PLANNING COMMISSION
MEETING AGENDA
February 18, 2026

Library Community Room
55 Academy Street, Lebanon, Oregon 97355

Chair:
Don Robertson

Vice Chair:
Lory Gerig-Knurowski

Commissioners:
Kristina Breashears
Karisten Baxter
Don Fountain
Shyla Malloy
Mike Miller
Regina Thompson

Regular Meeting:
6:00 p.m.

1. **Call to Order / Flag Salute**
2. **Roll Call**
3. **Minutes: None**
4. **Commission Review**
   a. **Public Hearing** – Planning File A-26-01
      The applicant is requesting Annexation of approximately 0.75 acres comprised of one tax lot.
      2015 Stoltz Hill Road / 12S02W15CA00900
   b. **Public Hearing** – Planning File AR-26-01, S-26-01
      The applicant proposes to subdivide an existing 0.34-acre parcel into three individual lot and two townhome lots. In addition, the applicant is requesting Administrative Review approval for the construction of townhomes.
      401 W Mary Street / 12S02W10AB00800
5. **Citizen Comments** – restricted to items not on the agenda
6. **Commission Business and Comments**
7. **Adjournment**

Planning Commission meetings are recorded and available on the City's YouTube page at https://www.youtube.com/user/CityofLebanonOR The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Development Services Department at 541.258.4906.

AGENDA ITEM

4.a.

OREGON
Lebanon

925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
development@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Development Services

To: Lebanon Planning Commission

From: Shana Olson, Development Services Director

Subject: Planning File No. A-26-01

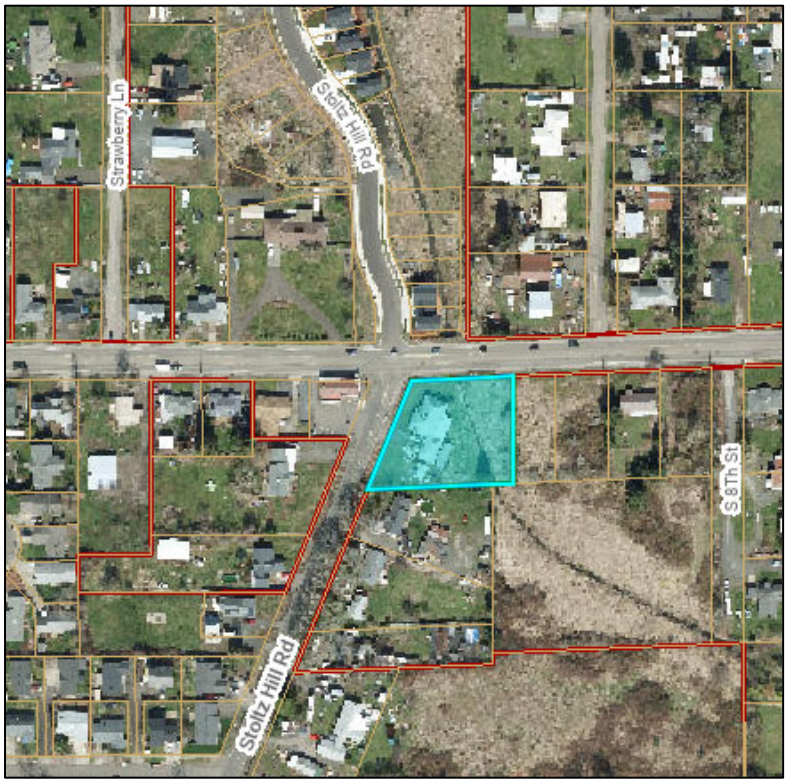
Date: February 18, 2026

I. BACKGROUND

Under consideration is the proposed annexation of the property at the southeast corner of Airport Rd & Stoltz Hill Rd (2015 Stoltz Hill Rd, 12S 02W 15CA, tax lot 900). The subject property is approximately 0.75 acres, with 185 feet of street frontage along Stoltz Hill Rd and 160 feet of street frontage along Airport Rd. Properties to the north and west are within City limits; therefore, the site is contiguous to the City boundary and eligible for annexation.

The subject property is located in a developed residential neighborhood. Properties to the north, east, south, and west are developed with single-family dwellings located within both the County and City, with a Comprehensive Plan and/or zoning of Residential Mixed Density (C/Z-RM).

The property is currently improved with a single-family dwelling and accessory structures. City utility services are available in Airport Rd and Stoltz Hill Rd, and may be connected upon annexation.



II. STAFF ANALYSIS

The subject property is located within the City's Urban Growth Boundary (UGB) and is eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code (LDC). Annexations require hearings before the Planning Commission and the City Council. The purpose of the Planning Commission hearing is to review the request and provide a recommendation to the City Council.

The site's Comprehensive Plan Designation is Residential Mixed Density (C-RM). Per Table 16.26-1 in Section 16.24.040 of the LDC, the corresponding zoning designation upon annexation is Residential Mixed Density (Z-RM). The applicant has indicated acceptance of the Z-RM zoning designation and is not requesting a Comprehensive Plan Map Amendment.

Per Section 16.24.040 of the LDC, anticipated urban densities resulting from automatic City zoning assignment upon annexation within the Urban Growth Area are already accounted for in the City's Facilities Plans, including the Transportation System Plan. Annexation of land within the Urban Growth Boundary is already factored into these Plans, and no revisions are necessary when, following annexation, a site is assigned a zoning classification consistent with the adopted Comprehensive Plan Map designation. As the applicant proposes to accept the automatic Residential Mixed Density zoning designation, no further analysis or modification to the City's facility plans is required.

A Draft Order of Recommendation containing the proposed findings and conclusions for this application is included as an attachment to this staff report for Planning Commission consideration.

III. RECOMMENDATION

Staff recommends approval of the application and adoption of the Draft Order as presented, subject to the conditions contained therein.

IV. PLANNING COMMISSION ACTION

A. The Planning Commission may take one of the following actions:

1. Recommend City Council approval of the proposed property annexation and establishment of the applicable Residential Mixed Density zone, adopting the Draft Order of Recommendation as presented; or

2. Recommend City Council approval of the proposed property annexation and establishment of the applicable Residential Mixed Density zone, adopting the Draft Order of Recommendation with modifications; or

3. Recommend City Council denial of the proposed property annexation and establishment of the applicable Residential Mixed Density zone, identifying the reason the proposal does not comply with applicable approval criteria.

B. Following the Commission's action, direct staff to finalize the Order of Recommendation for the Chair or Vice Chair's signature, incorporating the adopted findings as approved by the Planning Commission.

BEFORE THE LEBANON PLANNING COMMISSION

In the matter of the Application of Gary Clowser	)))	Annexation File A-26-01

ORDER OF RECOMMENDATION

I. NATURE OF APPLICATION

The applicant has submitted an application for the annexation of 0.75 acres at the southeast corner of Airport Road & Stoltz Hill Road (2015 Stoltz Hill Road, 12S 02W 15CA, tax lot 900), with a Comprehensive Plan and/or zoning of Residential Mixed Density (C/Z-RM).

II. PUBLIC HEARING

A public hearing on the application was held before the Lebanon Planning Commission on February 18, 2026. Planning Commission reviewed the Land Use File A-26-01 annexation application, which was made part of the record.

III. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant of the property is Gary Clowser.
2. The subject property is located on the southeast corner of Airport Road and Stoltz Hill Road. The Linn County Tax Assessor Map number is 12S 02W 15CA, tax lot 900.
3. The property is approximately 0.75 acres.
4. The property is zoned Residential Mixed Density (C/Z-RM).
5. The property is surrounded by single-family dwellings in the Residential Mixed-Density zone.

B. EXISTING CONDITIONS

The subject property is currently developed with a single-family dwelling and accessory structures.

C. PROPOSAL

The application is for the annexation of the 0.75 acres.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: Build Lebanon Trails, Consumers Power, NW Natural, Pacific Power, Peak Internet, Republic Services, Oregon Pilots Association, Oregon Department of Aviation, Santiam-Albany Canal, Grand Prairie Water District, Linn County Assessor, Planning, Road and Surveyor Departments, Oregon Department of Transportation, Lebanon Fire District, Lebanon Building and Engineering, Lebanon Community School District, Lebanon Planning Commission and the Lebanon Chamber of Commerce.

Build Lebanon Trails provided comments indicating that the City's Trails Master Plan identifies a trail dedication on the west side of Burkhart Creek.

E. PUBLIC COMMENTS

The City issued a public notification in compliance with the Lebanon Development Code and State regulations on January 28, 2026. The public comment period remained open until 5:00 pm on Tuesday, February 17, 2026. The City received no public comments.

F. ANALYSIS

Annexation applications are required to satisfy approval criteria contained within the Lebanon Development Code (LDC) Chapter 16.20.

G. REVIEW CRITERIA

Section 16.26.060 of the LDC sets forth the decision criteria for an annexation request, including compliance with the City Annexation Ordinance and the Lebanon Comprehensive Plan, Chapter 3 (Urbanization). As the Annexation Ordinance and Comprehensive Plan criteria substantially overlap, the findings are combined to avoid duplication.

Annexation Ordinance Section 2. - All Annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance (i.e., Development Code), City of Lebanon/Linn County Urban Growth Management Agreement, and shall be consistent with applicable State law.

Comprehensive Plan Annexation Policy #P-19: [The City shall] recognize and act on the basis that all annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance, City of Lebanon/Linn County Urban Growth Management Agreement (UGMA), and shall be consistent with applicable State law.

RECOMMENDED FINDING: The application site is located within the City of Lebanon Urban Growth Boundary and is contiguous to the city limits; therefore, it is eligible for annexation under the Annexation Ordinance and the Municipal and Development Codes. The annexation does not include a Comprehensive Plan Map Amendment. The applicant accepts the initial Residential Mixed Density zoning designation, consistent with the Comprehensive Plan Designation and the pre-designation identified in the Lebanon Development Code. As the zoning assignment is consistent with the adopted Comprehensive Plan Map, the annexation has already been accounted for in the City's Facilities Plans, including the Transportation System Plan. The site complies with the applicable annexation requirements.

Annexation Ordinance Section 3. - All Annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

Comprehensive Plan Annexation Policy #P-20**:** [The City shall] recognize and act on the basis that all annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

RECOMMENDED FINDING: The Annexation Ordinance policies substantially mirror the Comprehensive Plan Annexation Polices. Because the subject property is designated

Residential Mixed Density and will receive the corresponding Z-RM zoning upon annexation, the proposal is consistent with the goals and policies of the Lebanon Comprehensive Plan.

Annexation Ordinance Section 4. - All lands included within the Urban Growth Boundary are eligible for annexation and urban development. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space, and related uses.

Comprehensive Plan Annexation Policy #P-21: [The City shall] recognize and act on the basis that all lands included within the Urban Growth Boundary are eligible for annexation and urban development. (Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space, and related uses.)

RECOMMENDED FINDING: The subject property is within the UGB and contiguous to the City; therefore, it is eligible for annexation.

Annexation Ordinance Section 5. - The City shall only annex land contiguous to the existing City limits and within the City's UGB.

Comprehensive Plan Annexation Policy #P-22: [The City shall] only annex land contiguous to the existing City limits and within the City's UGB.

RECOMMENDED FINDING: The subject site is contiguous with the City boundary on the north and west property lines and is located within the Urban Growth Boundary; therefore, it is eligible for annexation.

Annexation Ordinance Section 6. - An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits. An annexation is efficient if the annexation territory can be developed or redeveloped for urban use. Urban uses may include wetlands, parks, open space, and related uses.

Comprehensive Plan Annexation Policy #P-23: [The City shall] deem an annexation orderly if the annexation territory is contiguous to the existing City Limits and deem an annexation efficient if the annexation territory can be developed or redeveloped to an urban use (urban uses may include functional wetlands, parks, open space, and related uses).

RECOMMENDED FINDINGS: The proposed annexation complies with the above-noted criteria as follows:

(a) The site is contiguous with City limits along the northern and western property lines.
(b) The property is located within an urbanized portion of the UGB and can be served by existing City water, sewer, storm drainage, and transportation facilities; therefore, the annexation is orderly and efficient.

Annexation Ordinance Section 7. - Development proposals are not required for annexation requests.

Comprehensive Plan Annexation Policy #P-24: [The City shall] recognize and act on the basis that development proposals are not required for annexation requests.

RECOMMENDED FINDING: The application does not include a concurrent development proposal. Any future development proposal would be required to comply with the development code provisions for the Z-RM zone, as applicable.

Annexation Ordinance Section 8. - As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

Comprehensive Plan Annexation Policy #P-25: [The City shall] consider as part of the annexation process of developed property or properties, the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

RECOMMENDED FINDING: Section 16.26.040 of the Lebanon Development Code states, "anticipated urban densities (according to the automatic City Zoning assignment upon annexation) within the UGB are already accounted for in the City's Facilities Plans, including the Transportation System Plan." No revisions to the plans are necessary as a result of this annexation; when an area is assigned the zoning classification per the adopted Comprehensive Plan Map designation. The subject site is assigned the Z-RM zoning classification per the Comprehensive Map. Therefore, anticipated demand for access to key City-provided urban utilities has already been considered. There is capacity in the utility systems and utility master plans to extend utilities to the site. The existing transportation system can accommodate the inclusion of the property and the anticipated residential uses.

