



CITY COUNCIL REGULAR MEETING AGENDA

November 12, 2025 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

CONSENT CALENDAR

The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.

1. **AGENDA:** Lebanon City Council Agenda – November 12, 2025
2. **BOARD MINUTES:** 2025-08-25 Library Advisory Board Meeting
2025-06-18 Senior Center and LINX Transit
3. **COUNCIL MINUTES:** 2025-10-08 City Council Regular and Executive Session Meeting
2025-10-29 City Council Executive Session Meeting
4. **LIQUOR LICENSE:** The Landing at Tallman Brewing, Afterglow Arcade, and Darkbloom Coffee

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on November 11, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

5. **Public Hearing** - To Consider the Sale of City Owned Surplus Property – Santiam Travel Station, 750 S. 3rd Street

- 6. Public Hearing** - Ordinance Bill No. 2025-10, Ordinance No. 3041 A Bill for an Ordinance Amending the City of Lebanon Development Code Regarding Changes to Code Interpretation Procedures and Park and Recreational Trail Land Use Categorization and Permitting.
- 7. Public Hearing:** Ordinance Bill No. 2025-11, Ordinance No. 3042 - A Bill for An Ordinance Vacating Public Right-of-Way on Crowfoot Road

REGULAR SESSION

- 8.** Resolution No. 21 for 2025 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2025-2026 Budget
- 9.** Library Expansion Update - Library Director Antila
- 10. Department Report**

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

NEXT SCHEDULED COUNCIL MEETING(S): 2025-12-10 City Council Regular Meeting

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

<https://www.youtube.com/user/CityofLebanonOR/videos>

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 City Recorder at 541.258.4905.



**Minutes
Lebanon Public Library
Advisory Group Meeting
August 12, 2025**

The meeting was called to order at 4:32 p.m.

Present: Kendra Antila (Director), Denice Lee (Chairperson), Russell Fish, Jennifer Moody, Jessica Hayward, Dustin Herb, Vandy Roadifer (Friends Representative), Michelle Steinhebel (Council Representative)

Minutes of the April meeting were approved as presented.

Library Director's Report: Annual stats for fiscal year 2024-25 and monthly stats for July 2025 were shared. The library will no longer offer proctoring services. Inter-library loans will now be sourced and procured by the Albany Public Library. The fee for patrons (\$5) will remain the same, and we will save over \$1200 in OCLC subscription costs. The collections budgets for this year remains the same as several previous years, although items costs have increased. Finally, a long-time staff member will be retiring at the end of December.

Friends of the Library Report: Vandy (Friends President) shared the Friends current newsletter and Annual Report. They raised \$34,358.85 during fiscal year 2024-25. They contributed \$10,017.99 to the library for the summer reading program, storytime crafts, teen/tween programs, cultural passes, and much more. Their long-term goal (in addition to regular annual funding) is to contribute \$75,000 towards the children's room capital campaign on their 75th anniversary in 2028.

New Business: Members discussed the capital campaign donation letter and donor recognition levels.

Unfinished Business: None

Public Comments: None

Announcements: None

The meeting was adjourned at 5:31 p.m. The next meeting will be October 14th.

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 Kendra Antila at (541) 258-4232.



Senior Center and LINX Transit

80 Tangent Street
Lebanon OR 97355
(541) 258-4919

www.ci.lebanon.or.us

ADVISORY BOARD MEETING

June 18th, 2025

MTG REPORT

Members Present: Cody Wack, Linda Meredith, Marlene Flyer, Joli Root, Barbara Hemnes

Excused Absence: Sherry Liest and Dorrie Board

Staff Present: Kindra Oliver

1. WELCOME:

Meeting was opened at 10:00 a.m.

Dorrie and Joli both renewed applications to serve another three-year term on the Advisory Board.

2. MINUTES:

Cody moved to approve the minutes from the April 16th, 2025 Advisory Board meeting; Linda seconded; motion passed unanimously.

3. REPORTS:

Meal Site:

- Tori continues to look for additional volunteers to drive and help in the kitchen. Tori can utilize volunteers who can drive once a month up to every day of the week.
- We are still working on all the details for ordering a new dishwasher for the kitchen, as well as a new stove and two new back exterior doors with windows so MOW can see people coming/going before opening doors. Cascades West Council of Governments (COG) provided the city with \$20,318 toward the purchase of the new dishwasher. COG also purchased a new food warmer and computer for the meal site.

Senior Center:

- The Senior Center is hosting a large Hawaiian Luau event on Thursday, June 26th, from 2-3:30. We'll have fun décor and food, as well as Elvis, to entertain us all.
- The Biscuits with the Board event went well. We had a great turn out and lots of positive feedback. Thank you to board members for attending and making connections with our seniors, including some newcomers!

- The Senior Center received \$12,000 in Older Americans Act Funds from COG for the Evidence Based Programs we have implemented, which include:
 - Geri-Fit Strength & Flex is a gentle strength training class that can help improve balance and stability
 - Bingocize is a fun way to mix the game of Bingo with some low-impact exercises and stretches. The program is designed to build strength, flexibility and balance.
 - Walk with Ease is a walking group that is designed to keep people active and their bodies moving.
 - It was noted that those who participated didn't like the workbook that accompanied the class and didn't wanted to walk at a different pace. We did have to incorporate the workbook and some discussion so we could follow the evidence-based parts of the class.
- We had someone from the community reach out to see about doing a repair workshop series at the Senior Center. We did let them know we don't have staff time to take it on, but happy to offer space and help with promoting the workshops. They are looking for people in the community who can share their skills and expertise in the areas of technology, bike maintenance, basic sewing and repair, car maintenance information, possibly people helping with paperwork, and more.
- Senior Center staff shared stickers from our Older Americans Month Celebration contest winner.
- Senior Center staff is working on program planning for through 2025, which include:
 - Celebrating National Senior Center Month, in September
 - Falls Prevention Workshop with Students, in September
 - Harvest Festival in October
 - Veteran's Day Reception in November
 - Thanksgiving Banquet in November
 - Tree of Giving
 - Winter Dessert
 - Others
- Other program and class suggestions from the group included more in person speakers, presentation on E-bikes, workshops on positive aging, downsizing and organizing and current scams to be aware of.

LINX Transit:

- We are currently over 72,000 rides provided and will end up with over 75,000 rides this fiscal year.
- We have gone through the interview process for a new part-time driver and hope to have them start training in early July.
- Staff is working on Request for Proposals (RFP's) for two new buses. We're trying to time it right so funding for reimbursements will be available in late spring of 2026. We have grants for both vehicles.
- LINX Transit Project Updates:

- LINX Fleet Parking: We have the storage shed in place and Maintenance is almost finished with improvements to the pit, mechanic area and wash rack.
- LINX Transit bus stop improvements at Park & Oak Street: We are still waiting for approval from ODOT and the FTA that the environmental NEPA process has been satisfied, so we can move forward with the improvements.
- LINX Transit scheduling and dispatching software and improvement: We are currently in the middle of implementation. Staff has been working on merging information into the software system, getting the schedules built and doing some training.

4. CONTINUING BUSINESS:

5. DISCUSSION / NEW BUSINESS:

- Next Advisory Board Meetings scheduled:

Wednesday, October 15th, 10:00 am

6. ADJOURNMENT



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSIONS MINUTES

October 08, 2025 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community,
strengthened by our community connections*

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

STAFF

City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Finance Director Brandon Neish
Police Chief Frank Stevenson
City Recorder Julie Fisher
IT Director Brent Hurst
IT Administrative Assistant Erin Gomez

MEDIA

Sarah Brown, Lebanon Local

CONSENT CALENDAR

Motion made to approve the Consent Agenda by Councilor - Ward 1 Mann, Seconded by Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – October 8, 2025
2. **COUNCIL MINUTES:** 2025-09-24 City Council Regular Meeting and Work Session

PRESENTATION / RECOGNITION

3. Republic Services - Julie Jackson

Julie Jackson from Republic Services presented the annual rate adjustment to the Council, explaining that the calculation is based on the Refuse Rate Index. Sixty-five percent of the adjustment is tied to the Consumer Price Index, which reflected a 2.2% increase over the past year, resulting in a 1.4% weighted increase. Fuel costs remained flat with no increase, and disposal costs at Coffin Butte Landfill rose 3.9%, weighted at 25%, resulting in a 1% increase. The total rate adjustment is 2.4%, effective January 1, 2026. The monthly increase will range from \$0.54 for a 32-gallon low-income cart to \$1.00 for a 90-gallon cart. Jackson noted the continued partnership with the City to offer discounted rates for low-income customers, using the City's eligibility list.

She also provided an update on Republic Services' recycling events. The company has been holding four small recycling events annually, including the long-standing spring recycle roundup and a hazardous waste event. Two additional smaller events were added but have not been well attended, averaging only about five participants per event. Republic Services proposed consolidating to two annual events—the recycle roundup and the hazardous waste event—while expanding the range of materials accepted. This could include mattresses through the state's extended producer responsibility program and potentially large cardboard or plastic film, depending on City input.

Jackson highlighted Republic Services' ongoing community contributions, including donations of services to the Lebanon Soup Kitchen, the Boys & Girls Club, and the Strawberry Festival, as well as assistance with cleanup projects in the community.

She also discussed the state's new recycling modernization program, which took effect July 1, 2025. The new guidelines allow for more materials in curbside recycling, including plastic tubs and buckets up to five gallons, plastic lids left on containers, scrap metal up to 10 pounds, and gable-top milk cartons. Expanded recycling depots are expected in the region by early 2027.

During Council discussion, members agreed that scaling back to two well-attended recycling events made sense given the low turnout at the additional events. Jackson welcomed input on additional materials to accept or possible community cardboard collection sites.

In response to a question, Jackson also stated her support for the proposed Coffin Butte Landfill expansion, explaining that the current landfill has an estimated 10 years of capacity remaining, and the expansion would add approximately six years, allowing time to develop a regional solid waste plan. She noted that the expansion would not be expected to increase customer rates since ongoing cell construction is already accounted for in the company's operational budget.

PUBLIC COMMENTS

None

PUBLIC HEARING(S)

None

REGULAR SESSION

4. Resolution No. 2025-18 - A Resolution Repealing Resolution No. 2024-19 and Approving Republic Services Rate Increases

The Council considered Resolution 2025-18, repealing Resolution 2024-19 and approving a 2.4% rate increase for Republic Services. The City Manager explained that the municipal code and franchise agreement require a Council resolution whenever Republic Services raises

rates. He noted that the details of the rate adjustment had been previously presented and offered to answer any additional questions. The City Attorney read the resolution title.

Motion made to approve Resolution No 2025-18 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

5. Resolution No. 2025-17 - A Resolution Adopting the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan

The Council considered Resolution 2025-17 adopting the Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan. The City Manager explained that adoption of the plan is required by FEMA in order for the City to be eligible for federal reimbursement following a natural disaster. Lebanon participated in the countywide effort, which was coordinated by the Department of Land Conservation and Development through a state grant. City staff attended multiple meetings to identify and assess hazards relevant to Lebanon, with flooding, wildfire, smoke and air quality, extreme heat, winter storms, and earthquakes identified as key concerns.

The plan outlines mitigation strategies such as improving stormwater infrastructure, enhancing public communication systems during emergencies, considering seismic retrofitting of public buildings, and incorporating mitigation measures into planning and capital projects. The City Manager noted that the plan positions Lebanon for future FEMA assistance and requires renewal every five years. When asked about the City's time commitment, he explained that participation required approximately ten hours of staff time across several meetings, with the report itself prepared by the county and consultants.

Motion made to approve Resolution No. 2025-17 by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

6. Cheadle Lake Park Improvements Project - Approval to Award GMP Amendment No. 1

City Manager Whitlatch presented Guaranteed Maximum Price (GMP) Amendment #1 for the Cheadle Lake improvement project. He explained that the original project estimate was approximately \$7.4 million, but the City has \$5.2 million available. To begin construction, staff identified priority components for the first phase.

GMP Amendment #1, totaling approximately \$1.212 million, covers the Weirich Drive and park frontage improvements, including a multi-use path, road widening, storm drainage, utility stubs, power work, and final paving. A second GMP amendment will follow, and will include park amenities such as restrooms, seating area preparation for the future stage, lighting, additional paving, and infrastructure for the stage area.

Because the stage construction cost is estimated at \$2.5 million, only basic infrastructure (power, water, access road, and gravel parking) will be completed at this time, with full stage construction deferred until additional funding is secured. Construction for Amendment #1 is planned to begin in early November.

Motion to approve the GMP Amendment No. 1 for Cheadle Lake Park Improvements made by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

7. Ordinance No. 2025-09 - Ordinance No. 3040 - A Bill for an Ordinance Amending Lebanon Municipal Code Chapter 3.04 - Public Contracts

The Finance Director presented Ordinance 2025-09 (Ordinance 3040), proposing changes to the City's purchasing limits outlined in Lebanon Municipal Code Chapter 3.04. Currently, small procurements are defined as purchases under \$10,000, intermediate procurements between \$10,000 and \$150,000 (requiring three informal quotes), and large procurements over \$150,000 (requiring formal bids).

The proposed ordinance would eliminate specific dollar amounts from the code and instead align the City's purchasing thresholds with state law under ORS 279B. The updated thresholds would be small procurements: up to \$25,000 (direct purchase), intermediate procurements: \$25,000–\$250,000 (three informal quotes), and large procurements: over \$250,000 (formal bid process).

The Finance Director explained that this change would allow the City's policy to automatically update as state thresholds change, improve efficiency, and better reflect current costs. The City Manager's approval would still be required for intermediate procurements, maintaining oversight.

Council discussed the impacts on daily operations, including increased flexibility for routine and emergency purchases, such as pump replacements at utility facilities. Staff emphasized that budget controls and internal review processes remain in place, and this update does not remove oversight or accountability.

The City Attorney read the title of the ordinance.

Motion made to approve Ordinance No 3040 by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 2 McClain.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

8. Resolution No. 2025-19 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2024-2025 Budget

The Finance Director presented Resolution 2025-19, an end-of-year budget adjustment for Fiscal Year 2025, which ended June 30, 2025. These adjustments are part of the year-end cleanup process before submitting final figures to the auditors.

Adjustments include salary line changes for the Municipal Court and Library to cover contract modifications made during the year, as well as healthcare adjustments tied to recently settled contracts. For the Police Department, the adjustment accounts for additional salary and retirement costs stemming from the late ratification of the collective bargaining agreement. These expenditures are funded from the General Fund contingency line, not the City's 17% reserve.

In the Water and Wastewater funds, a personnel cost adjustment of \$1,800 each is needed to cover healthcare cost changes resulting from new state insurance requirements.

The Finance Director explained that contract settlements occurred after budget adoption, making it impossible to adjust department budgets in advance. Contingency funds were set aside for this purpose, and this resolution formalizes their use.

The City Attorney read the title of the resolution.

Motion made to approve Resolution No. 2025-19 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

Adjourn as the City of Lebanon City Council and Reconvene as the Urban Renewal Agency Committee

9. Resolution No. 2025-20 - A Resolution Authorizing a Transfer of Appropriations

The Finance Director presented Resolution 2025-20, the final budget adjustment for the fiscal year on the Lebanon Urban Renewal Agency side, specifically for the North Gateway Urban Renewal District. The adjustment is required to align the budget with expenditure categories as defined by ORS 294, which mandates budgeting at specific levels such as personnel, materials and services, and capital outlay.

The Director explained that \$77,494 originally allocated to contract services was intended for personnel expenditures but was temporarily placed in that line due to a new budget system's account code setup. This resolution moves those funds from contract services to salaries. Additional adjustments move unspent capital outlay funds into materials and services to cover URD amendment review and small expenditures that were coded differently than planned.

The changes remain within the overall fund appropriation and do not impact contingency reserves.

