

## LEAGUE OF OREGON CITIES

FAQ

# FAQ on Vacating a Public Right of Way

**JULY 2017** 



### FAQ on Vacating a Public Right of Way

For many cities, public rights of way are the most valuable and commonly used public asset. They connect residents to each other and the places they live and work, provide options for transportation throughout a city, and organize utility infrastructure in a manageable and safe space. A public right of way consists of the space on, above, and below city streets, alleys, paths, and sidewalks. A right of way is public property and is held in trust by the government—whether the state, a county or a city—for the benefit of the public. Thus, cities have a legal obligation to manage their rights of way for the benefit of their citizens.

Cities and other governments can acquire a right of way through a variety of methods, including dedication, a grant, condemnation, annexation, transfer, and prescriptive use. When giving up a public right of way, however, a city's options are significantly more limited. The process of giving up the public's interest in a right of way is called **vacation**. Vacation formally removes the public's interest in the control of the right of way and returns control of the land to the underlying owners. Property owners can initiate a vacation by filing a petition with the city, and the city council can choose to begin the vacation process. In either case, the council must hold a public hearing and consider objections to vacation. Because the city has a legal duty to manage rights of way for the public benefit, vacation is only proper if the city council determines that it is in the public's interest.

The following FAQs answer some basic questions about right-of-way vacation and outline the steps in the process of vacation. This document is not meant as a substitute for legal advice, and League members are encouraged to speak with their city attorneys for specific advice about the vacation process.

### 1. Why Would a Landowner Pursue a Right-of-Way Vacation?

A developer may wish to seek a vacation of the right of way to facilitate development of a whole parcel, especially where a right of way crosses through a proposed development. In return, the city may determine that vacating the right of way in the interest of development represents the best use of the right of way for the public benefit.

### 2. Do Any State Laws Govern Right-of-Way Vacation in Oregon?

Yes. Chapter 271 of the Oregon Revised Statutes govern the statewide process for vacating a public interest in land. That process generally involves the submission of a petition to the governing body, a public hearing on the proposed vacation, and a determination of whether vacation is in the public interest. Those steps are explained more fully below.

### 3. Do Any Local Laws Govern Right-of-Way Vacation?

Maybe. Apart from ORS chapter 271, local charters and codes may contain additional, different, or contrary provisions that govern right-of-way vacations in their respective jurisdictions. ORS 271.170 states that the provisions of ORS chapter 271 that govern vacation are alternatives to local charter or code provisions, and do not supersede those provisions. Thus, it is critical to check a local charter and code for any rules that may govern right of way vacation. In the case of a conflict between the local charter and the state law, the local charter will control.

### 4. What is the Process for Initiating a Vacation Under ORS Chapter 271?

Under ORS 271.080, property owners can initiate a vacation by filing a petition with the city. The petition must set out the property proposed for vacation, the purpose for which the property will be used, and the reason for the vacation. The petitioner must also include the signatures of <u>all</u> owners of property which abut the one proposed for vacation, indicating their consent. Under ORS 271.090, the petition must be given to the city recorder, and the city recorder must inform the petitioner when the petition will come before the city council.

### 5. What Does the City Council Do with the Petition?

The city council must schedule a hearing on the petition "if there appears to be no reason why the petition should not be allowed in whole or in part." ORS 271.100(1). The city recorder must post a notice of the hearing on the petition per the terms of ORS 271.100.

At the hearing, the city council must listen to any objections against the petition and determine three things:

- Whether the consent of the necessary owners has been obtained;
- Whether notice of the proposed vacation was proper; and
- Whether vacating the public right of way is in the public interest.

### 6. What Actions Can the Council Make in Response to a Petition?

Under ORS 271.100(1), the council is permitted to deny the petition after notifying the petitioner of its decision. Depending on the council's determination of public interest, it may choose to either grant in whole or grant it in part while also denying it in part. If the city council decides to grant the petition and vacate the right of way, in whole or in part, the council must pass an ordinance and make its determination a matter of record. See ORS 271.120.

### 7. Does a City Need to Wait for a Petition Before It Vacates a Right of Way?

No. Under ORS 271.130, a city council may initiate vacation proceedings and vacate a right of way without a petition, and without consent of adjacent property owners. The city council must, however, provide notice of the vacation, and may not vacate the property before the date of the hearing. Further, if the owners of a majority of the property affected by the proposed vacation object to the vacation in writing, the city may not vacate a street without consent of the adjacent property owners if the vacation will affect the market value of their property, unless the city pays damages to the property owners. ORS 271.130.

### 8. Do Property Owners Have the Right to Appeal a Vacation Decision?

Yes. When a city council decides to vacate property under ORS 271.130, without a petition or consent of the property owners, "[a]ny property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter." ORS 271.130(4).