Annexation Ordinance Section 9. - As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties: water, storm drainage, sanitary sewer, and streets.

Comprehensive Plan Annexation Policy # P-26: [The City shall] Consider as part of the annexation process of developed property or properties, the impacts on the capacities of key City-provided urban utility services needed to satisfy the anticipated demands of the properties discussed in P-25 above.

RECOMMENDED FINDING: As discussed above, anticipated urban densities and resulting demands were previously incorporated into the City’s adopted Facilities Plans pursuant to LDC 16.26.040. Therefore, the annexation will not adversely impact the capacity of key City-provided urban utility services.

Annexation Ordinance Section 10. - Needed Public rights-of-way, as identified in adopted transportation plans as necessary for the safe and efficient movement of traffic, bicycles, and pedestrians, shall be dedicated to the City either with annexation or when the property develops and/or redevelops and creates an increased demand for the benefits provided by additional rights-of-way dedication.

RECOMMENDED FINDING: Airport Rd and Stoltz Hill Rd maintain 60-foot right-of-way widths. The 2018 Transportation System Plan identifies Airport Road as a Minor Arterial, which requires a minimum 75-foot right-of-way without on-street parking provided. The Engineering Department reviewed the annexation and determined that no additional right-of-way dedication from the subject property is necessary for the annexation. Upon redevelopment of the site, additional right-of-way may be required.

Annexation Ordinance Section 11. Upon annexation, the annexation territory shall be assigned zoning classifications per the adopted Comprehensive Plan Map, as shown in the City's Annexation Zoning Matrix. Such zoning assignments are not a zoning map change and shall not require approval of a zoning map amendment or a separate proceeding.

RECOMMENDED FINDING: This subject property is designated Residential Mixed Density by the Comprehensive Plan. Consistent with the adopted Zoning Matrix, the only possible applicable zone is Residential Mixed Density (Z-RM). The applicant accepts the applicable zoning designation and is not proposing a Comprehensive Plan Map Amendment.

Annexation Ordinance Section 12. - If an applicant requests a zoning designation other than one per the Comprehensive Plan Map (shown in the Annexation Zoning Matrix), the zoning requested shall not be granted until the Comprehensive Plan Map is appropriately amended to reflect concurrence. Such an amendment shall require a separate application, hearing, and decision, which may be held concurrently with an annexation hearing and will not become effective until the annexation is complete.

RECOMMENDED FINDING: This application does not include a change in the Plan designation or corresponding zone, so this Section does not apply.

Annexation Ordinance Section 13. Areas within the urban growth boundary with designated environmental constraints may be annexed and developed as functional wetlands, parks, open spaces, and related uses.

RECOMMENDED FINDING: The subject site is generally flat, with no steep slopes, and is located within a developed neighborhood. The site is currently improved with a single-unit dwelling and accessory structures. Burkhart Creek is located on the subject property and constitutes an environmental feature subject to applicable regulations. The presence of Burkhart Creek does not preclude annexation of the subject property pursuant to Annexation Ordinance Section 13.

Annexation Ordinance Section 14. - An "urban use" is hereby defined as any land use authorized under the terms and provisions of the land use regulations, Zoning Ordinance (i.e., Development Code), Subdivision Ordinance, Comprehensive Plan, and other related documents of the City of Lebanon.

RECOMMENDED FINDING: This Section provides a definition and does not contain approval criteria; therefore, it does not require specific findings.

Annexation Ordinance Section 15. - At the Applicant's discretion and with the City's concurrence, a development or redevelopment proposal for an annexation territory may

be acted upon by the Planning Commission immediately following the Commission's hearing on the annexation proposal and a decision of recommendation of approval to the City Council. However, any Planning Commission approval of such a development or redevelopment proposal must be contingent upon subsequent annexation approval by the City Council.

RECOMMENDED FINDING: The request does not contain a concurrent development request.

Comprehensive Plan Annexation Policy # P-27: Expand the City Limits as necessary to accommodate development, including housing, commercial, industrial, and services (which will, in turn, accommodate population growth).

RECOMMENDED FINDING: This Policy does not directly apply as the proposal incorporates an existing urbanized parcel into the City limits. Pursuant to LDC 16.20.40(D)(2) the following criteria must be demonstrated as being satisfied by the application:

IV. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements of LDC Chapter 16.26

V. RECOMMENDATION

Based on the Findings and Conclusions above, the Planning Commission recommends that the City Council approve the annexation application and amend the Official Zoning Map to designate the property as Residential Mixed Density (Z-RM).

This Order of Recommendation appears only as a matter of record. The Lebanon City Council will conduct a second hearing on this application at a date and time to be noticed.

APPROVED BY A _____ VOTE OF THE LEBANON PLANNING COMMISSION ON February 18, 2026.

DATED at Lebanon, Oregon, this 18th day of February 2026.

SIGNED: _____

- Don Robertson, Planning Commission Chair
- Lory Gerig-Knurowski, Planning Commission Vice Chair

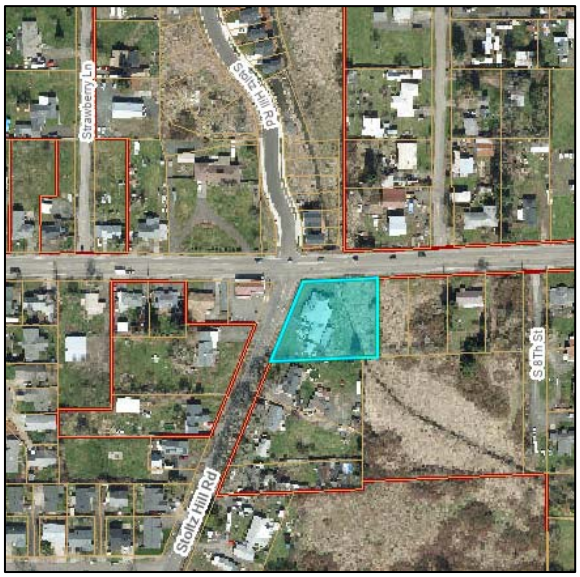
ATTEST: _____

Shana Olson; Development Services Director

NOTICE OF PUBLIC HEARING
LEBANON PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Lebanon Planning Commission on **February 18, 2026, at 6:00 p.m**. in the Library Community Room located at 55 Academy Street, to afford the public an opportunity to be heard and give testimony concerning the following matter:

Planning Case No.:	A-26-01
Applicant:	Gary Clowser
Location:	2015 Stoltz Hill Road
Map No.:	12S02W15CA00900
Request:	Annexation
Decision Criteria:	Lebanon Development Code Chapters: 16.20 & 16.26



Request: The applicant is requesting Annexation of approximately 0.75 acres comprised of one tax lot. The property is designated Residential Mixed Density (C-RM) on the Comprehensive Plan Map and will be assigned a Residential Mixed Density (Z-RM) zoning designation upon Annexation.

Providing Comments: The city will be accepting public comments on this item in several ways to afford the public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, **until 5:00 p.m. on Tuesday, February 17, 2026**. Written testimony may be emailed to development@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall. *Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the* development@lebanonoregon.gov *by noon prior to the meeting so that staff can provide instructions.*

The public is invited to either participate in person at the Library Community Room or watch the meeting virtually on **February 18, 2026,** *at* https://www.youtube.com/user/CityofLebanonOR/videos.

The agenda and application materials will be available for review on the City's website at https://www.lebanonoregon.gov/meetings seven days prior to the hearing.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the closing of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

Action of the Planning Commission and Appeals: The role of the Commission is to review the proposal and make a recommendation to the Lebanon City Council. A public hearing before the Council will be subsequently scheduled and notice provided. The Council decision is the final decision unless appealed to the Land Use Board of Appeals (LUBA). Failure to raise an issue in the hearing, orally or in writing, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to LUBA based on that issue.

Obtain Information: A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Development Services Department, 925 Main Street; phone 541-258-4906; email development@lebanonoregon.gov.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.

ANNEXATION APPLICATION

Submitted to:	City of Lebanon Planning Department 925 S. Main Street Lebanon, Oregon 97355
Property Owner/Applicant:	Gary Clowser PO Box 278 Lebanon, OR 97355
Applicant's Representative:	Udell Engineering and Land Surveying, LLC 63 E. Ash Street Lebanon, OR 97355 Contact: Kyle Latimer Email: Kyle@udelleng.com Phone: (541) 451-5125
Site Location:	2015 Stoltz Hill Rd, Lebanon, OR 97355
Linn County Assessor's Map No.:	12S-02W-15CA Tax Lot 900
Site Size:	32,799 square feet / 0.75 Acre
Existing Land Use:	Residential Single-Family
Zone Designation:	UGA-UGM-10
Comprehensive Plan Designation:	Residential Mixed Density (C-RM)
Surrounding Zoning:	North: Public Right-of-Way South: UGA-UGM-10 East: UGA-UGM-10 West: Public Right-of-Way
Surrounding Uses:	North: Public Right-of-Way South: Residential Single-Family Dwelling East: Residential Single-Family Dwelling West: Public Right-of-Way

APPLICATION SUMMARY

The applicant requests annexation of approximately 32,799 square feet (0.75 acre) of property identified as Linn County Assessor's Map 12S02W15CA, Tax Lot 900, commonly known as 2015 Stoltz Hill Road, Lebanon, Oregon. The subject property is currently located within unincorporated Linn County, is zoned UGA-UGM-10, and is developed with a single-family dwelling.

The property is located within the City of Lebanon Urban Growth Boundary and is contiguous to the existing City limits, making it eligible for annexation. Upon annexation, the property will be assigned the Residential Mixed Density (C-RM) zoning designation in accordance with the City of Lebanon Comprehensive Plan Map and the Annexation Zoning Matrix (LDC Table 16.26-1). No Comprehensive Plan Map amendment is requested or required.

A land partition application for the subject property is being submitted concurrently to divide the property into three residential parcels. The partition request is addressed under a separate land use application and review process. No development or redevelopment proposal is included as part of this annexation request, and approval of the annexation does not authorize construction or site development.

LEGISLATIVE REVIEW OF ANNEXATION

The subject property is located within the City of Lebanon Urban Growth Boundary (UGB) and is eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code (LDC). Annexations are processed as legislative actions and require public hearings before both the Planning Commission and the City Council.

The purpose of the Planning Commission hearing is to review the annexation request and provide a recommendation to the City Council as to whether the proposed annexation should be approved or denied. The City Council is the decision-making authority for annexation requests.

LDC Chapter 16.26 establishes the purpose of annexations, the procedures for annexation review, and the criteria for approval. LDC 16.26.010 and LDC 16.26.020 identify the intent of annexations and the first assignment of City zoning upon annexation. Annexation transfers jurisdiction of the subject property from Linn County to the City of Lebanon and establishes the appropriate City zoning designation consistent with the Lebanon Comprehensive Plan Map.

In this case, the subject property is currently zoned UGA-UGM-10 under Linn County jurisdiction and is located within the City's UGB. Upon annexation, the property will be assigned a City zoning designation in accordance with the Annexation Zoning Matrix (Table 16.26-1). The zoning assignment associated with annexation does not constitute a zoning map amendment and does not require a separate land use application or review process.

LDC 16.26.030 clarifies that a Comprehensive Plan Map amendment is only required when a proposed zoning designation differs from the adopted Plan Map designation. The current application does not

include a request to amend the Comprehensive Plan Map. Accordingly, no Comprehensive Plan amendment or corresponding zoning map amendment is required.

LDC 16.26.040 identifies the relationship between annexation and City facility plans. The Development Code recognizes that anticipated densities and levels of development within the Urban Growth Boundary have already been considered as part of the City's adopted public facility plans, including the Transportation System Plan and utility master plans. As a result, additional analysis of facility capacity is not required at the time of annexation.

LDC 16.26.050 requires that all annexations be processed as legislative actions and establishes the application requirements for annexation requests. The submitted application materials are consistent with the procedural requirements of this Section.

LDC 16.26.060 establishes the decision criteria for annexation requests. Specifically, LDC 16.26.060(A) requires that annexations comply with the provisions of the City of Lebanon Annexation Ordinance and the Lebanon Comprehensive Plan, including Chapter 3 (Urbanization). The Annexation Ordinance and the Comprehensive Plan contain largely parallel criteria. To avoid unnecessary duplication, findings are combined where appropriate.

The applicable decision criteria are identified in bold below, followed by findings and conclusions demonstrating compliance with the Lebanon Development Code, Annexation Ordinance, and Comprehensive Plan policies.

1. **Annexation Ordinance Section 1. This ordinance shall be known as the Annexation Ordinance for the City of Lebanon.**
   Finding: This Section identifies the document as the Annexation Ordinance for the City of Lebanon and does not contain decision criteria.

