	56	65	66	76	69	66	55	53	61
Licenses Suspensions Issued	52	33	52	47	41	68	47	19	51	42	47	50	35
Warrants Issued	205	166	160	199	171	205	197	115	278	158	145	180	205
Charges Disposed	177	161	177	170	162	186	159	113	208	204	162	174	187

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish@lebanonoregon.gov
 Printed: 6/5/2025 8:41 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	016104	CASCADE CENTERS INC	05/09/2025	96.25
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	05/09/2025	2,797.33
ACH	040152	KITTELSON & ASSOCIATES INC	05/09/2025	7,632.50
ACH	045078	LEPIDE USA INC	05/09/2025	15,715.48
ACH	048946	MOONLIGHT BPO LLC	05/09/2025	4,859.46
ACH	071151	SANISTAR LLC	05/09/2025	160.00
ACH	079449	SUMMIT ENERGY TECH CORP	05/09/2025	906.46
ACH	1000270	VALLEY MERCHANT POLICE INC	05/09/2025	1,900.00
ACH	1000380	KNIGHT TECHNOLOGY GROUP	05/09/2025	17,749.68
76379	010583	BUCKMASTER PLUMBING & HEATING	05/09/2025	283.25
76380	1000686	DANIEL K. WATSON	05/09/2025	35.00
76381	1000523	DELAPOER KIDD PC	05/09/2025	161.25
76382	021608	DELL MARKETING LP	05/09/2025	3,077.01
76383	027123	FASTENAL COMPANY	05/09/2025	89.33
76384	029012	GATEWAY IMPRINTS INC	05/09/2025	125.00
76385	030927	GROUNDWATER SOLUTIONS INC	05/09/2025	2,747.99
76386	032012	HEALTHY HOME PEST CONTROL	05/09/2025	70.00
76387	037021	INGRAM LIBRARY SERVICES INC	05/09/2025	711.28
76388	1000726	JANINE RAMEY	05/09/2025	250.00
76389	1000696	LAWSON CORP	05/09/2025	89,306.85
76390	063673	PEAK INTERNET	05/09/2025	2,200.00
76391	1000724	PIONEER DOOR COMPANY INC	05/09/2025	1,104.00
76392	990023	JACOB SIMPSON	05/09/2025	126.00
76393	025000	SUMMIT ACE HOME & GARDEN	05/09/2025	46.37
76394	082065	TWGW INC	05/09/2025	14.97
76395	082099	UDELL ENGINEERING & SURVEYING	05/09/2025	326.40
Total for 5/9/2025:				152,491.86
ACH	1000727	FOXSTER OPCO, LLC	05/13/2025	108,345.00
76396	1000731	CAPITOL CHEVROLET-CADILLAC, INC	05/13/2025	47,814.45
Total for 5/13/2025:				156,159.45
76397	075415	SOUTH RIVER STRUCTURES LLC	05/14/2025	14,612.00
Total for 5/14/2025:				14,612.00
76399	007187	RJ ARMSTRONG & ASSOC CONSTRUCTION	05/19/2025	11,493.25
Total for 5/19/2025:				11,493.25
ACH	007044	ANALYTICAL LABORATORY & CONSULTING	05/20/2025	1,843.00
ACH	010010	BRIDGETOWER OPCO LLC	05/20/2025	67.76
ACH	016500	CERTIFIED LANGUAGES INTERNATIONAL	05/20/2025	21.45
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	05/20/2025	8,700.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 18.
ACH	048993	MORLEY THOMAS LAW FIRM	05/20/2025		17,500.00
ACH	058015	ONE CALL CONCEPTS INC	05/20/2025		217.14
ACH	065280	PLATT	05/20/2025		610.85
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	05/20/2025		1,986.04
ACH	075781	SPRINGBROOK HOLDING COMPANY I	05/20/2025		3,765.00
ACH	079449	SUMMIT ENERGY TECH CORP	05/20/2025		5,656.46
ACH	1000679	RIVERBEND CONSTRUCTION INC	05/20/2025		665,610.31
ACH	1000719	ALUMICHEM	05/20/2025		12,282.00
76400	016028	CASCADE OUTDOOR POWER EQUIPM	05/20/2025		2,011.65
76401	016070	CDW GOVERNMENT INC	05/20/2025		971.00
76402	018058	COFFIN BUTTE LF C/O VALLEY LAND	05/20/2025		15,156.45
76403	1000738	COJO SERVICES	05/20/2025		8,317.35
76404	018405	COMPLETE WIRELESS SOLUTIONS	05/20/2025		10,746.86
76405	018460	CONSOLIDATED SUPPLY CO INC	05/20/2025		6,013.87
76406	018611	CORVALLIS CLINIC PC	05/20/2025		165.00
76407	1000686	DANIEL K. WATSON	05/20/2025		35.00
76408	1000682	DAVID ETZEL	05/20/2025		35.00
76409	1000728	EVERYONE'S MARKET	05/20/2025		30.00
76410	027123	FASTENAL COMPANY	05/20/2025		998.88
76411	028370	FORSLUND CRANE SERVICE, INC	05/20/2025		1,700.00
76412	027122	G & S CRUSHING LLC	05/20/2025		2,209.35
76413	029012	GATEWAY IMPRINTS INC	05/20/2025		30.00
76414	030927	GROUNDWATER SOLUTIONS INC	05/20/2025		6,975.34
76415	031421	HACH COMPANY	05/20/2025		1,128.02
76416	1000730	STEVEN HANEY	05/20/2025		188.00
76417	1000413	RIKKI HARVILL	05/20/2025		100.00
76418	028435	HD FOWLER COMPANY	05/20/2025		1,286.25
76419	085077	HD SUPPLY INC	05/20/2025		3,775.15
76420	030855	HW WILSON	05/20/2025		432.50
76421	037000	INDUSTRIAL WELDING SUPPLY INC	05/20/2025		90.50
76422	037021	INGRAM LIBRARY SERVICES INC	05/20/2025		1,397.55
76423	038652	JIMCO ELECTRICAL CONTRACTING	05/20/2025		50.00
76424	1000628	BOBBI JOHNSON	05/20/2025		80.00
76425	040625	KNIFE RIVER CORPORATION - NORTE	05/20/2025		305.00
76426	043918	LEBANON FIRE DISTRICT	05/20/2025		35.00
76427	046901	LINN COUNTY TREASURER	05/20/2025		721.00
76428	048100	MACKENZIE ENGINEERING INC	05/20/2025		3,325.00
76429	048532	MARKOWITZ HERBOLD PC	05/20/2025		16,364.53
76430	998229	MIDAMERICA BOOKS	05/20/2025		541.95
76431	1000737	KRISTINA MORANO	05/20/2025		100.00
76432	049519	MOTION INDUSTRIES INC	05/20/2025		51,110.93
76433	051545	NATIONAL BUSINESS SOLUTIONS	05/20/2025		1,948.19
76434	052009	NELSON TIRE INC	05/20/2025		5,270.94
76435	052030	NET ASSETS	05/20/2025		750.00
76436	053410	NORTHSTAR CHEMICAL INC	05/20/2025		7,602.68
76437	058505	OREGON BREAKERS INC	05/20/2025		124.00
76438	059556	OREGON DEPT OF TRANSPORATION	05/20/2025		819.92
76439	057593	O'REILLY AUTO PARTS	05/20/2025		64.48
76440	062720	OWEN EQUIPMENT COMPANY	05/20/2025		1,510.64
76441	062814	PACIFIC EXCAVATION INC	05/20/2025		165,276.52
76442	063673	PEAK INTERNET	05/20/2025		100.00
76443	064199	PETERSON TRUCKS	05/20/2025		11.55
76444	1000683	MICHAEL PLETNIKOFF	05/20/2025		200.00
76445	100291	PREMIER WIRELESS SOLUTIONS	05/20/2025		427.50
76446	066561	PROFESSIONAL SEC ALARM CO	05/20/2025		1,491.25
76447	1000522	WILLIAM PUFALL	05/20/2025		100.00
76448	1000631	QUADIENT LEASING USA INC	05/20/2025		518.73