The City Attorney read the title of the resolution.

Motion made to approve Resolution No. 2025-20 by Councilor - Ward 1 Mann, Seconded by Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Mann, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

Adjourn as the Urban Renewal Agency Committee and Reconvene as the City of Lebanon City Council

10. Department Reports

City Recorder Julie Fisher presented the City Recorder Department Report to the Council highlighting how the department supports City operations, outlines the legislative role, summarized public records management and commitment to transparency. The report concluded with upcoming department goals of public record staff training and improvements to the website.

City Manager Ron Whitlatch provided several updates. Council members were reminded to schedule an interview with Sarah Wilson of SSW in preparation for the upcoming goal-setting session on November 12 at noon in the Council Chambers. This will be a half-day session followed by the regular Council meeting.

Recruitment is open for the Community Development Director position. Interview panels are being formed, with Councilor McClain and the Mayor already participating. Additional Council members may join one of the two panels. Interviews are tentatively scheduled for October 28 or 30, with four to five candidates expected.

Staff is also implementing a new Zoom phone system, with installation and training currently underway.

In response to a Council question regarding the Corps of Engineers' annual drawdown at Green Peter Reservoir, the City Manager noted it is expected to begin December 1 for approximately two weeks. Staff has been coordinating with the Oregon Health Authority, and current NTU limits are not anticipated to affect operations. Because of improved communication with the state, declaring a local state of emergency does not appear necessary at this time, though staff will continue monitoring the situation

ITEMS FROM COUNCIL

Mayor Jackola commended the School District and Councilor Steinhebel on the efforts to promote the Friday Night Lights contest. Lebanon is the only school district in Oregon in the finals for the one-million-dollar football stadium renovation prize through T-Mobile. The Mayor encouraged everyone to get involved and vote.

PUBLIC/PRESS COMMENTS

None

NEXT SCHEDULED COUNCIL MEETING(S) 2025-11-12 Council Goal Setting Work Session at Noon followed by the Regular City Council meeting at 6M.

ADJOURNMENT

The meeting adjourned at 6:57 PM.

EXECUTIVE SESSION

Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.

11. Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the Council to negotiate real property transactions.

Council President Steinhebel opened the Executive Session at 7:04 PM. The City Attorney read the Executive Session Announcement. The City Manager led discussion regarding a real property transaction. There were no decisions made during the Executive Session.

Per ORS 192.660(2)(h) To consult with legal counsel concerning legal rights and duties of the Council regarding current litigation or litigation likely to be filed.

Mayor Jackola opened the Executive Session at 7:13 PM. The City Attorney read the Executive Session Announcement. The Council was given information regarding current litigation or litigation likely to be filed. There were no decisions made during the Executive Session.

ADJOURNMENT

The Executive Sessions were adjourned at 7:32 PM.



LEBANON CITY COUNCIL EXECUTIVE SESSION MEETING -AMENDED MINUTES

October 29, 2025 at 12:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

The meeting was called to order at 12:00 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

ABSENT

Councilor - Ward 1 Carl Mann

STAFF

City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Public Works Director Jason Williams
Finance Director Brandon Neish
City Recorder Julie Fisher

EXECUTIVE SESSION

Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.

The City Attorney Read the Executive Session Announcement.

1. The Lebanon City Council will now meet in Executive Session.

The Executive Session is held pursuant to Per ORS 192.660(2)(e) To Conduct Deliberations with Persons Designated by the Council to Negotiate Real Property Transactions

Official representation of the news media and designated staff shall be allowed to attend the

Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

The Council discussed a property transaction and provided direction to staff. There were no official decisions made during the Executive Session.

ADJOURNMENT

The meeting adjourned at 12:22 PM.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 4.

MEMORANDUM

City Recorder's Office

Date: November 12, 2025

To: Mayor Jackola and City Council
From: Julie Fisher, City Recorder
Subject: OLCC License Approval Requests

The Landing at Tallman Brewing has applied for a Full On-Premises, New Liquor License. Tallman Brewing is located at 2055 Primrose Street, Lebanon OR.

Tallman Brewing currently holds an OLCC permit for the brewery. They would like to augment the limited brewery license with a Full On-Premise license, which will allow additional sales of wine and spirits.

Afterglow Arcade is located at 600 S Main Street. They are requesting a Limited On-Premises Sales permit. This type of permit allows businesses to sell beer, wine, and cider for on-site consumption but does not permit the sale of distilled spirits. Factory-sealed containers can be sold for off-premises consumption.

Darkbloom Coffee is moving to 86 E. Sherman Street from their 237 S. Main Street location. They have submitted a Change of Location OLCC Permit. They currently have a full on-premise, commercial license and are not asking for any additional permissions.

As part of the licensing process, the OLCC asks for City Council recommendation. The Police Chief, Fire Marshal, Building Official, and Community Development Department reviewed the application and found no evidence to support a denial of these liquor license applications.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC for The Landing at Tallman Brewing, Afterglow Arcade, and Darkbloom Coffee under the City Council Consent Calendar.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): The Landing at Tallman Brewing

Proposed Trade Name: Tallman Brewing

Premises Address: 2055 Primrose St

Unit:

City: Lebanon

County: Linn

Zip: 97355

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premise Liquor License ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Aaron Pack

Phone:

Mailing Address: 4373 Gladmar St SE

City: Salem

State: OR

Zip: 97302

Email Address:

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☐ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☐ Indoor Consumption☐ Outdoor Consumption☐ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): The Landing at Tallman Brewing

Proposed Trade Name: Tallman Brewing

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Lebanon

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**Legal Entity/Individual Applicant Name(s): Afterglow Arcade LLCProposed Trade Name: Afterglow ArcadePremises Address: 600 S Main St.

Unit:

City: LebanonCounty: LinnZip: 97355Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Limited on Premises Sales ☐ Additional Location for an Existing License**Application Contact Information**Contact Name: Nicole RobisonMailing Address: 1160 Franklin St.City: LebanonState: ORZip: 97355

Email Address: _____

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☐ Outdoor Consumption☒ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Afterglow Arcade LLC / Nicole Robison

Proposed Trade Name: Afterglow Arcade

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.

Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Lebanon

Optional Date Received Stamp

Date Application Received: October 10, 2025

Received by: Tammy Dickey

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0306](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Candace Massari

Proposed Trade Name: Darkbloom Coffee Company

Premises Address: 86 E. Sherman St

Unit:

City: Lebanon

County: Linn

Zip: 97355

Application Type: ☐ New License Application ☐ Change of Ownership ☒ Change of Location

License Type: full on-premises, commercial ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Candace Massari

Phone:

Mailing Address:

City: Lebanon

State: OR

Zip: 97355

Email Address: c

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☐ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Candace Massari

Proposed Trade Name: Darkbloom Coffee Company

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Lebanon

Optional Date Received Stamp

Date Application Received: October 23, 2025

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



FLOOR PLAN FORM

Your floor plan must be submitted on this form

Candace Massari

Darkbloom Coffee Company

Applicant Name

Trade Name (dba)

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 5.

MEMORANDUM

City Manager's Office

Date: November 12, 2025

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Public Hearing to Consider Sale of Surplus Property – Santiam Travel Station

Background

The City of Lebanon owns real property commonly known as the Santiam Travel Station, located at 750 S. 3rd Street, Lebanon, OR 97355 (Tax Lot 12S02W10DA05801). The property is zoned Central Business Commercial (Z-CCM) and is situated within the downtown district.

The City acquired the property in July 1996 from Southern Pacific Railroad. Following the purchase, the building served as the location for City Council Chambers and was partially leased to Albany & Eastern Railroad for use as a ticketing office and passenger waiting area. In 2025, all City Council, Planning Commission, and committee meetings were relocated to the Lebanon Public Library, which offers increased capacity, improved acoustics, and greater energy efficiency.

Issue

City staff has evaluated the City's current and future operational needs and determined that the property is no longer necessary for municipal purposes. After review, staff recommended the property be declared surplus and prepared for sale in accordance with Ordinance No. 3038, which amended Lebanon Municipal Code (LMC) Chapter 3.16 to align with ORS 221.725 regarding the disposition of City-owned real property.

On September 10, 2025, the City Council adopted Resolution No. 2025-14, formally declaring the property surplus. Declaring the property surplus allows the City to proceed with the required public notice, public hearing, and ultimately the sale of the property, ensuring compliance with all applicable statutes and procedures.

The proposed sale is expected to support economic vitality and redevelopment opportunities in the downtown district.

An appraisal report was completed by Jackson Group NW in November 2024. The November 1, 2024, As-Is Simple Value opinion was \$560,000. Linn County listed the Real Market Value as Land \$91,630 and Improvements \$517,760 for a total RMV of \$609,390.

The City has received a Letter of Intent to purchase the Santiam Travel Station from Albany & Eastern Railroad in the amount of \$525,000. The proposed terms include shared closing costs, with the buyer responsible for one-half of the escrow fees and all recording charges. The seller will cover the cost of a standard title insurance policy, any applicable excise or conveyance taxes, and one-half of the escrow fees. In addition, the seller will pay a brokerage commission of 3%.

Pursuant to ORS 221.725 and LMC Chapter 3.16, the City published notice of this public hearing in the local newspaper on October 30, 2025 and November 4, 2025. In addition, notice was posted on the City's website, shared on social media platforms, and distributed via email notification to City communication subscribers as part of the Agenda packet.

This process is being conducted in accordance with:

- ORS 221.725
- Lebanon Municipal Code Chapter 3.16 (as amended by Ordinance No. 3038)
- Resolution No. 2025-14 (adopted September 10, 2025)

These provisions collectively govern the declaration of surplus property, public notice requirements, hearing procedures, and sale of City-owned property.

Proceeds from the sale will be used consistent with the City's financial policies and all applicable legal requirements.

Recommendation

Staff recommends the City Council conduct the public hearing, consider any testimony, and, upon closure of the hearing, provide direction on the sale of the Santiam Travel Station property in accordance with applicable laws and City policies.

Options for Council Action

Following the public hearing, the City Council may choose to:

1. Authorize the sale of the Santiam Travel Station property to Albany & Eastern Railroad in the amount of \$525,000 and authorize the City Manager to execute all documents necessary to complete the transaction.
2. Take alternative action as determined appropriate by the City Council after consideration of public comment during the public hearing.



October 7, 2025

Tammy Dickey
City of Lebanon
950 S Main St
Lebanon, OR 97335

RE: Letter of Intent to Purchase Santiam Travel Station

Dear Tammy,

RB Acquisition, LLC is willing to purchase the real property (the "Property"), which is located at the 750 S 3rd St, Lebanon, Oregon, consisting of approximately 5,500 square feet on 0.3 acres. The exact legal description shall be furnished through escrow. The purchase shall be on the following terms and conditions:

1. **Buyer:** RB Acquisition, LLC
2. **Seller:** City of Lebanon
3. **Purchase Price:** The purchase price will be \$525,000
4. **Deposit:** \$15,000 in the form of cash shall be deposited in escrow upon opening.
5. **Seller's Documents:** Within fifteen (15) days following the execution of a definitive Purchase and Sale Agreement, Seller shall deliver to Buyer copies of any studies, agreements, permits, zoning approvals, soils tests, surveys, environmental studies, wetland studies, engineering studies and traffic studies in Seller's possession relating to the Property.
6. **Buyer's Contingencies:**
 - a. Seller shall, within fifteen (15) days of execution of a definitive Purchase and Sale Agreement, provide Buyer with a preliminary title report. Buyer shall have ten (10) days following receipt of a preliminary title report to approve or disapprove the condition of title.
 - b. Buyer shall have sixty (60) days from the execution of a definitive Purchase and Sale Agreement between the parties to conduct all physical inspections, environmental surveys (including a soil test), economic feasibility study (appraisal) and to review zoning conditions and regulations, all of which, at sole discretion of the Buyer, must be satisfactory.

- c. If after completion of the inspection period, Buyer elects to proceed with the purchase, the earnest money deposit shall become non-refundable, but applicable to the purchase price. If Buyer elects not to proceed with the purchase, the deposit shall be returned to Buyer upon notice to escrow.
7. **Closing Costs:** Buyer agrees to pay for one-half of the escrow fees and all recording charges. Seller agrees to pay for a standard policy of title insurance, any excise tax, any applicable conveyance taxes, and one-half of escrow fees.
8. **Close of Escrow:** Escrow shall close on or before December 31, 2025.
9. **Brokerage Commissions:** Seller shall be responsible for a 3% commission arising out of this transaction. Dan Slevin of Capacity Commercial Group represents the Buyer.
10. **Possession:** Buyer shall be entitled to possess the Property at the close of escrow.
11. **Right of Entry:** After the parties have signed a definitive Purchase and Sale Agreement, Buyer shall be allowed to enter upon the Property for the purpose of conducting the studies noted in paragraph 6(b).
12. **Fees and Expenses:** Each party will pay its own legal, lending and other fees and expenses related to the review and acquisition of the Property.
13. **Conditions:** The foregoing Letter of Intent is valid until October 14th, 2025 and is made with the understanding and stipulation that this is not a binding or legal offer to purchase the property.

It shall be understood and agreed that this Letter of Intent shall serve merely as a general outline subject to further negotiations and inclusion in a Purchase and Sale Agreement executed by the parties. Neither RB Acquisition nor City of Lebanon shall have any obligation resulting from the Letter of Intent made hereby, nor shall any obligation or liability be incurred by either party until and unless a Purchase & Sale Agreement is executed and delivered by both parties. RB Acquisition and City of Lebanon each acknowledge and agree that each party is proceeding with negotiations related to the proposed transaction at its sole cost and expense.

[signatures on following page]

If the general terms of the Letter of Intent are agreeable to Seller, please execute this letter in duplicate and return one fully executed original to me.

Upon your acceptance, the parties shall enter into a definitive Purchase and Sale Agreement in the form customarily used for transactions of this nature and as acceptable to counsel for each party.

We look forward to your favorable response.

Sincerely,

Capacity Commercial Group

Dan Slevin
Senior Vice President

BUYER: RB Acquisition, LLC

AGREED & ACCEPTED THIS

By:

Title

Date

SEL

By:

Title:

Date



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Jackola and City Council

Date: November 2025

Subject: DCA-25-02 – Proposed Development Code Amendment to implement portions of the adopted Housing Production Strategy

I. INTRODUCTION

In December 2024, a code interpretation application was filed with the City to request an interpretation of the City's development code to determine whether recreational trails were permitted in the Low Density Residential (Z-RL) zone. The City Council ultimately approved an official code interpretation on appeal by the applicant. The City Council also directed staff to pursue a development code amendment to clarify the development code regarding the permitting of recreational trails throughout the City. In addition, staff recommended amending the code interpretation section to clarify the procedures, based on the experience in processing the code interpretation application under the existing procedures.

The proposed code amendments were reviewed by the Planning Commission at the October 15, 2025, meeting. The Commission found them consistent with the statewide planning goals, the comprehensive plan, and the required findings and recommended that the City Council approve them.

II. CURRENT REPORT

The City of Lebanon proposes updates to the Development Code focusing on two distinct areas: (1) procedures and standards for formal code interpretations and (2) clarifications and updates to how recreational trails and related facilities are addressed. These amendments ensure clarity, administrative efficiency, and consistency with best practices and statutory requirements. A redline version detailing all changes is attached for reference. Below is a summary of the proposed changes:

A. Code Interpretation Procedures (Chapter 16.25):

- Repeals the existing Chapter 16.25 and replaces it in its entirety.
- Formalizes the process for requesting, reviewing, and issuing formal interpretations of the Lebanon Development Code and Comprehensive Plan.
- Sets out intent for interpretations, emphasizing resolving ambiguities, ensuring consistency, and providing a reasonable appeal mechanism.
- Establishes clear authority for the Planning Administrator and outlines submittal requirements for interpretation requests, including statement of provision, applicant's

understanding, supporting evidence, and additional notice if the subject property includes an active HOA.

