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MEMORANDUM

Development Services

Date: December 1, 2025

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Director
Subject: A Resolution to authorize submittal of a Business Oregon Grant Application

I. INTRODUCTION

The City of Lebanon is actively working to advance a key industrial site toward shovel-ready status to support future economic development and job creation. A critical component of this effort is obtaining an updated wetlands delineation to confirm the current extent and location of wetlands on the site. This information is necessary for site planning, permitting, infrastructure design, and assessing overall development potential. To help fund this work, Business Oregon provides grant assistance for site readiness activities, including wetlands delineation studies.

II. CURRENT REPORT

City staff is preparing an application to Business Oregon requesting funding to hire an environmental professional to complete the wetlands delineation study. As part of the grant application process—and in accordance with City procedures—a formal resolution of support from the City Council is required. Attached for consideration is a draft resolution.

III. RECOMMENDATION

Approve Resolution No. 2025-23 authorizing staff to apply for the Business Oregon Grant and authorize the City Manager to sign any required documents.