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MEMORANDUM

Development Services

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

Date: August 31, 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.

The Development Services Technician continues to make significant progress through the onboarding and training process. Training has expanded to include department operations, customer service, permitting procedures, and support for engineering, building, and planning activities. Continued training will strengthen staff capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

Planning

Planning Commission approved the following at the August meeting:

- AR-26-07, S-26-04 – Robert Byrd 4 lot Subdivision and Administrative Review to construct townhomes

The following land use applications were approved in August: None

The following land use applications are under review in August: None

Building

	July 2026	July 2025
Permits Issued	96	47
Fees Received	\$86,440.50	\$27,905.48
Construction Valuation	\$5,301,534.76	\$1,457,829.90

A current list of the more significant construction sites includes:

- Industrial Building (Montessa Way)
- Industrial Building (Airway Road)
- 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)
- 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

- Fueling Station & C-Store (N 5th St/Village Lp): Plans received and under review.
- Lebanon Dairy Queen (N 5th St/Village Lp): Plans received and under review.
- Go Mini Storage (Hansard Ave/Reeves Pkwy): Plans received and under review.
- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Planset approval pending approval of DEQ 1200C permit and contaminated soil mitigation plan.
- Misty Meadows Subdivision (W B St): Plan review complete. Waiting for county approval and DEQ 1200C permit before City approval.
- 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.
- Bates Storage (Hansard Ave): On hold by owner. Planset stamped approved; pending 1200-C permit.

Under Construction

- Hermans Farm Subdivision Phase II (Hermans Dr): Public improvements permit issued.
- Walmart 3290 S Santiam HWY: Plans approved. No public improvement or right of way encroachment permits required.
- Valley Life Church (E Ash St/Park St: Permit issued for work on E Ash St, construction underway. Park Street work under ODOT jurisdiction.
- Storage Warehouse 1050 Montessa Way: Permits issued.
- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction ongoing.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction ongoing.
- Khan C-Store (former Walgreens site): Permits issued. Construction ongoing.
- Elmore Townhomes: Permits issued. Construction ongoing.
- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Tri-Plex (S. 7th Street): Site utility construction ongoing.
- Millrace Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- Villalobos Real Estate (Corner of Market Street and S Main Road): Public improvements accepted.

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

- 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.
- Staff continues to evaluate options for addressing wetland constraints on industrial lands to improve site readiness and support future development opportunities. This includes coordination with Business Oregon, the City's lobbyist, and regulatory agencies to explore both project-specific and long-term policy solutions.
- Downtown Building Restoration Program: Four of the ten awarded façade improvement projects have now been completed. The remaining projects are in various stages of design and construction.
- Strategic Plan Initiative 3.11: Staff continues to review the Business Oregon Prospector site weekly to evaluate targeted recruitment inquiries from Industrial Lands Specialists and determine eligibility for competitive site submissions.
- Strategic Plan Initiative 3.15 – Business Outreach: Staff continues to promote business outreach opportunities through the City's communication channels. While participation in the business visitation program has been limited, staff remains available to meet with businesses and respond to requests as they arise.