- Lays out the form and contents for issuing a decision and notice of decision (including findings, mailing requirements, and effective dates).
- Clarifies appeal procedures and standing, specifying City Council as the appeal body and outlining the process for public notification and final decision.
- Establishes rules of construction for consistent code interpretation (e.g., adherence to statutory construction, consistency with Comprehensive Plan, prohibition on adding restrictions not apparent in code, etc.).
- Requires permanent record-keeping of formal interpretations.

B. Recreational Trail and Parks-Related Provisions:

- Updates and consolidates definitions related to “parks,” “city parks,” “recreational areas,” and “recreational trails.”
- Deletes “recreational trails” as a standalone use in the alphabetical list of land uses and updates or consolidates all references to park and recreational area-related uses in tables and text throughout the code.
- Revises use tables and standards across all zoning districts (residential, mixed use, commercial, industrial, public use) to clarify the treatment of public versus private recreational amenities, pedestrian trails, and areas the City maintains as parks, open space, and recreational amenities.
- Aligns use listings for public uses, civic or institutional land uses, and sign districts, so that parks and recreational amenities are consistently and accurately referenced and permitted as appropriate.

The intent of the code interpretation update is to ensure property owners, developers, and code administrators have a transparent, fair, and efficient process to resolve ambiguities or conflicts in the Development Code. This promotes uniform administration and ensures all parties benefit from consistent interpretations, especially in cases where code language or application could reasonably be read in more than one way. The new proposed code interpretation process is not reinventing the wheel; it has been modeled from the City of Salem’s formal interpretation process.

The recreational trail/park use update removes inconsistencies, recognizes the broad scope of “recreational areas,” and ensures zoning tables, definitions, and permitted use lists accurately reflect City policy, current practice, and State law. This update simplifies administration for both City staff and applicants and protects the City’s ability to maintain and improve trails and recreational facilities citywide.

The proposed text for the Code Amendment and the findings to support the adoption of the Development Code Amendment are found in Exhibits A & B of the attached Ordinance for consideration.

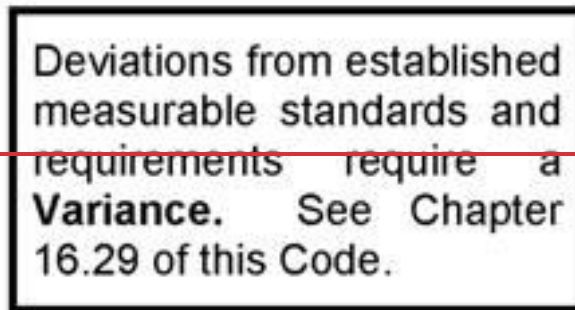
III. RECOMMENDATION

1. The City Council:

- a. Conduct a public hearing; and
- b. Adopt the proposed Ordinance amending various chapters of the Lebanon Development Code to include changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements.

Chapter 16.25 CODE INTERPRETATIONS

16.25.010 Purpose.



- A. ~~It is possible that occasionally property owners or applicants may disagree with the conventional or routine interpretations (i.e., understanding and implementation) of some terms and phrases in this code. This chapter provides an orderly process for documenting official interpretations of the code text.~~
- B. ~~Code interpretations may involve clarification of language and terms, make determinations regarding similarities of use, and make decisions regarding applicability and range or scope of provisions.~~
- (Ord. 2766 § 1 (part), 2008)

16.25.020 Limitations on code interpretations.

- A. ~~Code interpretations must be as narrow in reach as possible and must be text specific.~~
- B. ~~Code interpretations are restricted to the Lebanon Development Code (LDC), and in no way affect other jurisdictions' and agencies' rules and implementation.~~
- C. ~~No code interpretation can be in conflict with or contrary to other provisions of the Lebanon Comprehensive Plan (LCP), the LDC, the Lebanon Municipal Code (LMC), or any other adopted plans or standards of the city.~~
- D. ~~Code interpretations do not apply to site specific development standards, and infrastructure requirements.~~
- E. ~~Future applications shall be consistent with and reflect previous code interpretations, unless specific findings are adopted that identify substantial differences in the circumstances.~~
- F. ~~Any and all code interpretations may be altered by future code interpretations, but such future revisions will not invalidate land use decisions made under previous interpretations.~~
- G. ~~Any and all code interpretations may be altered by future LDC Text Amendments (see Chapter 16.28).~~
- (Ord. 2766 § 1 (part), 2008)

16.25.030 Procedure.

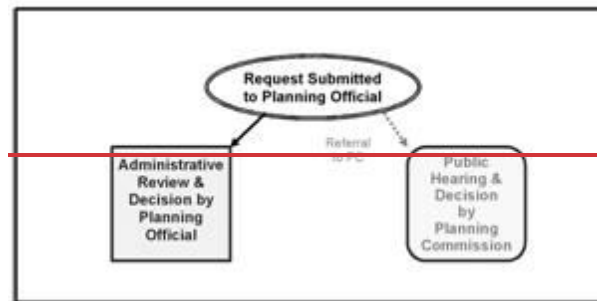
- A. ~~Requests.~~
1. ~~Requests for a code interpretation shall be made in writing to the planning official.~~
 2. ~~Code interpretations shall be made utilizing the administrative review process (see Section 16.20.040 in Chapter 16.20 of this code).~~
 3. ~~An applicant may request that the application be heard by the planning commission.~~

4. Mailed notices shall include a summary of the code interpretation ruling.

B. Decision to Issue Interpretation.

1. As shown in Figure 16.25-1, the planning official shall have the authority to interpret the code using the administrative review process, or
2. The planning official may refer the request to the planning commission for interpretation in a public hearing.
3. The review process, either by the planning official or on referral to the planning commission, shall follow all the applicable provisions of Chapter 16.20 of this code.

Figure 16.25-1: Request for Code Interpretation



C. Written Interpretation.

1. The city's decision regarding the request for a code interpretation shall be issued in writing and shall be mailed or delivered to the person requesting the interpretation and any other person entitled to a copy, as per all applicable provisions of Chapter 16.20 of this code.
2. The written interpretation, including supporting evidence or documentation, shall be issued as specified by the applicable provisions of Chapter 16.20 of this code.
3. The decision shall become effective as specified by the applicable provisions of Chapter 16.20 of this code, unless an appeal is filed in accordance with Section 16.25.040 below.

(Ord. 2766 § 1 (part), 2008)

16.25.040 Appeals.

- A. The applicant and any person who participated in the proceedings through the submittal of written or verbal testimony or evidence may appeal the decision as per the applicable provisions of Chapter 16.20 of this code.
- B. A decision by the planning official may be appealed to the planning commission.
- C. The appeal must be filed as per the applicable provisions of Chapter 16.20 of this code.
- D. Appeal shall be resolved as per the applicable provisions of Chapter 16.20 of this code.

(Ord. 2766 § 1 (part), 2008)

16.25.050 Interpretations on file.

The city shall keep on file and make available to the public a record of all code interpretations to the LDC.

(Ord. 2766 § 1 (part), 2008)

16.25 CODE INTERPRETATIONS

Delete Chapter 16.25 and replace with the following in its entirety:

16.25.010 – Intent.

Intent. A formal code interpretation intends to provide property owners or developers with an interpretation of the Lebanon Development Code and/or the Lebanon Comprehensive Plan (collectively “the Code”) for the following purposes:

- A. Reconcile potential conflicts in the Code where terms or phrases may have multiple meanings, create an ambiguity, or result in conflicting or inconsistent results;
- B. Assure uniform application of the Code; and
- C. Provide a reasonable appeal procedure.

. An interpretation of use type pursuant to Section 16.03.010(C)(4) is not a formal interpretation subject to this section.

•

16.25.020 – Procedure.

- (a) Procedure. In lieu of the procedures outlined in Chapter 16.20, formal interpretations shall follow the procedures outlined in this section.
- (b) Review authority. The Planning Administrator is authorized to issue formal interpretations of the Code.
- (c) Submittal requirements. Requests for formal interpretations shall be submitted on a form provided by the Planning Administrator and shall be accompanied by the following:
 - (1) A written statement:
 - (A) Identifying the provision(s) of the Code for which the formal interpretation is being requested; and
 - (B) Describing the applicant's understanding of the provisions and/or how they are intended to be applied;
 - (2) Any additional supporting information the applicant deems necessary to provide evidence in support of the requested formal interpretation;
 - (3) For formal interpretations specific to a particular property that is subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State, which includes an identified registered agent, the name and mailing address for the registered agent of the HOA; and
 - (4) Payment of the applicable application fee as adopted by Council resolution.
- (d) Decision. Subsequent to the application being deemed complete, the Planning Administrator shall review the request and issue a formal interpretation of the specific provision(s) of the Code for which the formal interpretation has been requested. The interpretation shall:
 - (1) Be based on the facts contained within the record and the rules of construction for interpreting the Code included under Section 16.25.040; and
 - (2) Be in the form of a written order containing findings stating the facts relied upon in rendering the interpretation and explaining the justification for the decision.

(e) Notice of decision. Notice of the decision for a formal interpretation shall be mailed. An affidavit of mailing shall be prepared and made part of the file.

(1) The notice of decision shall be mailed to:

- (A) The applicant(s) and/or authorized representative(s);
- (B) Anyone who has submitted a written request to receive notification of formal interpretations; and
- (C) The following, when the formal interpretation is specific to a particular property:
 - (i) The owner of record of the subject property;
 - (ii) The address of the subject property, based on the City's current addressing records;
 - (iii) Property owners of record, as shown on the most recent property tax assessment roll, of properties located within 250 feet of the subject property; and
 - (iv) Addresses, based on the City's current addressing records, within 250 feet of the subject property; and

(2) The notice of decision shall include:

- (A) A brief description of the application;
- (B) A brief summary of the decision;
- (C) A statement of the facts relied upon;
- (D) The date the decision becomes effective, unless appealed;
- (E) The date, time, and place by which an appeal must be filed, a brief statement explaining how to file an appeal, and where further information may be obtained concerning the appeal process;
- (F) A statement that only those persons with standing may appeal the decision; and
- (G) A statement that the complete case file is available for review. The notice shall state where the case file is available and the name and telephone number of the staff case manager to contact about reviewing the case file.

16.25.030 – Appeals.

(a) Appeal.

- (1) Generally. Unless appealed, the formal interpretation of the Planning Administrator shall be the final decision of the City.
- (2) Standing to appeal. Only the applicant and anyone entitled to notice of the decision have standing to appeal the formal interpretation.
- (3) Procedure. Except as otherwise provided in this section, appeals of formal interpretations shall be subject to the procedures set forth under Section 16.20.050.L of the LDC.
- (4) Review Authority. The Review Authority for an appeal of a formal interpretation shall be the City Council.
- (5) Public notice. Public notice for an appeal shall be provided as set forth under 16.20.050.C of the code, except that issuing notice to property within a 250-foot foot radius is only required for an appeal of a formal interpretation that is specific to a particular property.
- (6) Decision. The City Council may affirm or modify the decision. If the City Council modifies the decision, it shall issue an interpretation of the provision(s) of the Code for which the formal interpretation has been requested. The decision of the City Council shall be in the form of a written order containing

findings stating the facts relied upon in rendering the interpretation and explaining the justification for the decision. The written order shall be mailed to:

- (A) The appellant;
- (B) The applicant(s) and/or authorized representative(s), if other than the appellant;
- (C) The owner of record of the subject property, when the formal interpretation is specific to a particular property;
- (D) Anyone who appeared either orally or in writing before the close of the public record on the appeal; and
- (E) Anyone who requested to receive notice of the decision.
- (7) The decision of the City Council on appeal shall be the final decision of the City. Appeal of the City's final decision is to the Oregon Land Use Board of Appeals.
- (b) *Effect of formal code interpretation.* Formal interpretations which have become final shall control future application and enforcement of the Code, unless superseded by subsequent formal interpretations. When a formal interpretation has been made in reference to a specific particular property, the interpretation shall apply generally throughout the City and not just to that property.
- (c) *Record of formal code interpretations.* The Planning Administrator shall keep a permanent file of all formal code interpretations.

Section 16.25.040 – Rules of construction.

The following rules of construction shall be used in interpreting the Code:

- (a) An interpretation shall be consistent with generally accepted principles of statutory construction as recognized by the Oregon courts, and shall not, by way of interpretation, add new restrictions, standards, or policies that are not apparent or necessarily implied within the text or context of the provision.
- (b) In making an interpretation, the duty is to simply ascertain and declare what is, in terms or in substance, contained in the provision.
- (c) No interpretation shall insert what has been omitted or omit what has been inserted.
- (d) Where there are several provisions relating to the same subject, a construction shall be given where, if possible, all provisions will be given effect.
- (e) As used in the Code, words used in the present tense include the future, the singular number includes the plural, and the word "shall" is mandatory and not directory.
- (f) All interpretations shall be consistent with the policies set forth in the Lebanon Comprehensive Plan.
- (g) In construing an ambiguous provision, the legislative history of the provision may be considered.
- (h) In making interpretations, great weight shall be given to prior interpretations of the same or any related provision.
- (i) Chapters in the Code contain purpose statements that provide general explanatory information concerning the chapter. The content of these sections does not constitute approval criteria.

Amend Section 16.32.020 to delete, modify, and add the following definitions:

Section 16.32.020 – Meanings of specific words.

~~Community Park. A park that provides a variety of moderate density use recreation and/or cultural opportunities and is centrally located for citizens of the community and immediate outlying areas.~~

~~Neighborhood Park. A park that provides easily accessible recreation areas serving neighborhood citizens and providing high density active or passive use.~~

~~Park. Open space land on which the primary purpose is managed for recreational uses.~~

~~Pocket Park. A small park, usually less than one-half acre.~~

Park (City). The City of Lebanon owned or maintained parks, playgrounds, and public recreation areas (see *Recreational areas – city park*). The park boundaries include all sidewalks, vanity strips, and curbs in the designated area, and extend through any adjacent streets to include all city rights-of-way in the designated zone.

Private Park (Private). A park available for public use owned by a non-public agency or private individual.

Recreational Areas (City Park). Any area dedicated for recreational purposes, including but not limited to playgrounds, sports fields, gardens, pedestrian trails, bike paths, gazebos, and other similar amenities, including all public trails maintained by the city for public use.

~~Recreational Trails. Recreational trails are designed to provide walking, bicycling, and non-motorized means of linking various parts of the community.~~

16.03.020 – Alphabetical list of land use examples.

Delete “recreational trails [P]” from alphabetical list of uses.

16.03.060 – Public uses (institutional and civic).

Amend B. Public Uses with Class II Impacts list to delete “recreational trails” and modify “park” to “parks, open space, and recreational areas”

16.05.070 Public uses allowed in the residential zones.

Amend Table 16.05-5: Public (Civic or Institutional) Land Uses Allowed in the Residential Zones to delete and amend the following references:

Use Categories	Z-RL	Z-RM	Z-RH
Public Uses with Class II Impacts:			
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly-owned swimming pools, recreational trails , surplus food distribution centers; transit centers, water towers and reservoirs	N	CU if adjacent to collector, arterial, or highway	CU if adjacent to collector, arterial, or highway
Other public uses such as parks and, recreation facilities, open space, pedestrian amenities areas	CU	CU	CU
	AR if projects implement the city's adopted facilities plans		

16.06.080 Public uses allowed in the mixed-use zone.

Amend Table 16.06-5: Public (Civic or Institutional) Land Uses Allowed in the Mixed-Use Zone to delete and amend the following references:

Use Categories	Mixed-Use Zone (Z-MU)
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, recreational trails , surplus food distribution centers; transit centers, water towers and reservoirs	CU (Recreational trails: AR if the projects implement the city's adopted facilities plans)
Other public uses such as parks and, recreation facilities <u>areas</u> , open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if the projects implement the city's adopted facilities plans)

16.07.080 Public uses allowed in the neighborhood mixed-use zone (Z-NMU)

Amend Table 16.07-5: Public Uses (Civic or Institutional) Allowed in the Neighborhood Mixed-Use Zone to delete and amend the following references:

Use Categories	
Public Uses with Class II Impacts:	
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, recreational trails , surplus food distribution centers; transit centers, water towers and reservoirs	CU
Other public uses such as parks and, recreation facilities <u>areas</u> , open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.08.080 – Public uses allowed in the commercial zones.