### 9. Is ORS Chapter 271 the Only Procedure for Vacating a Right of Way?

No. Although ORS 271.080 to 271.230 outlines specific procedures for a landowner to petition a city to vacate a right of way, or for a city to initiate a vacation, ORS 271.170 expressly states that the authority granted by those statutes is not exclusive. Thus, cities possess broad powers to vacate their streets and other rights of way apart from the processes in ORS chapter 271. In a recent case, the Oregon Supreme Court stated that a city's failure to follow the procedures in ORS chapter 271 when vacating a right of way does not render the city's action unlawful. See West Linn Corporate Park, LLC v. City of West Linn, 349 Or 58, 97 (2010).

That said, most cities in Oregon follow the processes outlined in ORS chapter 271, while occasionally adding additional steps, such as a pre-application meeting:

- Portland Bureau of Transportation, Steps for Vacating a Street: https://www.portlandoregon.gov/transportation/article/213937
- Newberg Right-of-Way Vacation Application: http://www.newbergoregon.gov/planning/page/right-way-vacation-application
- Bend Right-of-Way Vacation Application: http://www.bendoregon.gov/home/showdocument?id=23619
- La Grande Application for Right-of-Way Vacation: <a href="http://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975">http://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975</a>
   <a href="http://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975">http://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975</a>
   <a href="https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975">https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975</a>
   <a href="https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975">https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975</a>
   <a href="https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975">https://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/?LinkServID=975</a>
   <a href="https://www.cityoflagrande.org/muraProjects/muraLagcity/">https://www.cityoflagrande.org/muraProjects/muraLagcity/</a>?LinkServID=975</a>
   <a href="https://www.cityoflagrande.org/muraProjects/muraLagcity/">https://www.cityoflagrande.org/muraProjects/muraLagcity/</a>
   <a href="https://www.cityoflagcity/">https://www.cityoflag

ひなりにア

Personnel: Mark

| الر  | 10,7 |                             |             |             |        |           | うて、ア       |  | 411en Lasson   | SOA  |  |
|--|------|-----------------------------|-------------|-------------|--------|-----------|------------|--|--|--|--|
| Date: 💪  | 600  | Date: Course Weather: Exilt | ıer: ₺₼     | x12-        | Aii    | Air Temp: |            | Personnel:   | 12 ST  |  |  |
| Site   | Time | Secchi                      | Temp        | Cond        | Sample | Depth     | 02# and 02 | Chla?  | Nutr?  | Н  | Turb   |
|  |      |                             |             |             |        |           |            |  |  | AND THE  | MONTHS AND STANTAGE S |
| Outlet   |      | To be                       | 776         | CID         | XXXXX  | sfc       | XXXXX      | XXXXX  | XXXXX XXXXX  | XXXXX  | XXXXX  |
| Volumbilis distance and the state of the sta |      |                             |             |             |        |           |            |  |  | 0  |  |
| Atlas  |      | 19:5                        | 2.72        | 61.4        | ^      | sfc       | 形質 XXXXX   | 740  |  | 1007   | 126  |
|  |      |                             | M.24.2      | <u>۲</u>    | XXXXX  | 7=20m     | 24 72      | XXXXX  | خ  | XXXXX  | XXXXX  |
|  |      |                             | 16.2        | <b>۲</b> -۰ | XXXXX  | 15m²      | 258        | XXXXX  | XXXXX XXXXX  | XXXXX  | XXXXX  |
| de contracte de destaces estaciones de la contracte de la cont |      |                             | 6,42        | <i>د</i> ٠  | XXXXX  | 10m       | 5 5        | XXXXX  | XXXXX XXXXX  | XXXXX  | XXXXX  |
|  |      |                             | 57.7        | ۲-          | XXXXX  | 2m        | / /2       | XXXXX  | XXXXX XXXXXX   | XXXXX  | XXXXX  |
|  |      |                             |             |             |        |           |            |  |  |  |  |
| Br. 1  |      | 21                          | 20.2        | 61.1        |        | sfc       | ć          |  |  | 7,20   | 000  |
|  |      |                             |             |             |        |           |            |  |  |  |  |
| Br. 2  |      | 9                           | 2018        | 0110        | XXXXX  | sfc       | XXXXX      | XXXXX  | XXXXX XXXXX  | XXXXX  | XXXXX  |
|  |      |                             |             |             |        |           |            |  |  |  |  |
| Br. 3  |      | 16                          | 20%         | 60.9        | XXXXX  | sfc       | XXXXX      | XXXXX  | XXXXX  | XXXXX  | XXXXX  |
|  |      |                             |             |             |        |           |            |  |  |  |  |
| T 114 W  |      |                             | 2/0/4       |             |        |           |            | moxe   | the state of the s |  |  |
| w lake   |      | 8,9                         | N. Comments | 87.5        |        | sfc       | 2          |  |  | 7.35 220   | 5,17   |
|  |      |                             |             |             |        |           |            |  |  |  |  |
|  |      |                             |             |             |        |           |            | \$250 period (special of period (special period) (special |  | The death termination of the second of the s | The second secon |

