



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, May 12, 2021 at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

1. Wickiup Junction Refinement Plan - Matt Kittleson
- [2.](#) Storefront Improvement Project - Patricia Lucas, CEcDm, Interim Director, SLED

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- [3.](#) 04.28.21 Regular City Council Meeting Minutes
- [4.](#) 01FPR-21 ONeill Final Plat Review - Approval

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

- [5.](#) City Manager Report - Geoff Wullschlager

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

MAYOR & COUNCIL COMMENTS

ADJOURNMENT

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

La Pine Storefront Improvement Program



The St. Charles Medical Center in La Pine (under construction) is a good example of a building that incorporates features of the Cascadian Style.

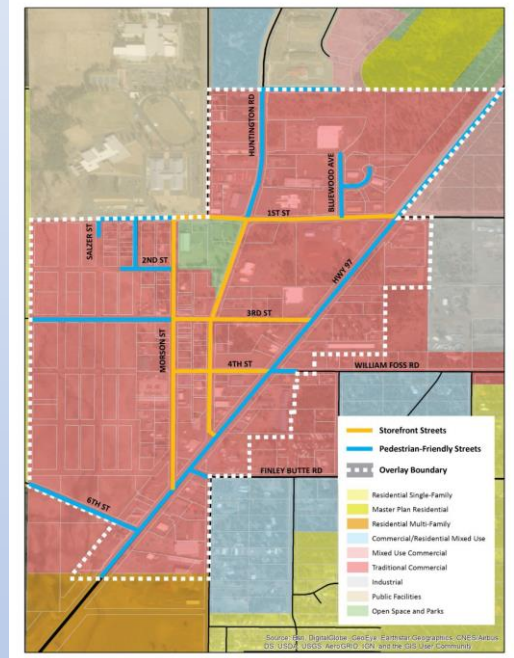


The La Pine Urban Renewal Agency supports local businesses with resources to help them succeed. The storefront improvement program partners with property owners and businesses to spruce up the exterior of buildings clearly visible from the street by offering design and construction assistance. This partnership will help the La Pine Business District revitalize and become more inviting to customers and residents. Eligible businesses must be located within the downtown overlay zone area outlined on the map and follow Cascadian design guidelines. All projects must be completed within 12 months from approval date.

The Storefront Improvement Program offers grants on a reimbursement basis, as follows:

20% match required for grants up to \$5,000

50% match required for grants from \$5,001 - \$20,000



Eligible projects include:

- Masonry cleaning
- Work on cornices, gutters, and downspouts
- Exterior siding repair or replacement
- Exterior painting, along with other upgrades
- Accessibility improvements
- Repair, removal, or installation of canopies or awnings
- Window repair or replacement
- Hardware and/or mounting material for blade signs, monument signs, and wall signs
- Structural upgrades
- Architectural fees

Ineligible projects include:

- Refinancing of existing debt
- Interior improvements
- Improvements not visible from public streets and sidewalks
- Non-façade improvements
- Personal property or equipment
- Business inventory
- Sidewalk or parking improvements
- Improvements to single-family residential
- Previously completed design or construction work
- Individual business signage



For more information, contact:
Alexa Repko, Assistant City Planner
City of La Pine
16345 Sixth Street
La Pine, OR 97739

(541) 536-1432 or arepko@lapineoregon.gov

CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, April 28th, 2021 at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

MINUTES

1. CALL TO ORDER

Meeting was called to order at 5:30 p.m.

2. ESTABLISH A QUORUM

PRESENT

Mayor Daniel Richer
Councilor Colleen Scott
Councilor Mike Shields
Councilor Cathi Van Damme

STAFF

City Manager Geoffrey Wullschlager
Public Works Manager Jacob Obrist
Assistant Planner Alexa Repko
City Recorder Jamie Kraft
Office/Account Clerk Stacie Skeeters

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

- a. Dianne Logsdon, owner of the Fit Zone expressed her concern to the Council regarding the Governors Executive Order to move Deschutes County into the Extreme Risk category as of Friday, April 30th, 2021. She informed the Council that her business will most likely have to close permanently if shutdowns continue. She requested to be placed on the agenda at the next Regular City Council meeting.
- b. Mr. Edward Horvath spoke to the Council regarding Mosquito biological abatement that took place recently in Deschutes County near the City limits of La Pine. Mr. Horvath went on to discuss the possible formation of a special abatement district that will be comprised of constituents in the unincorporated areas of La Pine.

5. ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council.

The following items have been added to the agenda.

