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**To: Honorable Mayor and City Council**

**From: Planning Director, Mac Corthell**

**Date: May 26, 2021**

**Re: Planning Director's Report on Departmental Activities**

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The Planning Department administers long-term planning, permitting & land use, economic development, and code enforcement.

## **Long-Term Planning**

### **Comprehensive Plan**

Senate Bill 100 (ORS 197) created the requirement for comprehensive land use planning (the Comp Plan) and established the Land Conservation and Development Commission (LCDC) with a charge to implement statewide planning goals and establish a framework for local planning. The City of Molalla Comp Plan process (2014) is contemplated as a two-phase approach:

#### **Phase 1- Adopt an updated Comp Plan, Complete in 2014.**

*Required periodic review will be due in 2024, unless amended earlier in conjunction with phase II.*

#### **Phase 1- Adopt a Parks and Trails Master Plan, Complete in 2014.**

*This document is already in need of updating and is on the Planning Department priority list.*

#### **Phase 1- Extensive Revisions to Development Code, Complete in 2018.**

#### **Phase 2- Assessment and Expansion of the City's 20-year UGB.**

*Staff has begun discussions with DLCD, Clackamas County, and has Submitted a Request for Interest to help fund the needed background studies for this expansion. The City has nearly filled our current UGB and almost certainly lacks the 20-year land supply required. **This initiative will require a substantial body of work** including grant writing/management/administration to assist in funding 3-6 significant background studies, procurement/scoping/management of those studies, cooperation with state/county/local/special interest organizations, significant public outreach and engagement, and substantial regulatory process.*

#### **Phase 2- Extensive Revisions to Development Code.**

*Staff continues to work on amending portions of the development code and has had multiple amendments approved to date. More significant amendment should be considered and accomplished in conjunction with updating the comp plan.*

#### **Phase 2- Revisions to the Transportations System Plan.**

*The current TSP was adopted in 2018, some revision will be required as the UGB expands and the comp plan is amended, but this has been recently completed.*

## **Reconciling Public Lands**

Prior to performing UGB background studies that aim to determine whether our land supply is appropriate for the next 20-years, it is crucial to reflect lands that can't be used for residential or business purposes consistent with that reality. In our case, there are multiple properties that are owned by public agencies (City, School District, Fire District) that are not zoned as Public Semi-Public (PSP) currently, nor in the comprehensive plan. *Staff has begun the work to identify these properties, and will ultimately reconcile this issue with a comprehensive plan and zoning map amendment.*

## **House Bill 2001**

As relevant to the City of Molalla, this bill requires all cities over 10,000 in population to allow Duplexes on every lot that a detached single family residential can be sited on (in residential zones only), every SFR to be allowed an accessory dwelling unit, and creates a reporting requirement due by February of each year. Failure to adopt appropriate provisions by June 30, 2021 will cause the "model code" for this provision, developed by DLCDC, to automatically supersede a municipalities' own rules. Naturally, the model code is far more expansive than what is actually required by the statute. *Staff has developed and noticed a development code amendment that is the least impactful way to comply with the statute for duplex placement, the current code already allows accessory dwellings for SFR dwellings. Staff is also in the process of integrating data points in the in-house project tracker to account for the new reporting requirements.*

## **Parks & Recreation Master Plan**

The City's current plan is relatively up to date (7 years old), but lacks some of the fundamental elements of a parks master plan such as parkland dedications and an accurate, engineered, capital improvement plan. *Staff will be working to identify funding resources and to help the Council seat a Parks Community Program Committee to assist in development of an updated Parks Master Plan.*

# **Permitting & Land Use**

## **Volume of Approvals**

Due to the nature of permitting and land use, the information provided is generic and limited to data. The reason for this is that the City Council may sit in an appeal capacity on any of these applications, and thus should not risk being influenced by any information preliminarily provided by staff.

**Completed Approvals by Year**

	Pre-App	Type 1	Type 2	Type 3	Type 4	Signs	Final Plat
<b>2020</b>	11	39	3	2	1	8	4
<b>2021 to Date</b>	10	57	2	0	4	2	0

## **Development Code**

The following development code amendments have been completed in 2020 and 2021: Change of Use Renumbering, Mobile Food Units x 3, Annex 5.9 acres of residential land, Annex 15.5 acres of commercial land.

The following development code amendments are on the list/in work to be completed: Rough Proportionality, Annex 16 acres of industrial land, parkland dedications, HB 2001 compliance, adjustments, reconcile zoning, sign/mural code, residential/industrial compatibility.

The following amendments are not in the development code, but are being addressed by Planning Staff: Noise, public parking.