2. **Annexation Ordinance Section 2. All annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Code, City of Lebanon/Linn County Urban Growth Management Agreement, and shall be consistent with applicable State law.**
   Finding: In accordance with Oregon Revised Statutes (ORS) 222.111, the applicant proposes annexation of property identified as Linn County Assessor's Map 12S02W15CA, Tax Lot 900, by petition to the legislative body. The subject property is located within the City of Lebanon Urban Growth Boundary and is contiguous to the existing City limits, making it eligible for annexation pursuant to ORS 222.111(1) and the City of Lebanon Annexation Ordinance. The proposed annexation complies with the Lebanon Municipal Code, Lebanon Development Code, City of Lebanon/Linn County Urban Growth Management Agreement, and applicable State law.

3. **Annexation Ordinance Section 3. All annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.**
   Finding: The City of Lebanon Comprehensive Plan has been acknowledged by the Oregon Department of Land Conservation and Development as complying with applicable statewide planning goals and statutes. Compliance with the applicable Comprehensive Plan annexation policies ensures consistency with the goals and policies of the Comprehensive Plan. Findings provided herein demonstrate that the proposed annexation is consistent with the applicable Comprehensive Plan policies.

4. **Annexation Ordinance Section 4. All lands included within the Urban Growth Boundary are eligible for annexation and urban development.**
   Finding: The subject property is located entirely within the City of Lebanon Urban Growth Boundary and is therefore eligible for annexation and urban development.

5. **Annexation Ordinance Section 5. The City shall only annex land that is contiguous to the existing City limits and is within the City's Urban Growth Boundary.**
   Finding: The subject property is contiguous to the existing City limits, as demonstrated on the submitted annexation map, and is located within the Urban Growth Boundary. The criterion is satisfied.

6. **Annexation Ordinance Section 6. An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits and efficient if the annexation territory can be developed or redeveloped to an urban use.**
   Finding: The subject property is contiguous to the existing City limits and is therefore deemed an orderly annexation. The approximately 0.75-acre property is of sufficient size and configuration to accommodate urban use. City water, sanitary sewer, and storm drainage utilities are located within the adjacent public right-of-way and are available to serve the property. No designated environmental constraints are known to exist on the site. The proposed annexation is therefore efficient.

7. **Annexation Ordinance Section 7. Development proposals are not required for annexation requests.**
   Finding: The application is limited to annexation only. No development or redevelopment proposal is submitted or required as part of this request.

8. **Annexation Ordinance Section 8. As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services.**

Finding: City water, sanitary sewer, and storm drainage facilities are located within the adjacent right-of-way and are available to serve the subject property. The annexation will not result in unusual or excessive demand on City-provided utility services.

9. **Annexation Ordinance Section 9. As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties.**
   Finding: The annexation of the subject property will have minimal impact on the capacity of City-provided utility systems. Existing infrastructure is adequate to serve the property, and no system deficiencies are anticipated because of the annexation.

10. **Annexation Ordinance Section 10. Needed public rights-of-way, as identified in adopted transportation plans, shall be dedicated to the City either with annexation or upon development when increased demand is created.**
    Finding: This annexation request does not include a development proposal and does not create increased demand for public rights-of-way. No right-of-way dedication is required as part of this annexation, and existing right-of-way conditions will remain unchanged.

11. **Annexation Ordinance Section 11. Upon annexation, the annexation territory shall be assigned zoning classifications in accordance with the adopted Comprehensive Plan Map and the City's Annexation Zoning Matrix.**
    Finding: Upon annexation, the subject property will be assigned a City zoning designation consistent with the Lebanon Comprehensive Plan Map and the Annexation Zoning Matrix (Table 16.26-1). This zoning assignment does not constitute a zoning map amendment and does not require a separate approval process.

12. **Annexation Ordinance Section 12. If a zoning designation other than one in accordance with the Comprehensive Plan Map is requested, a Comprehensive Plan Map amendment shall be required.**
    Finding: No Comprehensive Plan Map amendment or alternative zoning designation is requested as part of this application.

13. **Annexation Ordinance Section 13. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space, and related uses.**
    Finding: The subject property does not include designated environmental constraints.

14. **Annexation Ordinance Section 14. An urban use is defined as any land use authorized under the City's land use regulations.**
    Finding: This Section provides a definition and does not establish a decision criterion applicable to this request.

15. **Annexation Ordinance Section 15. At the applicant's discretion and with the City's concurrence, a development or redevelopment proposal may be acted upon following the Planning Commission's annexation recommendation.**
    Finding: The request is limited to annexation only and does not include a development or redevelopment proposal.

16. **LDC 16.26.060 – Additional Provisions.**
    Finding: The applicant is not aware of any non-conforming uses, abatement issues, or site-specific evaluation criteria applicable to the subject property. Upon annexation, the property will be assigned the appropriate City zoning designation in accordance with the Comprehensive Plan Map and Annexation Zoning Matrix, consistent with LDC 16.26.020.

Overall Conclusion

As proposed, the application for annexation of approximately 32,799 square feet of property identified as Linn County Assessor's Map 12S02W15CA, Tax Lot 900 complies with the applicable provisions of the Lebanon Development Code, the City of Lebanon Annexation Ordinance, the Lebanon Comprehensive Plan, the City of Lebanon/Linn County Urban Growth Management Agreement, and Oregon Revised Statutes.

The subject property is located within the City of Lebanon Urban Growth Boundary and is contiguous to the existing City limits, making it eligible for annexation. The proposed annexation is orderly and efficient, City utility services are available in the adjacent public right-of-way, and no development proposal or additional public right-of-way dedication is required as part of this request.

Based on the findings above, the applicant respectfully requests that the Planning Commission recommend approval of the annexation and that the City Council approve the proposed annexation.

Exhibits

A. Annexation Map
B. Legal Description

PETITION FOR ANNEXATION

INFORMATION REQUIRED TO ACCOMPANY LAND USE APPLICATION
1. **Petition of Legal Property Owners:** Petition of legal property owners of territory petitioning to be annexed (page 2 of this form). 2. **Petition of Consent from Resident Electors:** Petition to consent to annexation from all electors residing within the annexation territory. 3. **Annexation Map:** An 8 ½" x 11" or 11" x 17" map showing the property to be annexed, and all adjacent property and reference points, including but not limited to, bearings, distances, deflection angels, lean dedication corners and other benchmarks. 4. **Legal Description.** A document by legal metes and bounds description, certified by a registered Surveyor or Engineer.

PROPERTY INFORMATION
Site Address(es): 2015 Stoltz Hill Road
Assessor's Map & Tax Lot No.(s): 12S02W15CA 900

APPLICANT / PRIMARY CONTACT INFORMATION	
Applicant: Gary Clowser	Phone:
Address: PO Box 278	Email:
City/State/Zip: Lebanon, OR 97355	

PETITION OF LEGAL PROPERTY OWNERS	
Each current property owner of record must sign the application or provide a letter authorizing the agent or representative to act on his or her behalf. The undersigned hereby requests that a Petition of Annexation be granted on the real property described in this application, in the City of Lebanon, Linn County, Oregon.	
Name Printed: Gary Clowser	Phone:
Signature: Gary D. Clowser	Email:
Name Printed: Gary G. Clowser	Phone:
Signature	Email:
Name Printed:	Phone:
Signature:	Email:

PETITION OF CONSENT BY ALL ELECTORS RESIDING WITHIN THE ANNEXATION TERRITORY			
Each current resident of the annexation territory must sign the application or provide a letter authorizing the agent or representative to act on his or her behalf. The undersigned hereby requests that a Petition of Annexation be granted on the real property described in this application, in the City of Lebanon, Linn County, Oregon.			
Name Printed:	Gary Clowser	Phone:	
Signature:	Gary D. Clowser	Email:	
Name Printed:		Phone:	
Signature		Email:	
Name Printed:		Phone:	
Signature:		Email:	

CONFIDENTIAL RESIDENTIAL INFORMATION

Housing Type: ☐ Single Family ☐ Multi-Family ☐ Manufactured Home

Tenure: ☐ Owner Occupied ☐ Renter Occupied ☐ Vacant

Annexation potentially changes the city's population. The below residency information is confidential and is submitted to the population research center at Portland State University to assist in annual population estimates for cities and counties.

Last Name	First Name	Gender	Age

APPLICATION RECEIPT

Date Received:		Received By:		File No.:	

EXHIBIT 'A'

ANNEXATION TERRITORY DESCRIPTION

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN AND COMMONLY IDENTIFIED AS 2015 STOLTZ HILL ROAD, LEBANON, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1, ARNOLD SUBDIVISION; THENCE ALONG THE SOUTHERLY RIGHT-OF-WAY OF AIRPORT ROAD, NORTH 89°20'55" EAST 160.50 FEET; THENCE LEAVING SAID RIGHT-OF-WAY, SOUTH 01°31'55" WEST 167.95 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 89°20'55" WEST 230.35 FEET TO THE EASTERLY RIGHT-OF-WAY OF STOLTZ HILL ROAD; THENCE ALONG SAID EASTERLY RIGHT-OF-WAY, NORTH 23°46'55" EAST 184.34 FEET TO THE POINT OF BEGINNING.

THE ABOVE-DESCRIBED AREA CONTAINS 32,799 SQUARE FEET / 0.75 ACRE.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

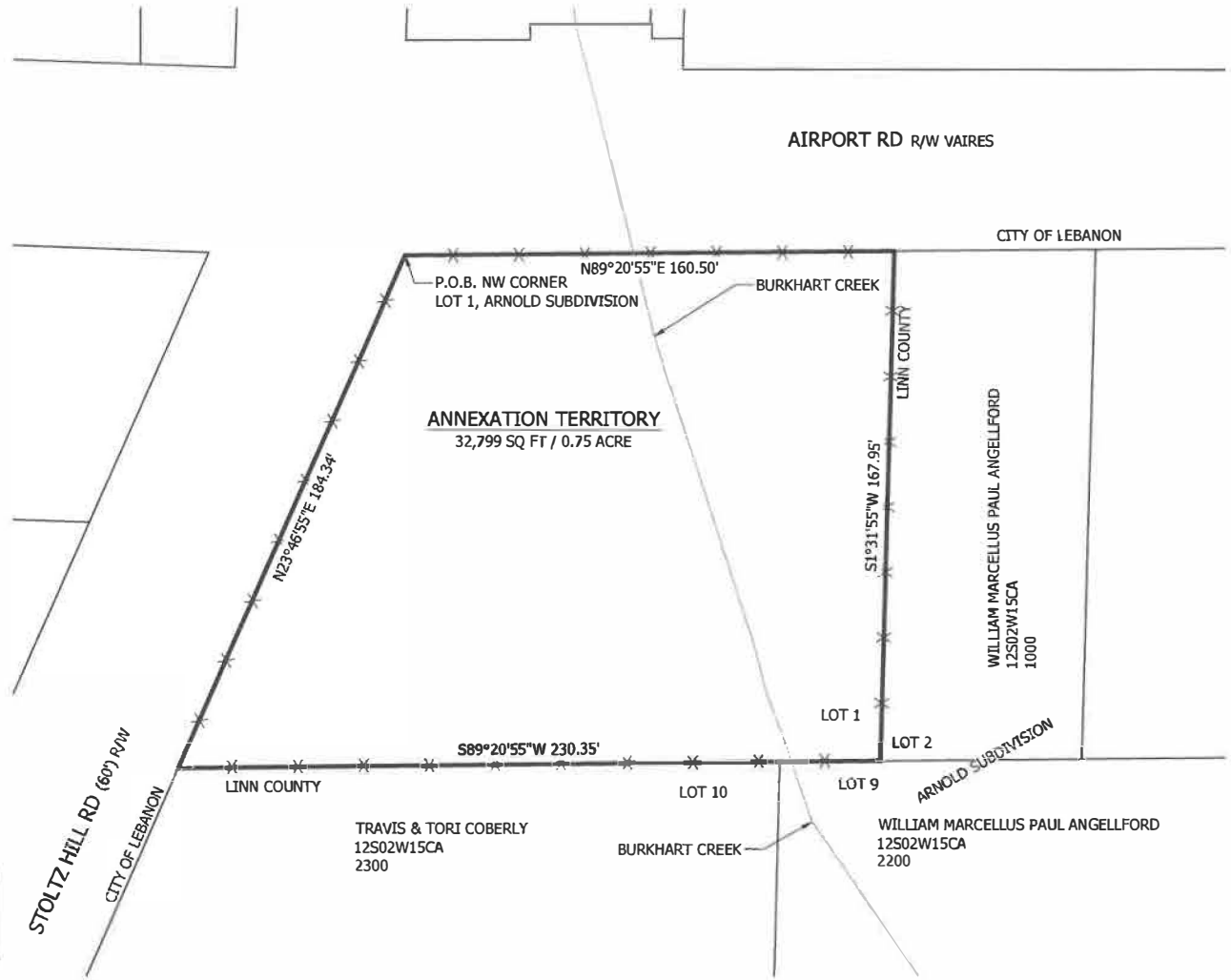
OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026

Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366

ANNEXATION MAP

AT THE REQUEST OF GARY CLOWSER
IN THE RUSSELL T. HILL DLC NO. 77,
LOCATED IN THE SW 1/4 SEC. 15, T. 12 S., R. 2 W., W.M.,
CITY OF LEBANON, LINN COUNTY, OREGON
JANUARY 08, 2026



SCALE: 1" = 60'

0' 60'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2026

PROPERTY INFORMATION

ZONING:	UGA-UGM-10
LAND USE:	AGRICULTURAL
OWNER:	GARY CLOWSER
ASSESSORS MAP:	12S02W15CA
TAX LOT:	900

LEGEND

—X——X—	ANNEXATION BOUNDARY
( )	DATA OF RECORD PER ARNOLD SUBDIVISION, C.S. 2983
R/W	RIGHT-OF-WAY
SQ FT	SQUARE FEET

UDELL ENGINEERING &
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON,
97355 541-451-5125

ANNEXATION MAP
GARY CLOWSER
2015 STOLTZ HILL RD
LEBANON, OR 97355

01/08/2026
24-160 CLOWSER
ANNEXATION
Drawn: KWD
Checked: KWL

SHEET 1
of 1

AGENDA ITEM

4.b.