- a. Vote for New Councilor
- b. Swear in New Councilor

6. CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 03.14.2021 City Council Meeting Minutes

Motion made by Councilor Scott to approve the 04.14.2021 Regular City Council meeting minutes as amended to correct the misspelling Councilor Van Damme's first name. The motion was seconded by Councilor Shields. Motion carried by a unanimous voice vote.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme.

Voting Nay: None

7. Vote for New Councilor – Motion made by Councilor Scott to appoint Courtney Ignazzitto to La Pine City Council. Motion was seconded by Councilor Van Damme and carried by a unanimous voice vote.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Van Damme

Voting Nay: None

8. Swear in New Councilor – Geoff Wullschlager, City Manager administered the oath of Office to newly elected City Councilor Courtney Ignazzitto.

9. City Manager Report –

Geoff Wullschlager, City Manager reviewed items contained within his report. He requested that the Budget Timeline be adjusted to accommodate all parties involved in the process. He will reach out to the Council with amended dates/times.

10. OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

11. PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

12. STAFF COMMENTS

Public Works – Introduced Zale Anderson to the Council. Recently participated in Job Shadow opportunities with high school students. 4H swine club will be volunteering at the Transit Center Site this weekend. The Wastewater project moving forward as planned.

Planning – Ms. Repko gave an update on various projects in the pipeline.

Administration – Introduced Stacie Skeeters to the Council.

13. MAYOR & COUNCIL COMMENTS

Councilor Scott – Thanked Jake Obrist for his work at Wickiup Junction. Also thanked Councilor Shields for his work grading roads.

Councilor Van Damme – Welcomed new employees to the City.

Councilor Shields – Thanked Alexa Repko for forwarding planning applications for Council review.

Councilor Ignazzitto – Thanked the Council for the opportunity to serve.

Mayor Richer - No Comments.

14. ADJOURNMENT

Meeting adjourned at 6:07 p.m. by unanimous consensus.



CITY OF LA PINE

STAFF REPORT

DATE: May 12, 2020
TO: La Pine City Council
FROM: Alexa Repko, Staff
SUBJECT: O'Neill Final Plat

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilors:

On April 19, 2021 Kelly and Kathleen O'Neill applied for Final Plat Review of 16830 Cagle Road. On August 12, 2020 a Partition was approved for the subject lot. The Partition/Final Plat Review will divide the subject lot which is about 9.75 acres into three lots at 2.79 acres, 3.27 acres, and 3.69 acres. The Partition/Final Plat creates new lots for the development of housing.

Motion:

I move the La Pine City Council approve the Final Plat Review of 16830 Cagle Road.



Community Development Department
 PO Box 2460 16345 Sixth Street
 La Pine, Oregon 97739
 Phone: (541) 536-1432 Fax: (541) 536-1462
 Email: info@lapineoregon.gov

Final Plat Review Application

Fee \$ 500.00

File Number # _____

Number of Lots 2 NEW, 3 TOTAL

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant Name KELLY + KATHLEEN ONEILL Phone 541 420 0609 Fax ---
 Address 16830 CAGLE RD (PO BOX 82) City LAPINE State OR Zip Code 97739
 Email KATHYLP3@AOL.COM
 Property Owner KELLY + KATHLEEN ONEILL Phone 541 420 0609 Fax ---
 Address 16830 CAGLE RD City LAPINE State OR Zip Code 97739
 Email KATHYLP3@AOL.COM
 Engineer/Surveyor BAKTER LAND SURVEYING Phone 541 382 1962 Fax -
 Address PO BOX 7022 City BEND State OR Zip Code 97708
 Email BAKTERLANDSURVEYING@GMAIL.COM

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) 16830 CAGLE Rd
16826 CAGLE, 16838 CAGLE
2ND RIGHT TURN NORTH OF HUNTINGTON, BURGERS INTERSECTION
4TH DRIVE + 5TH DRIVE ON LEFT

Legal Description T-21 R-10 Section 36 Tax Lot(s) 0300
 Present Zoning RESIDENTIAL Total Land Area 424710 (Sq Ft.) 9.75 (Acres)
 Present Land Use RESIDENTIAL



Community Development Department
 PO Box 2460 16345 Sixth Street
 La Pine, Oregon 97739
 Phone: (541) 536-1432 Fax: (541) 536-1462
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PROJECT DESCRIPTION

Subdivision or Partition Approval No. OIPA-20-RC Phase (1) PHASE TOTAL
 Subdivision Name — Number of lots 3 TOTAL

FOR OFFICE USE ONLY

Date Received: 4/19/21
 Rec'd By: Jamie West
 Date Routed: _____
 Date of Notice: _____
 Fee Paid: 500.00
 Receipt #: CR # 9031

Routing:
 Engineering _____
 Public Works _____
 City Manager _____
 Planning _____
 Other _____

