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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: March 2, 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 a Development Services Technician is currently underway as part of the City’s succession planning and business continuity efforts. Filling this position will help maintain service levels, preserve institutional knowledge, and ensure consistent support for permitting and planning functions.

Planning

Planning Commission approved and/or recommended approval of the following at the February meeting:

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

The following land use applications are under review in February:

- MLP-26-01 – three lot partition at 2015 Stoltz Hill Road
- PD-26-01 – Western University Planned Development
- MLP-26-02 – three lot partion on N 5th Street
- AR-26-02 – administrative review for an accessory structure over 1,000 sq ft at 32719 Berlin Road
- MLP-26-03 – two lot partition at 235 Cleveland Street
- S-26-02, VAR-26-01 – 52-lot subdivision and variance to building height on S 5th Street
- S-22-03 – request for extension of approved 28 lot subdivision on B Street

Building

	January 2026	January 2025
Permits Issued	46	48

Fees Received	\$16,034.14	\$68,784.99
Construction Valuation	\$590,208.30	\$4,648,421.18

A current list of the more significant construction sites includes:

- 5-lot subdivision – Space Reader Estates (Kees Street)
 - 48-lot subdivision – Cedar Springs (13th Street)
 - 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 April.

Engineering – Development Projects

In Review / Pending Construction

- Herman’s Farm Subdivision Phase II (Crowfoot Rd): Plans received, reviewed, and returned to engineer for revisions.
- 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.

Under Construction

- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): February site walkthrough with contractor revealed many punch list items yet to be complete, contractor was provided an updated punch list. 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.

- Tri-Plex (S. 7th Street): Site utility construction underway.
- Herman's Farm Subdivision (Crowfoot Rd): Punch list provided to contractor for offsite improvements, final acceptance pending completion of punch list items and acceptance of as-builts. 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. Work for public improvement permit underway 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 and road construction in progress.

Complete

- Kees Street Subdivision: Final acceptance pending installation of stop/private street signs.
- Cedar Springs Estates (Mazama Way): Public Improvements approved and accepted.
- Zeekers Inc 884 Park St (Maple Street Sewer Extension): Public Improvements approved and 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

- 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: No business visit were conducted in February, visits will resume in March.
- 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. Ten applications have been received and under review by the Restoration Committee.
- 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 underway, with the consultant making site visits. This effort is a key step towards making the site shovel-ready.