OREGON
Lebanon

THE CITY THAT FRIENDLINESS BUILT

925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
development@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Development Services

To: Lebanon Planning Commission

From: Shana Olson, Development Services Director

Subject: Planning File No. AR-26-01, S-26-01

Date: February 18, 2026

I. BACKGROUND

Under consideration is a request for approval of a 5 Small Lot Single-Unit detached subdivision and a concurrent Administrative Review for townhome development on two of the proposed lots. The property is currently assigned the address 401 Mary Street; the Linn County Tax Assessor Map number is 12S 2W 10AB, tax lot 800. The site is approximately 0.34 acres and is currently vacant.

The site is located within an established residential neighborhood that is primarily developed with single-unit detached dwellings on larger lots, along with some existing duplex and triplex developments. The proposed subdivision would introduce a more compact lot pattern than is typical of the surrounding single-family development.

II. STAFF ANALYSIS

The proposal includes a preliminary plan to subdivide the existing 0.34acres into 5 residential lots, consisting of three small-lot single-unit detached residential parcels and two parcels intended for townhome development.

The subject property is zoned Residential Mixed Density (Z-RM). Per section 16.05.090 of the Lebanon Development Code (LDC), the minimum lot area and width for a small-lot single unit are 2,500 square feet and 30 feet, respectively. The minimum lot area and width for townhomes are 2,500 square feet and 20 feet, respectively.

The proposed lot areas range from approximately 2,517 square feet to 3,003 square feet, meeting or exceeding the minimum lot area and dimensional standards for small-lot single-unit detached dwellings and townhouses. Lot widths range from approximately 28 to 30 feet, which are sufficient to accommodate required setbacks, onsite parking, and maximum lot coverage standards. The remaining development standards for building height coverage and minimum setbacks would be verified at the time of building permit review, demonstrating compliance with all setbacks and parking requirements identified in Chapters 16.05 and 16.14 of the development code.

Access to the proposed lots would be provided through a combination of direct street frontage and shared access. Four of the five lots would have direct access from Mary Street, an existing improved public local street. One lot would be served via a 14-foot-wide, non-exclusive shared-access easement, consistent with the access provisions of Chapter 16.12 of the Lebanon Development Code. No new public streets are proposed as part of the subdivision. Shared access and maintenance responsibilities will be addressed through recorded easements and agreements as conditions of approval.

For traffic analysis purposes, trip generation rates from the 11th edition of the Institute of Transportation Engineers (ITE) were used to estimate potential vehicle trips associated with the proposed development. Single-unit detached dwellings generate approximately 9.44 vehicle trips per day and 0.99 trips during the peak p.m. traffic hour, while townhome units generate approximately 7.20 vehicle trips per day and 0.57 trips during the peak p.m. traffic hour.

The proposed subdivision would allow for the development of three small-lot single-unit detached dwellings and two townhome units, which would generate approximately 43 vehicle trips per day, with approximately four trips occurring during the peak p.m. traffic hour. This level of traffic generation does not meet the thresholds that would require preparation of a Traffic Impact Analysis (TIA). Under City standards, a TIA is required when a development is projected to generate 100 or more peak-hour trips or 300 or more average daily trips.

Each proposed lot will be served by individual water and sanitary sewer connections. An existing 8-inch public water main and 8-inch public sanitary sewer main are located within Mary Street. Private laterals and service connections will be extended to each lot in accordance with City standards.

As part of the development, a public storm drain will be extended to accommodate additional site runoff. In addition, a shared private stormwater drainage system with appropriate easements will provide stormwater service to the development. The Engineering Department has reviewed the proposal and provided conditions to ensure that all access, utility extensions, and stormwater facilities are designed and constructed in compliance with City standards.

Mary Street is currently improved to City standards, and no additional public right-of-way dedication is required. Driveway approaches, sidewalk improvements, and utility connections will be reviewed and approved through the engineering plan review and permitting process to ensure compliance with applicable standards, including ADA requirements.

A review of mapped environmental constraints indicates that the property is not located within a mapped floodplain, wetland, or hazard area. No environmental constraints have been identified that would preclude subdivision or residential development of the site.

The following section provides a detailed analysis of the applicable subdivision and Administrative Review criteria, as well as the recommended findings.

III. RECOMMENDATION

Staff recommends approval of the application and adoption of the Draft Order as presented, subject to the conditions contained therein.

IV. PLANNING COMMISSION ACTION

A. The Planning Commission may either:

1. Approve the proposed Subdivision application (S-26-01) for the 5-lot subdivision, adopting the written findings for the decision criteria contained in the staff report with the conditions of development; or

2. Approve the proposed Subdivision application (S-26-01) for the 5-lot subdivision, adopting modified findings for the decision criteria and conditions of development; or

3. Deny the proposed Subdivision application (S-26-01) for the 5-lot subdivision, specifying reasons why the proposal fails to comply with the decision criteria; and

B. Direct staff to prepare an Order of Recommendation for the Chair or Vice Chair's signature, incorporating the adopted findings as approved by the Planning Commission.

BEFORE THE LEBANON DEVELOPMENT SERVICES DEPARTMENT

In the matter of the Application of C Squared, LLC	)))	Administrative Review File AR-26-01

ORDER OF APPROVAL

I. NATURE OF APPLICATION

The application requests approval of an Administrative Review to allow two townhome lots on property at 401 Mary Street (12S 02W 10AB, Tax Lot 800), zoned Residential Mixed Density (Z-RM).

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant of the property is C Squared, LLC, 80 E Maple Street, Lebanon, OR 97355.
2. The subject property can be described as Linn County Tax Assessor Map as 401 Mary Street, 12S 02W 10AB, tax lot 800.
3. The property is approximately 0.34 acres.
4. The property is zoned Residential Mixed Density (Z-RM).
5. The property is located within an established residential neighborhood that is primarily developed with single-unit detached dwellings on larger lots, along with some existing duplex and triplex developments.

B. EXISTING CONDITIONS

The subject property is vacant with no structures.

C. PROPOSAL

The application is for the administrative review of two townhome lots.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: Build Lebanon Trails, Consumers Power, NW Natural, Pacific Power, Peak Internet, Republic Services, Oregon Pilots Association, Oregon Department of Aviation, Santiam-Albany Canal, Grand Prairie Water District, Linn County Assessor, Planning, Road and Surveyor Departments, Oregon Department of Transportation, Lebanon Fire District, Lebanon Building and Engineering, Lebanon Community School District, Lebanon Planning Commission and the Lebanon Chamber of Commerce.

Agency comments were received from Development Engineering and the Lebanon Fire District and are addressed through conditions of approval.

E. ANALYSIS

Administrative Review applications are required to satisfy approval criteria contained within the Lebanon Development Code (LDC) Chapter 16.20.040.

F. APPROVAL CRITERIA

Below is an analysis of the review criteria and recommended findings for the ADMINISTRATIVE REVIEW application:

1. *The proposal shall conform to the use, height limits, setbacks, and similar development requirements of the underlying zone.*

   FINDING: Within the RM zone, the minimum lot area size for a townhouse is 2,500 square feet with a minimum width of 20 feet. As shown on the proposed plat, both lots are 2,520 square feet and approximately 28 feet wide. Setbacks and other development standards found in Articles Two and Three will be evaluated upon building permit submittal. Therefore, the lots comply with the dimension requirements of the RM zone for the intended respective use found in Article Two.

2. *The proposal shall comply with applicable access and street improvement requirements in Chapters 16.12 and 16.13, respectively.*

   FINDING: Both lots will share access on Mary Street. The street is improved, and additional right-of-way dedication is not required.

3. *The proposal shall comply with applicable parking requirements in Chapter 16.14.*

   FINDING: Single-unit dwellings require two off-street parking spaces per dwelling unit. Parking requirements will be verified at the time of development.

4. *The proposal shall comply with applicable screening and landscaping provisions in Chapter 16.15.*

   FINDING: The subject properties are townhome lots and are required to have front and street-side yards landscaped. Landscaping will be verified at the time of development.

5. *Any required public facility improvements shall comply with the provisions of Chapter 16.16.*

   FINDING: Public sewer and water exist in W Mary Street. As part of this proposal, the storm main line extension will be proposed along the full lot frontage.

6. *Where applicable, the proposal shall comply with development requirements within identified hazard areas and/or overlay zones.*

   FINDING: The subject property is not located within any identified mapped hazard areas or overlay zones.

7. *The proposal shall comply with the supplementary zone regulations contained in Chapter 16.19 or elsewhere in the Development Code.*

FINDING: This Chapter includes standards for a variety of activities and uses such as accessory uses, home occupations, exceptions to height limitations, and so forth. Staff reviewed the provisions against the proposal and determined that none of the Sections applied.

III CONCLUSION

Based on the facts above, the Development Services Department concludes that the application meets the requirements for LDC Section 16.05, Residential Land Use Zones, and Section 16.20, Review and Decision-Making Procedures.

IV. ORDER

Based on the findings above, the Development Services Department hereby approves the application for an Administrative Review for the property owned by C Squared, LLC, located at 401 Mary Street, tax lot 12S 02W 10BA tax lot 800. The approval is granted subject to the attached conditions and the applicable requirements of the Lebanon Development Code, City Public Works Standards, City Engineering Standards, Lebanon Fire District requirements, and the adopted building code, which shall be the sole responsibility of the property developer.

V. OTHER PERMITS AND RESTRICTIONS

The applicant is hereby advised that the use of the property involved in this application may require additional permits from the City or other local, State, or Federal agencies.

The City of Lebanon land use, review, and approval process does not take the place of, relieve the applicant of responsibility for, or satisfy any restrictions or conditions thereon. The land use approval herein does not remove, alter, or impair in any way any covenants or restrictions imposed on this property by deed or other instrument.

VI. APPEALS

This action is final unless appealed to the Lebanon Planning Commission within fourteen (14) calendar days from the date of this notice. **The appeal must be submitted to the Development Services Department by 5:00 PM on Wednesday, March 4, 2026**. Only the applicant and/or a party receiving a copy of this decision may appeal this land use decision. The appeal must state the purpose of the appeal, identify specific criteria that the application fails to meet, and include the required appeal fee of $250.00.

Should you wish to appeal this action, or have any questions regarding this project, please contact the Development Services Department at (541) 258-4906 or development@lebannoregon.gov, for further information.

VII. RECORD

The City's case file and record can be viewed in the Development Services Department at Lebanon City Hall, located at 925 S. Main Street, Lebanon, OR 97355, during regular business hours.

February 18, 2026

Shana Olson
Development Services Director

Date

BEFORE THE LEBANON PLANNING COMMISSION

In the matter of the Application of C Squared, LLC	)))	Subdivision File S-26-01

ORDER OF APPROVAL

I. NATURE OF APPLICATION

The application requests approval of a 5-lot subdivision of small lot single-unit detached lots on approximately 0.34 acres of property at 401 Mary Street (12S 02W 10AB, Tax Lot 800), zoned Residential Mixed Density (Z-RM).

II. PUBLIC HEARING

A public hearing was held before the Lebanon Planning Commission on February 18, 2026. The Planning Commission reviewed the Planning File S-26-01.

III. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant of the property is C Squared, LLC, 80 E Maple Street, Lebanon, OR 97355.
2. The subject property can be described as Linn County Tax Assessor Map as 401 Mary Street, 12S 02W 10AB, tax lot 800.
3. The property is approximately 0.34 acres.
4. The property is zoned Residential Mixed Density (Z-RM).
5. The property is located within an established residential neighborhood that is primarily developed with single-unit detached dwellings on larger lots, along with some existing duplex and triplex developments.

B. EXISTING CONDITIONS

The subject property is vacant with no structures.