Final Plat Application and Approval

- Signatures Required. The final plat must be signed by the entities required by the City.
- Recording the Final Plat. Following City approval of the final plat, the subdivision shall be recorded by the applicant within two (2) year unless an extension request is filed by the applicant and approved by the Community Development Director. If it is a phased subdivision the first phase shall be recorded within one year. Phased developments can be processed and recorded over a 5 year period of time or as approved by the hearings body. Platting may not occur until required public improvements have been completed, inspected and accepted, or bonded and a Land Division Agreement recorded.
- Building permits. Building permits can only be issued after the plat is recorded and improvements have been completed, inspected and accepted. Public Works issues the final letter of completion when construction of all public improvements is accepted.



Community Development Department
PO Box 2460 16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432 Fax: (541) 536-1462
Email: info@lapineoregon.gov

- Occupancy permit. Occupancy permits can only be issued after any required Public Improvements have been accepted by Public Works.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined above, and that he/she understands that omission of any listed item may cause delay in processing this application.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant: Kelly O'Neill Date: 4/19/21
Signature

Owner Agent: Kelly O'Neill Date: 4/19/21
(Circle One) Signature

If you are the authorized agent, please attach the letter of authorization signed by the owner.

NOTE: This may not be a complete list of land use requirements. Dependent on the specifics of the proposal, additional information may be required after further review.

Provide a digital copy and 2 copies of the recorded plat to the City

AFTER RECORDING RETURN TO:
Kelly O'Neill
PO Box 82
La Pine, OR 97739

RESTRICTIVE COVENANTS

Parcel 2 of a partition of Lot 2 of Potter Estates as recorded in Document Partition Plat No. _____, in the official records of Deschutes County, Oregon is exclusively burdened by a restrictive covenant across the 50-foot by 545-foot of Parcel 2 that is directly west of Parcel 1 as shown on the above referenced Plat.

As the owners of Parcel 2, the undersigned Kelly O'Neill and Kathleen O'Neill covenant and agree the following restrictions and conditions apply to the parcel described above:

1. The 50-foot by 545-foot portion of Parcel 2 that is directly west of Parcel 1 shall not be used or modified to include any structure, utilities, driveway access, storage of recreational vehicles, boats, or other vehicles, nor any other real property improvements at any time.
2. No trees may be removed from the 50-foot by 545-foot portion of Parcel 2 that is directly west of Parcel 1 unless an Arborist certified by the International Society of Arboriculture (ISA) has declared an existing tree/s as hazardous, diseased, or in poor condition, necessitating removal.
3. These restrictions are binding upon the existing and future owners, successors, heirs and assigns of Parcel 2, and run with the land.
4. With the express written consent of the then existing owner of Parcel 1, of Partition Plat No. _____, the provisions of these restrictions may be amended at a future date. Any such amendment is only valid, binding and enforceable through a recorded amendment signed by the owners of Parcel 1 and Parcel 2.
5. These restrictive covenants shall be recorded in the deed records of Deschutes County, Oregon.

IN WITNESS WHEREOF, Declarant, Kelly and Kathleen O'Neill, have executed this Declaration on the date set forth below:

DATED this _____ day of _____, 20____.