Tretion Prablems

### **Emergency Services Report to City Council**

August 9, 2017 ~ Prepared by Jamie Mills



I attended the Office of Emergency Management Mission Ready Package Development Workshop in Salem on July 12<sup>th</sup>. The Oregon Office of Emergency Management (OEM) has partnered with the Emergency Management Assistance Compact to enroll in and utilize EMAC's database of Mission Ready Packages world-wide.

A Mission Ready Package is a specific response and recovery resource capability that is organized, developed, trained and exercised prior to an emergency or disaster. An example: A group of 5 teams of 2 people who are trained to inspect residential facilities after an event to ensure the homes are safe for use that can arrive within 72 hours of an event and will be bringing their own shelter but will require food and water supplies, at the rate of \$1,000 a day.

An entity needing that sort of resources following an emergency event would "shop" on the EMAC website for the needed resource and then contact OEM to request the resource. OEM would then make the request for the resource to the provider who, in turn, could accept or deny the request. The resources are designed to only seek reimbursement for actual costs. These are not intended for commercial purposes.

The purpose of the workshop was to encourage local entities and resource providers to register their resources into the database, so that we can expand our capabilities in providing mutual aid.

I also attended the West Lane Emergency Operations Group meeting held on July 17, 2017 at Dunes City Hall.

Chief Langborg informed everyone that the tsunami signage request is underway and that applying for the tsunami signage grant does not mean they can't also apply for the other emergency grant offering regarding drills.

WLEOG preparedness expo is scheduled for September 23<sup>rd</sup> at the Florence Events Center. There will be a focus on preparation for a severe weather event. Meghan Messmer also announced that there will be a celebration of the finalization of the Rhododendron paving project on August 10<sup>th</sup>. Everyone is to meet at Peace Health at 10:30 a.m. and walk Rhody over to Greentrees, where there will be a dedication ceremony and refreshments. Also, there will be a City Celebration of the Coast Guard on Wednesday, August 16<sup>th</sup>, from 10:30 to noon at the Florence Events Center.

Frank Nulty announced the annual Office of Emergency Management Conference to be held on September 18<sup>th</sup> through the 21<sup>st</sup> at the Valley River Inn in Eugene. After discussion, I was asked to represent WLEOG at the event on Wednesday the 20<sup>th</sup> only, and to car pool with the

CERT representatives from both sides of the Siuslaw Bridge. WLEOG will pay the \$525.00 registration fee.

ARES held their annual 24 hour test and demonstration on June 24<sup>th</sup>. Chief Langborg stated there is now new technology they are using that allows people to transmit their GPS location to ARES so that responders know exactly where victims/events are located.

The next meeting will be held at the Port of Siuslaw on Monday, August 28th at 10:00 a.m.

Lastly, I have been developing the City's Continuity of Operations Plan, which you will find on the agenda for discussion. The adoption of a Continuity of Operations Plan is a requirement by CIS that likely will result in a decrease in our annual premium.

Respectfully submitted,

Jamie Mills City Administrator / City Recorder

### WEST LANE EMERGENCY OPERATIONS GROUP

## **Dune City Hall**

82877 Spruce St. Westlake, OR 97493

July 17, 2017

### **AGENDA**

10:00 AM

### Members

City of Florence Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians Dunes City

Mapleton Fire District Peace Harbor Medical Center Port of Siuslaw

Siuslaw Valley Fire and Rescue Western Lane Ambulance

### **Associate Members**

American Red Cross Apex Helicopter Greentrees Village Florence Area Chamber

Florence Area Humane Society Florence Emergency Cold Weather Shelter Lane Community College

Lane County Public Health Oregon Department of Transportation Oregon Episcopal Diocese

Oregon Parks and Recreation Oregon State HSPR Program Senior and Disabled Services

Siuslaw School District United States Coast Guard West Lane ARES/RACES

### Call to order

### Roll Call/Establishment of Quorum

Approval of Minutes: Of the Regular WLEOG meeting of June 19, 2017

### Reports & Discussion Items:

**Emergency Management Coordinator's** 

Report Chair's Report

Preparedness Expo

**CERT Coordinator Report** 

### **Financial Statements**

Profit and Loss Budget vs. Actual, Year to date (2016-2017) Bank account register

