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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: January 2, 2026

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 December Planning Commission meeting was cancelled.**

**Staff approved the following land use applications in December:**

- PLA-25-05 – a property line adjustment to adjust the boundary of six lots, resulting in two lots at S Santiam Highway (BiMart Plaza).
- PLA-25-04 – a property line adjustment to adjust the line between two properties at 221 S 12<sup>th</sup> Street.
- 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 the connection of trails at River Park.
- VAR-25-05 – Fence variance at 3355 Snow Peak Place.

## Building

	November 2025	November 2024
Permits Issued	51	40
Fees Received	\$23,565.10	\$12,621.80
Construction Valuation	\$1,065,123.86	\$394,473.04

A current list of the more significant construction sites includes:

- 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 for end of December.

## **Engineering – Development Projects**

### **In Review / Pending Construction**

- Khan C-Store: Former Walgreens site; Site plans received and under review.
- Elmore Townhomes: Plans stamped and approved. Pending permit.
- Thoroughbred Express Car Wash: Plans reviewed and pending approval. Waiting for illumination plan before plans can be stamped.
- Duplex Development 1711 S 9<sup>th</sup> Street: Plans stamped and approved. Pending permit.
- Valley Life Church: Fire water plan deferred submittal received. Review comments have been sent back to the engineer for revisions.
- Honeybee Stamps: Site plans approved; pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped and approved; pending 1200-C permit.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Stoltz Hill & Twelfth Street Subdivision: Traffic Impact Analysis draft under review.
- Western University Campus (150-acre site): Traffic Impact Analysis draft complete and under review.

### **Under Construction**

- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Waiting for contractor to finish punch list items. 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: Punch list sent to owner. These items are currently being completed.
- Cedar Springs Estates (Mazama Way): Punch list sent to contractor for public improvements. Developer bonded the minor remaining items for plat approval, building permits to follow the 1<sup>st</sup> of the year.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Herman's Subdivision (Crowfoot Rd): Sewer line construction complete and tested, contractor constructing new water main. Offsite roadway improvements on Crowfoot Road are under construction.
- Kees Street Subdivision: Punch list sent to contractor and engineer for public improvements.

- Maple Street Sewer Extension: Construction complete; Pending final punch list.
- Villalobos Real Estate: Corner of Market Street and S Main Road; Building permit issued; contractor working on site. Pending public improvement permit for improvements in public right of way.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way. Public Improvement Permit issued, utility construction in progress.

### **Complete**

- Tractor Supply: Construction complete and accepted. Warranty period began December 1, 2025 and will expire December 1, 2026. Final occupancy granted.

### **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 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. A final decision from the prospective business is expected by the end of the year.
- A Wetlands Delineation Study grant application is underway with Business Oregon. This study will update the site’s wetlands delineation and is a key step toward making the property shovel ready.