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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: July 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 position has been successfully filled, and the new employee is currently in the onboarding and training process. Initial training has focused on department operations, customer service, and permitting processes. Filling these positions strengthens succession planning, supports business continuity, and helps maintain service levels while increasing the department's capacity to respond to development activities.

Planning

Planning Commission approved the following at the June meeting:

- AR-26-06 - Administrative Review – Commercial Conversion to Residential – S 2nd Street

The following land use applications were approved in June:

- AR-26-05 – Administrative Review for Wendy's
- HP-26-02 – Historical Preservation Review for 707 S Main Street

The following land use applications are under review in June:

- AR-26-07, S-26-04 – Robert Byrd 4 lot Subdivision and Administrative Review to construct townhomes
- MR-26-02 – Nyman Worldwide Properties Ministerial Review – Go Minis Storage Facility
- 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

Building

	May 2026	May 2025
Permits Issued	103	37
Fees Received	\$102,915.67	\$26,857.36
Construction Valuation	\$6,915,263.04	\$1,462,661.32

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

- Walmart 3290 S Santiam HWY: Plans received from engineer and transmitted to applicable departments for review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Plan review comments returned to engineer for revisions. Engineer coordinating with DEQ for 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): Plans stamped approved. Pending public Improvements permit application and payment of fees.
- 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.
- Valley Life Church (E Ash St/Park St: Plans 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

- 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 underway.
- 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.
- Herman's Farm Subdivision Phase I (Herman's Dr): Final acceptance pending completion of punch list. 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): Permits issued. Site and public improvement work ongoing.
- Mill Race Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- Herman's Farm Offsite Improvements (Crowfoot Rd): Public improvements accepted.
- Mill Race Station RV Storage: 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: Three 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.