Amend Table 16.08-5: Public Uses (Civic or Institutional) Allowed in the Commercial Zone to delete the following reference:

Use Categories	Z-NCM	Z-CCM	Z-HCM
Public Uses with Class II Impacts			
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, recreational trails , surplus food	N	CU	CU

distribution centers; transit centers, water towers and reservoirs			
Other public uses such as parks and, recreation facilities <u>areas</u> , open space, pedestrian amenities	N	CU	CU
	(AR if projects implement the city's adopted facilities plans)		

16.09.080 – Public uses allowed in the industrial zone.

Amend Table 16.09-5: Public Uses (Civic or Institutional) Allowed in the Industrial Zone to delete the following reference:

Use Categories	Z-IND
Public Uses with Class I Impacts:	
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, recreational trails , surplus food distribution centers	N
Other public uses such as parks and, recreation facilities <u>areas</u> , open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.10.080 – Public uses allowed in the public use zone.

Amend Table 16.09-5: Public Uses (Civic or Institutional) Allowed in the Industrial Zone to delete the following reference:

Land Uses	
Public Uses with Class II Impacts:	
Other public uses such as boat launching areas, recreational trails	AR
Other public uses such as parks and, recreation facilities <u>areas</u> , publicly owned swimming pools; open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.18.040 – Sign districts.

Amend Table 16.18.040-1: Permitted Uses that may have Signage under the Standards of this Code in Residential Zones and Residential Development in Mixed Use Zone, as follows:

Types of Permitted Uses
b. With Class II impacts such as community centers, colleges, universities, community colleges, and adult education facilities; municipal courts; museums, nursery schools, preschools public safety facilities, including fire/emergency medical services and police stations, and emergency communication broadcast facilities; public squares, plazas, senior centers, social service facilities, soup kitchens, vocational training for the physically or mentally challenged, utility substations, youth club facilities, boat launching areas, city maintenance shops; hospitals and large medical complexes, publicly owned swimming pools, parks (city) recreational trails ; transit centers, and so on

A BILL FOR AN ORDINANCE)	ORDINANCE BILL NO. 2025-10
AMENDING THE CITY OF LEBANON)	
DEVELOPMENT CODE REGARDING)	ORDINANCE NO. 3041
CHANGES TO CODE)	
INTERPRETATION PROCEDURES)	
AND PARK AND RECREATIONAL)	
TRAIL LAND USE CATEGORIZATION)	
AND PERMITTING)	

WHEREAS, the Planning Commission for the City of Lebanon conducted a hearing on October 15, 2025, regarding Planning File No. DCA-25-02 and made findings recommending certain amendments to the Development Code of the City of Lebanon regarding changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements; and

WHEREAS, the City Council, pursuant to the provisions of the Lebanon Development Code, after appropriate notice given, has conducted a hearing to take testimony, hear arguments, and consider all the evidence concerning such proposed Development Code amendments, such hearing being conducted on November 12, 2025; and

WHEREAS, the City Council has considered all relevant evidence and deliberated.

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. In addition to the findings referred to above, the City Council does hereby adopt and find those matters contained in Exhibit "B" which is incorporated herein by this reference as if fully set forth at this point.

Section 2. Based upon the findings adopted herein, the Lebanon Development Code is hereby amended by the modified language specified in Exhibit "A", which is incorporated herein by this reference as if fully set forth.

Section 3. Said Exhibit "A" shall be attached to, and become a part of, the Lebanon Development Code upon entry of this order.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and
approved by the Mayor this 12th day of November 2025.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder

Exhibit “A”

Amendments to the Lebanon Development Code to include changes to the city’s code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements

16.25 CODE INTERPRETATIONS

Delete Chapter 16.25 and replace with the following in its entirety:

16.25.010 – Intent.

Intent. A formal code interpretation intends to provide property owners or developers with an interpretation of the Lebanon Development Code and/or the Lebanon Comprehensive Plan (collectively “the Code”) for the following purposes:

- A. Reconcile potential conflicts in the Code where terms or phrases may have multiple meanings, create an ambiguity, or result in conflicting or inconsistent results;
- B. Assure uniform application of the Code; and
- C. Provide a reasonable appeal procedure.

An interpretation of use type pursuant to Section 16.03.010(C)(4) is not a formal interpretation subject to this section.

16.25.020 – Procedure.

- (a) *Procedure.* In lieu of the procedures outlined in Chapter 16.20, formal interpretations shall follow the procedures outlined in this section.
- (b) *Review authority.* The Planning Administrator is authorized to issue formal interpretations of the Code.
- (c) *Submittal requirements.* Requests for formal interpretations shall be submitted on a form provided by the Planning Administrator and shall be accompanied by the following:
 - (1) A written statement:
 - (A) Identifying the provision(s) of the Code for which the formal interpretation is being requested; and
 - (B) Describing the applicant's understanding of the provisions and/or how they are intended to be applied;
 - (2) Any additional supporting information the applicant deems necessary to provide evidence in support of the requested formal interpretation;
 - (3) For formal interpretations specific to a particular property that is subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State, which includes an identified registered agent, the name and mailing address for the registered agent of the HOA; and
 - (4) Payment of the applicable application fee as adopted by Council resolution.
- (d) *Decision.* Subsequent to the application being deemed complete, the Planning Administrator shall review the request and issue a formal interpretation of the specific provision(s) of the Code for which the formal interpretation has been requested. The interpretation shall:

- (1) Be based on the facts contained within the record and the rules of construction for interpreting the Code included under Section 16.25.040; and
 - (2) Be in the form of a written order containing findings stating the facts relied upon in rendering the interpretation and explaining the justification for the decision.
- (e) *Notice of decision.* Notice of the decision for a formal interpretation shall be mailed. An affidavit of mailing shall be prepared and made part of the file.
- (1) The notice of decision shall be mailed to:
 - (A) The applicant(s) and/or authorized representative(s);
 - (B) Anyone who has submitted a written request to receive notification of formal interpretations; and
 - (C) The following, when the formal interpretation is specific to a particular property:
 - (i) The owner of record of the subject property;
 - (ii) The address of the subject property, based on the City's current addressing records;
 - (iii) Property owners of record, as shown on the most recent property tax assessment roll, of properties located within 250 feet of the subject property; and
 - (iv) Addresses, based on the City's current addressing records, within 250 feet of the subject property; and
 - (2) The notice of decision shall include:
 - (A) A brief description of the application;
 - (B) A brief summary of the decision;
 - (C) A statement of the facts relied upon;
 - (D) The date the decision becomes effective, unless appealed;
 - (E) The date, time, and place by which an appeal must be filed, a brief statement explaining how to file an appeal, and where further information may be obtained concerning the appeal process;
 - (F) A statement that only those persons with standing may appeal the decision; and
 - (G) A statement that the complete case file is available for review. The notice shall state where the case file is available and the name and telephone number of the staff case manager to contact about reviewing the case file.

16.25.030 – Appeals.

- (a) *Appeal.*
 - (1) *Generally.* Unless appealed, the formal interpretation of the Planning Administrator shall be the final decision of the City.
 - (2) *Standing to appeal.* Only the applicant and anyone entitled to notice of the decision have standing to appeal the formal interpretation.
 - (3) *Procedure.* Except as otherwise provided in this section, appeals of formal interpretations shall be subject to the procedures set forth under Section 16.20.050.L of the LDC.

- (4) *Review Authority.* The Review Authority for an appeal of a formal interpretation shall be the City Council.
- (5) *Public notice.* Public notice for an appeal shall be provided as set forth under 16.20.050.C of the code, except that issuing notice to property within a 250-foot foot radius is only required for an appeal of a formal interpretation that is specific to a particular property.
- (6) *Decision.* The City Council may affirm or modify the decision. If the City Council modifies the decision, it shall issue an interpretation of the provision(s) of the Code for which the formal interpretation has been requested. The decision of the City Council shall be in the form of a written order containing findings stating the facts relied upon in rendering the interpretation and explaining the justification for the decision. The written order shall be mailed to:
 - (A) The appellant;
 - (B) The applicant(s) and/or authorized representative(s), if other than the appellant;
 - (C) The owner of record of the subject property, when the formal interpretation is specific to a particular property;
 - (D) Anyone who appeared either orally or in writing before the close of the public record on the appeal; and
 - (E) Anyone who requested to receive notice of the decision.
- (7) The decision of the City Council on appeal shall be the final decision of the City. Appeal of the City's final decision is to the Oregon Land Use Board of Appeals.
- (b) *Effect of formal code interpretation.* Formal code interpretations which have become final shall control future application and enforcement of the Code, unless superseded by subsequent formal interpretations. When a formal interpretation has been made in reference to a specific particular property, the interpretation shall apply generally throughout the City and not just to that property.
- (c) *Record of formal code interpretations.* The Planning Administrator shall keep a permanent file of all formal code interpretations.

Section 16.25.040 – Rules of construction.

The following rules of construction shall be used in interpreting the Code:

- (a) An interpretation shall be consistent with generally accepted principles of statutory construction as recognized by the Oregon courts, and shall not, by way of interpretation, add new restrictions, standards, or policies that are not apparent or necessarily implied within the text or context of the provision.
- (b) In making an interpretation, the duty is to simply ascertain and declare what is, in terms or in substance, contained in the provision.
- (c) No interpretation shall insert what has been omitted or omit what has been inserted.
- (d) Where there are several provisions relating to the same subject, a construction shall be given where, if possible, all provisions will be given effect.
- (e) As used in the Code, words used in the present tense include the future, the singular number includes the plural, and the word "shall" is mandatory and not directory.
- (f) All interpretations shall be consistent with the policies set forth in the Lebanon Comprehensive Plan.
- (g) In construing an ambiguous provision, the legislative history of the provision may be considered.

- (h) In making interpretations, great weight shall be given to prior interpretations of the same or any related provision.
- (i) Chapters in the Code contain purpose statements that provide general explanatory information concerning the chapter. The content of these sections does not constitute approval criteria.

Amend Section 16.32.020 to delete, modify, and add the following definitions:

Section 16.32.020 – Meanings of specific words.

Park (City). The City of Lebanon owned or maintained parks, playgrounds, and public recreation areas (*see Recreational areas – city park*). The park boundaries include all sidewalks, vanity strips, and curbs in the designated area, and extend through any adjacent streets to include all city rights-of-way in the designated zone.

Park (Private). A park available for public use owned by a non-public agency or private individual.

Recreational Areas (City Park). Any area dedicated for recreational purposes, including but not limited to playgrounds, sports fields, gardens, pedestrian trails, bike paths, gazebos, and other similar amenities, including all public trails maintained by the city for public use.

16.03.020 – Alphabetical list of land use examples.

Delete “recreational trails [P]” from alphabetical list of uses.

16.03.060 – Public uses (institutional and civic).

Amend B. Public Uses with Class II Impacts list to delete “recreational trails” and modify “park” to “parks, open space, and recreational areas”

16.05.070 Public uses allowed in the residential zones.

Amend Table 16.05-5: Public (Civic or Institutional) Land Uses Allowed in the Residential Zones to delete and amend the following references:

Use Categories	Z-RL	Z-RM	Z-RH
Public Uses with Class II Impacts:			
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly-owned swimming pools, surplus food distribution centers; transit centers, water towers and reservoirs	N	CU if adjacent to collector, arterial, or highway	CU if adjacent to collector, arterial, or highway
Other public uses such as parks and, recreation facilities, open space, pedestrian areas	CU	CU	CU
	AR if projects implement the city's adopted facilities plans		

16.06.080 Public uses allowed in the mixed-use zone.

Amend Table 16.06-5: Public (Civic or Institutional) Land Uses Allowed in the Mixed-Use Zone to delete and amend the following references:

Use Categories	Mixed-Use Zone (Z-MU)
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, surplus food distribution centers; transit centers, water towers and reservoirs	CU
Other public uses such as parks and, recreation areas, open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if the projects implement the city's adopted facilities plans)

16.07.080 Public uses allowed in the neighborhood mixed-use zone (Z-NMU)

Amend Table 16.07-5: Public Uses (Civic or Institutional) Allowed in the Neighborhood Mixed-Use Zone to delete and amend the following references:

Use Categories	
Public Uses with Class II Impacts:	
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, surplus food distribution centers; transit centers, water towers and reservoirs	CU
Other public uses such as parks and, recreation areas, open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.08.080 – Public uses allowed in the commercial zones.

Amend Table 16.08-5: Public Uses (Civic or Institutional) Allowed in the Commercial Zone to delete the following reference:

Use Categories	Z-NCM	Z-CCM	Z-HCM
Public Uses with Class II Impacts			
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, surplus food distribution centers; transit centers, water towers and	N	CU	CU

reservoirs			
Other public uses such as parks and, recreation areas, open space, pedestrian amenities	N	CU	CU
	(AR if projects implement the city's adopted facilities plans)		

16.09.080 – Public uses allowed in the industrial zone.

Amend Table 16.09-5: Public Uses (Civic or Institutional) Allowed in the Industrial Zone to delete the following reference:

Use Categories	Z-IND
Public Uses with Class I Impacts:	
Other public uses such as boat launching areas, botanical gardens, city maintenance shops; hospitals and large medical complexes publicly owned swimming pools, surplus food distribution centers	N
Other public uses such as parks and, recreation areas, open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.10.080 – Public uses allowed in the public use zone.

Amend Table 16.10-5: Public Uses (Civic or Institutional) Allowed in the Industrial Zone to delete the following reference:

Land Uses	
Public Uses with Class II Impacts:	
Other public uses such as boat launching areas	AR
Other public uses such as parks and, recreation areas, publicly owned swimming pools; open space, pedestrian amenities	CU (OP for dedicated wetlands and detention facilities; AR if projects implement the city's adopted facilities plans)

16.18.040 – Sign districts.

Amend Table 16.18.040-1: Permitted Uses that may have Signage under the Standards of this Code in Residential Zones and Residential Development in Mixed Use Zone, as follows:

Types of Permitted Uses
b. With Class II impacts such as community centers, colleges, universities, community colleges, and adult education facilities; municipal courts; museums, nursery schools, preschools public safety facilities, including fire/emergency medical services and police stations, and emergency communication broadcast facilities; public squares, plazas, senior centers, social service facilities, soup kitchens, vocational training for the physically or mentally challenged, utility substations, youth club facilities, boat launching areas, city maintenance shops; hospitals and large medical complexes, publicly owned swimming pools, parks (city); transit centers, and so on

EXHIBIT B
LEBANON CITY COUNCIL FINDINGS
Planning File No. DCA-25-02

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon City Council on the application of the City of Lebanon to amend the Lebanon Development Code.

II. BACKGROUND INFORMATION

The City wishes to amend the Lebanon Development Code to adopt code amendments to include changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements. Exhibit "A" contains the specific code amendments.

III. PUBLIC HEARINGS

A. Planning Commission Action

A public hearing was held on this application before the Lebanon Planning Commission on October 15, 2025. At that hearing, City Planning File No. DCA-25-02 was made a part of the record. The notice of the hearing was published in a manner consistent with the requirements in Chapter 16.20 of the Lebanon Development Code for a legislative review process.