# Economic Development

## Travel Oregon Kiosk Grant

The City was awarded approximately \$30,000 from Travel Oregon to design and place 4 wayfinding kiosks throughout the city. We have engaged Triangle Design to assist with the map design, and have polled the community through the ED action teams to create a list of potential content, placement locations, and items of interest to include as a qr code. It is anticipated that the proposal will be for three sided outdoor kiosks with the main board being an artistic map, one side board being a bi-lingual map key, and the third board housing QR codes that link to various items (e.g. Business Map, Project Map, Historical Society Pamphlet, etc.).

## ED Action Teams

These teams are currently in a state of reconstruction. Mary Bosch will continue to facilitate the Identity/Branding Team to completion (2-3 more meetings), the Business Advocacy Team may roll into Welcome to Molalla, and the Beautification Team will continue to set and meet goals. The Latinx Action Team will meet for the first time on 5/24/21 with an intent to define their mission and goals.

## Welcome to Molalla

Welcome to Molalla team members attended a grant writing class recently and were awarded 5 hours of consultation time from a professional non-profit consultant. They are using that time to develop and file for non-profit status which will drastically increase their ability to gain funding and other types of community support.

*City Staff is working with Welcome to Molalla to help define their mission and establish their non-profit status. Additionally, WTM has proposed to keep a community events calendar that can link to the City's webpage. Staff is also assisting WTM in developing a "Welcome Wagon" program for new businesses wherein the WTM folks reach out to new businesses to provide them a basket of goods and list of services that are offered (e.g. marketing, networking, special events).*

## Other Complete and In Work Community and Economic Development Activities

1. **Economic Development Roadmap.** Mary Bosch from Marketek is finishing up this roadmap with support from City Staff and will present it to the Council at the June 9, 2021 Council Meeting.
2. **Economic Activity Cluster Analysis.** This product was completed by Johnson Economics and is purposed to assist developers, businesses, and citizens in understanding the needs and assets of the Molalla Community.
3. **Temporary Outdoor Dining.** In response to the COVID measures eliminating indoor dining for local restaurants, City Staff developed a Temporary Emergency Outdoor Dining program cost-free to applicants.
4. **Mobile Food Units.** The City Council and City Staff have completed and adopted a Mobile Food Unit ordinance to encourage MFU business in the City of Molalla.
5. **Developing an Urban Renewal Fund Grant Program.** This program is under development, but will help developers offset the cost of required infrastructure improvements in the Urban Renewal Zone, in exchange for a community benefit (e.g. enhanced civic space, artistic elements, expanded sidewalks, etc.).
6. **Tourism.** City Staff is working with Mt. Hood Territory (the regional representative of Travel Oregon) to help enhance the tourism market and advertising in Molalla. Currently working to develop a feature for the Travel Oregon monthly newsletter. Welcome to Molalla group may ultimately serve as the destination management organization for the community.
7. **Communications.** City staff is working with the community to develop a basic communications program that will assist in area marketing. The structure is: inputs -> communications hub -> outputs. Staff is currently developing lists of input people and organizations, as well as a list of outputs (e.g. event calendars, media, social media, etc.).

## **Business Outreach**

City staff has conducted substantial business outreach, with significantly more planned on the horizon. Additionally, staff has been engaged with two significant employers to help them place their operations here in Molalla. The support provided includes assisting with grant and financing tools for required infrastructure improvements, and consultation on development, expediting development applications, and working directly with each firm's paid consultants to design a successful, compliant project.

Direct consultation time (does not include the many emails or quick phone calls staff responds to that likely equal or surpass these figures):

Meetings with Individual Business Owners: 20 meetings, 21 hours

Meetings with Organizations that Include Multiple Business Owners and Other Stakeholders: 31 meetings, 31 hours

Other Economic Development Organizations and Individuals: 44 meetings, 111 hours

## **Organizational Development**

### **Data and Performance Tracking**

As Molalla meets and surpasses the 10,000 population mark, the need to track performance and other data becomes more acute and more integral to our long-term success both financially and practically. Planning staff is in the process of developing appropriate tools to achieve just that using the following steps:

1. Identify and define processes in need of data and performance tracking.
2. Build user friendly tools capable of tracking said processes.
3. Identify performance and data tracking metrics required for compliance and public reporting.
4. Integrate said metrics into the tracking tools developed in step 2.
5. Implement the tools into the relevant process.
6. Retrofit information going back to a date certain.

### **Planning Handbook**

Staff continues to develop a planning handbook that integrates the planning, public works, and building processes into a user friendly format that takes the form of both narrative and diagram to expand the accessibility of the document to a broader audience.

### **Conditions Tracker**

This tool has been designed and built, but is still in the testing stages. Once testing is complete and bugs are worked out, this tool will be implemented and retrofit with previous information.

### **Digital Presence**

Planning staff has begun analyzing the city's digital presence to identify areas of strength and weakness. As the city grows, the need for an expanded digital presence grows with it. This not only help to support an informed citizenry, but also tends to mitigate some staff costs. It can be seen as a "force multiplier" in that it can automate some processes, or portions thereof that have traditionally been performed by staff.