### Other Business/Round Table

Next Meeting: Monday August 28th, 2017 Location TBD

# WEST LANE EMERGENCY OPERATIONS GROUP MINUTES June 19, 2017

### MEMBERS PRESENT:

Siuslaw Valley Fire & Rescue: Jim Langborg

WLA: Ronnie Pierson CTCLUSI: Brian DuBray Dunes City: Jamie Mills

City of Florence: Megan Messmer

Peace Health: Pat Kirby

Mapleton Fire: Department: Not Present

Port of Siuslaw: Dena

### ASSOCIATE MEMBERS:

West Lane ARES/RACES: Present

Greentrees: Present

American Red Cross: Not Present United States Coast Guard: Not Present Florence Area Chamber: Present

Florence Emergency Cold Weather Shelter: Not Present

Lane County Public Health: Present Oregon Episcopal Diocese: Not Present Oregon Parks and Recreation: Not Present Florence Area Humane Society: Not Present

Lane Community College: Present

Oregon Department of Transportation: Not Present Oregon State HSPR Program: Not Present Senior and Disabled Services: Not present Siuslaw School District: Not Present Apex Helicopter: Not Present

### **CALL TO ORDER**

The meeting was called to order by Megan Messmer @ 10:00 a.m.

<u>APPROVAL OF MINUTES:</u> Jim Langborg made a motion and Megan Messmer seconded the motion to approve the minutes from the May 15, 2017 Meeting, Motion was then approved.

### Agenda Items:

### **Chairs Report:**

FY Budget 2017-2018: Action and Review, Megan handed out to the group a copy of the proposed budget, discussed that she had made a couple of changes, a motion to approve the proposed budget for FY 2017/2018 was made by Jim Langborg, Pat Kirby seconded the motion, the motion was then approved. Dues letters will be out soon.

<u>CERT Program Update:</u> Megan and Frank will be meeting with Jenna after today's meeting to discuss the Disaster Expo on August 26th, Dune City will not have their own disaster expo this year but will join the August 26th Expo. Frank Nulty will try to get Upriver to participate as well.

**Emergency Management Coordinator's Report**: Chief thanked everyone that participated in the Port Emergency Exercise. Chief explained to the group that the burn ban is in effect and started on June 15<sup>th</sup>. He also informed the members that SVFR had received several Seismic Grants for our Canary, Clearlake, Sutton and North Fork Stations. The Tsunami Grants closing date is July 25<sup>th</sup> will consist of either Signage or a Drill up to \$5,000.00, Chief will apply for both grants, the group voted for the Drill if he can only apply for one.

### FINANCIAL REPORT

Current balance is \$13,847.38 Bills paid since 5/15/2017 were \$1,586.02; to; Frank Nulty \$416.67; Coast Broadcasting \$288.00; Central Lincoln \$28.42; VIASAT EXCEDE Internet \$61.57; Satellite Phones Direct \$591.36; West Coast Media Group \$200.00; Approx. 79.03% of the Budget has been expended YTD excluding Contingency.

### **NEW BUSINESS/ANNOUNCEMENTS:**

Jamie Mills from Dune City is discussing with Central Lincoln the possibility of and electrical grid.

ARES/RACES will be having their annual 24-hour radio communications exercise this Saturday June 24th at the Sutton Lake Rec. Center.

Public Health will be participating in a post office exercise, table top discussion for the Biohazard Detection Systems that detects Anthrax.

### **ADJOURNMENT**

The meeting was adjourned by Megan Messmer @ 11:35 a.m.

The next scheduled WLEOG Meeting will be July 17, 2017 at 10:00 a.m. at Dune City.

Mary Dimon Administrative Assistant Recording Secretary Register: Oregon Pacific Bank