After the public hearing, the Planning Commission deliberated on the issue and voted to recommend that the City Council adopt the proposed amendments to the Lebanon Development Code. The Commission found the proposed changes consistent with the applicable decision criteria.

B. City Council Action

The City Council conducted a public hearing to consider the application on November 12, 2025. At that hearing, City Planning File No. DCA-25-02 was made a part of the record. The notice of the hearing was published in a manner consistent with the requirements in Chapter 16.20 of the Lebanon Development Code for a legislative review process. No objection was raised regarding jurisdiction, conflicts of interest, or evidence or testimony presented at the hearing. After the hearing, the City Council found the proposed code amendments were consistent with the applicable decision criteria and approved the Ordinance.

IV. FINDINGS OF FACT-GENERAL

The Lebanon City Council, after careful consideration of the testimony and evidence in the record, adopts the following General Findings of Fact:

A. The applicant is the City of Lebanon.

B. The proposal includes amendments to the Lebanon Development Code to include

Ordinance Bill No. 2025-10 – Ordinance No. 3041

changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements. Exhibit "A" contains the specific code amendments.

- C. The decision to approve or deny shall be based on criteria in the Lebanon Development Code: Chapter 16.28 – Comprehensive Plan and Development Code Text Amendments.

V. APPLICATION SUMMARY

- A. The proposal includes amendments to the Lebanon Development Code related to changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements. Exhibit "A" contains the specific code amendments.
- B. The Department sent out notice of the Code amendments to affected agencies and the Department of Land Conservation (DLCD). No comments have been received.

VI. CRITERIA AND FINDINGS

Chapter 16.28 of the Lebanon Development Code establishes the procedures and criteria for amending the text of both the Comprehensive Plan and Development Code.

- A. Section 16.28.010 identifies the purpose of text amendments, while Section 16.28.020 identifies the various types of amendments. The proposed changes involve only the text of the Development Code; amendments to the Comprehensive Plan are not required.
- B. Section 16.28.030 identifies those agents authorized to initiate a text amendment. Conforming to provisions in this Section, the City began implementing code changes associated with the code interpretation and recreational trails, parks, and open spaces.
- C. Section 16.28.040 requires the City Recorder to maintain records of all changes to the Development Code. This administrative process requires City compliance.
- D. Sections 16.28.050 and 16.28.060 require that all proposed amendments to the Comprehensive Plan Text be consistent with Oregon's Statewide Planning Goals and all adopted facility plans, including the Transportation System Plan. These Sections do not apply, as the proposal does not amend the Comprehensive Plan.
- E. Section 16.28.070 requires Development Code amendments be consistent with the City's Transportation System Plan.

RECOMMENDED FINDING: The TSP (2018 update) emphasizes multi-modal transportation, including bicycle and pedestrian connectivity, and integration of recreational trails into the city's transportation network. The amendments clarify that parks, recreational areas, and trails are recognized as public uses across zones, reinforcing the TSP's policy framework (e.g., Chapter 8, Policy 2.3 Multi-Modal Accessibility and Policy 2.6 Safety and Active Transportation). The amendments do not generate new traffic impacts nor reduce transportation capacity; instead, they enhance

alignment with adopted TSP goals.

- F. Section 16.28.080 outlines the process for text amendments. This legislative action under Chapter 16.20 requires hearings before the Planning Commission and City Council. The Commission reviews the request and makes a recommendation to the Council. The final decision on this matter rests with the City Council. The Planning Commission hearing is scheduled for October 15, 2025, and the City Council public hearing is scheduled for November 12, 2025.
- G. Specific decision criteria are contained in Section 16.28.090. The City may approve a Development Code Amendment application if it satisfies the relevant Decision Criteria: Oregon Department of Land Conservation and Development administrative rules, applicable Statewide Planning Goals, applicable provisions of the Lebanon Comprehensive Plan, and any other applicable and relevant facility or special area plans, specific projects, or goals adopted by the City.

RECOMMENDED FINDING: The following provides support for the criteria:

1. DLCD Administrative Rules – The Oregon Administrative Rules address various issues, including development on farmland, provisions for needed housing, requirements to expand an urban growth boundary, meeting natural resource planning requirements, and similar issues. Based on the submitted staff review and the fact that the DLCD did not identify specific Administrative Rules for the City to consider, it is concluded that no Administrative Rules apply to the proposed Code amendment.
2. Statewide Planning Goals – Compliance with the Statewide Goals is noted as follows:

Goal 1 - Citizen Involvement: The development code amendment process follows the legislative review process. A Post Acknowledgement Plan Amendment was filed with DLCD on September 5, 2025. A public notice was issued to all interested parties on September 19, 2025, and was published in the local newspaper to advertise the Planning Commission public hearing scheduled for October 15, 2025. At the October 15, 2025, Planning Commission meeting, the Planning Commission held a public hearing to solicit public comment and make a recommendation on the proposed code amendments to the City Council. In compliance with state law, a public notice was issued 20 days before the City Council public hearing with information on how the public may participate in the City Council public hearing process and the recommendation made by the Planning Commission. The City Council public hearing was scheduled for November 12, 2025. By following the legislative review process, the city is consistent with the intent of the Goal.

Goal 2, Land Use Planning: Statewide Planning Goal 2 requires that land use decisions be made through a coordinated and comprehensive planning process, supported by an adequate factual base and consistent with applicable plans and policies. Goal 2 also emphasizes the importance of coordination with affected governmental units and compliance with adopted procedures.

The proposed amendments to the Lebanon Development Code comply with Goal 2

based on the following findings:

- **Use of a Recognized Legislative Land Use Process**
The city processed the Development Code amendments through its adopted legislative land use procedures, consistent with the Lebanon Development Code and Oregon Revised Statutes (ORS 197.610–197.650). This process included required public notice, a staff report outlining the basis for the amendments, and public hearings before the Planning Commission and City Council.
- **Code Update Guided by Public Engagement**
The code update was initiated based on a code interpretation application request from a member of the public. As a result of the code interpretation application, the City Council, during a public hearing, directed staff to amend the development code to clarify the land use authorizations around parks and trails and clarify the code interpretation process. The code amendments have been available for public review through the post-acknowledgment plan amendment process with the Department of Land Conservation and Development. A public notification to allow for written comment, and a public hearing to allow for public testimony for both the Planning Commission and City Council hearings, allow for public engagement in the decision-making process, and for the Commission and Council to consider recommendations for modifications. These actions reflect a deliberate effort to ensure transparency, accessibility, and public input throughout the code revision process.
- **Coordination with Applicable Plans and Jurisdictions**
The code update was coordinated internally with other City departments, including engineering and public works, and externally with the Oregon Department of Land Conservation and Development (DLCD). The amendments do not conflict with adopted facility plans or intergovernmental agreements, and other affected jurisdictions raised no objections during the notice period.
- **Factual Basis for Code Amendments**
The proposed code changes are supported by the City's acknowledged Comprehensive Plan and existing land use framework. While no new factual studies were required for this update, the amendments are consistent with previously adopted findings supporting the Comprehensive Plan, and the City's Buildable Land Inventory remains valid and unchanged. The alignment with the adopted trails master plan supports the changes to the code.
- **No Additional Plan Amendments Required**
Per ORS 197.296(6)(b), the cumulative effect of the code amendments is projected to result in no more than a three percent increase in residential zone capacity. Therefore, no additional analysis of public facility plans or amendments to the Comprehensive Plan is required in conjunction with these code changes.

The Development Code update was developed and adopted through a coordinated, transparent, and legally compliant legislative process. The city's actions align with its adopted procedures and are supported by the existing land use policy framework. As such, the code amendments are consistent with the requirements of Statewide Planning Goal 2.

Goal 3, Agricultural Lands: The proposal does not involve or affect farmland, so an exception to this goal is not required.

Goal 4, Forest Lands: The proposal does not involve or affect identified forestland. An exception to this goal is not required.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources: The amendment does not: (a) modify Goal-5 inventories; (b) reduce standards for inventoried resources; or (c) authorize development in protected areas. Treating parks, trails, and recreational facilities as public/recreational uses is a clarification that does not supersede riparian, wetlands, historic, or other protective overlays; any future facility or site development must still meet applicable resource standards (e.g., riparian setbacks, wetlands protections) during site-specific review. Therefore, the amendments comply. No degradation of inventoried resources; the clarification improves consistent administration of existing protections

Goal 6, Air, Water, and Land Resource Quality: Nothing in this amendment establishes or promotes land uses that adversely affect air, water, or resource quality. Procedural and use-classification clarifications do not change emission/discharge standards or authorize uses that would impair Goal-6 resources. Site-specific proposals remain subject to state and local environmental regulations at the time of development. Therefore, the proposed amendments comply with Goal 6.

Goal 7, Natural Hazards: The amendment does not alter hazard maps or standards. Development in floodplains, steep slopes, or hazard areas remains regulated under existing overlays and codes; these remain in force.

Goal 8, Recreational Needs: Clarifying parks, recreational facilities, and trails as public/recreational uses removes ambiguity that could otherwise impede the delivery of recreational facilities. The action does not displace parkland or reduce recreational capacity; it facilitates the provision and maintenance of a diverse park/trail system through clearer administration.

Goal 9, Economic Development: The amendment does not change employment land designations or capacity. By improving predictability in administration (interpretations; clear public/recreation use treatment), it reduces regulatory uncertainty and supports timely investment decisions.

Goal 10, Housing: Statewide Planning Goal 10 requires jurisdictions to “provide for the housing needs of citizens of the state.” Cities must plan for a variety of housing types, densities, and affordability levels, supported by an adequate factual base (ORS 197.296; OAR 660-008). Post-acknowledgment plan amendments must not reduce residential land capacity below what is required to meet identified needs and must remain consistent with the City’s acknowledged Housing Needs Analysis (2019) and Housing Production Strategy (2023).

- Nature of the amendments. The proposed amendments are administrative and clarifying in scope. They address (a) interpretation procedures within the Development Code, and (b) clarification that parks, recreational facilities, and

trails are considered public/recreational uses across applicable zones. The amendments do not redesignate land from residential to non-residential uses, reduce residential densities, or create new regulatory barriers that would diminish buildable land supply.

- No reduction in buildable land capacity. The City's acknowledged 2019 Housing Needs Analysis and adopted Buildable Lands Inventory remain valid and unchanged. Because the amendments do not diminish residential zoning districts, dimensional standards, or minimum density requirements, they do not remove or constrain any portion of the City's residential land base. Accordingly, no update to the Buildable Lands Inventory or Housing Needs Analysis is required.
- Consistency with ORS 197.296(6)(b). State law provides that post-acknowledgment plan amendments that cumulatively reduce housing capacity by more than three percent trigger additional analysis and facility planning. Here, the amendments do not reduce capacity beyond that three percent threshold; they are procedural clarifications, and the potential trail alignments identified in the adopted trails master plan within the low-density residential zone do not exceed the three percent threshold on buildable lands.
- Public facilities impact. Because the amendments do not increase residential capacity or authorize new residential development, no additional burden is placed on adopted facility plans (water, sewer, transportation). Existing requirements for concurrency and adequate public facilities continue to apply.

The proposed text amendments do not alter residential land designations, densities, or capacity, and thus do not undermine the City's ability to meet identified housing needs. They remain consistent with the City's acknowledged Housing Needs Analysis and Housing Production Strategy, comply with ORS 197.296(6)(b), and support Goal 10's broader directive to ensure livable housing environments. Accordingly, the amendments are consistent with Statewide Planning Goal 10.

Goal 11, Public Facilities and Services: The amendment neither alters public facility sizing/funding/LOS standards nor commits the City to facility changes; facilities planning remains governed by adopted facility plans. Clarifying public/recreation uses streamlines coordination during development review without increasing demand beyond existing plan assumptions.

Goal 12, Transportation:

- No "significant effect." The text amendment does not create or newly allow a land use with trip generation profiles that would significantly affect a transportation facility under OAR 660-012-0060; it clarifies use categories and procedures.
- Project-level mitigation preserved. Any future site-specific development remains subject to the City's TIA thresholds and mitigation at the time of application; the staff report confirms reliance on TSP-based capacity planning and TIA triggers for subdivisions and other projects.
- No change to functional classification or mobility standards; no amendments to the TSP project list are required.

Goal 13, Energy Conservation: Neutral to slightly positive. Clarified support for trails/active recreation can improve non-auto connectivity in site designs, indirectly reducing vehicle miles traveled over time at the project level.

Goal 14, Urbanization: There will be no UGB amendment, no change to plan map designations, and no shift in urban service extension policy. Administrative clarity will improve orderly and efficient review within the existing UGB.

Goals 15 to 19, Willamette River Greenway, Estuarine Resources, Coastal Shores, Beaches and Dunes, Ocean Resources: The proposals do not involve land within the Willamette Greenway or coastal areas.

The proposed amendments are consistent with the Goal provisions or do not directly affect the Goal provisions.

3. Lebanon Comprehensive Plan – The Comprehensive Plan consists of ten Chapters, with each Chapter addressing specific land use issues such as housing or natural resources. Each Chapter is reviewed below:

- Chapter 1: Introduction - This introductory Chapter describes the Comprehensive Plan, its relationship to the Statewide Land Use Goals, the Citizen Involvement program, and key terminology. As introductory provisions, this Chapter does not directly apply to the proposed text amendments.
- Chapter 2: Natural Environment—This chapter addresses goals and policies related to the City’s natural environment.
 - *“P-5: Protect fish and wildlife habitat along stream corridors... requiring that areas of standing trees and natural vegetation along natural drainage courses and waterways be maintained to the maximum extent possible.”*
 - *“P-6: Use designated greenways... to protect natural vegetation and water resource values and provide public pedestrian/bicycle access where physically practical.”*
 - *“P-7: Protect designated riparian areas in the UGB through the implementation and enforcement of the Riparian Protection Zone*

Recognizing trails/parks as public/recreational uses does not weaken riparian/greenway protections and explicitly coexists with them; any trail or park improvements must comply with RPZ and greenway standards, thereby implementing P-5 through P-7. As such, the code amendments comply with Chapter 2.

- Chapter 3: Urbanization – This Chapter provides the basic framework for future urban development within the City, including public facility provisions and annexations.
 - *Maximum Efficiency of Land Use - The livability and functionality of a community relies on an efficient balance of industrial, commercial and*

residential land uses. ... The City of Lebanon continues to promote policies and regulations that encourage efficient mixed-use development and promote transportation alternatives.

Clarifying administrative interpretation procedures increases predictability and consistency in applying the Code to mixed-use and open-space features (including trails). Recognizing parks/recreation/trails as public uses supports site plans that integrate recreation and active transportation—an implementation tool for “efficient ... development” and “transportation alternatives.”

- *Orderly and Economic Provision for Public Facilities - This Chapter of the Comprehensive Plan notes that as part of the process for annexing developed property(-ies), the City will consider the projected demand on key City-provided urban utility services ... water, storm drainage, sanitary sewerage, and streets. This Chapter further notes that ... the City will consider the impacts on the key City-provided urban utility services needed to serve these properties.*

The amendment does not change facility sizing or service obligations; it clarifies how uses are categorized (parks/trails) and how interpretations are made, which in turn streamlines coordinated review of service demands at annexation or development—squarely advancing “orderly and economic provision” without creating new burdens on water, sewer, drainage, or streets.