Check No	Vendor No	Vendor Name	Check Date	Che	Item # 18.
76449	1000414	JESUS & CATHERINE RAMOS	05/20/2025		400.00
76450	1000734	REX M. SCISM	05/20/2025		3,192.00
76451	070444	SAMARITAN OCCUPATIONAL MEDICI	05/20/2025		1,320.00
76452	991006	SHARI'S RESTAURANT	05/20/2025		25.00
76453	075410	SOUTH FORK INDUSTRIES INC	05/20/2025		3.84
76454	025000	SUMMIT ACE HOME & GARDEN	05/20/2025		1,302.07
76455	999005	RANDY SWANK	05/20/2025		311.96
76456	1000502	TRISTAN NICHOLS TRADE COMPANY	05/20/2025		5,850.00
76457	082065	TWGW INC	05/20/2025		1,681.23
76458	082099	UDELL ENGINEERING & SURVEYING	05/20/2025		29,901.25
76459	083010	UNIQUE MANAGEMENT SERVICES IN	05/20/2025		151.45
76460	999134	CHARLES VAN DETTA	05/20/2025		20.00
76461	1000685	WALMART	05/20/2025		50.00
76462	020850	WATERCO OF THE PACIFIC NW INC	05/20/2025		76.90
76463	088412	WILBUR-ELLIS COMPANY LLC	05/20/2025		4,246.45
76464	089200	WILCO	05/20/2025		1,197.59
76465	088997	WILDISH CONSTRUCTION COMPANY	05/20/2025		2,538.89
76466	049519	MOTION INDUSTRIES INC	05/20/2025		436.67
Total for 5/20/2025:					1,093,608.84
76467	1000740	SAM WOLFE	05/21/2025		1,010.24
Total for 5/21/2025:					1,010.24
76468	040011	CIARRA KEENE	05/23/2025		116.28
76469	1000744	TYLER ROMEO	05/23/2025		29.70
Total for 5/23/2025:					145.98
ACH	001505	ADP INC	05/27/2025		1,749.28
ACH	064200	PETROCARD INC	05/27/2025		34,578.45
ACH	095291	PURCHASE POWER	05/27/2025		603.75
ACH	1000401	ELAVON	05/27/2025		384.52
ACH	1000402	BLUEFIN PAYMENT SYSTEMS	05/27/2025		9,948.46
ACH	1000623	ENTERPRISE FLEET MANAGEMENT	05/27/2025		14,620.12
Total for 5/27/2025:					61,884.58
76471	072411	ERICH SCHOEN	05/30/2025		10,681.27
76472	1000199	COLLISION AUTO REPAIR LLC	05/30/2025		5,143.69
76473	1000755	CONNER RUNDELL	05/30/2025		1,249.90
Total for 5/30/2025:					17,074.86
Report Total (121 checks):					1,508,481.06