From 06/20/2017 through 07/13/2017 Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                | Account                | Memo            | Payment | С                | Deposit | Balance   |
|------------|--------|----------------------|------------------------|-----------------|---------|------------------|---------|-----------|
|            |        |                      |                        |                 |         | and a real party |         | -         |
| 07/05/2017 |        |                      | 4600 · Interest Income | Interest        |         | X                | 0.63    | 13,849.60 |
| 07/05/2017 | 1370   | Frank Nulty          | 5000 · Materials & Ser | VOID: 5 Kits f  |         | X                |         | 13,849.60 |
| 07/05/2017 | 2      | Frank Nulty          | 5000 · Materials & Ser | For CHK 1370    | 274.75  | X                |         | 13,574.85 |
| 07/07/2017 | 1371   | Siuslaw News         | 5000 · Materials & Ser | Invoice #'s 481 | 372.00  |                  |         | 13,202.85 |
| 07/07/2017 | 1372   | Central Lincoln      | 5000 · Materials & Ser | Account # 305   | 28.35   |                  |         | 13,174.50 |
| 07/07/2017 | 1373   | Day Wireless Systems | 5000 · Materials & Ser | Invoice #59171  | 546.24  |                  |         | 12,628.26 |
| 07/07/2017 | 1374   | Coast Broadcasting   | 5000 · Materials & Ser | Invoice # 816   | 288.00  |                  |         | 12,340.26 |
| 07/08/2017 | EFT    | VIASAT INC           | 5000 · Materials & Ser |                 | 59.98   |                  |         | 12,280.28 |
| 07/13/2017 | 1375   | Frank Nulty          | 5000 · Materials & Ser |                 | 245.54  |                  |         | 12,034.74 |
| 07/13/2017 | 1376   | Siuslaw News         | 5000 · Materials & Ser | June Invoice #  | 372.00  |                  |         | 11,662.74 |
| 07/13/2017 | 2R     | Frank Nulty          | 5000 · Materials & Ser | Reverse of GJE  |         | X                | 274.75  | 11,937.49 |

4:28 PM 07/13/17 Accrual Basis

### W.L.E.O.G. Profit & Loss

June 20 through July 13, 2017

|                                   | Jun 20 - Jul 13, 17 |
|-----------------------------------|---------------------|
| Income                            |                     |
| 4600 · Interest Income            | 0.63                |
| Total Income                      | 0.63                |
| Expense                           |                     |
| 5000 · Materials & Services       |                     |
| 5005 · Advertising                | 1,032.00            |
| 5012 · Radios                     | 546.24              |
| 5014 · Miscellaneous Supplies     | 273.89              |
| 5017 · Internet/Website Service   | 59.98               |
| 5026 · CERT Program Coordinator   | 0.00                |
| Total 5000 · Materials & Services | 1,912.11            |
| Total Expense                     | 1,912.11            |
| et Income                         | -1,911.48           |

4:33 PM 07/13/17 Cash Basis

# W.L.E.O.G. Profit & Loss Budget vs. Actual July 2016 through June 2017

|                                    | Jul '16 - Jun | Budget   | \$ Over Budget | % of Budget |
|------------------------------------|---------------|--|----------------|-------------|
| Income                             |               |  |                |             |
| 4000 · Member Contributions        |               |  |                |             |
| 4001 - WLAD                        | 5,197.50      | 5,197.50   | 0.00           | 100.0%      |
| 4002 - Siuslaw Valley Fire         | 5,197.50      | 5,197.50   | 0.00           | 100.0%      |
| 4003 · City of Florence            | 5,197.50      | 5,197.50   | 0.00           | 100.0%      |
| 4004 · Tribal Police               | 2,598.75      | 2,598.75   | 0.00           | 100.0%      |
| 4005 · Port of Siuslaw             | 1,299.38      | 1,299.38   | 0.00           | 100.0%      |
| 4006 · Dunes City                  | 1,299.38      | 1,299.38   | 0.00           | 100.0%      |
| 4007 · Mapleton Fire Department    | 418.11        | 418.11   | 0.00           | 100.0%      |
| 4008 - Peace Harbor Hospital       | 5,197.50      | 5,197.50   | 0.00           | 100.0%      |
| Total 4000 · Member Contributions  | 26,405.62     | 26,405.62  | 0.00           | 100.0%      |
| 4300 · Reimbursements/Refunds      | 136.00        |  |                |             |
| 4600 · Interest Income             | 9.58          |  |                |             |
| Total income                       | 26,551.20     | 26,405.62  | 145.58         | 100.6%      |
| Expense                            |               |  |                |             |
| 5000 · Materials & Services        |               |  |                |             |
| 5005 - Advertising                 | 7,576.00      | 8,200.00   | -624.00        | 92.4%       |
| 5006 · Neighborhood Training Pro   | 1,500.00      | 1,500.00   | 0.00           | 100.0%      |
| 5009 · Dues and Fees               | 196.69        | 200.00   | -3.31          | 98.3%       |
| 5010 - Siren Maintenance Agreement | 1,092.48      | 2,150.00   | -1,057.52      | 50.8%       |
| 5011 · Satellite Phones            | 1,774.08      | 1,000.00   | 774.08         | 177.4%      |
| 5012 · Radios                      | 1,092.48      | 500.00   | 592.48         | 218.5%      |
| 5014 · Miscellaneous Supplies      | 365.63        | 1,000.00   | -634.37        | 36.6%       |
| 5017 · Internet/Website Service    | 2,041.23      | 2,300.00   | -258.77        | 88.7%       |
| 5019 · Special Districts Dues/Ins  | 2,441.00      | 2,200.00   | 241.00         | 111.0%      |
| 5023 · Volunteer Coordinator       | 0.00          | 0.00   | 0.00           | 0.0%        |
| 5024 - CERT Recognition Event      | 200.00        | 200.00   | 0.00           | 100.0%      |
| 5025 · Community Events            | 95.00         | 200.00   | -105.00        | 47.5%       |
| 5026 - CERT Program Coordinator    | 5,049.92      | 5,000.00   | 49.92          | 101.0%      |
| 5027 - Siren Battery Replacement/  | 0.00          | 1,000.00   | -1,000.00      | 0.0%        |
| Total 5000 · Materials & Services  | 23,424.51     | 25,450.00  | -2,025.49      | 92.0%       |
| 6900 · Contingency                 | 0.00          | 2,000.00   | -2,000.00      | 0.0%        |
| Total Expense                      | 23,424.51     | 27,450.00  | -4,025.49      | 85.3%       |
| et Income                          | 3,126.69      | -1,044.38  | 4,171.07       | -299.4%     |
|                                    |               | The second secon |                |             |