- *P-15: Jointly manage, with the County, all planning activities and land use developments within the Lebanon Urban Growth Area (UGA) under the procedures set forth in the City of Lebanon/Linn County Urban Growth Management Agreement (UGMA)."*
- *"P-16: Recognize and act on the basis that this Comprehensive Plan and its related facility plans and Municipal Code acts as the governing documents for planning actions and land use decisions within the City's Urban Growth Area (UGA)."*
- *"P-17: Recognize and act on the basis that the policies, directives, and requirements of the City of Lebanon and Linn County, as well as the [UGMA] ... ensure an orderly and efficient transition from rural to urban land uses within the [UGA] by limiting land development activity and build out density until such lands are annexed and served by City-provided infrastructure and utility services ... and have access to the diversity of land development opportunities available by City zoning assignment."*
- *"P-18: Recognize and act on the basis that the City/County [UGMA] provides the foundation for the long term efficient urban development of land in the [UGA] ... interim development will occur at the constrained densities permitted by County rural development standards.*

The amendment neither alters UGMA procedures nor service triggers. It clarifies the Development Code's administration and categorization of public/recreational uses (parks/trails), improving intergovernmental coordination inside the UGA by reducing discretionary ambiguity when County

and City apply UGMA provisions at the urban edge.

The amendments are consistent with Chapter 3 because they: (1) do not expand the UGB, change plan map designations, or commit the City to new facility obligations; (2) do improve the orderly, efficient, and flexible administration of land development requirements (P-14) by clarifying interpretations and acknowledging parks/recreation/trails as public uses; (3) support maximum efficiency of land use and active transportation alternatives through clearer treatment of trails and open space in review; and (4) maintain UGMA, annexation, and facilities-capability frameworks untouched while making their day-to-day application more predictable and coordinated.

- Chapter 4: Land Use—This Chapter establishes land-use goals and policies, including Public Use and Open Areas and the role of open space/trails in livability and economic vitality. It defines open space broadly and recognizes trails/walking paths.
 - *“P-42: Require through the zoning and subdivision review and approval procedures that recreational lands and open space areas be integrated into development proposals, especially multi-family developments, to enhance the urban environment.”*
 - *“P-43: Encourage preservation of natural features and vegetation as open space through the zoning and subdivision review and approval procedures.”*
 - *“P-45: Support and encourage the management of the City's waterways and drainage courses as community greenways... while creating a system of natural corridors throughout the community.”*
 - *“P-46: Ensure that landscaping is included as an integral part of site and street developments (on both public and private streets) through zoning standards, review criteria and approval procedures.”*

Clarifying that parks, recreation facilities, and trails are public/recreational uses ensures these amenities are consistently recognized and integrated through zoning/subdivision procedures (P-42/P-43), supports greenway corridors (P-45), and reinforces landscape/site design integration (P-46).

- Chapter 5: Economic Development – This Chapter addresses population growth and economic development trends.
 - *P-49: “Ensure that there is an adequate supply of serviceable industrial and commercial land to accommodate future employment growth in Lebanon.”*
 - *P-50: “Encourage economic development in areas that can be efficiently and economically served with public facilities and services.”*
 - *P-52: “Promote the development of Lebanon’s downtown as a thriving center for business, government, and cultural activities.”*
 - *P-53: “Support efforts to diversify the community’s economic base and to increase family wage jobs.”*

- *P-54: “Encourage land use patterns that provide opportunities for living, shopping, working, and recreating in close proximity.”*

The amendments do not change employment land capacity or zoning designations (P-49). By clarifying administrative procedures, they provide a more predictable development review process, which supports economic growth and efficient use of infrastructure (P-50). Recognizing parks, recreational facilities, and trails as public uses supports a vibrant and attractive community, directly reinforcing downtown’s role as a hub for cultural activity (P-52) and making Lebanon a more attractive location for employers and workers (P-53). Finally, trail and open-space integration facilitates mixed-use, walkable neighborhoods consistent with P-54.

- Chapter 6: Housing – This Chapter establishes the City’s Goals and Policies related to Housing.
 - *P-30: “Ensure that there is an adequate supply of land designated for residential use at a variety of densities to meet projected housing needs.”*
 - *P-31: “Support the development of a variety of housing types to meet the needs of all income levels, age groups, and special needs populations.”*
 - *P-32: “Encourage development of housing in locations that have access to employment, services, shopping, and transit.”*
 - *P-33: “Promote the development of affordable housing through partnerships, regulatory flexibility, and financial incentives.”*
 - *P-37: “Encourage the integration of open space, parks, and pathways into residential developments to enhance livability.”*

The amendment does not reduce residential land supply or housing capacity (P-30, P-31). Clearer administrative procedures improve consistency and timeliness in development review, which supports production of diverse housing types (P-31, P-33). Clarifying that parks, trails, and recreation facilities are public uses ensures that residential projects can more easily integrate open space amenities, directly advancing P-37 and supporting livability and access to services (P-32).

- Chapter 7: Community-Friendly Development & Preservation of Historic Resources—This Chapter focuses on policies that create a built environment suitable for the needs of a diverse population through a variety of uses scaled for the pedestrian and capable of accommodating the automobile and mass transit.

Community-friendly Development " encourages [s] the provision of safe and convenient ways for people to walk, bike, and connect to transit" and emphasizes a well-connected street network and multi-modal street design. Recognizing trails/parks as public uses directly supports connectivity and person-oriented transportation objectives by making it easier for applicants and staff to incorporate these facilities into site and corridor designs consistent with this chapter.

- Chapter 8: Transportation—This Chapter addresses the city's transportation needs, emphasizing the creation of a variety of transportation options for pedestrians, bicyclists, vehicles, and mass transit.
 - *“G-2: Convenient facilities for pedestrians and bicyclists.” / “G-5: Safe and active residents.”*
 - *“P-4 Allow more walking and biking...” / “P-5 Improve commuting and recreational walking and biking connections to community facilities and amenities.”*
 - *P-8 Ensure that land development requirements support the implementation of the planned transportation system.”*
 - *“P-9 Safe and convenient bicycle facilities shall be provided by new development within and between... schools, parks, and shopping.”*

Clarifying trails as recreation facilities removes regulatory ambiguity and helps staff/Applicants apply TSP multimodal policies at development review (P-4, P-5, P-8, P-9). As the staff report notes, project-level traffic is addressed via established TIA thresholds; no TSP amendments are triggered by this legislative amendment.

- Chapter 9: Public Facilities and Services—State law requires the city to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve development.
 - *“P-34: Periodically review and update the City of Lebanon’s Parks Master Plan.”*
 - *“P-35: Ensure that the Parks Master Plan is consistent with the bicycle and pedestrian facilities sections of the Transportation System Plan.”*
 - *“P-36: Identify sites for a variety of park uses, including both passive and active recreational uses.”*
 - *“P-37: Seek to achieve a variety of park land... achieve a system of linear greenways, and create school/park recreational areas where possible.”*
 - *“P-38: Give prime consideration... to special or unique natural features... to preserve these natural features.”*
 - *“P-39: Acquire, where possible, future park sites adjacent to linear greenways... link parks with potential pedestrian and bike trails.”*

The amendment implements these policies by clarifying that park/trail facilities are permissible public/recreational uses across applicable zones, simplifying acquisition/placement and review, and ensuring consistent treatment when aligning park improvements with the TSP’s bike/ped network.

- Chapter 10: Plan Implementation, Amendment, and Land Use Planning Coordination – This Chapter establishes procedures for amending the Comprehensive Plan Map and Zoning Map.

- *“Upon adoption, the TSP becomes a part of this Comprehensive Plan.”*
- *“Collectively the following documents... make up the City’s overall Facilities Plan: ... (2) Parks Master Plan... (5) Capital Improvements Program.”*
- *“Those portions of the LMC that address issues or matters encompassed within the Lebanon Comprehensive Plan need to be consistent with the Lebanon Comprehensive Plan.”*

This action is a housekeeping/clarity update to the LMC ensuring consistency with the Plan and its facility elements (TSP; Parks Master Plan). It does not adopt or amend facility standards, but it improves day-to-day implementation of them.

4. Other Facility Plans or Projects - In addition to the Comprehensive Plan and Statewide Planning Goals, legislative code amendments must be consistent with other adopted facility plans and capital projects that form part of the City’s long-range planning framework.

- No conflict with adopted facility plans. The proposed amendments are administrative in nature (clarifying interpretation procedures) and clarifying in scope (expressly recognizing parks, recreational facilities, and trails as public/recreational uses). They do not modify service standards, project lists, or funding mechanisms contained in adopted facility plans.
- Transportation System Plan (2018). The TSP is the transportation element of the Comprehensive Plan. The amendments do not alter functional classifications, traffic volume assumptions, or TSP project lists. Future development that generates trips remains subject to the City’s Transportation Impact Analysis (TIA) thresholds, ensuring consistency with the TSP.
- Parks and Trails Master Plan. The Parks Master Plan sets long-term direction for acquisition, classification, and improvement of parkland and greenways. Relevant Comprehensive Plan policies require it to be coordinated with the TSP. By clarifying that parks and trails are public uses in the Development Code, and where the uses are authorized, the amendments strengthen implementation of the Parks Master Plan and ensure facility classification aligns with zoning administration.
- Other facility plans (water, sewer, drainage). The amendments do not increase residential or employment land capacity, nor do they create unplanned facility demands. As such, no updates to the Water System Master Plan, Wastewater Facility Plan, or Storm Drainage Master Plan are triggered. Site-specific developments resulting from future applications will continue to be reviewed against those plans.
- Capital Improvements Program. The amendments do not add or remove projects from the CIP. Future recreational or trail projects remain subject to City Council funding and prioritization decisions during biennial CIP adoption.

Conclusion. The code amendments neither amend nor conflict with the City’s adopted facility plans or projects. They provide procedural clarity and reinforce recognition of parks and trails as allowed public uses, thereby supporting consistent implementation of the TSP, Parks and Trails Master Plans, and other facility planning

documents that collectively comprise the City's Facilities Plan.

VII. CONCLUSION

Based on the above findings, the City Council concludes that the proposed Development Code amendments are consistent with the applicable decision criteria.



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Lebanon, Oregon 97355

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www.lebanonoregon.gov

Item # 7.

MEMORANDUM

Engineering Services

Date: October 24, 2025

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Supervisor
Subject: Vacation of Public Right-of-Way (ROW) Crowfoot Road

Background

As part of the approval of Planning Case No. 11-08-64, a request to partition the subject property into three parcels included a condition requiring a 40-foot & 45-foot right-of-way dedication along Crowfoot Road. At the time, the dedication was consistent with the City's then-current Transportation System Plan (TSP), which identified Crowfoot Road as part of the Lebanon Parkway alignment.

The most recent TSP update no longer identifies a Parkway or Bypass project in this location. Consequently, the previously dedicated right-of-way is no longer required for future transportation improvements.

Pursuant to Oregon Revised Statutes (ORS) requirements for street vacations, the City must provide notice of a public hearing at least fourteen (14) days in advance and allow the public to submit written and/or oral testimony. The Notice of Vacation was published in the *Albany Democrat-Herald* on October 28, 2025. In accordance with ORS, notice was also posted at or near each terminus of the proposed vacation on October 23, 2025.

Upon approval of the vacation, the right-of-way will revert to the abutting property owner of record.

Recommendation

Staff respectfully recommends that the City Council adopt the ordinance vacating the public right-of-way located along the south side of Crowfoot Road.

**A BILL FOR AN ORDINANCE)
VACATING PUBLIC RIGHT-OF-WAY)
ON CROWFOOT ROAD)**

ORDINANCE BILL NO. 2025-11

ORDINANCE NO. 3042

WHEREAS, the City of Lebanon has initiated vacation proceedings for a public right-of-way, more particularly described in Exhibit “A” and shown in Exhibit “B”; and

WHEREAS, on November 12, 2025, the Council for the City of Lebanon conducted a public hearing, having duly considered the testimony of interested persons and the general public; and

WHEREAS, the City Council finds that notice has been duly given; and

WHEREAS, the City Council has determined the public interests will not be prejudiced by the vacation of such right-of-way;

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. An area of land located in the southwest quarter of Section 23, Township 12 South, Range 2 West of the Willamette Meridian, and being more specifically described as follows:

Beginning at a 5/8 inch iron rod that marks the northwest corner of Parcel 2, LINN COUNTY Partition Plat No. 2012-28; thence along a 423.10 foot radius curve to the left for 156.67 feet, long chord bears north 72°51'13" east 155.78 feet to a 5/8 inch iron rod; thence north 62°01'55" east 48.70 feet to a 5/8 inch iron rod; thence along a 293.09 foot radius curve to the right for 141.77 feet, long chord bears north 76°03'47" east 140.40 feet to a 5/8 inch iron rod; thence north 89°52'05" east 128.91 feet to a 5/8 inch iron rod; thence along a 25.00 foot radius curve to the right for 47.14 feet, long chord bears south 36°21'19" east 40.46 feet to a 5/8 inch iron rod; thence north 17°32'24" east 24.13 feet; thence along a 28.50 foot radius curve to the left for 53.56 feet, long chord bears north 36°17'45" west 46.02 feet; thence south 89°52'05" west 132.99 feet; thence along a 320.54 foot radius curve to the left for 155.09 feet, long chord bears south 76°03'25" west 153.59 feet; thence south 62°01'55" west 48.69 feet; thence along a 395.60 foot radius curve to the right for 133.96 feet, long chord bears south 71°57'14" west 133.32 feet; thence south 17°42'14" west 30.38 feet to the point of beginning. The above- described are contains 13,946 square feet (0.32 acres) See attached Exhibit “A”. Is hereby declared vacated.

Section 2. A certified copy of this Ordinance vacating the above-described right-of-way on any map in regard thereto shall be filed for record with the County Clerk for Linn County.

Section 3. A certified copy of this Ordinance shall be filed with County Assessor and the County Surveyor for the County of Linn.

Section 4. This Ordinance shall be in full force and effect (30) days after the date of the ordinance is signed and approved by the City Council and Mayor.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and
approved by the Mayor this 12th day of November 2025.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Recorder

EXHIBIT 'A'**STREET VACATION LEGAL DESCRIPTION**

AN AREA OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8 INCH IRON ROD THAT MARKS THE NORTHWEST CORNER OF PARCEL 2, LINN COUNTY PARTITION PLAT NO. 2012-28; THENCE ALONG A 423.10 FOOT RADIUS CURVE TO THE LEFT FOR 156.67 FEET, LONG CHORD BEARS NORTH 72°51'13" EAST 155.78 FEET TO A 5/8 INCH IRON ROD; THENCE NORTH 62°01'55" EAST 48.70 FEET TO A 5/8 INCH IRON ROD; THENCE ALONG A 293.09 FOOT RADIUS CURVE TO THE RIGHT FOR 141.77 FEET, LONG CHORD BEARS NORTH 76°03'47" EAST 140.40 FEET TO A 5/8 INCH IRON ROD; THENCE NORTH 89°52'05" EAST 128.91 FEET TO A 5/8 INCH IRON ROD; THENCE ALONG A 25.00 FOOT RADIUS CURVE TO THE RIGHT FOR 47.14 FEET, LONG CHORD BEARS SOUTH 36°21'19" EAST 40.46 FEET TO A 5/8 INCH IRON ROD; THENCE NORTH 17°32'24" EAST 24.13 FEET; THENCE ALONG A 28.50 FOOT RADIUS CURVE TO THE LEFT FOR 53.56 FEET, LONG CHORD BEARS NORTH 36°17'45" WEST 46.02 FEET; THENCE SOUTH 89°52'05" WEST 132.99 FEET; THENCE ALONG A 320.54 FOOT RADIUS CURVE TO THE LEFT FOR 155.09 FEET, LONG CHORD BEARS SOUTH 76°03'25" WEST 153.59 FEET; THENCE SOUTH 62°01'55" WEST 48.69 FEET; THENCE ALONG A 395.60 FOOT RADIUS CURVE TO THE RIGHT FOR 133.96 FEET, LONG CHORD BEARS SOUTH 71°57'14" WEST 133.32 FEET; THENCE SOUTH 17°42'14" WEST 30.38 FEET TO THE POINT OF BEGINNING.