C. PROPOSAL

The application five Small Lot Single-Unit not attached subdivision.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: Build Lebanon Trails, Consumers Power, NW Natural, Pacific Power, Peak Internet, Republic Services, Oregon Pilots Association, Oregon Department of Aviation, Santiam-Albany Canal, Grand Prairie Water District, Linn County Assessor, Planning, Road and Surveyor Departments, Oregon Department of Transportation, Lebanon Fire District, Lebanon Building and Engineering, Lebanon Community School District, Lebanon Planning Commission and the Lebanon Chamber of Commerce.

Agency comments were received from Development Engineering and the Lebanon Fire District and are addressed through conditions of approval.

E. PUBLIC COMMENTS

The City issued a public notification in compliance with the Lebanon Development Code and State regulations on January 28, 2026. The public comment period remained open until 5:00 pm on Tuesday, February 17, 2026. The City received no public comments on this application prior to the hearing.

F. ANALYSIS - SUBDIVISION

Subdivision applications are required to satisfy approval criteria contained within the Lebanon Development Code (LDC) Chapter 16.20.090.

G. APPROVAL CRITERIA - SUBDIVISION

1. *The proposed preliminary plat complies with the applicable Development Code Sections and adopted Master Plans. At a minimum, the provisions of this Chapter and the applicable Chapters and Sections of Article Two (Land Use and Land Use/Development Zones) and Article Three (Community Development and Use Standards) of this Code shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant Sections of Chapter 16.29.*

   FINDING: Within the RM zone, the minimum lot size and lot width for Small Lot - Single Unit detached are 2,500 square feet and 30 feet, respectively; for townhomes, 2,500 square feet and 20 feet, respectively. The preliminary plat shows that the net lot area ranges from 2,517 to 3,003 square feet, with lot widths of 28 to 30 feet. Therefore, the lots comply with the dimension requirements of the RM zone for the intended respective use found in Article Two.

   According to Table 16.05-2, single-family detached dwellings are outright permitted uses. Setbacks and other development standards found in Articles Two and Three will be evaluated upon building permit submittal.

   Proposed access to the lots is provided either directly from Mary Street, a local improved residential street, or via a 14-foot access easement, consistent with Chapter 16.12. Shared access areas will be subject to recorded access and maintenance agreements. Engineering conditions have been included to ensure that the driveway design, circulation, and emergency access comply with City Standards. With the conditions of appointment, this criterion has been met.

2. *The proposed plat name is not already recorded for another subdivision and satisfies the provisions of ORS Chapter 92 and the County Surveyor*.

   FINDING: Following Oregon Revised Statutes (ORS) 92.090, subdivision plat names are subject to approval of the county surveyor. No preliminary subdivision plat that bears a name similar to or pronounced the same as the name of any other division in the same county will be approved. Unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the part that platted the contiguous subdivision bearing that name. All subdivision plats must continue the lot number and, if used, the block numbers of the subdivision plat of the same name last filed. The proposed subdivision plat name "Spacereader Estates" has been approved by the County Surveyor; as such, this criterion has been met.

3. *The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform to or transition to the plats of subdivisions and partitions already approved for adjoining property, as to width, general direction, and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat.*

   FINDING: The proposed preliminary plat will result in a 5-lot residential subdivision on the north side of Mary Street. Each proposed lot will be serviced with individual water and sanitary sewer connections. Engineering has reviewed the proposal and determined that the existing utilities can service the subdivision.

   For utilities, City utility maps show an 8-inch public sewer main and an 8-inch water main along the lot frontage of Mary Street. Stormwater facilities will be designed to ensure historical drainage runoff is maintained and post-development runoff does not exceed pre-development conditions. Final stormwater design and calculations will be reviewed through the engineering plan review process. Maintenance responsibilities for private stormwater facilities will be clearly established.

   A public stormwater main will be extended along the lot frontage, and the Engineering Department has reviewed the connections and determined they are of sufficient size to accommodate the maximum building out of the property. With the development conditions included, the proposed subdivision meets this criterion.

4. *All proposed private common areas and improvements (e.g., homeowners' association property) are identified on the preliminary plat.*

   FINDING: The common areas for the subdivision include the access easement and easements for storm drainage. This criterion has been met with the common areas depicted on the preliminary plat.

5. *Evidence that all City, County, State, and Federal regulatory agencies identified or mapped special management areas have been accurately and effectively identified on the appropriate maps and plans submitted to the City for review.*

   FINDING: The subject property does not have mapped special management areas, so the criterion is not applicable.

6. *Evidence that improvements or conditions required by the City, road authority, Linn County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met*.

   FINDING: All required road and utility improvements have been depicted on the preliminary plat, and conditions have been incorporated to ensure they are included in the final plat. As such, this criterion is met.

7. *If any part of the site is located within a Special Area Plan or District, Overlay Zone, or previously approved Planned Development, it shall conform to the applicable regulations and/or conditions.*

   FINDING: The subject site is not located in the conical surface area of the Airport Overlay Zone. There are no areas of steep slopes on the subject property. The applicable Flood Insurance Rate Map for the subject site is 41043C0568G, dated September 29, 2010. Based

on this FIRM, the subject property is located entirely outside the Special Flood Hazard Area (SFHA), otherwise known as the 100-year floodplain. The subject property is over 75 feet from the top of the bank of the South Santiam River, Oak Creek, or Cheadle Lake waterbodies. The subject property is also located outside the designated boundaries of the special transportation area. The subject property is located outside all other overlay zones or special districts. As such, the criterion has been met.

8. *All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use zone (Chapters 16.05 – 16.10) and the standards of Chapter 16.12 (Subsection 16.12.030.K, Street Connectivity and Formation of Blocks).*

   FINDING: Within the RM zone, the minimum lot size and lot width for Small Lot - Single Unit detached are 2,500 square feet and 30 feet; 2,500 square feet and 20 feet for townhomes. As shown on the preliminary plat, the net lot sizes range from 2,517 to 3,003 square feet, with lot widths ranging from 28 to 30 feet, thus complying with the minimum dimensional standards for Small Lot - Single Unit and Townhomes.

   The proposed subdivision does not include any additional roadways or block formations. Mary Street is an improved local roadway. The existing block length and perimeter exceed the permissible standards, as the existing development pattern precludes meeting them. As such, this criterion has been met.

9. *Setbacks shall be as required by the applicable land use zone (Chapter 16.05–16.10).*

   FINDING: As discussed in Findings 1-6 above and incorporated here by reference, the parcels comply with the minimum requirements of the underlying zone. The size and dimensions of the proposed lots will allow for setbacks to be met while providing an adequate building envelope, as shown on the preliminary plat. Therefore, there will be no foreseeable difficulties in obtaining building permits for the lots within the proposed subdivision. Minimum setback, building coverage, and height standards will be reviewed for conformance with applicable standards for the Z-RM zone upon development. Therefore, this criterion is met.

10. *Each lot shall conform to the standards of Chapter 16.12 (Access and Circulation).*

    FINDING: Findings related to access and circulation are provided in Finding No. 3 above and incorporated here by reference. According to LDC 16.12.020.B.1 and LDC 16.12.030.L.1, each lot will abut a street for a minimum width of 14 feet with a minimum 12-foot width driveway. According to LDC 16.12.030.F.2 and LDC 16.12.030.J.4, when access is from an access easement, a shared access easement and coordinated maintenance agreement shall be recorded. Conditions that require a reciprocal access easement and maintenance agreement have been included to maintain access to the three lots with shared access. This criterion has been met with the subdivision's layout and the conditions.

11. *Landscape or other screening may be required to maintain privacy for abutting uses. See Chapters 16.05 – 16.10 (Land Use Zones), and Chapter 16.15 (Landscaping, Street Trees, etc.).*

    FINDING: The subdivision proposal would provide lots for the intended development of small lot single-unit not attached lots; however, no development is proposed in conjunction with the subdivision. Upon submittal of development plans, residential landscaping requirements for all lots will be reviewed for compliance with required landscape standards. As such, this criterion has been met.

12. *In conformance with the Oregon Fire Code, a 20-foot-wide fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public or private road or approved access drive. See Chapter 16.12 (Access and Circulation).*

    FINDING: All dwellings will be less than 150 feet from a public or private street based on the subdivision layout and building locations. As shown on the preliminary plat, all lots will be accessible from Mary Street or the access easement with a 14-foot-wide width, in compliance with the Oregon Fire Code. An access easement will be recorded on the final plat. With the recording of the access easement, this criterion is met.

13. *Where a common drive is to be provided to serve more than one lot, a reciprocating access easement and maintenance agreement shall be recorded with the approved subdivision or partition plat.*

    FINDING: As shown on the preliminary plat, two lots will benefit from an access easement and coordinated maintenance agreement. Conditions have been incorporated to require the maintenance agreement to be recorded before final plat approval. With the conditions, this criterion is met.

14. *All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.*

    FINDING: City utility maps show an 8-inch public sewer main and an 8-inch water main in Mary Street directly south of the subject site. The developer would extend the storm main along the lot's frontage. This criterion is met with the access, utility extensions, and easements identified.

IV CONCLUSION

Based on the facts above, the Planning Commission concluded that the application meets the requirements for Chapter 16.20.90.

V ORDER

The Planning Commission approved Planning File S-26-01, subject to the conditions of the development contained herein.

The Planning Department conditions include, but may not be limited to:

a. A final partition plat, complying with provisions in ORS Chapter 92, shall be completed by a registered professional land surveyor and submitted to the City for approval.
b. The final plat shall substantially conform to the proposal, comply with applicable requirements in the Lebanon Development Code, and be recorded within three years of the final approval date.
c. The final plat shall include all identified easements, including all public utility, private utility, sewer, and private drainage, access, and no-build-restriction easements.

All requirements of the Lebanon Fire District shall be met, including but not be limited to:

a. Plans demonstrating full compliance with the Oregon Fire Code and local amendments shall be submitted to the Lebanon Fire Marshal for review and approval prior to Building Permit Issuance.

The Engineering Department conditions include, but may not be limited to:

General

1. This proposal includes the installation of new public improvements. All public improvements shall:
   i. Conform to the latest "City of Lebanon Standards for Public Improvements."
   ii. Require completion of Site Plan and Public Improvement Drawing, and Specification Reviews and approvals prior to beginning construction.
   iii. Be designed by a professional engineer registered in the State of Oregon.
2. All private, onsite utilities must be inspected and approved by the City Building Official.
3. All elevations shown on plans submitted to the City must be referenced to the NAVD 88 vertical datum to ensure compatibility with the City's computer-aided mapping system.
4. Provide landscaping and illumination plans for review and approval.

Transportation

1. Replace all damaged sidewalks along the lot frontage, including areas not specifically shown or noted for replacement.
2. Driveway approach(es) shall be City standard and hard surface concrete or asphalt from the street to the garage(s). Shared driveways will require a mutual access easement.
3. Provide City standard street trees in compliance with the City of Lebanon street tree policy.
4. Verify approval of mailbox locations by the Postmaster.
5. Verify approval of Republic Services access to garbage and recycling containers.

Water

1. Identify any onsite wells on the engineered drawings. Wells proposed for removal must be abandoned according to state and county regulations prior to connection to the public water system. Approved backflow prevention assemblies are required for any City meters serving properties with a well.
2. Each unit shall have its own water service. 1-inch water service lines and meters shall be installed by City crews after payment of required fees.

Sanitary Sewer

1. Identify any existing onsite septic systems on the engineered drawings. Septic systems must be abandoned according to city and county regulations prior to construction of public improvements.
2. Each lot shall have its own sanitary sewer lateral. Connections to existing sanitary sewer mainlines shall be performed by an approved contractor in the presence of a City Inspector.

Storm Sewer

1. The drainage system and grading plan shall be designed to not adversely impact drainage to or from adjacent properties. Storm drainage facilities must be designed and constructed to ensure historical rates of site discharge are not exceeded. Storm drain capacity shall be determined by the Rational Method for a 10-year event with a 15-minute minimum duration time using the curve (Fig. 5 .3) in the master plan. A detailed design, including engineering calculations, shall be submitted as part of the site plan review.
2. Maintenance responsibility for private storm water detention systems shall be clearly established through subdivision Conditions, Covenants and Restrictions on the subdivision plat or through property deed restrictions. The City does not accept

maintenance responsibility for private stormwater systems or detention facilities.

This Order of Approval appears only as a matter of record.

APPROVED BY A _____ VOTE OF THE LEBANON PLANNING COMMISSION ON February 18, 2026.

DATED at Lebanon, Oregon, this 18th day of February 2026.

SIGNED: _____

- Don Robertson, Planning Commission Chair
- Lory Gerig-Knurowski, Planning Commission Vice Chair

ATTEST: _____

Shana Olson; Development Services Director

NOTICE OF PUBLIC HEARING
LEBANON PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Lebanon Planning Commission on **February 18, 2026, at 6:00 p.m**. in the Library Community Room located at 55 Academy Street, to afford the public an opportunity to be heard and give testimony concerning the following matter:

Planning Case No.:	AR-26-01 & S-26-01
Applicant:	C Squared, LLC
Location:	401 W Mary Street
Map & Tax Lot No.:	12S02W10AB00800
Request:	Administrative Review and Subdivision
Decision Criteria:	Lebanon Development Code Chapters: 16.05, 16.20 & 16.22

Request: The applicant proposes to subdivide an existing 0.34-acre parcel into three individual lots and two townhome lots. In addition, the applicant is requesting Administrative Review approval for the construction of townhomes.