# City Administrator/City Recorder Report to City Council

July 13, 2017 ~ Prepared by Jamie Mills



There were 21 permits issued in July, including 2 electrical, 3 mechanical, 6 structural, 2 plumbing, 2 grading, 2 driveways, 2 right-of-way facility placement, and 2 vegetation removal in the right-of-way. The permits also include 1 new mobile home.

The Planning Commission met on July 27<sup>th</sup>. Since the resignation of the only citizen member on the CAC, the Planning Commission opted to have future CAC meetings held immediately prior to the regular Planning Commission meetings. Work on Title 15 language review continues.

The City expects to receive a permit from the County for repair work on the approach of Woodland Lane to Clear Lake Road. Residents in that area can expect delays as that work is completed. Also, on Friday, July 28<sup>th</sup>, a culvert that runs under Parkway Drive gave away, causing a large whole to form. Repairs to that roadway are (were) scheduled to take place beginning August 3<sup>rd</sup>. I have made application for \$50,000 from the Special City Allotment program for road and drainage improvements to the Wright Road/Woahink Drive/Fir Street; Huckleberry Lane area beginning at the intersection of Wright Road and Huckleberry to the cul de sac catch basin. If approved for funding, that work will begin in 2018.

This month's complaints all have to do with dogs and engine noise. Noise, such as barking dogs or revving engines, is considered a nuisance if it is continuous for 15 minutes or more. Some may not realize that while they are at work, their dogs raise havoc all day long. Also, residents are asked to please keep their dogs on a leash at all times. Your cooperation is appreciated!

A reminder to everyone that open burning is now prohibited. Those who own rental properties are asked to notify their tenants or their property managers accordingly.

Also, another reminder: Woahink Creek is only open for warm water fishing from May 22<sup>nd</sup> to October 1<sup>st</sup> of each year. No salmon fishing is allowed Woahink Creek!

Don't forget that the solar eclipse on August 21<sup>st</sup> is anticipated to bring over a million people into Oregon. Please be sure you have stocked up on water, food, medications, fuel, and other essentials well before the crowds arrive!

Respectfully submitted,

Jamie Mills Recorder/City Administrator Dunes City, Oregon - Mail Tracking Log -July 2017

