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**To: Honorable Mayor and City Council**

**From: Planning Director, Mac Corthell via City Manager, Dan Huff**

**Date: February 10, 2021**

**Re: Monthly Planning Report**

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Dear City Council,

Following is an update on the major activities of the Planning Department.

## **Develop and Implement Tracking Metrics**

Tracking metrics provide an objective dataset that serves as the foundation for analyses both internal (e.g. departmental needs), and external (e.g. growth projection and planning). They also provide a data driven basis to communicate departmental activities and associated trends with various stakeholders (e.g. the Community, prospective developers, the City Council, etc.).

It recently came to Staff's attention that many noteworthy activities of the Planning Department were not being tracked in a way that makes data readily available to apply to a given analysis or inquiry. With that in mind, Planning Staff, led by Julie Larson, set out to create and implement a practical set of tracking metrics.

1. Staff has developed a set of tracking metrics for the land use and permitting functions of the department.
  - a. The next step is to integrate the metrics in our database.

Once the metrics have been fully integrated in the land use and permitting functions, staff will develop a set of tracking metrics for the department's code enforcement functions and integrate them in the code enforcement database.

## **Planning Commission Training**

Staff has implemented a Planning Commission training initiative that provides training on a different topic at each Planning Commission meeting (time allowing). Once each area of the training has been delivered and refined, it will be compiled into a Planning Commission Handbook to be issued to each Commissioner during their tenure as a volunteer. Topics trained to date include:

1. Quasi-Judicial Role
  - a. Quasi-Judicial Hearings
    - i. Conducting
    - ii. Building the Record
  - b. *Ex Parte* Contacts
  - c. Conflicts of Interest

## **Newly Developed and Integrated Tools for Land Use & Permitting (Public facing)**

As the City continues to grow, development will continue to become more financially viable and with that viability comes voluminous prospecting inquiries. In days bygone, these inquiries could be largely handled face to face and without remuneration. However, with increased volume in development and development related inquiries comes increased strain on staff time, the cost of which is appropriately born by the developer and/or prospector rather than the tax base at large. In order to ensure the customer service doesn't fall-off in other areas as the overall volume increases, staff has created tools aimed at streamlining and standardizing certain processes.

### **1. Land Use Verification & Zoning Letter - \$75**

This tool allows a prospector to gain information on a given property as it is currently situated including: Zoning, Conformity of Use and Development, outstanding Code Violations, and applicable Conditions of Approval, and basic information on a proposed use.

### **2. Zoning Checklist – Varies by Type of Action**

This tool, prescribed by the Development Code prior to any development, change of use, and land use action, has been adapted by staff to serve as the application for all Type I actions. Staff is in the process of adapting it further to include Pre-Application for all Type II and Type III actions, and for due diligence inquiries related to a proposed use or development.

Once fully evolved, the Zoning Checklist will be a durable tool that serves as the gateway to all development and permitting functions but is also integrated into pre-existing portions of each given process so as not to require additional work for applicants. Ultimately, this will enhance accessibility to all land use and permitting processes by providing a standardized starting point for every type of action. Additionally, it will allow a potential developer to gain insight as to the feasibility of a proposal at low-cost. Finally, it will streamline existing processes by providing an integrated access point that leads logically to next steps if desired.

## **Newly Developed Tools for Land Use & Permitting (Internal)**

These tools are also being developed in the name of modernization and necessity. As the City grows, Staff workload grows with it, and it is important to develop appropriate tools to ensure fulfillment of all responsibilities.

### **1. Conditions Tracker**

Once completed the "Conditions Tracker" will track open and fulfilled conditions of approval on a given property, provide a platform to quickly view said conditions, and store all conditions applied to a property whether open or fulfilled. This will drastically reduce staff time in analyzing applications and properties, while ensuring an accurate account of open and complete additions can be readily supplied to customers.

Associate Planner, Dan Zinder, and Public Works Operations Manager, Andy Peters have been hard at work developing this tool. They have met with internal staff and external (Clackamas County) staff to ensure the desired outcomes are reached and integrate the City's system with Clackamas County's mapping system. Additionally, they have worked together to write the code and integrate the new tool with existing systems. Finally, they have produced a pilot version of the application that will be tested as new conditions are added to a given property.