THE ABOVE-DESCRIBED AREA CONTAINS 13,946 SQUARE FEET (0.32 ACRES)

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Kyle Latimer

Digitally signed by Kyle Latimer
DN: cn=kyle@kylatimer.com, c=US
Latimer, O="Kylatimer Engineering & Land
Surveying, LLC", st=Oregon, s=Oregon,
serialNumber=MAS20240227306233,
c=US
Date: 2025.10.08 10:51:17 -07'00'

OREGON
JUNE 12, 2013
KYLE W. LATIMER
80442

RENEWS: 12/31/2026



MEMORANDUM

Finance Department

To: Mayor Jackola & Lebanon City Councilors
Ron Whitlatch, City Manager & Budget Officer

Date: November 12, 2025

From: Brandon Neish, Finance Director

Subject: Children's Room Expansion Budget Adjustment

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, allows for either the transfer of appropriations or a supplemental budget to increase expenditure authority after a budget has been adopted. The 2026 fiscal year budget was adopted by the City Council on June 11, 2025. ORS 294.463(3) allows for the City Council to transfer existing expenditure authority from a budget line in one fund to another fund.

II. CURRENT REPORT

The 2026 adopted budget did not include expenditure authority for this project in the Library Special Revenue fund (Fund 830). In accordance with ORS 294.463(3), staff is proposing to reallocate existing appropriation authority to allow the Library to move to 90% design completion (along with some other necessary work to prepare) without increasing total appropriations citywide.

The proposed budget adjustment includes the following actions:

- Transfer \$150,000 from the Wastewater Capital Improvements budget to a newly established Transfer out line.
- Create a matching Transfer In within the Library Special Revenue Fund.
- Increase the Capital Improvements appropriation in the Library Fund by the same amount to authorize expenditures for project codes.

This adjustment is a redistribution of existing budget authority, providing the Library with the flexibility to proceed this fiscal year. No actual cash will be exchanged between the funds negating the need for an interfund loan to be repaid next fiscal year.

III. RECOMMENDATION

- Adopt Resolution No. 2025-21 authorizing a transfer in budget appropriations.

THE CITY THAT FRIENDLINESS BUILT

**A RESOLUTION AUTHORIZING A TRANSFER OF
APPROPRIATIONS FOR THE CITY OF LEBANON
2025-2026 BUDGET**

RESOLUTION NO. 2025-21

)
)
)
)

WHEREAS, ORS 294.463(3) allows for the governing body to adopt a resolution to transfer appropriations for a specific purpose or purposes; and,

WHEREAS, the Library is working on designs for a larger, improved children's room for enhanced capacity and programming space; and,

WHEREAS, the Library has been working with FFA Architecture on preliminary designs; and,

WHEREAS, the City would like to commission 90% design plans to prepare for a CDBG grant and future funding availability; and,

WHEREAS, the Library Special Revenue Fund, fund 830, has an adopted budget of \$30,000 to cover specific material and service needs for the fiscal year; and,

WHEREAS, the work needed to provide 90% design and other preparation work is expected to cost \$150,000; and,

WHEREAS, the anticipated expenditure would exceed the allowable spending in the Library Special Revenue Fund; and,

WHEREAS, ORS 294.463(3) grants the City Council the authority to reallocate authorized expenditure budget between funds; and,

WHEREAS, the \$4,000,000 budget in the Wastewater System Development Charge Improvement Fund is not expected to be spent during the 2026 fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. Authorizes the following transfer of appropriations of the 2025-2026 budget:

Account	Description	Adopted Budget	Adjustment	Amended Budget
<u>Wastewater SDC - Improvements</u>				
<i>Capital Outlay</i>				
872-920-72300	Improvements	4,000,000	(150,000)	3,850,000
872-930-90830	To Library Spec Rev	- 0 -	150,000	150,000

Account	Description	Adopted Budget	Adjustment	Amended Budget
<u>Library Special Revenue</u>				
<i>Library</i>				
830-000-49003	Transfer In capital	- 0 -	150,000	150,000
830-920-72300	Improvements	- 0 -	150,000	150,000

Section 2. Section 1 of this resolution are effective immediately upon passage,

Passed by the Lebanon City Council and executed by the Mayor on this 12th day of November, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTEST:

Julie Fisher, MMC, City Recorder

Lebanon Public Library Children's Room Expansion Project Update

Presenting our enhanced vision for a transformative community space that will serve generations of young learners.





From Vision to Reality: Why We're Expanding Further



Our Needs Assessment Revealed Greater Demand

Our initial project underestimated the true scope of community needs and growth. Feedback from families and staff highlighted the necessity for a more comprehensive approach.

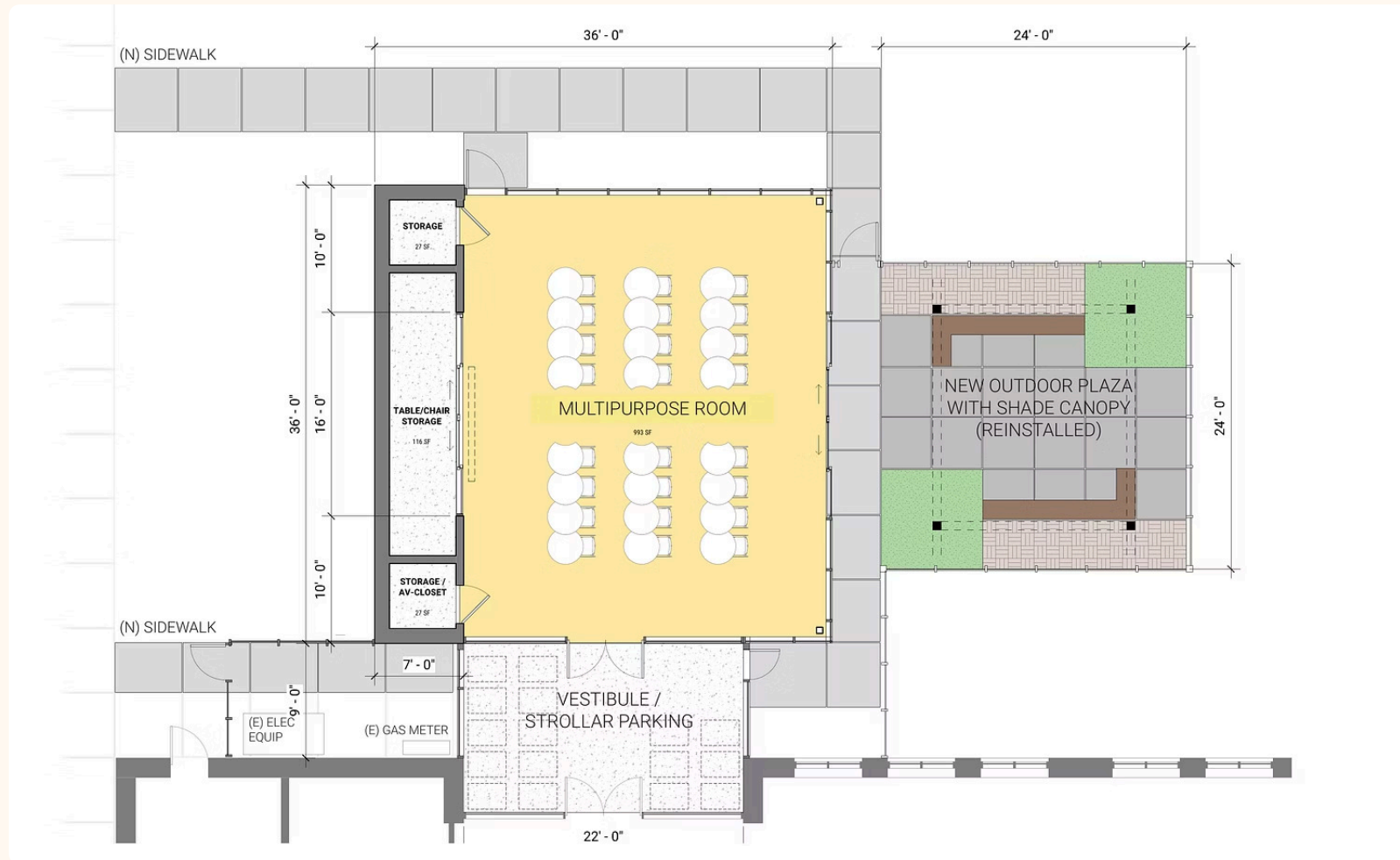


Future-Forward Design Philosophy

The expanded design accommodates our growing population and evolving needs, ensuring the space remains relevant and functional for decades to come.

"The town is growing, we need our Library to grow with it."
— Lebanon Resident and Library Patron

This expansion doubles capacity and programming space while maintaining cost efficiency



2018 Plan

Square Footage = 746 sq ft

Cost Per Square Foot = \$825

Total Cost = \$0.7M (adjusted for current costs)

Expanded Design

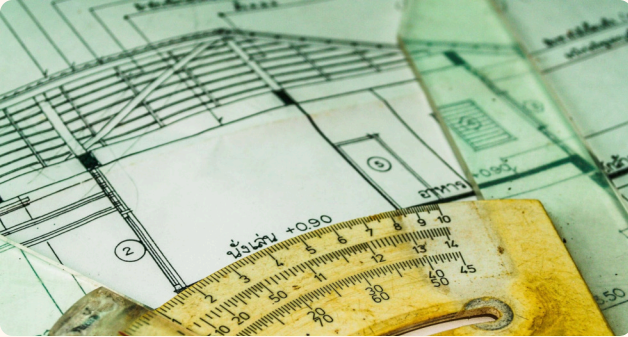
Square Footage = 1,605 sq ft

Cost Per Square Foot = \$950

Total Cost = \$1.5 M

115% more space with ~15% increase in cost per square foot

Project Overview



Project Scope

This project is smaller than other city initiatives and will not require additional city funds.



Funding Strategy

A combination of grants, community fundraising, and local business partnerships.



CDBG Grant Potential

Expert consultants will help secure up to \$1.5M in CDBG grant funding.

CDBG Strategy

CDBG application scoring considers:

- Community needs: prioritizing low to moderate income (LMI) individuals.
- Project effectiveness: well-developed projects that can start quickly.

To maximize points, we will:

- Complete environmental and archaeological assessments internally.
- Use *Library Trust funds for final design and construction documents.

***This expenditure was not budgeted for this year. An appropriation transfer from the General Fund will allow the Library to use its own funds from the Library trust to move forward with the expenditure (ORS 294.463[3]).**

A low-burden, high-impact project aligned with our strategic goals—delivered quickly while larger capital efforts continue.

Strategic Plan Aligned



- Advances City goals for **youth & families, equitable access**, and **community well-being**
- Scales library services to match **population growth**
- Strengthens **early learning** and lifelong learning access

Low Operational Impact



- **Small-scale project** using consultants with minimal support from existing staff as project management
- **Does not add significant capacity strain** to already stretched teams
- Funding approach leverages **grants and the Library Trust**, minimizing city burden

Quick Delivery



- **Short construction window**; benefits realized rapidly once funded
- **Smaller scope** than other city capital projects currently under discussion
- **Shovel-ready sequencing** positions us to move as soon as funds are secured

Next Steps & Call to Action

- **Design Finalization - Spring 2026**

Complete architectural drawings, permit approvals.

- **CDBG Grant Application - Fall 2026**

If our project isn't chosen we will be well positioned to apply again in the next round.

Support Our Vision

Approve Project Scope

Endorse the expanded design and authorize the appropriation transfer for this transformative community investment. With your support, we can provide a modern, welcoming space that meets the needs of our growing community.



925 S. Main Street
Lebanon, Oregon 97355

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www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Administration Update – October 2025**

Date: November 3, 2025

- On September 30th, Mayor Jackola, Brandon Neish, Kelly Hart, Sean Tate (City's lobbyist), and I attended Legislative Days at the State Capitol. We met with eight different Representatives to discuss infrastructure needs and a variety of other topics impacting the City. The Representatives are aware of the infrastructure needs throughout the State, but don't have a clear mechanism to help local jurisdictions pay for them. We will continue to engage with our elected leaders to keep this and other hot topics at the forefront.
- We have been working with Business Oregon on a potential Industrial Economic Development where the company is looking to expand on the West Coast. Lebanon is one of two sites being considered in Oregon. Staff presented to the business owner on October 16th. We received a lot of positive feedback regarding the presentation from both Business Oregon and the owner.
- Staff has submitted written comments to Oregon DEQ regarding the draft NPDES Discharge Permit for the Wastewater Plant and the associated impacts.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- We are continuing to prepare for the Goal Setting Session on November 12th. Sara Wilson of SSW Consulting will be leading the meeting as we drill down into the goals and priorities for the upcoming year.
- We are continuing to work with our outside legal counsel for claims against the Army Corps of Engineers (USACOE). The claim will be filed with the Federal District Court in the coming weeks. This is likely to be a lengthy process, and we will provide more information as it becomes available.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.

- We are continuing to implement the Five-Year Strategic Plan goals for year one. We are now preparing for the Goal Setting Session in November.
- Interviews for the Community Development Director were held on October 28th. Each candidate was interviewed by two panels that consisted of City Staff, Planning Commissioners, the Mayor, and Councilor McClain. All interviewers met and discussed the candidates, unanimously selecting Shana Olson as the new Community Development Director. Shana has been with the City for 20 years, most recently as the Development Services Supervisor.
- We were notified by the Land Use Board of Appeals (LUBA) that the appeal filed by Laura LaRoque regarding the Code Interpretation of Trails in the RL Zone has been dismissed. At this time, no further action has been taken by Mrs. LaRoque or the City of Lebanon.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- We continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives that will benefit the city. Susan is currently writing a DLCD Technical Assistance Grant on behalf of the City to update the Parks and Trails Master Plan. The City Council approved the Resolution to apply for the grant on September 24th. We will be notified if it is successful in the next couple of months.
- We have received a Planning Grant for a sanitary sewer analysis and transportation analysis of the Champion Mill site. We are currently under contract with Kittleson Engineers to complete the transportation aspect of the grant. We will engage a consulting firm to initiate the analysis for the off-site sanitary sewer improvements required for the future redevelopment of Champion Mill.
- Over the next couple of months, Staff will be reviewing all city-owned properties in an effort to identify properties no longer needed. Once the list has been updated, Staff will engage the City Council to recommend any that should be declared surplus.
- The Communications Committee has reviewed the results of the on-line survey put out by the City to get feedback on our communications. This will be presented to the City Council in December.
- We will be bringing back the City Holiday Party in December for City Staff. This is the time for staff to come together, socialize, and get to know employees from other Departments. We will also be recognizing Staff with “Years of Service” awards.
- I have started to attend Optimist Club Meetings and plan to become a member in the coming months.



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MEMORANDUM

Development Services

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Director
Subject: Development Services Department, City Manager Report Updates

Date: October 2025

Staff continue to assist customers with inquiries related to engineering, building permits, and planning services. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. These efforts help ensure efficient service delivery, clear communication, and support for sustainable community development.

Planning

The regular October Planning Commission meeting included one public hearing:

- DCA-25-02 to amend the development code to include changes to the city's code interpretation procedures and the park and recreational trail land use categorizations and permitting requirements. The Planning Commission recommended approval to the City Council at the October 15, 2025, meeting. The City Council public hearing is on November 12, 2025.

There are currently nine land use applications under review for six projects:

- AR-25-08, MLP-25-05 & VAR-25-07 – includes a Land Partition to create three lots, an Administrative Review to create one zero-lot line lot, and a Class II Variance to reduce the rear yard setback of the existing dwelling at 760 E Elmore Street.
- MLP-25-04 – a land partition to create three lots at 981 W Airport Road
- AR-25-07 & MLP-25-03 – includes a Land Partition to create two townhome lots, and an Administrative Review to allow the construction of two townhomes at 433 W Mary Street.
- AR-25-06 – Administrative Review for park improvements, including connection of trails at River Park.
- CU-25-02 – Conditional Use for a gas (filling) station at the 3300 Burdell Boulevard.
- VAR-25-05 – Fence variance at 3355 Snow Peak Place.