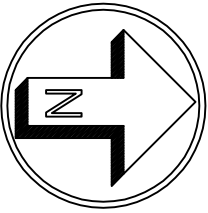
Kelly O'Neill

Kathleen O'Neill

State of Oregon
County of Deschutes

This instrument was acknowledged before me on _____, 20__ by _____

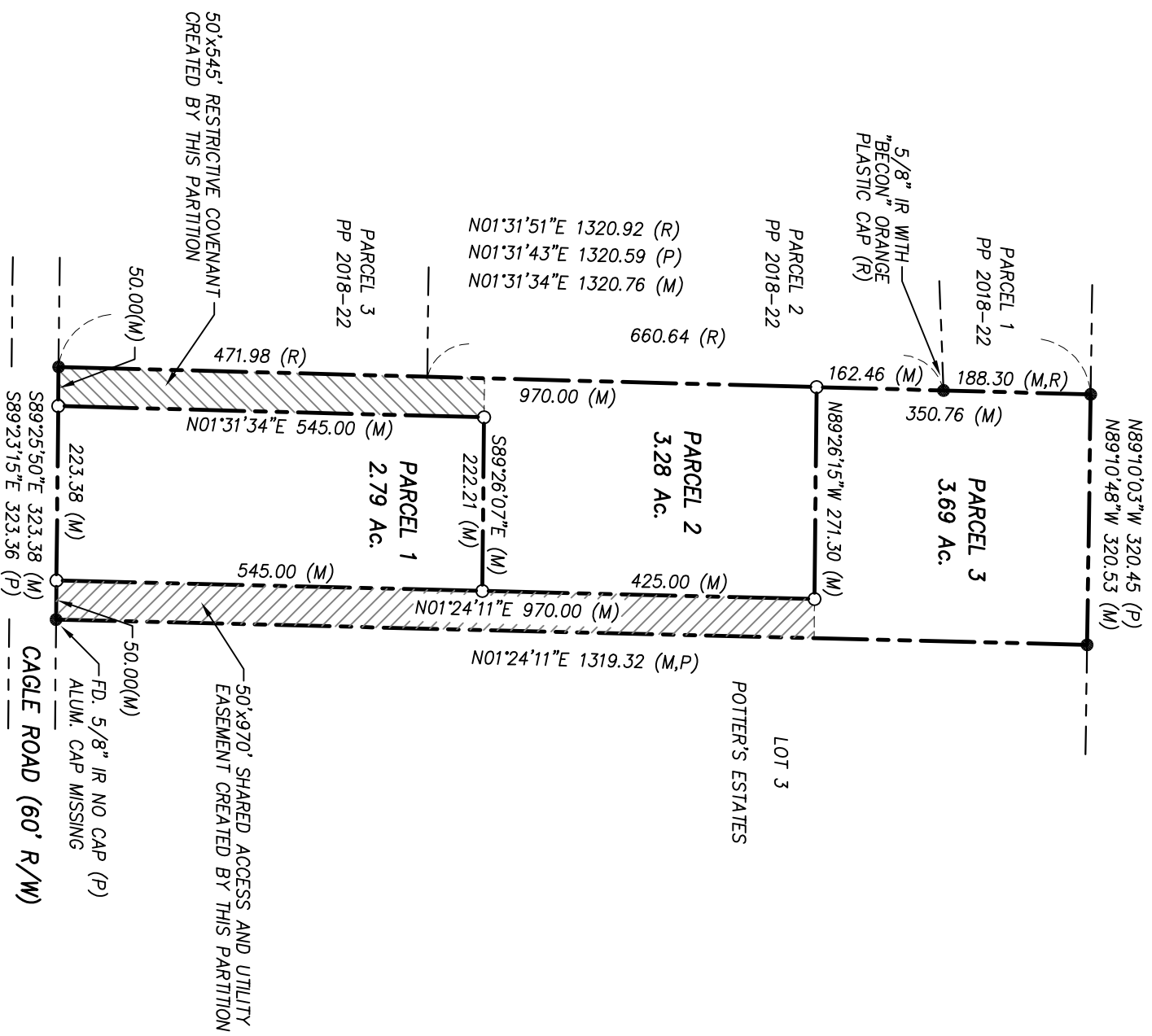
Notary Public State of Oregon
My commission expires _____



DATE: 04/08/21
SCALE: 1" = 200'

LEGEND:

- FOUND 1-1/2" ALUM. CAP MARKED "PROP CORNER PLS2253" PER (P)
UNLESS NOTED OTHERWISE
- SET 5/8" IRON ROD WITH A YELLOW PLASTIC CAP MARKED "BAXTER SURVEYING"
RECORD DIMENSIONS PER PLAT OF POTTER ESTATES BY SCOTT FRESHWATERS,
FILED 7/27/1994 (CS11901)
- (P) RECORD DIMENSIONS PER PARTITION PLAT No. 2018-22 BY ERIK HUFFMAN,
FILED 6/15/2018 (CS19678)
- (R) IRON ROD



SURVEYOR'S CERTIFICATE:

I, JAMES D. PERRY, OREGON REGISTERED PROFESSIONAL LAND SURVEYOR NO. 2407, BEING FIRST DULY SWORN, DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS, THE LAND DESCRIBED BELOW AND REPRESENTED ON THIS PLAT, IN THE CITY OF LA PINE, DESCHUTES COUNTY, OREGON, TO THE NORMAL STANDARD OF CARE FOR PROFESSIONAL LAND SURVEYORS PRACTICING IN THE STATE OF OREGON.

LOCATED IN THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 21 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF LA PINE, DESCHUTES COUNTY, OREGON, DESCRIBED AS FOLLOWS: LOT 2 OF THE PLAT OF POTTER ESTATES WITH THE INITIAL POINT BEING AN ALUMINUM CAPPED 5/8" IRON ROD AT THE SOUTHWEST CORNER OF SAID LOT 2, CONTAINING 9.76 ACRES.