Providing Comments: The city will be accepting public comments on this item in several ways to afford the public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, **until 5:00 p.m. on Tuesday, February 17, 2026**. Written testimony may be emailed to development@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the development@lebanonoregon.gov by noon prior to the meeting so that staff can provide instructions.

The public is invited to either participate in person at the Library Community Room or watch the meeting virtually on **February 18, 2026,** at https://www.youtube.com/user/CityofLebanonOR/videos.

The agenda and application materials will be available for review on the City's website at https://www.lebanonoregon.gov/meetings seven days prior to the hearing.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the closing of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

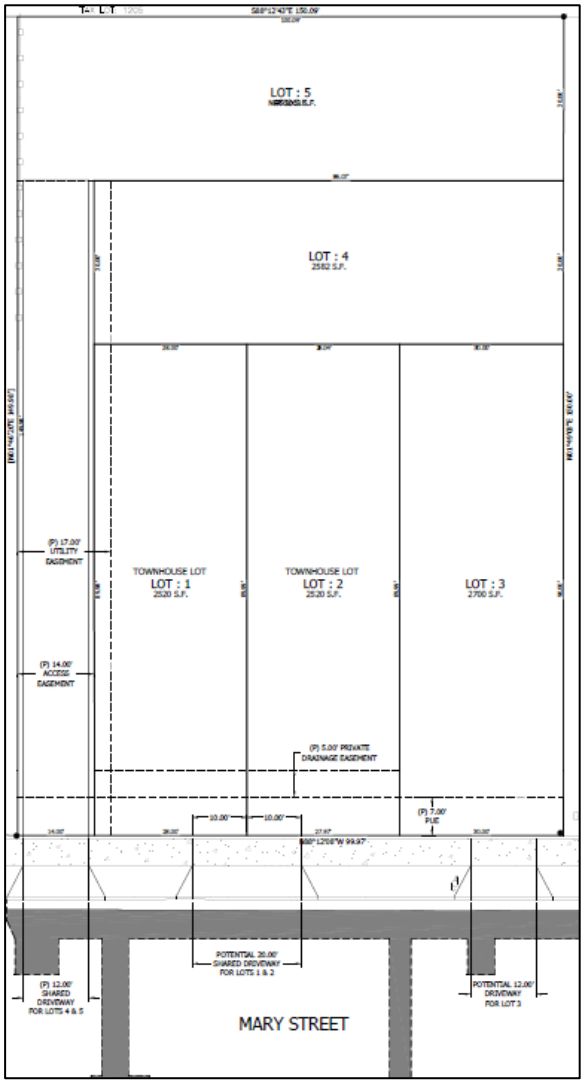
Appeals: Failure to raise an issue in the hearings, in person or by letter, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue. Decisions of the Planning Commission may be

appealed to the Lebanon City Council within 15 days following the date the Commission's final written decision is mailed. Only the applicant, a party providing testimony, and/or a person who requests a copy of the decision has rights to appeal a land use decision. The appeal must be submitted on the appeals form as prescribed by City Council with appropriate fee paid and must set forth the criteria issues that were raised which the applicant or party deems itself aggrieved. Please contact our office should you have any questions about our appeals process.

Obtain Information: A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Community Development Department, 925 Main Street; phone 541-258-4906; email development@lebanonoregon.gov

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 541-258-4906.

PROPOSED PLAN



TENTATIVE SUBDIVISION and ADMINISTRATIVE REVIEW APPLICATION NARRATIVE

C^2 SUBDIVISION

GENERAL INFORMATION

NATURE OF REQUEST: The application is seeking tentative plat approval to perform a 5 lot subdivision and concurrent administrative review approval for 2 of the lots to be developed with attached townhomes.

APPLICANT: **C Squared, LLC**
80 E. Maple Street
Lebanon, Oregon 97355

OWNER: **C Squared, LLC**
80 E. Maple Street
Lebanon, Oregon 97355

ENGINEER/SURVEYOR: **Udell Engineering and Land Surveying, LLC**
63 E. Ash Street
Lebanon, Oregon 97355

PROPERTY LOCATION: Between 337 and 431 Mary Street on a vacant 0.34 acre± property.

ZONING DESIGNATION: RM (Residential Mixed Density)

COMP PLAN DESIGNATION: RM (Residential Mixed Density)

CURRENT LAND USE: Vacant

Narrative Describing the Proposed Development

The applicant proposes to subdivide one existing vacant parcel (Tax Lot 800, Map 12S02W10AB) into five single-family residential lots ranging from approximately 2,517 sq ft to 3,003 sq ft. Three of the lots are proposed to be small lot single-unit detached dwelling lots and 2 of the lots are proposed to be townhouse dwelling lots. The property lies within the Z-RM (Residential Mixed Density) zoning district. It is bordered to the west by an approved townhouse land partition, to the east by an existing duplex, to the south by Mary Street (tri-plex on south side of Mary Street) and to the north by Pioneer School. Mary Street is improved to a local street standard with curb, gutter and sidewalk along with City utilities. 4 of the proposed lots will have direct access to Mary Street via right of way frontage and 1 of the lots will be provided access via a non-exclusive access easement. All 5 lots will be provided a connection to City of Lebanon public utilities, including water, sanitary sewer, and storm drain. Driveways and sidewalk improvements will comply with City standards. No new public streets are proposed. The proposal also seeks concurrent administrative review approval for the two townhouse lots as required by the Lebanon Development Code.

LDC Article Two – Land Uses and Land Use Zones

The Z-RM zone allows for single-family dwellings, duplexes, and small multi-unit developments, consistent with the City's intent to encourage a variety of housing types. Each proposed lot meets or exceeds the minimum lot-area and dimension standards for either small lot single-unit detached dwellings or for townhouses as proposed within the Z-RM zone. The townhouse lots have a concurrent administrative review application for their allowed use.

Lot	Approx. Area (sf)	Min. Required (sf)	Width	Depth
1	2,517	2,500	28.0 ft	≈ 90 ft
2	2,520	2,500	28.0 ft	≈ 90 ft
3	2,700	2,500	30.0 ft	≈ 90 ft
4	2,582	2,500	30.0 ft	≈ 86 ft
5	3,003	2,500	30.0 ft	≈100 ft

All lots provide sufficient area and dimensions for required setbacks, on-site parking, and conformance with lot coverage maximum of 60%. The subdivision supports the City's housing-density goals while maintaining compatibility with surrounding approved or existing townhouse, single-family and duplex development.

LDC Article Three – Development Standards

Access & Circulation:

Three lots gains direct access from an existing improved public street, Mary Street, meeting the minimum lot widths as specified in the development code of 25 feet for the townhouse lots and 30 feet for the small lot single-unit detached dwelling lot. One lot is provided access via a 14 feet wide flag strip as allowed per section 16.12.020.B.1 of the LDC. One lot is provided access via a 14 feet wide non-exclusive access easement over the flag portion of the flag lot as allowed per section 16.12.020.B.4 and section 16.12.030.Q.3. All of the proposed 5 lots meet the City of Lebanon access standards and no new public street dedications are necessary.

Public Utilities:

Public Sewer and Public Water:

Existing 8-inch public water and 8-inch public sanitary sewer lines are located in the adjacent Mary Street rights-of-way. Private sanitary sewer laterals will be extended as necessary to each of the proposed lots per City standards. Public water services and then private waterlines will be installed for each of the proposed lots from the existing public waterline in Mary Street.

Public Storm Drainage:

There is an existing 12-inch public storm drain within Mary Street near the intersection of 5th Street. A new 10-inch public storm drain is proposed to be extended west in Mary Street to serve the proposed 5 lot development. A shared private storm drainage system with necessary easements will provide connections to the public storm pipe in Mary Street for each of the lots.

Lot Grading:

The property is relatively flat. Minimal lot grading is anticipated to create positive surface drainage to the proposed shared private storm drainage system.

Pedestrian Improvements:

The frontage of the subject property along Mary Street is fully improved with a pedestrian sidewalk. This existing sidewalk will be preserved or repaired to City standard as necessary to remove or add driveway approaches.

Off-Street Parking:

All of the lots will provide off-street parking at a minimum of 2 spaces. This is consistent with LDC requirements for small lot single-unit and townhouse dwellings.

Landscaping & Existing Trees:

Landscaping of each lot will occur as required by LDC for single-unit lots and townhouse lots. Street trees will be provided along Mary Street as required by LDC and/or as allowed based on driveway and

utility locations. Existing mature trees will be removed onsite as necessary to allow a buildable footprint for each of the lots.

LDC Article Four – Review & Decision Requirements

This application requests Tentative Subdivision Approval under LDC § 4.3.110. The proposal satisfies decision criteria as follows:

1. Conformance with Comprehensive Plan & Zoning.

The proposed application provides for a housing variety with lot sizes that will encourage a product that can be affordable. The proposal supports multiple types of fee simple owned housing types that fill a much-needed void within the City of Lebanon, Linn County and State of Oregon.

2. Conformance with Public Facilities Plan.

The proposed subdivision is in an area where there are existing public facilities with capacity to serve the additional development.

3. Transportation System adequacy.

The proposed subdivision is located on a local street that is full improved to City standards. A short distance to the east this local street intersects with a collector street that is fully improved to City standards and is scheduled for improvement upgrades in the construction season of 2026.

4. Land Suitability free of hazards.

The proposed development is located on a vacant property with sufficient land area to support the proposed lots. There are no known hazards in the area.

5. Lot Layout & Design meeting minimum standards.

The proposed development complies with all applicable minimum lot sizing and layout standards within the City of Lebanon Land Development Code.

6. Provision of required Public Improvements.

The proposed development is located within an area with public infrastructure in place with capacity to serve the proposed lots. A short public storm drainage extension, water services and sewer services to provide adequate improvements for all lots are proposed. These improvements will be privately financed by the applicants.

7. Access Management and sight-distance compliance.

The proposed development satisfies all applicable access management requirements in the City of Lebanon Development Code. Compliance with sight-distance will be adhered to for all proposed driveways.

LDC Article Five – Exceptions to Standards

No variances, non-conforming uses, or other exceptions are requested. All design and dimensional requirements are met or exceeded.

CONCLUSION:

The proposed Tentative Plat and supporting documents for the 5 Lot subdivision on Mary Street demonstrates it meets all applicable criteria and standards of the Lebanon Development Code and the Comprehensive Plan. The project will efficiently utilize vacant land within City limits, extend existing infrastructure, and provide lots for three new single-family home detached dwellings and two new attached townhouse dwellings. The Administrative Review for the townhouse development of 2 lots has demonstrated the townhouses will be compatible with surrounding existing and/or approved uses of adjacent lots.

LAND USE APPLICATION

PROPERTY INFORMATION	
Site Address(es): None Assigned	
Assessor's Map & Tax Lot No.(s): 12S02W10AB 800	
Comprehensive Plan Designation / Zoning Designation: Z-RM (Residential Mixed Density)	
Current Property Use: Vacant	
Project Description:	
To subdivide the subject property into 5 lots. 3 lots will have direct access to the existing Mary Street and 2 lots will have access to Mary Street via a 14 foot flag strip and access easement.	
APPLICANT / PRIMARY CONTACT INFORMATION	
Applicant: C SQUARED, LLC	Phone: (503) 730-3742
Address: 80 E. MAPLE STREET	Email: brian@udelleng.com
City/State/Zip: Lebanon, OR 97355	
I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate State and/or Federal Law, or any covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.	
APPLICANT SIGNATURE	Date:
PROPERTY OWNER INFORMATION (IF DIFFERENT THAN ABOVE)	
Owner: C SQUARED, LLC	Phone: (503) 730-3742
Address: 80 E. MAPLE STREET	Email: brian@udelleng.com
City/State/Zip: Lebanon, OR 97355	
OWNER SIGNATURE Brian Udelleng	Date: 1-12-2026
ADDITIONAL CONTACT INFORMATION	
Engineer / Surveyor: Kyle Latimer	Phone: (541) 451-5125
Address: 63 E Ash St	Email: kyle@udelleng.com
City/State/Zip: Lebanon, OR 97355	

Architect:	Phone:
Address:	Email:
City/State/Zip:	

Other:	Phone:
Address:	Email:
City/State/Zip	

REQUIRED SUBMITTALS

- ☐ Application and Filing Fee
- ☐ Narrative Describing the Proposed Development and addressing the Decision Criteria
  - LDC Article Two Land Uses and Land Use Zones
  - LDC Article Three Development Standards
  - LDC Article Four Review & Decision Requirements
  - LDC Article Five Exceptions to Standards (eg Variance, Non-Conforming Uses)
- ☐ Site Plan(s) drawn to scale with dimensions, Include other drawings if applicable
- ☒ Copy of current Property Deed showing Ownership, Easements, Property Restrictions