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Item # 18.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

Date: *May 31, 2025*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
 - Engineering Director – Position closed. Engineering and Community Development reorganization.
 - LINX Part-Time Driver – Position posted until filled.
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - New fiscal year. Updated salary schedules will be posted by 6/30 to the employee portal and web site.
- Training and Development:
 - June All Employee training – Drugs & Alcohol in the Workplace
 - July All Employee training – Creating Strong Passwords
 - June Safety training – Accident – Incident Analysis
 - July Safety training – TBD
- Performance Management:
 - Discussions paused to potentially establish a new Performance Evaluation process/form but will resume after the beginning of the fiscal year.
 - 50 evaluations are past due as of 5/31/2025 (44% overall)
 - 5 in Finance (oldest is over 2 and a half years past due)
 - 9 in City Manager's Office (Director Evals)
 - 16 in Public Works (oldest is 3 years past due)
 - 2 in Development Services (oldest is 9 months past due)
 - 5 in SC/LINX (oldest is over 9 months past due)
 - 13 in Police Department (oldest is 7 years past due)
- Other
 - ADP Learning module will be utilized along with CIS in this coming fiscal year. Education and training to follow.
 - Document storage system on hold.



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INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- Work continues on the AV system at the new Library Council chambers. The first meeting in the new location is planned for June 11th, 2025.
- Internal review of all mobile devices to eliminate additional expenses throughout all City departments.
- The IT Department was awarded two grants to provide Cyber Security assessments for the City of Lebanon and the Lebanon Fire District by the Oregon Department of Emergency Management.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Continued GIS/Utility Billing meter integration and reconciliation.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- Coordinated with City and Police to upgrade systems internally in regard to regular updates and geo-verification issues.
- Work continues with Public Works to coordinate the Water Distribution System flush.
- Updated maps to include newest entries from the Lead and Copper Surveys entered by residents.
- Completed the Sanitary Sewer System upgrades for multiple projects within the City.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- The monthly tax lot updates from Linn County were completed.