Building

	September 2025	September 2024
Permits Issued	49	44
Fees Received	\$27,255.80	\$16,748.63
Construction Valuation	\$1,505,837.15	\$628,701.22

A current list of the more significant construction sites include:

- 12-Unit Multi-Family (Market Street)
- 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
- 10-lot subdivision – Phillips Estates (Phillips Way)
- 19-lot subdivision (Walker & Wassom)
- Gas Station and Convenience Store (911 W Airport)
- Tractor Supply (Burdell Boulevard)
- RV Storage (Laredo Way)
- Staff have partnered with the Finance Department to conduct a comprehensive audit of service accounts. The project is approximately 25% complete, with a reassessment of the projected completion date scheduled for December.

Engineering – Development Projects

In Review / Pending Construction

- Honeybee Stamps: Site plans approved; pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped and approved; pending permits.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way, as well as a regional pump station. Comments from the project engineer have been received and are under review.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Elmore Townhomes: Plans returned to the engineer for revisions.
- Valley Life Church: Site plan approved; pending permit issuance.
- Stoltz Hill & Twelfth Street Subdivision: Amended Traffic Impact Analysis (TIA) received for updated site layout; under review.
- New Subdivision (Planning Application): Traffic Impact Analysis received and submitted as part of the planning application review.
- Western University Campus (150-acre site): Traffic Impact Analysis requested; pending submittal.

Under Construction

- Ziply Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Final punch list provided to contractor. Public improvements have been bonded and plat signed. Homes are under construction; occupancies are on hold pending acceptance of public improvements.

- Mill Race Station RV Storage: Contractor has completed onsite hydrant installation; project under active construction. Hydrants are operational and pending final acceptance.
- Cedar Springs Estates (Mazama Way): Construction nearing completion; new public roads paved and contractor passed inspection.
- Gas Station (Stoltz Hill & Airport Rd): Temporary occupancy granted pending completion of landscaping and sight-obscuring fencing.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Tractor Supply: Nearing completion; final testing of public improvements under review. Acceptance of Burdell Blvd to follow.
- Herman's Subdivision (Crowfoot Rd): Sewer line construction complete; testing under review. Offsite roadway improvements on Crowfoot Road are under construction.
- Kees Street Subdivision: Construction of half-street improvements in progress. Water and sewer mains complete; testing under review.
- Maple Street Sewer Extension: Construction complete; contractor performing final site restoration.
- Villalobos Real Estate: Building permit issued; contractor working on site. New driveway approach to be constructed with site improvements.

Complete

- Airport Road Storage Phase III: Public improvements complete; pending building permit issuance.

City Legislative Efforts

- Continue monitoring upcoming legislative measures and collaborate with partner agencies to proactively address proposed bills that may impact the City.

Grant Administration

- Champion Mill Site: We received the second Phase II testing results. DEQ has also accepted the work plan for the third round of Phase II testing. The next round is scheduled for December 2, 3, and 4, 2025. Consultants for both the market analysis and transportation study are assessing the commercial viability of the site based on the site's constraints.

Economic Development

- Strategic Plan Initiative 3.15: Business visitation program—Due to recent staffing changes and departmental restructuring, business visitations are anticipated to resume January 2026.
- Downtown Building Restoration Program: Two outstanding grant applications for this cycle are for the Lebanon Hotel and the old Wells Fargo building. Wells Fargo is currently under construction. Staff collaborated with the Chamber collaboration to assist in implementation and marketing.
- Strategic Plan Initiative 3.11: Business Oregon Prospector site is reviewed weekly and evaluate targeted recruitment inquiries from Industrial Lands Specialist to determine eligibility for competitive site submissions. One significant recruitment opportunity was received, and the Economic Development Team delivered a comprehensive presentation that resulted in the City being shortlisted as one of two potential locations in Oregon. A final decision from the prospective business is expected by the end of the year.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

			• Oct 2025	• Sept 2025
Community Engagement	Subscribers	Agenda Center	603	603
		Alert Center	1178	1178
		Bid Postings	19	19
		Calendar	204	203
		News Flash	3568	3564
	Website	Total Users	9,448	11,746
		Views	24,717	30,156
		Top Four Searches	Home Library UB Payments Search	Home Library Calendar UB Payments
	Social Media	FB Followers	4,612	4,517
		New Followers	35	18
		Post Reach	11,548	7,544
Communication	YouTube	Council Video Views	65	51
	Submissions	Contact Us	2	6
		Press Releases	5	3
		Public Meeting Notices	7	4
Records	Legislative	Social Media Posts	21	17
		Ordinances	1	1
		Resolutions	4	2
	Applications	Committee Applications	0	0
		Liquor Licenses	3	0
	Retention	Record Destruction	37	22
		Records added to ORMS	346	184
	Requests	Public Records FOIA	5	2



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Item # 10.

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: October 30, 2025

From: Ron Whitlatch, City Manager/City Engineer

Subject: **Capital Improvements – October 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Second Street (Elmore Alley) – This project is out for quotes
 - Elmore and Grove Streets – Currently scoping/surveying this project
- Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Staff will be issuing several Request for Quotes in early November for the multiple private side laterals that need to be connected to the new mainlines as part of the Grove Street Sanitary Sewer Replacement Project that was completed recently. This is typically the responsibility of the homeowner; however, in this case, due to the current location of the laterals, we will be replacing the private side of the laterals and making the connections to the new mainline.
- Kennedy Jenks Engineering (KJE) is beginning to wrap up the Wastewater Treatment Plant Master Plan now that we have seen the draft NPDES Permit. We hope to have this complete sometime in the fall.
- Kennedy Jenks is under contract with the City to prepare and submit a grant application to the Army Corps of Engineers for the Wastewater Treatment Plant (WWTP). The grant requires a 25% match from the City. We have directed Kennedy Jenks to submit a grant application for the entire amount of the projects discussed during work session held in July of this year. We currently have \$19Million for matching funds.
- The West River Trail (adjacent to River Park) is complete. It was determined that this project should have gone through an Administrative Review for land use action prior to construction. We are completing the Admin Review retroactively, which will put us in compliance with the Oregon Park and Recreation Grant that paid for a majority of the project.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff

time allows). Staff will bring the completed document to the City Council for approval in early 2026.

- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is now operational and Airport Road is open to traffic. There are a few minor punch list items that need to be addressed prior to close out of the project.
- Knife River Construction will begin work on Weirich Drive as part of the Cheadle Lake Park Project in November. The first phase will include road widening for a center turn lane, utility extensions to the park property, a multi-use path along the frontage of the park, and street resurfacing. The Project Team is working on the scope of the second phase of the project. Once final costs have been determined, Staff will request City Council approval of the Guaranteed Maximum Price (GMP) amendment No. 2.
- Udell Engineering is currently under contract to the design of Fifth Street (Tangent to Mary). Kittelson Engineering has completed the traffic signal analysis for the intersection of Tangent and Fifth Street. Based on the results and concurrence from ODOT, a signal is not warranted at this intersection. With that, the project will be focused on the reconstruction of Fifth Street and utility replacement. Construction will likely happen in the spring/summer of 2026.
- Additional Minor Projects include:
 - Review parking on Second Street between Mary Street and Tangent Street.
 - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
 - Wetland Fill Permit for SCIP Pond
 - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
 - Waterline Replacement Project on Airway Place
- Storm Drainage Improvements on Second Street have begun. This project will alleviate some of the flooding issues during heavy rain events around the Second and 'E' Street intersection.
- Udell Engineering is under contract to design a Waterline Replacement on Vine Street . This project will replace the existing (multiple leaks within the last 4 week) waterline on Vine Street between Fifth and Seventh Streets. As soon as the design is complete, Staff will advertise the project for bids.
- In preparation for several upcoming projects, Staff has contracted with Udell Engineering to complete the topographic surveys for the following:
 - Elmore/Grove Sanitary Sewer Replacement Project
 - Vine Street Waterline Replacement – Fifth to Ninth Streets.
 - Cedar Drive – Utility and roadway reconstruction
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be

sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

- Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.



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MEMORANDUM

Information Technology Services

To: Mayor Jackola and City Council

Date: November 3, 2025

From: Brent Hurst, IT Director

Subject: IT and GIS Department Report - October 2025

IT

- Internal review of all mobile devices to eliminate additional expenses throughout all City departments continues.
 - Current savings from this audit is close to \$3,000 monthly.
- New phone system is underway for the City and Lebanon Fire District.
 - Currently eight departments are testing the system.
- Windows 10 workstations are being upgraded to Windows 11 for City staff.
- Windows 11 upgrade for Lebanon Fire District is also underway alongside a physical inventory of all devices.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Storm Drain Drywell coordination.
- Annual Water Distribution System Flush Coordination with Public Works has been completed.
- Lebanon Fire District Service Boundary Update Coordination.
- Urban Renewal District Update Coordination with Community Development staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- Completed the Sanitary Sewer System upgrades for multiple projects within the City.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- The monthly tax lot updates from Linn County were completed.

THE CITY THAT FRIENDLINESS BUILT



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council, City Manager
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: October 29, 2025

- The recruitment for a part-time library assistant yielded 123 applicants. We will be conducting interviews on Friday, October 31st.
- Online bidding for the Friends Annual Silent Auction is open from Saturday, October 25 through Saturday, November 8th. Proceeds will benefit various funding needs for the Library.
- Thursday, November 13th at 10am is Pajama Day for preschool storytime. Children (and parents) are encouraged to come to storytime in their pajamas, and also to bring a stuffie to leave behind for the 3rd annual Library Stuffie Sleepover.

THE CITY THAT FRIENDLINESS BUILT



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Item # 10.

MEMORANDUM

Police Department

To: City Council
From: Chief Frank Stevenson
Subject: October Monthly Report

Date: October 31st, 2025

- For October 2025, the Patrol Division had approximately 1,476 calls for service, made 94 arrests, conducted 204 traffic stops, wrote 136 traffic citations, and wrote 131 case reports.
- We currently have one opening for a Communications Specialist and one opening for a Police Officer remaining. Panel interviews for the dispatcher position were conducted, and two potential candidates have moved into the background phase for assessment.
- Detectives Unit staff members were active this month. They were assigned five (5) new cases and were able to close two (2); a great deal of time was spent on a missing-person case. They conducted extensive follow-up on several other involved cases and reviewed 48 incoming referrals from DHS during the past month. Our detective, who has been dedicated to the LINE (Linn Interagency Narcotics) Team full-time, has proven to be an asset; there are several items that are in the works that will make a positive impact on the drug issues here in Lebanon.
- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrols within our parks system to assist in reducing unwanted activities (ordinance violations and trespassing) and provide outreach. A focus remains on all parks, especially Ralston Park, with a zero-tolerance approach to curb unruly behavior. Staff made approximately 83 contacts over the past month for various reasons, primarily to address city ordinance violations. Staff also supported the mental health/crisis team members, and provided numerous resources to those in need.
- Community Services staff spent focused time contacting multiple individuals who are experiencing homelessness with the hope that they will seek help and utilize resources available to them. A total of twelve (12) individuals engaged by meeting with individuals from The Potter's House, Crossroads, Adult Protective Services, C.H.A.N.C.E., Second Chance, FAC, Linn County Mental Health, The Soup Kitchen, FISH of Lebanon, The River Center and The Salvation Army.

INTEGRITY, PROFESSIONALISM & TEAMWORK

- CSO Dala Johnson applied for and received a \$3,000 Walmart grant for the upcoming Shop-with-a-Cop program, completed training on communication, participated in an emergency shelter meeting, established a new Neighborhood Watch group, and assisted six (6) participants with completing a Traffic Safety Class. Community Services staff also attended a Youth Services Team's meeting (YST is a multidisciplinary group of professionals from schools, social services, law enforcement, and community organizations that join to provide integrated, coordinated services tailored to each referred student's needs).
- There were three use-of-force incidents for October. (1) Officers responded to a domestic violence call at a residence where a male had started a fire in a bedroom. Upon arrival, the male suspect approached officers in a threatening manner while holding a knife. Officers backed away while pointing their firearms at him and gave him several verbal commands. The male suspect then fled the residence and later returned, barricading himself inside the residence. The suspect then turned the gas on and threatened suicide; the Linn County Regional SWAT Team responded and, after several hours, the male suspect exited the residence. The male suspect had several self-inflicted injuries, but no injuries sustained from contact with officers. He was transported to the hospital and later to Linn County Jail, without further incident. (2) Officers contacted a subject who had two outstanding warrants for his arrest. While the male subject was being placed into custody, he pulled away from the officers, who were able to grab onto him and drag him to the ground. Officers gained control of the subject's wrists; the subject finally complied and was taken into custody without further incident. (3) Officers responded to a local business for a male subject acting aggressively who would not leave the store. At one point, the male subject attempted to fight the store manager, then fled the store, only to go to another local business while remaining aggressive. An officer was able to make contact with the male subject, who then attempted to engage with him by taking a fighting stance, performing 'karate'-style moves. At this point, the officer told the male subject to comply or informed him he would be tased. The subject attempted to kick the officer, and was subsequently tased and went to the ground. While on the ground, the male subject was able to pull a taser probe out of his own leg and use it as a weapon, striking the officer in the leg, causing minor injury. Additional officers arrived and took the male subject into custody without further incident. The male subject was taken to the hospital, then to Linn County Jail. The officer went to the emergency room for treatment and then returned to work. Each use-of-force incident is reviewed by a Sergeant, a Lieutenant, a Captain, and finally the Chief. All use-of-force incidents were justified and found to comply with policy.

Please do not hesitate to ask if you have any questions with regard to this summarization.



MEMORANDUM

Senior Services & LINX Transit

Date: November 3rd, 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

LINX Transit provided 7,567 rides in the month of October and just over 27,000 rides in total for the first four months of this fiscal year. We anticipate we'll reach at least 80,000 rides this fiscal year.

We are currently doing a soft roll out of our expanded LINX operations to assist with the increased demand for service. We are experimenting with schedules for two deviated fixed routes that are staggered to increase frequency of stops throughout town. This service is being paid for through an Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Fund (STIF) Discretionary Grant, for the FY2025-27 biennium.

Senior Center:

During our years at school, work or other activities through life, we are often surrounded by others with similar interests and form bonds. In retirement, many feel the unease of a loss of those close ties held in younger years. Shared interests and opportunities for programs and activities are a wonderful way for retired adults to socialize, support one another and connect. The Lebanon Senior Center is always on the hunt for new activities to join our line up so everyone can find something that interests them when they open our newsletter, in hopes they come check out our programs and have more opportunities to connect with others.

We brought game night back in October to offer an evening to gather as the weather gets cooler. Eighteen people came out to socialize, play games and enjoy a baked potato bar.

Another new evening activity that kicked off in October is the Mystery Book Club. This group is headed by a new volunteer that loves a good mystery and is eager to share her interest with others. She had a great turn out and the attendees were very excited to meet regularly to discuss their love of mystery books!

Our bowling group continues to see new participants, as well. We now have a group of 20 plus seniors head to Linn Lanes each month to bowl, socialize and have a burger. The group includes bowlers at all levels, with or without the bumpers!

We had a Harvest Festival last week with over 60 seniors who came to listen to Jonathan Sterling perform some beautiful music and enjoy some apple pie. We receive many positive comments when we offer events with live music, as it often brings back memories of younger years, family and friends.

Our annual Thanksgiving Banquet will be held on November 20th, at noon. We are anticipating nearly 300 members of our community, 50 years and older, to come and enjoy a free holiday meal and the sense of community the Senior Center offers. Thank you to our community partners, The Oaks, Meadowlark, Willamette Manor and the Gillott Home Team for helping to host the event!