FEE = $ 1,500 + $ 750/2 + $ 125 = $ 2,000

FOR OFFICE USE

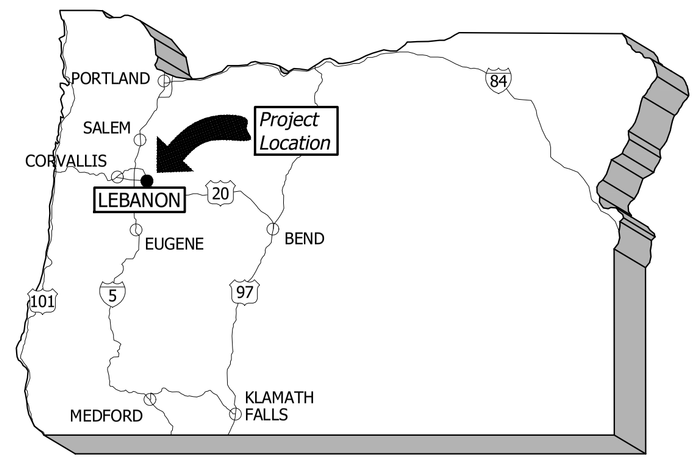
***If more than one review process is required, applicant pays highest priced fee, then subsequent applications charged at half-price.**

	Land Use Review Process	Fee		Land Use Review Process	Fee
X	Administrative Review	$750		Property (Lot) Line Adjustment	$250
	Administrative Review (Planning Commission)	$1,500		Planned Development – Preliminary	$2,500
	Annexation	$2,500		Planned Development – Final (Ministerial)	$250
	Appeal [min $250 or 50% of original fee (whichever is greater)]	$250		Planned Development – Final (Administrative)	$750
	Code Interpretation	$750		Planned Development – Final (Quasi-Judicial)	$1,500
	Code Interpretation (Planning Commission)	$1,500	X	Subdivision Tentative	$1,500
	Comprehensive Plan Map/Text Amendment	$2,500		Subdivision Final	$750
	Conditional Use	$1,500		Tree Felling Permit (Steep Slopes only)	$150 + $5/tree
X	Fire District Plan Review	$125		UGB Amendment	Actual Cost
	Historic Preservation Review or Register	Varies		Variance (Class 1 – Minor Adjustment)	$250
	Land Partition	$750		Variance (Class 2 – Adjustment)	$750
	Ministerial Review	$250		Variance (Class 3)	$1,500
	Non-Conforming Use/Development	$750		Zoning Map Amendment	$2,500

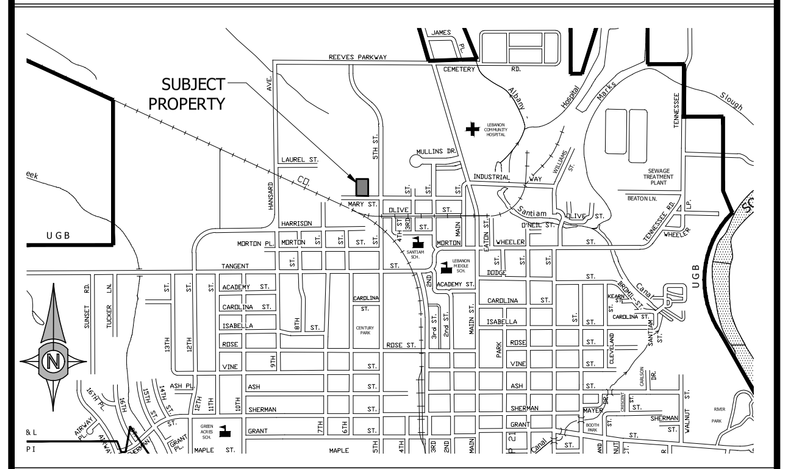
APPLICATION RECEIPT & PAYMENT

Date Received:	Date Complete:	Receipt No.:
Received By:	Total Fee:	File No.:

OREGON STATE MAP



VICINITY MAP



NOT TO SCALE

SHEET INDEX

C100 - COVER SHEET
C102 - EXISTING CONDITIONS/DEMO PLAN
C103 - TENTATIVE PLAT
C400 - PRELIMINARY UTILITY PLAN

SHEET REVISIONS

PROPERTY

TAX MAP: 12S-2W-10AB
TAX LOT: 800

SITE ADDRESS: NO SITUS ADDRESS
LEBANON, OR 97355

OWNER/DEVELOPER

C SQUARED, LLC
80 E. MAPLE ST.
LEBANON, OREGON 97355
(503) 730-3742

DESIGN TEAM

CIVIL ENGINEER

UDELL ENGINEERING AND LAND SURVEYING, LLC
63 E. ASH STREET
LEBANON, OREGON 97355
(541) 451-5125

SURVEYOR

UDELL ENGINEERING AND LAND SURVEYING, LLC
63 E. ASH STREET
LEBANON, OREGON 97355
(541) 451-5125

FRANCHISED UTILITIES

POWER:
PACIFIC POWER
MARK WALSH
P.O. BOX 248
830 OLD SALEM ROAD
ALBANY, OREGON 97321
541.967.6167

PHONE:
LUMEN
TRAVIS VAUGHAN
P.O. BOX 337
LEBANON, OREGON 97355
541.749.0347

CABLE:
COMCAST
LANCE ROTH
NETWORK PROJECT MANAGER
503.991.6461

GAS:
NORTHWEST NATURAL
DARYL HAMMOND
150 SUPRA DRIVE
ALBANY, OREGON 97321
541.926.4253

PROJECT LEGENDS

EXISTING SYMBOL LEGEND

- EXISTING CONTROL POINT
- EXISTING GAS VALVE
- EXISTING WATER VALVE
- EXISTING WATER METER
- EXISTING FIRE HYDRANT
- EXISTING POWER POLE
- EXISTING 6' CYCLONE FENCE
- EXISTING 6' WOOD FENCE
- EXISTING SD LINE LOCATE
- EXISTING SS LINE LOCATE
- EXISTING WATER LINE LOCATE
- EXISTING PHONE LINE LOCATE
- EXISTING UNDERGROUND POWER LOCATE
- EXISTING OVERHEAD POWER
- EXISTING GAS LINE LOCATE
- EXISTING COMMUNICATION LINE LOCATE
- EXISTING CONTOUR ELEVATION

ABBREVIATIONS LEGEND

SS	- SANITARY SEWER
SD	- STORM DRAIN
MH	- MANHOLE
CB	- CATCH BASIN
CO	- CLEAN OUT
PP	- UTILITY POLE
IE	- INVERT ELEVATION (FLOW LINE)
FF	- FINISH FLOOR
R.O.W.	- RIGHT-OF-WAY
FD	- FOUND
CS	- COUNTY SURVEY
IR	- IRON ROD
R	- RADIUS
BO	- BLOWOFF
S.L.	- STREET LIGHT
TC	- TOP FACE OF CURB
BW	- BACK OF WALK
CL	- CENTERLINE
FH	- FIRE HYDRANT
CI	- CURB INLET
T.O.P.	- TOP OF PIPE
FL	- FLOW LINE
PUE	- PUBLIC UTILITY EASEMENT
EX OR (E)	- EXISTING
(P)	- PROPOSED
PE	- PLAIN END
FLGD OR FLG	- FLANGED
MJ	- MECHANICAL JOINT
D.I.	- DUCTILE IRON
W/L	- WATERLINE
TW	- TOP OF WALL
SDAD	- STORM DRAIN AREA DRAIN

GRADING LEGEND

S = 0.00% - SURFACE DRAIN DIRECTION

(E)P 000.00	- EXISTING TOP OF PAVEMENT ELEVATION
(E)TC 000.00	- EXISTING TOP OF CURB ELEVATION
(E)G 000.00	- EXISTING GROUND ELEVATION
P 000.00	- DESIGN TOP OF ASPHALT PAVEMENT ELEVATION
C 000.00	- DESIGN TOP OF CONCRETE PAVEMENT ELEVATION
W 000.00	- DESIGN TOP OF SIDEWALK ELEVATION
TC 000.00	- DESIGN TOP OF CURB ELEVATION
GR 000.00	- DESIGN TOP OF GRAVEL ELEVATION
GND 000.00	- DESIGN TOP OF GROUND ELEVATION
TW 000.00	- DESIGN TOP OF WALL ELEVATION

DESIGN SYMBOL LEGEND

- DESIGN WATER METER
- DESIGN CURB INLET
- DESIGN CATCH BASIN
- DESIGN DITCH INLET
- DESIGN SS MANHOLE
- DESIGN SD MANHOLE
- DESIGN WATER VALVE
- DESIGN FIRE HYDRANT

ATTENTION: OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER AT (503) 232-1987.

PLAN REVISIONS	DATE

Sheet C100

SCALE: SEE BARSCALE

CLIENT:
C SQUARED, LLC
80 E. MAPLE
LEBANON, OREGON 97355
(503) 730-3742

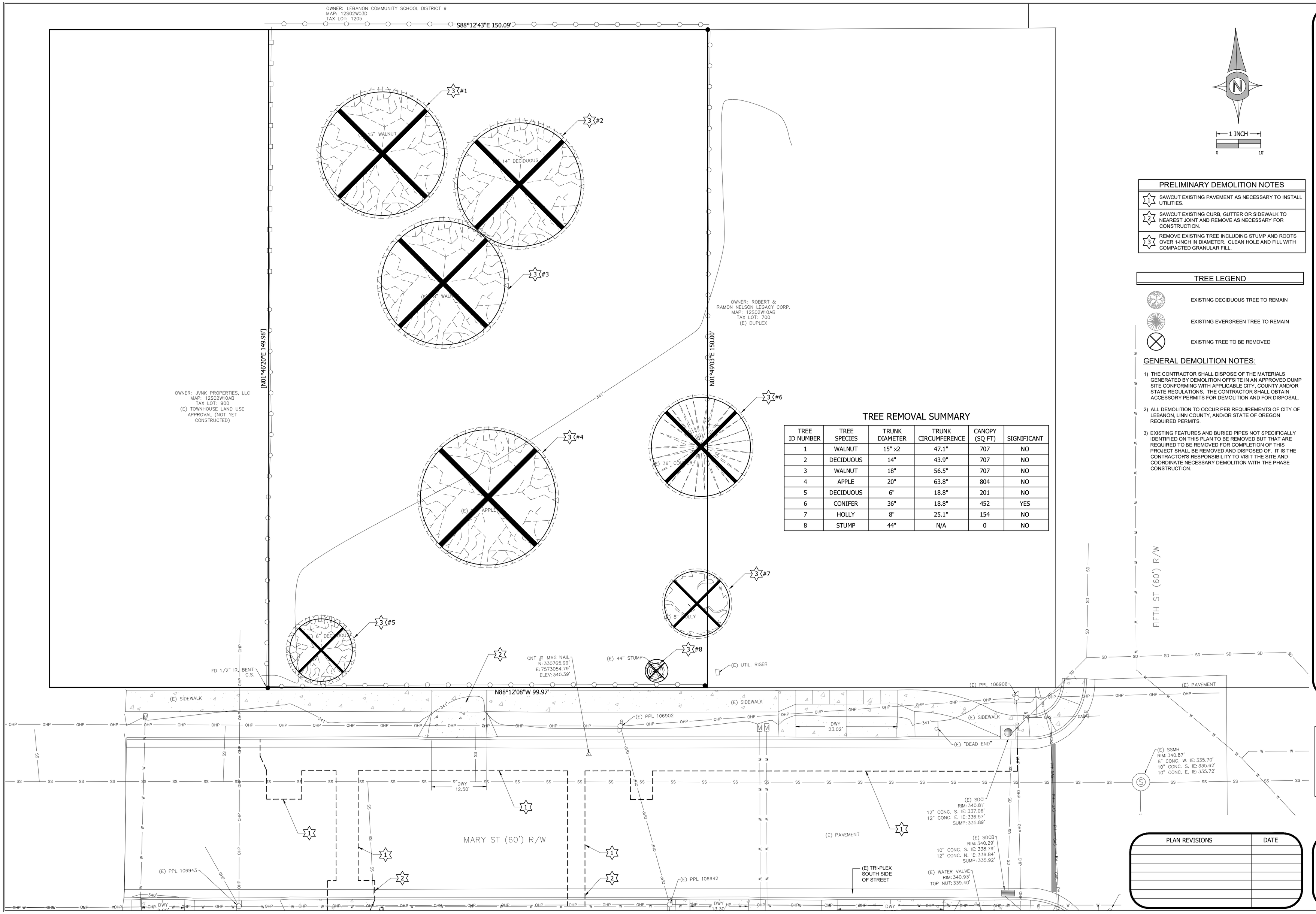
UDELL ENGINEERING AND LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

COVER SHEET

MAP 12S-2W-10AB
LOT 800
LEBANON, OREGON

DATE: JANUARY 12, 2026
PROJECT: 25-172 KVUC MARY STREET
DRAWN BY: MLM
CHECKED BY: BSV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY NOT FOR CONSTRUCTION



TREE REMOVAL SUMMARY

TREE ID NUMBER	TREE SPECIES	TRUNK DIAMETER	TRUNK CIRCUMFERENCE	CANOPY (SQ FT)	SIGNIFICANT
1	WALNUT	15" x2	47.1"	707	NO
2	DECIDUOUS	14"	43.9"	707	NO
3	WALNUT	18"	56.5"	707	NO
4	APPLE	20"	63.8"	804	NO
5	DECIDUOUS	6"	18.8"	201	NO
6	CONIFER	36"	18.8"	452	YES
7	HOLLY	8"	25.1"	154	NO
8	STUMP	44"	N/A	0	NO

PRELIMINARY DEMOLITION NOTES

1	SAWCUT EXISTING PAVEMENT AS NECESSARY TO INSTALL UTILITIES.
2	SAWCUT EXISTING CURB, GUTTER OR SIDEWALK TO NEAREST JOINT AND REMOVE AS NECESSARY FOR CONSTRUCTION.
3	REMOVE EXISTING TREE INCLUDING STUMP AND ROOTS OVER 1-INCH IN DIAMETER. CLEAN HOLE AND FILL WITH COMPACTED GRANULAR FILL.