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council, City Manager
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: May 29, 2025

- There has been a tremendous amount of activity in the meeting room in preparation for Council's move to the library.
- Both preschool and baby storytimes are on hiatus as of this week. Summer Reading events will include weekly Rain or Shine Storytimes for all ages every Tuesday at 10am beginning June 17th.
- With generous funding from the Friends of the Library, we've added several new items to the Imagination Station just in time for summer.

THE CITY THAT FRIENDLINESS BUILT



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Item # 18.

MEMORANDUM

Police Department

To: City Council
From: Chief Frank Stevenson
Subject: May Monthly Report

Date: June 2, 2025

- For the month of May 2025, the Patrol Division had approximately 1,580 calls for service, made 135 arrests, issued 55 traffic citations, and wrote 169 case reports.
- After nearly seven years of service to the Lebanon community, Officer Eric Schoen has resigned and will be transitioning to OSU's Public Safety Department.
- We currently have one opening for a Communication Specialist and two openings for Police Officers, and are actively recruiting for both vacancies. We recently interviewed a total of five certified police officers and hope to make an offer soon.
- The Detectives Division remains busy with very involved cases. This month, they were assigned four (4) new cases. They were able to send six (6) cases to the Linn County DA's office for review and make one (1) arrest for various major crimes; they were able to close out five (5) cases this month. Staff reviewed approximately 62 incoming child abuse referrals from DHS.
- As we move closer to being fully staffed, Officer Tyler Romeo has been assigned to the Detective Unit from the Patrol Division. This brings our Detective Unit back to full-staff and allows one detective to work full-time on the combined agency drug team (LINE), enabling a more focused approach in the Lebanon area. Officer Alan Baker is now assigned to a schedule dedicated to working traffic enforcement.
- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrols within our parks system to assist in reducing unwanted activities (ordinance violations and trespassing) and provide outreach. A focus has been placed on all parks, especially Ralston Park, with a zero-tolerance approach in place to help curb bad behavior. Eight (8) individuals were trespassed from the parks for City ordinance violations. Staff assisted mental health/crises team members and gave out several resource guides to those in need.

- There was (1) use-of-force incident for May. An officer observed a subject on a bicycle who had multiple warrants; upon contact, the subject fled through a field. The officer pointed his Taser at the subject, gave verbal commands, and the subject complied and was taken into custody with no further incident. All use-of-force incidents are reviewed extensively by a Sergeant, a Lieutenant, the Police Captain, and finally the Chief. All use-of-force incidents were found to be justified and fell within policy standards.
- We had one incident of successful NARCAN deployment this month. Officers responded to an unconscious male subject in a vehicle. The male was removed from the car and had three doses of NARCAN administered. Medics responded and transported the subject to Linn County Hospital, where he made a full recovery.

Please do not hesitate to ask if you have any questions with regard to this summarization.



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MEMORANDUM

Public Works

Date: May 22, 2025

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – June 2025

A. Collections (Sanitary-Storm):

- Mowing
 - Began mowing in the collections system R.O.W.s as the ground conditions permitted.
 - Beginning to mow waterways and detention ponds.
- Manholes:
 - Compiling a list for manhole rehabilitations that are to be completed.
- Sewer Mains:
 - Responded to two reports of a plugged sanitary main.
 - Cleaned main and found large quantity of roots and “flushable” wipes.
 - Cleaned 1175 feet and video inspected 770 feet of sanitary sewer main line.
 - Flushed low flow, dead-end sewer mains.
- Sewer Laterals:
 - Inspected and located several sanitary laterals in the vicinity of ongoing fiber boring projects.
 - Assisted 12 customers with issues related to sewer laterals.
 - Conducted a video inspection of 1875 feet of sanitary sewer laterals.
 - 1 cleanout installed.
 - Conducted 2 sewer lateral replacement investigations.
 - 2 - entered program
 - 0 - not eligible or did not require replacement
 - 1 - working with customers to gather more information
 - 4 - completed post replacement inspection
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Responded to two storm/flooding complaints just after heavy rains.
 - Added missing catch basins and storm pipes to the GIS map.
 - Cleaned 110 feet and video inspected 0 feet of storm line.
- Special projects:
 - Hired a new crew member to replace one that went to new position.
 - Completed utility locates
 - Assisted the water and streets crews with a water leak and sink hole investigation.
 - Turned on fountain at Strawberry Plaza
 - Monthly equipment checks and maintenance are completed.

