



925 S Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
development@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Development Services

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Director
Subject: Development Services Department, City Manager Report Updates

Date: June 1, 2026

Staff continues to assist customers with inquiries related to engineering, building permits, and planning services. 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. These efforts help ensure efficient service delivery, clear communication, and support for sustainable community development.

Recruitment for the Development Services Technician position was successfully completed. The selected candidate is scheduled to begin employment in mid-June. Filling this position supports succession planning and business continuity efforts while helping maintain service levels and providing consistent support for permitting, planning, and development review activities.

Planning

Planning Commission was canceled in May.

The following land use applications were approved in May:

- VAR-26-02 – Class II Variance to rear and side yard setbacks and maximum height – S 5th Street
- AR-26-04 – Administrative Review for Misty Meadows Townhomes
- PLA-26-03 – Property Line Adjustment – E Isabella Street

The following land use applications are under review in May:

- AR-26-06 - Administrative Review – Commercial Conversion to Residential – S 2nd Street
- PD-26-02, S-26-03, CPMA-26-01, ZMA-26-01 – Conser Emerald Crossing Planned Development, 284 Lot Subdivision, Comp Plan and Zone Map Amendments
- AR-26-05 – Administrative Review for Wendy's
- HP-26-02 – Historical Preservation Review for 707 S Main Street

Building

	April 2026	April 2025
Permits Issued	54	50
Fees Received	\$42,592.22	\$101,741.81
Construction Valuation	\$2,819,907.00	\$7,203,760.40

A current list of the more significant construction sites includes:

- Thoroughbred Car Wash (Santiam Highway)
 - 47-lot subdivision – Hermans Farm Subdivision (Crowfoot Road)
 - 5-lot subdivision – Space Reader Estates (Kees Street)
 - 48-lot subdivision – Cedar Springs (13th Street)
 - Dental Office (S Main Street)
 - 12-Unit Multi-Family (Market Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 10-lot subdivision – Phillips Estates (Phillips Way)
 - 19-lot subdivision (Walker & Wassom)
 - RV Storage (Laredo Way)
- Staff continues to coordinate with the Finance Department on a comprehensive audit of service accounts. The project remains in progress, with timing and next steps under ongoing evaluation to align with current operational priorities.

Engineering – Development Projects

In Review / Pending Construction

- Storage Warehouse 1050 Montessa Way: Plan review comments returned to engineer for revisions. Review of parking requirements underway.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Plans review comments returned to engineer for revisions.
- Misty Meadows Subdivision (W B St): Plan review comments returned to engineer for revisions.
- Herman's Farm Subdivision Phase II (Hermans Dr): Plans stamped approved. Pending public Improvements permit application and payment of fees.
- Salmon Run Apartments (Vaughan Ln): Plan revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Valley Life Church (E Ash St/Park St: Plans stamped approved. Public improvement permit pending ODOT encroachment permit issuance.
- Honeybee Stamps: Plans stamped approved. Pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped approved; pending 1200-C permit.

Under Construction

- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction underway.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction underway.
- Khan C-Store (former Walgreens site): Permits issued. Construction underway.
- Elmore Townhomes: Permits issued. Construction underway.
- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Mill Race Station RV Storage: Punch list sent to owner. These items are currently being completed.
- Tri-Plex (S. 7th Street): Site utility construction underway.

- Herman's Farm Subdivision Phase I (Crowfoot Rd): Punch list provided to contractor for offsite and onsite improvements, final acceptance pending completion of punch list items and acceptance of as-builts. Punch list items have been bonded and the plat has been signed. Building permits being issued.
- Villalobos Real Estate (Corner of Market Street and S Main Road): Permits issued. Site and public improvement work ongoing.
- Mill Race Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- Kees Street Subdivision: Final acceptance pending installation of stop/private street signs.

City Legislative Efforts

- Continue monitoring of upcoming legislative measures and collaborate with partner agencies to proactively address proposed legislation that may impact the City.

Grant Administration

- Environmental sampling has been completed. Consultants have finalized the market analysis and transportation study, which evaluates the site's commercial viability and development potential given existing site constraints. The project is moving into the next Phase, with consultant coordination and project scheduling underway.

Economic Development

- Strategic Plan Initiative 3.15 - Business visitation program: Staff toured the Linn-Benton Community College Health Occupations Center and received an overview of its healthcare education programs, graduate success rates, and workforce training opportunities. The center offers training in a variety of healthcare fields, including dental programs that are supported through partnerships with other community colleges. Staff learned that the facility includes specialized laboratory and training resources that serve students from across the region and help address workforce needs in high-demand healthcare professions.
- Downtown Building Restoration Program: The application period for the 2025-2026 cycle has closed, and 10 applications have been awarded varying grant amounts, pending contract approval.
- Strategic Plan Initiative 3.11: Business Oregon Prospector site is reviewed weekly and evaluates targeted recruitment inquiries from Industrial Lands Specialists to determine eligibility for competitive site submissions.
- The Economic Development Team received a significant recruitment opportunity and delivered a comprehensive presentation, resulting in the City being shortlisted as one of two potential locations in Oregon. The prospective buyer is currently negotiating the acquisition of property with two property owners.
- The draft wetlands delineation report has been received and is under review. The next phase of the project will focus on developing a mitigation plan to address identified wetland impacts and support future site development.