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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: April 30, 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 denied the following at the April meeting:

- PD-26-01 – Western University Planned Development

The following land use applications were approved in April:

- AR-26-03 – admin review for filling station, convenience store, car wash & drive-through restaurant on N 5th Street
- MLP-26-04 – two lot partition on S 12th Street

The following land use applications are under review in April:

- 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
- VAR-26-02 – Class II Variance to rear and side yard setbacks and maximum height
- AR-26-04 – Administrative Review for Misty Meadows Townhomes
- AR-26-05 – Administrative Review for Wendy's
- HP-26-01 – Historical Preservation Review for Lebanon Hotel
- HP-26-02 – Historical Preservation Review for 707 S Main Street

Building

	March 2026	March 2025
Permits Issued	78	44
Fees Received	\$65,964.21	\$21,254.35
Construction Valuation	\$4,046,972.61	\$1,028,599.53

A current list of the more significant construction sites includes:

- Thoroughbred Car Wash (Santiam Highway)
 - 47-lot subdivision – Hermans Farm Subdivison (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: Site plans received from engineer for review.
- Cedar River Estates Subdivision (S5th St/Joy St/Kingdom Dr): Plans received from engineer for review and comments returned for revisions.
- Misty Meadows Subdivision (W B St): Plans received from engineer for review.
- Herman’s Farm Subdivision Phase II (Hermans Dr): Planset revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Salmon Run Apartments (Vaughan Ln): Planset revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Thoroughbred Express Car Wash (HWY 20): Planset stamped approved. City ROW permit pending ODOT encroachment permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Valley Life Church (E Ash St/Park St: Planset 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

- Duo Water Systems 1800 Airway Rd: Plans stamped approved. Permits issued.
- Khan C-Store (former Walgreens site): Permits issued. Construction underway.

- Elmore Townhomes: Permit issued. Construction underway.
- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- 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): Onsite work continues. Work for public improvement permit continues 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

- Madelyn Meadows Subdivision (Walker & Wassom Streets): Public improvements accepted. Occupancies being issued.
- 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

- 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 April.
- 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.
- 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.