- Checked River Park RV Dump Station holding tank, and operation of the pump.
 - Replaced pump at River Park RV Dump Station

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Implementing weed management through spraying.
- Irrigation systems have been inspected and activated at all parks.
- Fresh wood chips have been added around the playgrounds.
- The Century Park playground was closed due to damage, replacement parts were ordered and installed, and the park was reopened.
- Mowing and maintenance in city parks.
- The pressure washing of parks and playgrounds.
- Gills Landing
 - There were 78 RV park reservations for the month of May.
 - There were 7 shelter rentals for the month of May.

C. Streets:

- 8 – days were spent sweeping.
- Banners were installed in the downtown area.
- Street banners for local events were both put up and taken down.
- Trees, stumps, and sidewalk panels were removed at three different locations.
- Moss was cleaned off the town's bridges.
- Crews replaced street signs and posts that were damaged, vandalized, or faded.
- Responded to animal and garbage clean-ups on the roadway and parks.
 - 0 – Animals
 - 0 – Traffic Collision
 - 0 – Unhoused Camp
 - 1 – Trash Dump
- Graded gravel roads, alleys, and road shoulders, and repaired potholes across the town.
- Prepared multiple sites for the replacement of sidewalk panels and asphalt.
- Mowed right-of-ways and applied herbicide to the road shoulders for weed control.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for April 2025
- Influent flow for the month of April averaged 5.38 MGD with a peak of 7.99 MGD and a total of 161.46 MG
- Found and replaced 2 bearings on belt press which had failed

E. Water:

- Meter reading was completed.
- Daily water service tasks, which include leak inspections, locates, taste and quality assessments, water sampling, and addressing other customer issues, are ongoing.
 - A total of 454 service orders have been fulfilled.
 - 64 meters/radios have been repaired or replaced.
 - 6 service lines have been repaired or replaced.
 - 8 feet of ductile iron pipe has been installed, complete with a valve and blow-off.
 - 169 locates have been completed.
 - 4 fire hydrants have been repaired or replaced.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Completed state water samples.
- Mowing of rights-of-way and around fire hydrants is in progress.
Construction of a new wash rack and back parking area is underway.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	64.56 MG
Finish Water Produced	57.89 MG
Water Sent to Cheadle Lake	00.00 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
0.66	1.30	1.04	0.013	0.032	0.018
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.29	8.08	7.78	2.12	18.09	5.64

- Cleaned intake site.
- Completed train 2 NTU meter valve replacement.
- Continued membrane maintenance due to drawdown.



MEMORANDUM

Senior Services & LINX Transit

Date: June 3, 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

LINX Transit is working closely with Trip Master, as we are in the implementation process with our new scheduling and dispatching software. We have been doing a lot of work behind the scenes to get our information uploaded into their platform and have a tentative go-live date for the week of June 23rd.

We have an open recruitment for a part-time LINX Driver, to fill a vacancy for a driver who recently announced their retirement.

Senior Center:

We celebrated Older Americans Month during May, at the Senior Center, which included the following programs and celebrations:

- We held our annual Senior Health and Fitness Day presentation on May 27th and highlighted positive aging. Our presenters covered various options for physical, mental and emotional boosts with positive behavior modifications that can greatly impact the longevity experience.
- The Parks and Friends provided an enjoyable musical performance for those that attended our May 22nd celebration. Seniors enjoyed the music and refreshments.
- We held a sticker contest centered on spreading awareness about positive aging and celebrating all that our seniors have to offer our community. The selection committee chose a design created by a frequent attendee of Senior Center activities and that used one of our loaner I-Pads to create their sticker design. The design included an original quote from the artist which really appealed to the committee. We anticipate receipt of the limited-edition stickers to be available to hand out during the first week in June.

We are planning a Luau inspired event at the Lebanon Senior Center on June 26th, from 2-3:30. Join us for live entertainment with David Lamond, as Elvis! We will be serving tropical themed refreshments. We do ask those interested to call the Senior Center to reserve a seat.