TREE LEGEND

- EXISTING DECIDUOUS TREE TO REMAIN
- EXISTING EVERGREEN TREE TO REMAIN
- EXISTING TREE TO BE REMOVED

GENERAL DEMOLITION NOTES:

1) THE CONTRACTOR SHALL DISPOSE OF THE MATERIALS GENERATED BY DEMOLITION OFFSITE IN AN APPROVED DUMP SITE CONFORMING WITH APPLICABLE CITY, COUNTY AND/OR STATE REGULATIONS. THE CONTRACTOR SHALL OBTAIN ACCESSORY PERMITS FOR DEMOLITION AND FOR DISPOSAL.

2) ALL DEMOLITION TO OCCUR PER REQUIREMENTS OF CITY OF LEBANON, LINN COUNTY, AND/OR STATE OF OREGON REQUIRED PERMITS.

3) EXISTING FEATURES AND BURIED PIPES NOT SPECIFICALLY IDENTIFIED ON THIS PLAN TO BE REMOVED BUT THAT ARE REQUIRED TO BE REMOVED FOR COMPLETION OF THIS PROJECT SHALL BE REMOVED AND DISPOSED OF. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE SITE AND COORDINATE NECESSARY DEMOLITION WITH THE PHASE CONSTRUCTION.

CLIENT:
C SQUARED, LLC
80 E. MAPLE
LEBANON, OREGON 97355
(503) 730-3742

UDELL ENGINEERING AND LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

EXISTING CONDITIONS/DEMO PLAN

MAP 12S-2W-10AB
LOT 800
LEBANON, OREGON

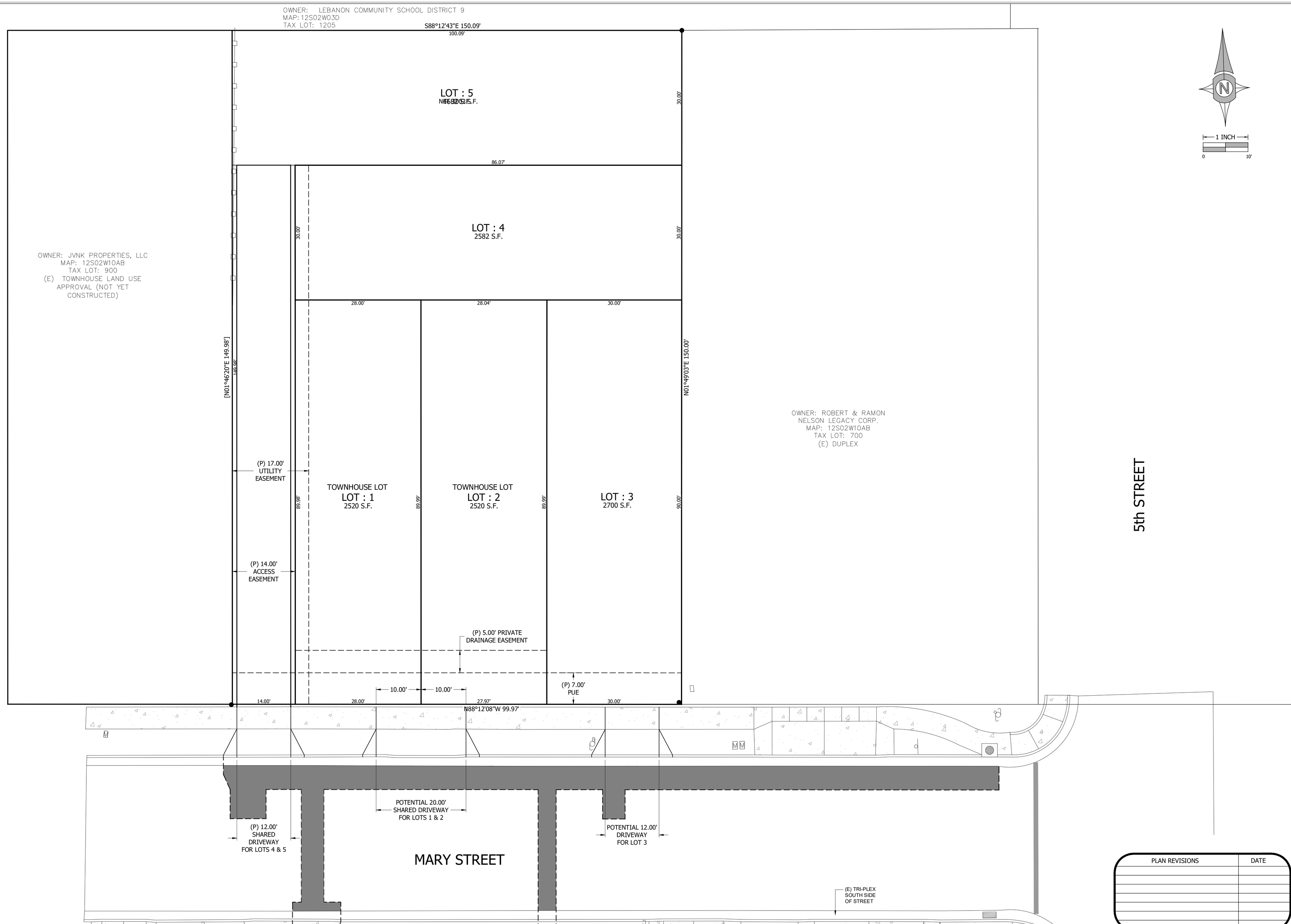
DATE: JANUARY 12, 2026
PROJECT: 25-172 KVJC MARY STREET
DRAWN BY: MLM
CHECKED BY: BSV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY NOT FOR CONSTRUCTION

PLAN REVISIONS	DATE

Sheet C102

SCALE: SEE BARSCALE



CLIENT:
C.SQUARED, LLC
80 E. MAPLE
LEBANON, OREGON 97355
(503) 730-3742

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

TENTATIVE PLAT

MAP 12S-2W-10AB
LOT 800
LEBANON, OREGON

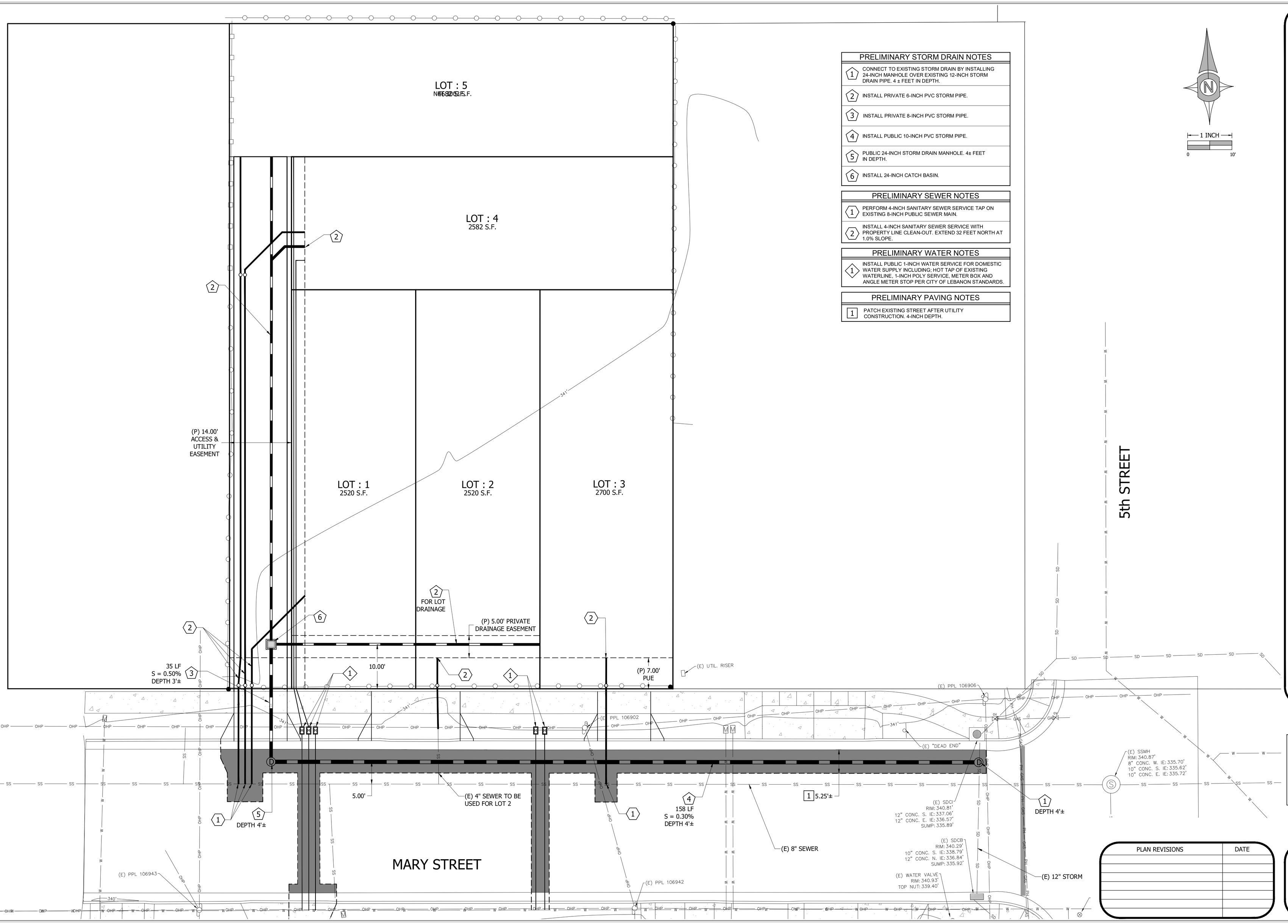
DATE: JANUARY 12, 2026
PROJECT: 25-172 KVJC MARY STREET
DRAWN BY: MLM
CHECKED BY: BSV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY NOT FOR CONSTRUCTION

PLAN REVISIONS	DATE

Sheet C103

SCALE: SEE BARSCALE



PRELIMINARY STORM DRAIN NOTES

1. CONNECT TO EXISTING STORM DRAIN BY INSTALLING 24-INCH MANHOLE OVER EXISTING 12-INCH STORM DRAIN PIPE. 4 ± FEET IN DEPTH.
2. INSTALL PRIVATE 6-INCH PVC STORM PIPE.
3. INSTALL PRIVATE 8-INCH PVC STORM PIPE.
4. INSTALL PUBLIC 10-INCH PVC STORM PIPE.
5. PUBLIC 24-INCH STORM DRAIN MANHOLE. 4± FEET IN DEPTH.
6. INSTALL 24-INCH CATCH BASIN.

PRELIMINARY SEWER NOTES

1. PERFORM 4-INCH SANITARY SEWER SERVICE TAP ON EXISTING 8-INCH PUBLIC SEWER MAIN.
2. INSTALL 4-INCH SANITARY SEWER SERVICE WITH PROPERTY LINE CLEAN-OUT. EXTEND 32 FEET NORTH AT 1.0% SLOPE.

PRELIMINARY WATER NOTES

1. INSTALL PUBLIC 1-INCH WATER SERVICE FOR DOMESTIC WATER SUPPLY INCLUDING; HOT TAP OF EXISTING WATERLINE, 1-INCH POLY SERVICE, METER BOX AND ANGLE METER STOP PER CITY OF LEBANON STANDARDS.

PRELIMINARY PAVING NOTES

1. PATCH EXISTING STREET AFTER UTILITY CONSTRUCTION. 4-INCH DEPTH.

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY NOT FOR CONSTRUCTION

PLAN REVISIONS	DATE

Sheet C400

SCALE: SEE BARSCALE

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PRELIMINARY UTILITY PLAN

MAP 12S-2W-10AB
LOT 800
LEBANON, OREGON

DATE: JANUARY 12, 2026
PROJECT: 25-172 KVUC MARY STREET
DRAWN BY: MLM
CHECKED BY: BSV