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MEMORANDUM

Development Services

To: Lebanon Planning Commission
From: Shana Olson, Development Services Director
Subject: Planning File No. AR-26-07, S-26-04

Date: August 12, 2026

I. BACKGROUND

The application requests approval of an Administrative Review and Tentative Subdivision Plat for property located east of 1685 S 12th Street. The property is identified as Linn County Tax Assessor Map 12S-02W-15BC, Tax Lot 2401, contains approximately 0.46 acres, and is zoned Residential Mixed Density (Z-RM).

The vacant property was created as Parcel 2 of Linn County Partition Plat No. 2024-16. The applicant proposes to divide the parcel into four lots and construct four attached townhouse/rowhouse dwellings, one dwelling on each lot. Access would be provided from S 12th Street through the existing 30-foot private access and utility easement.

The proposal requires Administrative Review because Table 16.05-2 identifies townhouse/rowhouse development in the Z-RM zone as an Administrative Review for projects containing 19 dwelling units or fewer. The land division is reviewed under Chapter 16.22. The Planning Commission is considering the applications together.



II. CURRENT REPORT

The Planning Commission is considering the following concurrent land use applications:

- Administrative Review (AR-26-07) for four attached townhouse/rowhouse dwellings.
- Tentative Subdivision Plat (S-26-04) creating four residential lots.

The proposed lots contain approximately 2,521–4,374 square feet of net lot area, excluding the flag/access portion. Approximate lot widths are 36-61 feet. Each lot exceeds the Z-RM minimum townhouse/rowhouse standards of 2,500 square feet and 20 feet of lot width.

The plans show an approximately 24-foot shared private driveway within the existing 30-foot-wide access and utility easement, together with a 5-foot pedestrian walkway.

Public water and sanitary sewer are available to serve the site. Each lot will have a separate water service and sanitary sewer lateral. Stormwater is proposed to be conveyed east through a private drainage easement to the existing storm system in Strawberry Lane. Final stormwater design, the off-site easement, and any outside-agency approval will be addressed through engineering review and the conditions of approval.

Development Services and the Lebanon Fire District reviewed the proposal. Their requirements are incorporated into the Draft Order. Public notice was provided in accordance with the Lebanon Development Code.

III. STAFF ANALYSIS

The detailed findings addressing each applicable approval criterion are contained in the Draft Order. The following summarizes the principal issues and explains how the proposal can meet the Administrative Review and Tentative Subdivision criteria.

Zoning and Use

Under LDC 16.20.040(D)(2) and Table 16.05-2, townhouse/rowhouse development is permitted in the Z-RM zone through Administrative Review. The four proposed lots meet the minimum area and width requirements in Table 16.05-7. The proposed dwellings can comply with applicable setbacks, lot coverage, building height, and garage-opening standards. Final compliance will be confirmed through the building permit review for each dwelling.

Access, Parking, and Pedestrian Circulation

The four lots will share the existing 30-foot-wide access and utility easement from S 12th Street. The plans show an approximately 24-foot-wide shared private driveway and a five-foot pedestrian walkway within the easement. Reciprocal access and maintenance documents are required before final plat approval.

LDC Chapter 16.14 requires two off-street parking spaces for each single-unit dwelling. The plans show garage and driveway parking for each dwelling outside the shared travel lane and pedestrian walkway. Conditions require all eight parking spaces to remain usable and unobstructed.

Utilities and Stormwater

Existing public water and sanitary sewer facilities are available to serve the development, with separate services required for each lot. Final utility locations and construction details will be reviewed through the applicable engineering and building permit processes.

Stormwater is proposed to discharge through an off-site route to Strawberry Lane. Before final plat approval, the applicant must secure and record an easement addressing construction, access, operation, maintenance, repair, and replacement of the private drainage facilities. Engineered plans and calculations must demonstrate adequate conveyance, treatment, detention, and flow control and ensure that drainage to or from adjacent property is not adversely affected.

Subdivision and Final Plat

The tentative plat establishes four lots that meet the applicable Z-RM dimensional standards and can be served by the proposed shared access and utilities. Consistent with LDC 16.22.090, the layout coordinates access, pedestrian circulation, utilities, drainage, and private common improvements.

Before final plat approval, the applicant must provide the required access, utility, pedestrian, and drainage easements; establish maintenance responsibility for shared facilities; and complete or secure the required improvements. The final plat must comply with ORS Chapter 92 and LDC Chapter 16.22.

City Services and Overall Compliance

Development Services reviewed the proposal for compliance with applicable planning, engineering, access, utility, frontage-improvement, and stormwater requirements. The Lebanon Fire District also reviewed the proposal and identified fire-access and water-supply requirements. These requirements are included as conditions in the Draft Order and will be confirmed through the applicable permit review.

Staff finds that the proposal addresses the principal Administrative Review criteria in LDC 16.20.040(D)(2) and Tentative Subdivision criteria in LDC 16.22.090. The applications can satisfy the applicable criteria subject to the conditions contained in the Draft Order, which provides the complete criterion-by-criterion findings and controlling approval requirements.

IV. RECOMMENDATION

Based on the application materials, agency comments, and analysis contained in this report and the attached Draft Order, staff recommends approval of Administrative Review AR-26-07 and Tentative Subdivision S-26-04, subject to the Conditions of Approval contained in the Draft Order.

V. PLANNING COMMISSION ACTION

Staff has provided the Planning Commission with several options, each accompanied by an appropriate motion.

1. Approve the application, adopting the draft order as presented.

I move that the Planning Commission approve applications for AR-26-07 and S-26-04 and adopt the Draft Order as presented by staff.

2. Approve the application, adopting modifications to the draft order.

I move that the Planning Commission approve applications for AR-26-07 and S-26-04 and adopt the Draft Order with the following modifications:

3. Continue the hearing until September 16, 2026.

I move that the Planning Commission continue the public hearing on applications AR-26-07 and S-26-04 to September 16, 2026.

4. Close the hearing but keep the record open for submission of written testimony.

I move that the Planning Commission close the public hearing on applications AR-26-07 and S-26-04 and leave the written record open for submission of additional testimony until September 16, 2026.

5. Close the hearing and record, and continue deliberation to the next meeting.

I move that the Planning Commission close the public hearing and written record on applications AR-26-07 and S-26-04 and continue deliberations to the September 16, 2026 Planning Commission meeting.

6. Deny the application, directing staff to modify the draft order.

I move that the Planning Commission deny applications for AR-26-07 and S-26-04 and direct staff to prepare a Final Order reflecting the Commission's findings.