| 7/5/2017 Fax   | First American Title Company                | City Lien Search                           | Recorder                  |
|----------------|---|--|---------------------------|
| 7/5/2017 Mail  | Campbell Productions                        | Invoice                                    | Recorder                  |
| 7/5/2017 Mail  | ГОС   | Invoice                                    | Recorder                  |
| 7/5/2017 Mail  | Wally's Septic and Pumping                  | Pump Report x 3 and Statement              | Recorder                  |
| 7/5/2017 Mail  | Central Lincoln PUD                         | Invoice                                    | Recorder                  |
| 7/5/2017 Mail  | County Transfer                             | Invoice                                    | Recorder                  |
| 7/5/2017 Mail  | US Bank Visa                                | Invoice                                    | Recorder                  |
| 7/5/2017 Mail  | Jeffrey Tervalon                            | Affidavit for Septic                       | Recorder                  |
| 7/5/2017 Mail  | Governing Magazine                          | Magazine                                   | Recorder                  |
| 7/5/2017 Mail  | HMW, CPA                                    | Contract                                   | Recorder                  |
|                | Oregon Ocean & Coastal Management           | Information                                | Recorder                  |
|                | Dunes City Home Services                    | Invoice                                    | Recorder                  |
| 7/6/2017 Email | Northwest Code Professionals/Building Dept. | Invoice                                    | Recorder                  |
|                | Speer Hoyt LLC                              | Invoice                                    | Recorder                  |
|                | Cascade Escrow                              | City Lien Search 19-12-23-31-5200          | Recorder                  |
|                | First American Title Company                | City Lien Search 19-12-23-31-5200 & sauter | Recorder                  |
| 7/10/2017 Fax  | First American Title Company                | City Lien Search 19-12-34-21-6400          | Recorder                  |
| 7/10/2017 Mail | True Cut Engraving                          | Invoice and Plaque                         | Recorder                  |
| 7/10/2017 Mail | Oregon Pacific Bank                         | Statements x 2                             | Recorder                  |
| 7/10/2017 Mail | Florence Shipping                           | Invoice                                    | Recorder                  |
| 7/10/2017 Mail | Siuslaw News                                | Statement                                  | Recorder                  |
| 7/10/2017 Mail | Lane County Deeds and Records               | Letter-Dimon                               | Recorder                  |
| 7/10/2017 Mail | Johnie and Sandra Jones                     | Longitude and Latitude                     | Recorder                  |
| 7/10/2017 Mail | 707   | Local Focus Magazine x 14                  | Recorder/Council/Planning |
| 7/11/2017 Hand | Norm Wells/Huber                            | Septic System Report                       | Recorder                  |
| 7/11/2017 Hand | Robert Ybarra                               | Invoice for Lawn Work                      | Recorder                  |
|                | Campbell Productions                        | CD   | Recorder                  |
| 7/17/2017 Fax  | First American Title Company                | City Lien Search 19-12-14-10-2600          | Recorder                  |
| 7/17/2017 Mail | Preferred Long Distance                     | Statement                                  | Recorder                  |
| 7/17/2017 Mail | Dyer Partnership                            | Invoice                                    | Recorder                  |
| 7/17/2017 Mail | Wally's Septic and Pumping                  | Septic System Report                       | Recorder                  |
| 7/17/2017 Mail | City of Florence                            | Invitation to Rhododendron Drive           | Recorder/Council          |
| 7/17/2017 Mail | Cardinal Services                           | Poster                                     | Recorder                  |
| 7/17/2017 Fax  | First American Title Company                | City Lien Search 19-12-24-00-0419          | Recorder                  |
|                | Vend West Services                          | Invoice                                    | Recorder                  |
|                | First American Title Company                | City Lien Search 19-12-22-10-1600          | Recorder                  |
|                | Cascade Escrow                              | City Lien Search 19-12-14-00-1000          | Recorder                  |
| 7/19/2017 Mail | CIS   | Invoice                                    | Recorder                  |
| 7/19/2017 Mail |   | Invoice                                    | Recorder                  |
| 7/19/2017 Mail | Tom McMahon                                 | Longitude and Latitude                     | Recorder                  |
| 7/24/2017 Mail | City of Florence                            | Invitation to Coast Guard City Celebration | Recorder/Council          |