DECLARATION:

KNOW ALL PEOPLE BY THESE PRESENTS THAT KELLY K. ONEILL AND KATHLEEN F. ONEILL, AS TENANTS BY THE ENTIRETY, AND WASHINGTON FEDERAL, AS BENEFICIARY OF THAT CERTAIN TRUST DEED RECORDED MARCH 7, 2014 AS DEED NO. 2014-6822, DESCHUTES COUNTY OFFICIAL RECORDS, AS A FREE AND VOLUNTARY ACT, HAVE CAUSED SAID LAND TO BE PARTITIONED INTO THREE PARCELS AS SHOWN HEREON, PER CITY OF LA PINE PLANNING FILE NO. 01PA-20-RC-17-000586-MP, AND DO HEREBY DEDICATE A 50'-WIDE SHARED ACCESS AND UTILITY EASEMENT OVER PARCEL 3 TO BENEFIT PARCEL 2 AS SHOWN HEREON, AND DO HEREBY CREATE A 50'-WIDE RESTRICTIVE COVENANT OVER A PORTION OF PARCEL 2 AS SHOWN HEREON, HERON, RECORDED _____, 2021 IN INSTRUMENT NUMBER _____ AS OF DESCHUTES COUNTY OFFICIAL RECORDS.

KELLY K. ONEILL

KATHLEEN F. ONEILL

ACKNOWLEDGMENT:

STATE OF OREGON
COUNTY OF DESCHUTES

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 2021, BEFORE ME APPEARED KELLY K. ONEILL AND KATHLEEN F. ONEILL, KNOWN TO ME TO BE THE INDIVIDUALS WHO HAVE EXECUTED THE FOREGOING DECLARATION AND ACKNOWLEDGED TO ME THAT THEY DID SO AS A FREE AND VOLUNTARY ACT.

NOTARY PUBLIC _____
PRINTED NAME: _____
NOTARY PUBLIC—OREGON
COMMISSION No.: _____
MY COMMISSION EXPIRES: _____

BY: _____
TITLE: _____
WASHINGTON FEDERAL

ACKNOWLEDGMENT:

STATE OF OREGON
COUNTY OF DESCHUTES

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 2021, BEFORE ME APPEARED _____ WHO STATED TO ME THAT HE/SHE IS THE AGENT AUTHORIZED TO EXECUTE THE FOREGOING DECLARATION AND ACKNOWLEDGED TO ME THAT THEY DID SO AS A FREE AND VOLUNTARY ACT.

NOTARY PUBLIC _____
PRINTED NAME: _____
NOTARY PUBLIC—OREGON
COMMISSION No.: _____
MY COMMISSION EXPIRES: _____

PARTITION PLAT No. _____

City of La Pine Planning File No. 01PA-20-RC

Lot 2 POTTER ESTATES

**Located in the NW1/4 NW1/4 Section 36, T.21S. R.10E., W.M.,
City of La Pine, Deschutes County, Oregon**

SURVEYOR'S NARRATIVE:

THE PURPOSE OF THIS SURVEY WAS TO DIVIDE THE PROPERTY DESCRIBED IN DEED NO. 2014-6821 OF DESCHUTES COUNTY OFFICIAL RECORDS, BEING LOT 2 OF THE PLAT OF "POTTER ESTATES," TO SATISFY THE REQUIREMENTS OF CITY OF LA PINE PLANNING FILE NO. 01PA-20-RC. I FOUND AND FIELD MONUMENTS AT ALL CORNERS OF SAID LOT 2 PER SAID PLAT, AND SET MONUMENTS AT NEW PARCEL CORNERS AS SHOWN.

MY BEARINGS ARE BASED ON THE EAST LINE OF SAID LOT 2 BETWEEN FOUND MONUMENTS, PER SAID PLAT.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 26, 1989
JAMES D. PERRY
2407

RENEWALS 12-31-2022

APPROVALS:

DESCHUTES COUNTY SURVEYOR _____

DATE _____

CITY OF LA PINE PUBLIC WORKS DIRECTOR _____

DATE _____

CITY OF LA PINE PLANNING OFFICIAL _____

DATE _____

DESCHUTES COUNTY COMMISSIONER _____

DATE _____

SIGNATURE BY THE CITY OF LA PINE PUBLIC WORKS DIRECTOR CONSTITUTES ACCEPTANCE BY THE CITY OF ANY DEDICATION MADE HEREIN TO THE PUBLIC.

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSESSMENTS, FEES AND OTHER CHARGES REQUIRED BY LAW TO BE PAID ON THE 2021-2022 TAX YEAR, WHICH BECAME OR WILL BECOME A LIEN ON THIS PARTITION DURING THIS TAX YEAR, BUT NOT YET CERTIFIED TO THE TAX COLLECTOR FOR COLLECTION HAVE BEEN PAID TO ME.

