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MEMORANDUM

Development Services

To: Mayor Jackola and City Council Date: February 2, 2026
From: Shana Olson, Development Services Director
Subject: Development Services Department, City Manager Report Updates

Staff continue 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.

Planning

The regular January Planning Commission meeting was cancelled.

The following land use applications are under review in January:

- AR-26-01 & S-26-01 – a five-lot subdivision and administrative review to approve town homes on two of the proposed lots at 401 W Mary Street.
- A-26-01 & MLP-26-01 – an annexation and proposed three lot partition at 2015 Stoltz Hill Road.

Building

	December 2025	December 2024
Permits Issued	40	39
Fees Received	\$37,642.31	\$26,198.70
Construction Valuation	\$2,453,995.81	\$1,608,439.74

A current list of the more significant construction sites includes:

- Dental Office (S Main Street)
- Laundry Mat (S Santiam Highway)
- 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 have partnered with the Finance Department to conduct a comprehensive audit of service accounts. The project is approximately 35% complete, with a reassessment of the projected completion date scheduled in March.

Engineering – Development Projects

In Review / Pending Construction

- Salmon Run Apartments (Vaughan Ln): Plans received, reviewed, and returned to engineer for revisions.
- Khan C-Store (former Walgreens site): Plans stamped approved. Pending ROW permit.
- Elmore Townhomes: Plans stamped approved. Pending ROW permit.
- Thoroughbred Express Car Wash: Plans reviewed and pending approval. Need revised illumination plan before plans can be stamped approved.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Valley Life Church: Plans stamped approved. Pending public improvement permit.
- Honeybee Stamps: Plans stamped approved. Pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped approved; pending 1200-C permit.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Stoltz Hill & Twelfth Street Subdivision: Traffic Impact Analysis draft under review.
- Western University Campus (150-acre site): Traffic Impact Analysis draft complete and under review.

Under Construction

- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Contractor has yet to complete punch list items. Public improvements have been bonded and plat signed. Homes are under construction. Occupancies on hold until public improvements have been accepted.
- Mill Race Station RV Storage: Punch list sent to owner. These items are currently being completed.
- Cedar Springs Estates (Mazama Way): Contractor finishing up punch list items for public improvements. Public improvement as-builts received from engineer for review. Developer bonded the minor remaining items for plat approval, building permits to follow the 1st of the year.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Herman's Subdivision (Crowfoot Rd): Offsite roadway improvements are largely complete and Crowfoot Rd is open to through traffic. Utility installation and road construction continues on-site.
- Villalobos Real Estate (Corner of Market Street and S Main Road): Building permit active, on-site work continues. Public improvement permit issued for work in public ROW.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way. Public Improvement Permit active, utility construction in progress.

Complete

- Zeekers Inc 884 Park St (Maple Street Sewer Extension): Punch list items complete. As-builts received for review and comments returned to engineer for revisions. Final acceptance pending as-built approval.

- Kees Street Subdivision: Punch list items complete. Final acceptance pending as-built approval (not yet received for review).

City Legislative Efforts

- Continue monitoring of upcoming legislative measures and collaborate with partner agencies to proactively address proposed legislation that may impact the City. Currently, 48 proposed bills are under review by directors in their respective departments. Participated in the first legislative session meeting with Senator Manning, including a discussion of priority issues and potential support from his office for infrastructure grant opportunities.

Grant Administration

- Champion Mill Site: Samples completed; consultants are preparing a report for the market analysis and transportation study, which assesses the site's commercial viability based on its constraints.

Economic Development

- Strategic Plan Initiative 3.15 - Business visitation program: A January site visit was conducted at The Block Youth Center, operated by New Hope Church. The center is open to the public for all teens after school and on Wednesdays for half-days, and it hosts special events.
- Downtown Building Restoration Program: The application period for the 2025-2026 cycle is now open and includes one \$25,000 grant and multiple micro-grant opportunities.
- 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.
- A Wetlands Delineation Study: A consultant has been brought on board, and Phase I work is scheduled to begin in the next few weeks. This effort is a key step towards making the site shovel-ready.