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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: March 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 March meeting:

- S-26-02 – 52-lot subdivision on S 5th Street - Approved
- VAR-26-01 – variance to building height on S 5th Street - Denied
- S-22-03 – request for extension of approved 28 lot subdivision on B Street – Approved

The following land use applications were approved in March:

- MLP-26-01 – three lot partition at 2015 Stoltz Hill Road
- MLP-26-02 – three lot partition on N 5th Street
- AR-26-02 – admin review for an accessory structure over 1,000 sq ft at 32719 Berlin Road
- MLP-26-03 – two lot partition at 235 Cleveland Street

The following land use applications are under review in March:

- 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
- PD-26-01 – Western University Planned Development

Building

	February 2026	February 2025
Permits Issued	35	30
Fees Received	\$28,876.11	\$14,164.96
Construction Valuation	\$1,551,845.82	\$616,439.37

A current list of the more significant construction sites includes:

- 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 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 in April.

Engineering – Development Projects

In Review / Pending Construction

- Duo Water Systems 1800 Airway Rd: Site plan received from engineer for review.
- Herman’s Farm Subdivision Phase II (Crowfoot Rd): Planset revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Salmon Run Apartments (Vaughan Ln): Plans received, reviewed, and returned to engineer for revisions.
- Khan C-Store (former Walgreens site): Plans stamped approved. ROW permit issued.
- Thoroughbred Express Car Wash: Awaiting revised planset from engineer for review.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Valley Life Church: Plans stamped approved. Pending public improvement permit.
- Honeybee Stamps: Plans stamped approved. Pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped approved; pending 1200-C permit.

Under Construction

- Elmore Townhomes: ROW permit issued. Construction underway.
- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): February site walkthrough with contractor revealed many punch list items yet to be complete, contractor was provided an updated punch list. Public improvements have been bonded and plat

signed. Homes are under construction. Occupancies on hold until public improvements have been accepted.

- 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 (Crowfoot Rd): Punch list provided to contractor for offsite improvements, final acceptance pending completion of punch list items and acceptance of as-builts. Utility installation and road construction continues on-site.
- Villalobos Real Estate (Corner of Market Street and S Main Road): Building permit active, on-site work continues. Work for public improvement permit underway 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

- 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 March.
- 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.