Dunes City, Oregon - Mail Tracking Log -July 2017

|                  |                |                     |                |  |                                   |                                    |                      |                |                               |                     |                 |                 |  |                                |                                      |                     |                       | T                 |                           |  |                      |                              |                   |                          |                               |                              |
|------------------|----------------|---------------------|----------------|--|-----------------------------------|------------------------------------|----------------------|----------------|-------------------------------|---------------------|-----------------|-----------------|--|--------------------------------|--------------------------------------|---------------------|-----------------------|-------------------|---------------------------|--|----------------------|------------------------------|-------------------|--------------------------|-------------------------------|------------------------------|
| Recorder         | Rocordor       | Doorder             | Lecolder       | Kecorder   | Recorder                          | Recorder                           | Recorder             | Doorder        | Doorder                       | Doordor             | Doorder         | Decolder        | Jaconde  | Kecorder                       | Recorder                             | Recorder            | Bonio Allon           | Tiendo/opai I     | Doordor                   | Lecolder Co. | Recorder             | Recorder                     | Recorder          | Recorder                 | Recorder                      | 100000                       |
| Invoice          | Invoice        | Late Statement      | Invoice        | City Line Community to to go on the Community of the Comm | City Lien Search 19-12-23-33-2600 | City Lien Search 19-12-27-11-01300 | Invoice              | Invoice        | Property Line Adjustment Deed | Invoice             | Meter Location  | Intuit Payment  | l viologia de la composition della composition d | DOIO CO                        | ACH Debit                            | Technology Review   | Conference Invitation | Pay Checks        | Invoice - Act # 220616000 | Card   | 1000 Apt # 200646004 | 111VOICE - ACL # 2200 1000 1 | Registration Form | Invoice                  | Utility Location Notification | Lien Search - Cougill        |
| LCOG             | Well Fargo     | Central Lincoln PUD | MOI            | First American Title Company   | Tier American Title Company       | First American Title Company       | Campbell Productions | Century Link   | Lane County Court             | Central Lincoln PUD | Ken Pesnell     | Intuit Payment  | Cardinal Services  | DEDO ACH Dobit Activity Missis | PERS ACH Debit Activity Notification | Spectrum Enterprise | LPE The Seminar Group | Cardinal Services | Central Lincoln PUD       | Flags USA  | Central Lincoln PUD  |                              | US CEITSUS ZUZU   | Dunes City Home Services | OCC, Inc.                     | First American Title Company |
| 7/24/2017 INIAII | //24/2017 Mail | 7/24/2017 Mail      | 7/24/2017 Mail | 7/24/2017 Fmail  | 7/25/2017                         | 7/23/2017 Email                    | //25/2017 Mail       | 7/27/2017 Mail | 7/27/2017 Mail                | 7/27/2017 Mail      | 7/29/2017 Email | 7/31/2017 Email | 7/31/2017 Email  | 7/31/2017 Email                | 7/24/2017 EIIIaii                    | //31/2017 Mail      | 7/31/2017 Mail        | 7/31/2017 Mail    | 7/31/2017 Mail            | 7/31/2017 Mail                                   | 7/31/2017 Mail       | 7/31/2017 Mail               |                   |                          |                               | 7/31/2017 Email              |

# **Dunes City Hall**

| August 2017 | 117                                  |         |  | Su Mo Tu We Th<br>6 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10  | Fr Sa Su Mo<br>4 5 3 3 4<br>11 12 3 4<br>18 19 10 11<br>25 26 24 25 | September 2017  Tu We Th Fr Sa  1                       |
|-------------|--------------------------------------|---------|--|---|---|---|
| SUNDAY      | MONDAY                               | TUESDAY | WEDNESDAY  | THURSDAY  | FRIDAY  | SATURDAY  |
| Jul 30      | 31                                   | Aug 1   | 2  | m   | 4<br>Closed   | ľ   |
| 9           | 7                                    | ∞       | 9<br>3:00pm Lane Act<br>(Eugene)<br>7:00pm City Council<br>Meeting | 10<br>7:00pm Budget<br>Committee Hearing                          | 11<br>Closed  | 12  |
| 13          | 14                                   | 15      | 16   | 17  | 18<br>Closed  | 19 Paddle Only Poker Run (Dunes City & Darlings Resort) |
| 20          | 21<br>Edipse<br>10:00am WLEOG (SVFD) | 22      | 23   | 24  | 25<br>Closed  | 26  |
| 27          | 28                                   | 29      | 30   | 31<br>5:00pm Planning<br>Commission Meeting<br>5:45pm CAC Meeting | Sep 1   | 2   |
| admin       |                                      |         | 1  |   |   | 8/2/2017 10:52 AM                                       |

# **Dunes City Hall**

| October 2017 | 1017                       |         |                             | October 2017  Su Mo Tu We Th  1 2 3 4 5 8 9 10 11 12 15 16 17 18 12 22 23 24 25 26 29 30 31 | Fr Sa Su Mo<br>6 7 5<br>13 14 5 6<br>20 21 12 13<br>27 28 19 <b>20</b> | November 2017  Tu We Th Fr Sa  1 2 3 4  14 15 16 17 18  21 22 23 24 25  28 29 30 |
|--------------|----------------------------|---------|-----------------------------|---|--|--|
| SUNDAY       | MONDAY                     | TUESDAY | WEDNESDAY                   | THURSDAY  | FRIDAY   | SATURDAY   |
| Oct 1        | 2                          | m       | 4                           | 2   | Glosed Symposium by the Sea at the Florence Event Center               | 7  |
| ∞            | 6                          | 10      | 3:00pm Lane Act<br>(Eugene) | 12<br>7:00pm City Council<br>Meeting  | 13<br>Closed   | 14   |
| 15           | 16<br>10:00am WLEOG (SVFD) | 17      | 18                          | 19  | 20<br>Closed   | 21   |
| 22           | 23                         | 24      | 25                          | 26<br>5:00pm Planning<br>Commission Meeting   | 27<br>Closed   | 28   |
| 29           | 30                         | 31      | Nov 1                       | 2   | 8  | 4  |
| admin        |                            |         | 1                           |   |  | 8/2/2017 10:47 AM  |