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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: October 2025

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 October Planning Commission meeting included one public hearing:

- DCA-25-02 to amend the development code to include changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements. The Planning Commission recommended approval to the City Council at the October 15, 2025, meeting. The City Council public hearing is on November 12, 2025.

There are currently nine land use applications under review for six projects:

- AR-25-08, MLP-25-05 & VAR-25-07 – includes a Land Partition to create three lots, an Administrative Review to create one zero-lot line lot, and a Class II Variance to reduce the rear yard setback of the existing dwelling at 760 E Elmore Street.
- MLP-25-04 – a land partition to create three lots at 981 W Airport Road
- AR-25-07 & MLP-25-03 – includes a Land Partition to create two townhome lots, and an Administrative Review to allow the construction of two townhomes at 433 W Mary Street.
- AR-25-06 – Administrative Review for park improvements, including connection of trails at River Park.
- CU-25-02 – Conditional Use for a gas (filling) station at the 3300 Burdell Boulevard.
- VAR-25-05 – Fence variance at 3355 Snow Peak Place.

Building

| | September 2025 | September 2024 |
|------------------------|----------------|----------------|
| Permits Issued | 49 | 44 |
| Fees Received | \$27,255.80 | \$16,748.63 |
| Construction Valuation | \$1,505,837.15 | \$628,701.22 |

A current list of the more significant construction sites include:

- 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)
- Gas Station and Convenience Store (911 W Airport)
- Tractor Supply (Burdell Boulevard)
- RV Storage (Laredo Way)
- Staff have partnered with the Finance Department to conduct a comprehensive audit of service accounts. The project is approximately 25% complete, with a reassessment of the projected completion date scheduled for December.

Engineering – Development Projects

In Review / Pending Construction

- Honeybee Stamps: Site plans approved; pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped and approved; pending permits.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way, as well as a regional pump station. Comments from the project engineer have been received and are under review.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Elmore Townhomes: Plans returned to the engineer for revisions.
- Valley Life Church: Site plan approved; pending permit issuance.
- Stoltz Hill & Twelfth Street Subdivision: Amended Traffic Impact Analysis (TIA) received for updated site layout; under review.
- New Subdivision (Planning Application): Traffic Impact Analysis received and submitted as part of the planning application review.
- Western University Campus (150-acre site): Traffic Impact Analysis requested; pending submittal.

Under Construction

- Ziply Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Final punch list provided to contractor. Public improvements have been bonded and plat signed. Homes are under construction; occupancies are on hold pending acceptance of public improvements.

- Mill Race Station RV Storage: Contractor has completed onsite hydrant installation; project under active construction. Hydrants are operational and pending final acceptance.
- Cedar Springs Estates (Mazama Way): Construction nearing completion; new public roads paved and contractor passed inspection.
- Gas Station (Stoltz Hill & Airport Rd): Temporary occupancy granted pending completion of landscaping and sight-obscuring fencing.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Tractor Supply: Nearing completion; final testing of public improvements under review. Acceptance of Burdell Blvd to follow.
- Herman's Subdivision (Crowfoot Rd): Sewer line construction complete; testing under review. Offsite roadway improvements on Crowfoot Road are under construction.
- Kees Street Subdivision: Construction of half-street improvements in progress. Water and sewer mains complete; testing under review.
- Maple Street Sewer Extension: Construction complete; contractor performing final site restoration.
- Villalobos Real Estate: Building permit issued; contractor working on site. New driveway approach to be constructed with site improvements.

Complete

- Airport Road Storage Phase III: Public improvements complete; pending building permit issuance.

City Legislative Efforts

- Continue monitoring upcoming legislative measures and collaborate with partner agencies to proactively address proposed bills that may impact the City.

Grant Administration

- Champion Mill Site: We received the second Phase II testing results. DEQ has also accepted the work plan for the third round of Phase II testing. The next round is scheduled for December 2,3, and 4, 2025. Consultants for both the market analysis and transportation study are assessing the commercial viability of the site based on the site's constraints.

Economic Development

- Strategic Plan Initiative 3.15: Business visitation program—Due to recent staffing changes and departmental restructuring, business visitations are anticipated to resume January 2026.
- Downtown Building Restoration Program: Two outstanding grant applications for this cycle are for the Lebanon Hotel and the old Wells Fargo building. Wells Fargo is currently under construction. Staff collaborated with the Chamber collaboration to assist in implementation and marketing.
- Strategic Plan Initiative 3.11: Business Oregon Prospector site is reviewed weekly and evaluate targeted recruitment inquiries from Industrial Lands Specialist to determine eligibility for competitive site submissions. One significant recruitment opportunity was received, and the Economic Development Team delivered a comprehensive presentation that resulted in the City being shortlisted as one of two potential locations in Oregon. A final decision from the prospective business is expected by the end of the year.