DESCHUTES COUNTY ASSESSOR _____

DATE _____

I HEREBY CERTIFY THAT ALL TAXES ARE PAID AS OF THIS DATE.

DESCHUTES COUNTY TAX COLLECTOR _____

DATE _____

STATEMENT OF WATER RIGHTS:

THIS PROPERTY CONTAINS NO WATER RIGHTS

EASEMENTS:

Vol. 245, Page 112 - U.S. West Communications, Recorded 9/16/1991
Underground communications lines.
DOES NOT AFFECT THIS PROPERTY

50x970' SHARED ACCESS AND UTILITY EASEMENT CREATED BY THIS PARTITION

Barter Land Surveying, Inc.

P.O. Box 7022 Bend, Oregon 97708

(541) 382-1962



April 15, 2021

KELLY & KATHY O'NEILL REV LIVING TRUST
PO BOX 82
LA PINE, OR 97739

RE: 247-21-000454-EVAL
16826 CAGLE, LA PINE, OR 97739
PARCEL 2

This letter provides the results of the site evaluation conducted on the property referenced above for an onsite wastewater treatment system. The site was evaluated on April 12, 2020, and was found suitable to install a "System" as defined in Oregon Administrative Rules for Onsite Wastewater Treatment Systems, Chapter 340, Division 71. For more information about the different types of systems, descriptions, design criteria, important links and diagrams, contact our office or visit our website at www.deschutes.org/cd. (Click on the [Onsite Waste Water Treatment Systems](#) link).

MINIMUM SYSTEM REQUIREMENT

System Type:	Standard
Maximum Design Flow (gallon per day (gpd):	450 gpd
Tank Size:	1000 gallons
Minimum Trench Length (ft):	225 linear feet
Maximum Depth:	36 inches
Minimum Depth:	24 inches

Specifications for all trenches, including capping fills, are contained in OAR 340-071.

CONDITIONS OF APPROVAL

1. The system is sized for a maximum sewage flow of **450** gallons per day.
2. The area approved for the system is very specific. The land surface in the vicinity of the approved site must not be altered. Any alteration of the approved site or placement of a well within 100 feet of the approved site may invalidate this approval. Technical rule changes will not invalidate a favorable site evaluation, but may require use of a different kind of system.
3. A permit **must** be obtained from Deschutes County prior to the installation of the system. Application for a construction permit must be accompanied by an accurately drawn plan showing the layout and components of the system. The plan must show the following pertinent information including:
 - a. A scaled construction detail drawing for the proposed system.
 - b. The soil absorption design and layout, including elevations, for the initial and reserve systems.

- c. The proposed residence.
 - d. All other structures, wells waterlines, driveways, property line setbacks and property dimensions.
 - e. Accurately show the test pit locations.
 - f. Setbacks of proposed system and reserve system from proposed and existing structures.
 - g. Follow the enclosed guidelines (Site Evaluation Field Inspection Form). Consult a licensed Department of Environmental Quality installer or a consultant if you need assistance. Inaccurate or incomplete construction details will require revisions and cause delays.
4. Additional items that are required for Alternative Treatment Technology (ATT) system permit applications are:
 - a. A copy of the service contract between the authorized maintenance service provider and the property owner.
 - b. Information regarding the specific ATT with elevations of specific components such as the treatment unit, pump vaults, valves, floats, tanks and soil absorption system.
 - c. Profile of the proposed system in a way that shows the State DEQ approved installation method proposed.
 - d. List of materials for the proposed system. NOTE: Each manufacturer certifies installers for their ATT systems.
 5. This site evaluation approval does not guarantee that land development permits can be issued. The application must obtain land use approval from the Deschutes County Planning Division before Deschutes County Environmental Soils can issue permits.
 6. **Additional requirements and/or comments: Installation shall take place within the approval area. Maintain setbacks to property lines, wells, underground utilities, etc. Standard system may be allowed due to the City of La Pine's plan to sewer this property by the end of 2021. If the property is not sewered, the nutrient reduction rule will apply. If equal distribution can be achieved, 18 inches minimum trench depth may be used.**

REVIEW AVAILABLE

Site Evaluation Report Review: Pursuant to OAR 340-071, you may request a site evaluation report review if you believe this report to be in violation of Oregon Department of Environmental Quality (DEQ) rules. The DEQ conducts report reviews upon submission of the appropriate application materials including:

1. A written request that includes all information you have received from Deschutes County,
2. The reason the report is in error including the specific Oregon Administrative Rules that conflict with the report, and
3. The application fee.