## **Community Development - Community Vision and Action Plans**

### **1. The Community Vision and Action Kickoff Meeting happened on 1/28/21**

- a. The Kickoff can still be viewed On-Demand on the City Council's FB and YouTube streaming pages
- b. The Survey and \$10 Restaurant Vouchers are available through 2/15/21

### **2. The Economic Development Steering Committee identified 4 action items to accomplish in the first year:**

#### **a. Branding & Marketing Action Team**

Chairs – Brad Berzinski (Molalla High School), Pamela Lucht (NW Transplants)

- b. **Downtown Beautification & Wayfinding Signage Action Team**  
Chairs – Elizabeth Klein (City Council, etc...), Mac Corthell, (City of Molalla)
- c. **Business Development & Retention Advisory Team**  
Chairs – Crystal Robles (Molalla Family Market, City Council), Robert Thompson (Keller Williams Realty)
- d. **Economic Development Roadmap (City Staff & ED Consultant)**  
Johnson Economics, Mary Bosch – Marketek, City Staff, Steering Committee

3. **The First Action Team Meeting will be held on 2/28/21 in digital Zoom format... Come one, come all!**



*Councilors Klein (middle) and Childress (right) share the community vision and recruit action team members at the January 28<sup>th</sup> Kickoff Meeting!*

## Community Development – Temporary Outdoor Dining

In response to the COVID measures eliminating indoor dining for local restaurants, City Staff developed a Temporary Emergency Outdoor Dining program which allows restaurants to set up temporary dining spaces at no cost and with an extremely expedited process. This program is ongoing until 30 days after the emergency declaration ends.



*February 9, 2021- The Sundowner and San Blas are two local restaurants that have used the Temporary Outdoor Dining policy to help keep their businesses afloat.*

## Development Code

Planning Staff maintains a list of Development code related deficiencies and/or needs. They are taken on one at a time with a goal of having one ready to process at each PC meeting, and in-turn at one CC meeting per month. This all of course is contingent upon operational workload. Additionally, these proposed amendments are prioritized based on: 1) Council Direction, 2) Planning Commission Desire, 3) Legal and Process Impacts (volume and magnitude).

1. **Mobile Food Unit** – Temporary passed in Summer of 2020; First version of permanent ordinance passed in January, 2021; Proposed amendments discussion coming at the 2/24/21 Council Meeting.
  - a. Staff has been working with our “Guineapig” applicant to process their application and identify trouble spots in both the process and the law.
2. **Change of Use** – Renumbered and clarified January, 2021.
3. **Housing in the C2 Zone** – Research and discussion in progress at PC level.
4. **Duplex’s on SFR Sites** – Research beginning, discussion circa April.
5. **Adjustments** – Research and discussion in progress at PC level.
6. **Noise** – Research and discussion in progress at PC level.

## Code Enforcement

Planning Staff has been working to clear a substantial backlog of code enforcement cases while disposing of new complaints in a timely manner.

1. Notable Case Data:
  - a. 62 Cases closed since October 1, 2020; 49 of those by compliance.
  - b. Only 2 cases remain from 2019, down from 11. one of which is CHTC (down from 11).
  - c. Only 15 open cases remain, all but 5 have been initiated and are working toward a resolution.

## Land Use & Permitting – It’s Happening in Molalla!

Over the last couple of months the Planning Department has begun seeing a substantial influx of project proposals, most of which are actually materializing into applications. We currently have 4 pre-application reviews for commercial and multi-family development coming up in the next two weeks, with an additional 2 site design reviews being prepared (commercial and industrial), as well as 4 single family building permits, and an expected 4 more pre-applications within the next 2-3 months.

All of that is to say that Molalla is beginning to develop fast and furious! Your Planning Department anticipates a very busy summer that is going to bring a lot of new development to the community, and that doesn’t even account for the permitted developments currently ongoing.



*February 9, 2021: New homes on Stuart Dr.*



*February 9, 2021: Cascade Center is a 9 Commercial Lot development. Lot 1 (above) is slated to be a Grocery Outlet supermarket.*



*February 9, 2021: Hwy 213 at 211 is the future site of the Colima Apartments, a 36 unit complex.*



*February 9, 2021: 2 New Duplex's under construction on Eckard Dr.*

## UGB Expansion

Each city in the State of Oregon is required to have a 20-year supply of land in its Urban Growth Boundary, Molalla’s has not formally expanded since sometime in the 1980’s. In the early 2000’s the city completed the studies required to analyze the UGB land supply and it was found to be at a fairly substantial deficit. Since then, more land has developed (see above), but none has been added to the UGB, which means that deficit has to have grown.

UGB expansions are generally a multi-year, heavily burdensome process, with copious public input. The facts on the ground are that the DLCD can issue an order and require the City to expand its UGB, and while this would be highly atypical, other less formal forms of pressure are not. We are not quite at that point, but discussions with DLCD have shown that we are fast approaching it, and we are in the sweet spot where we have their full support and that of the County. Additionally, Phase II of the Comprehensive Plan includes investigating UGB expansion, and expanding as necessary. In the coming weeks, Staff will be asking for Council to direct beginning Phase II, which will begin the preliminary work create and implement a plan that ultimately leads to appropriate UGB expansion.