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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: August 1, 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.

The Development Services Technician continues to make significant progress through the onboarding and training process. Training has expanded to include department operations, customer service, permitting procedures, and support for engineering, building, and planning activities. Continued training will strengthen staff capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

Planning

Planning Commission approved and recommended approval the following at the July meeting:

- 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

The following land use applications were approved in July:

- MR-26-02 – Nyman Worldwide Properties Ministrerial Reivew – Go Minis Storage Facility

The following land use applications are under review in July:

- CPMA-26-01, ZMA-26-01 – Conser Emerald Crossing Comp Plan and Zone Map Amendments
- AR-26-07, S-26-04 – Robert Byrd 4 lot Subdivision and Administrative Review to construct townhomes

Building

	June 2026	June 2025
Permits Issued	79	56
Fees Received	\$76,508.45	\$16,779.73
Construction Valuation	\$5,132,476.52	\$606,182.55

A current list of the more significant construction sites includes:

- Industrial Building (Montessa Way)
 - Industrial Building (Airway Road)
 - Thoroughbred Car Wash (Santiam Highway)
 - 47-lot subdivision – Hermans Farm Subdivision (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)
- 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

- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Planset approval pending approval of DEQ 1200C permit and contaminated soil mitigation plan.
- Misty Meadows Subdivision (W B St): Plan review comments returned to engineer for revisions.
- Herman's Farm Subdivision Phase II (Hermans Dr): Planset stamped approved. Pending public Improvements permit application and payment of fees. Pre-Con scheduled.
- Salmon Run Apartments (Vaughan Ln): Plan revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Honeybee Stamps: Owner not moving forward with project.
- Bates Storage (Hansard Ave): On hold by owner. Planset stamped approved; pending 1200-C permit.

Under Construction

- Walmart 3290 S Santiam HWY: Plans approved. No public improvement or right of way encroachment permits required.
- Valley Life Church (E Ash St/Park St: Public improvement permit issued for work on E Ash St. Park Street work under ODOT jurisdiction.
- Storage Warehouse 1050 Montessa Way: Permits issued.
- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction ongoing.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction ongoing.
- Khan C-Store (former Walgreens site): Permits issued. Construction ongoing.
- Elmore Townhomes: Permits issued. Construction ongoing.

- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Tri-Plex (S. 7th Street): Site utility construction ongoing.
- Villalobos Real Estate (Corner of Market Street and S Main Road): Permits issued. Site and public improvement work ongoing.
- Millrace Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- Herman's Farm Subdivision Phase I (Herman's Dr): Public improvements accepted.
- 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

- Environmental sampling has been completed. Consultants have finalized the market analysis and transportation study, which evaluates the site's commercial viability and development potential given existing site constraints. The project is moving into the next Phase, with consultant coordination and project scheduling underway.

Economic Development

- 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.
- Staff continues to evaluate options for addressing wetland constraints on industrial lands to improve site readiness and support future development opportunities. This includes coordination with Business Oregon, the City's lobbyist, and regulatory agencies to explore both project-specific and long-term policy solutions.
- Downtown Building Restoration Program: Four of the ten awarded façade improvement projects have now been completed. The remaining projects are in various stages of design and construction.
- Strategic Plan Initiative 3.11: Staff continues to review the Business Oregon Prospector site weekly to evaluate targeted recruitment inquiries from Industrial Lands Specialists and determine eligibility for competitive site submissions.
- Strategic Plan Initiative 3.15 – Business Outreach: Staff continues to promote business outreach opportunities through the City's communication channels. While participation in the business visitation program has been limited, staff remains available to meet with businesses and respond to requests as they arise.