The DEQ will review the county's report and visit the site to determine the report's compliance with the applicable rules. A variance from the rules may also be requested through the DEQ. For further information regarding a report review or a variance to DEQ rules, please contact the Oregon Department of Environmental Quality at 475 NE Bellevue Dr., Suite 110, Bend OR 97701, phone 541-388-6146.

If you have any questions, please call this office at 541-388-6519.

Sincerely,

ENVIRONMENTAL SOILS DIVISION



Kevin Hesson
Registered Environmental Health Specialist

KMH/mas



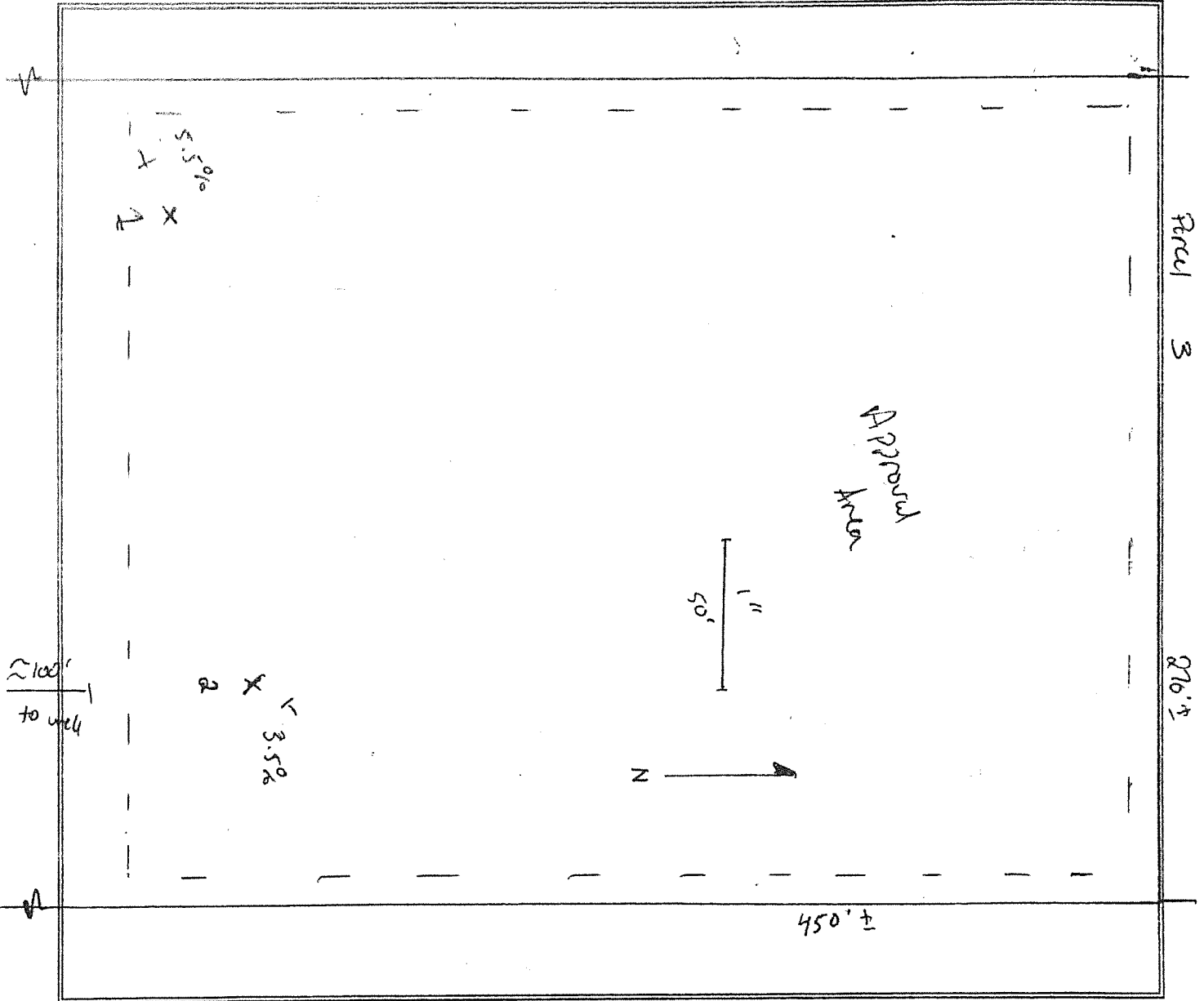
SITE EVALUATION FIELD INSPECTION FORM

Applicant: Kelly J. Kathy O'Neill Site Evaluation # 247-21-000454
 Evaluator: Kevin Hesson Date: 7/12/21 Parcel Size: 3.28
 Subdivision: Potter's Estates T 21 R 10 S 3/6 TL 00300 L B

Suitable

Sketch/Not to Scale

Unsuitable



*systems approved are the minimum to meet current DEQ rules and are not design specifications

System type approved: Standard Absorption facility: Standard trenches
 Initial Standard Min. Size 225' Max. Depth 36" Min. Depth 24"
 Replacement Standard Min. Size 225' Max. Depth 36" Min. Depth 24"
 Tank Size 1,000 gallons Sewage Flow 450 gallons/day

Special Conditions: Installation shall take place within the approved area. Maintain setbacks to property lines, wells, underground utilities, etc. Standard system may be allowed due to the city of La Pine's plan to sewer this property by the end of 2021. If the property is not sewered, the nutrient reduction rule will apply. If equal distribution can be achieved, 18" min trench depth may be used.



April 15, 2021

KELLY & KATHY O'NEILL REV LIVING TRUST
PO BOX 82
LA PINE, OR 97739

RE: 247-21-000455-EVAL
16838 CAGLE, LA PINE, OR 97739
PARCEL 3

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MINIMUM SYSTEM REQUIREMENT

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Tank Size:	1000 gallons
Minimum Trench Length (ft):	225 linear feet
Maximum Depth:	36 inches
Minimum Depth:	24 inches

Specifications for all trenches, including capping fills, are contained in OAR 340-071.

CONDITIONS OF APPROVAL

1. The system is sized for a maximum sewage flow of **450** gallons per day.
2. The area approved for the system is very specific. The land surface in the vicinity of the approved site must not be altered. Any alteration of the approved site or placement of a well within 100 feet of the approved site may invalidate this approval. Technical rule changes will not invalidate a favorable site evaluation, but may require use of a different kind of system.
3. A permit **must** be obtained from Deschutes County prior to the installation of the system. Application for a construction permit must be accompanied by an accurately drawn plan showing the layout and components of the system. The plan must show the following pertinent information including:
 - a. A scaled construction detail drawing for the proposed system.
 - b. The soil absorption design and layout, including elevations, for the initial and reserve systems.

- c. The proposed residence.
 - d. All other structures, wells waterlines, driveways, property line setbacks and property dimensions.
 - e. Accurately show the test pit locations.
 - f. Setbacks of proposed system and reserve system from proposed and existing structures.
 - g. Follow the enclosed guidelines (Site Evaluation Field Inspection Form). Consult a licensed Department of Environmental Quality installer or a consultant if you need assistance. Inaccurate or incomplete construction details will require revisions and cause delays.
4. Additional items that are required for Alternative Treatment Technology (ATT) system permit applications are:
- a. A copy of the service contract between the authorized maintenance service provider and the property owner.
 - b. Information regarding the specific ATT with elevations of specific components such as the treatment unit, pump vaults, valves, floats, tanks and soil absorption system.
 - c. Profile of the proposed system in a way that shows the State DEQ approved installation method proposed.
 - d. List of materials for the proposed system. NOTE: Each manufacturer certifies installers for their ATT systems.
5. This site evaluation approval does not guarantee that land development permits can be issued. The application must obtain land use approval from the Deschutes County Planning Division before Deschutes County Environmental Soils can issue permits.
6. **Additional requirements and/or comments: Installation shall take place within the approval area. Maintain setbacks to property lines, wells, underground utilities, etc. Standard system may be allowed due to the City of La Pine's plan to sewer this property by the end of 2021. If the property is not sewered, the nutrient reduction rule will apply. If equal distribution can be achieved, the minimum trench depth will be 18 inches.**

REVIEW AVAILABLE

Site Evaluation Report Review: Pursuant to OAR 340-071, you may request a site evaluation report review if you believe this report to be in violation of Oregon Department of Environmental Quality (DEQ) rules. The DEQ conducts report reviews upon submission of the appropriate application materials including:

- 1. A written request that includes all information you have received from Deschutes County,
- 2. The reason the report is in error including the specific Oregon Administrative Rules that conflict with the report, and
- 3. The application fee.

The DEQ will review the county's report and visit the site to determine the report's compliance with the applicable rules. A variance from the rules may also be requested through the DEQ. For further information regarding a report review or a variance to DEQ rules, please contact the Oregon Department of Environmental Quality at 475 NE Bellevue Dr., Suite 110, Bend OR 97701, phone 541-388-6146.

If you have any questions, please call this office at 541-388-6519.

Sincerely,

ENVIRONMENTAL SOILS DIVISION



Kevin Hesson
Registered Environmental Health Specialist

KMH/mas



Parcel 3

SITE EVALUATION FIELD INSPECTION FORM

Applicant: Kelly B Kathy O'Neill Site Evaluation # 217-21-000455

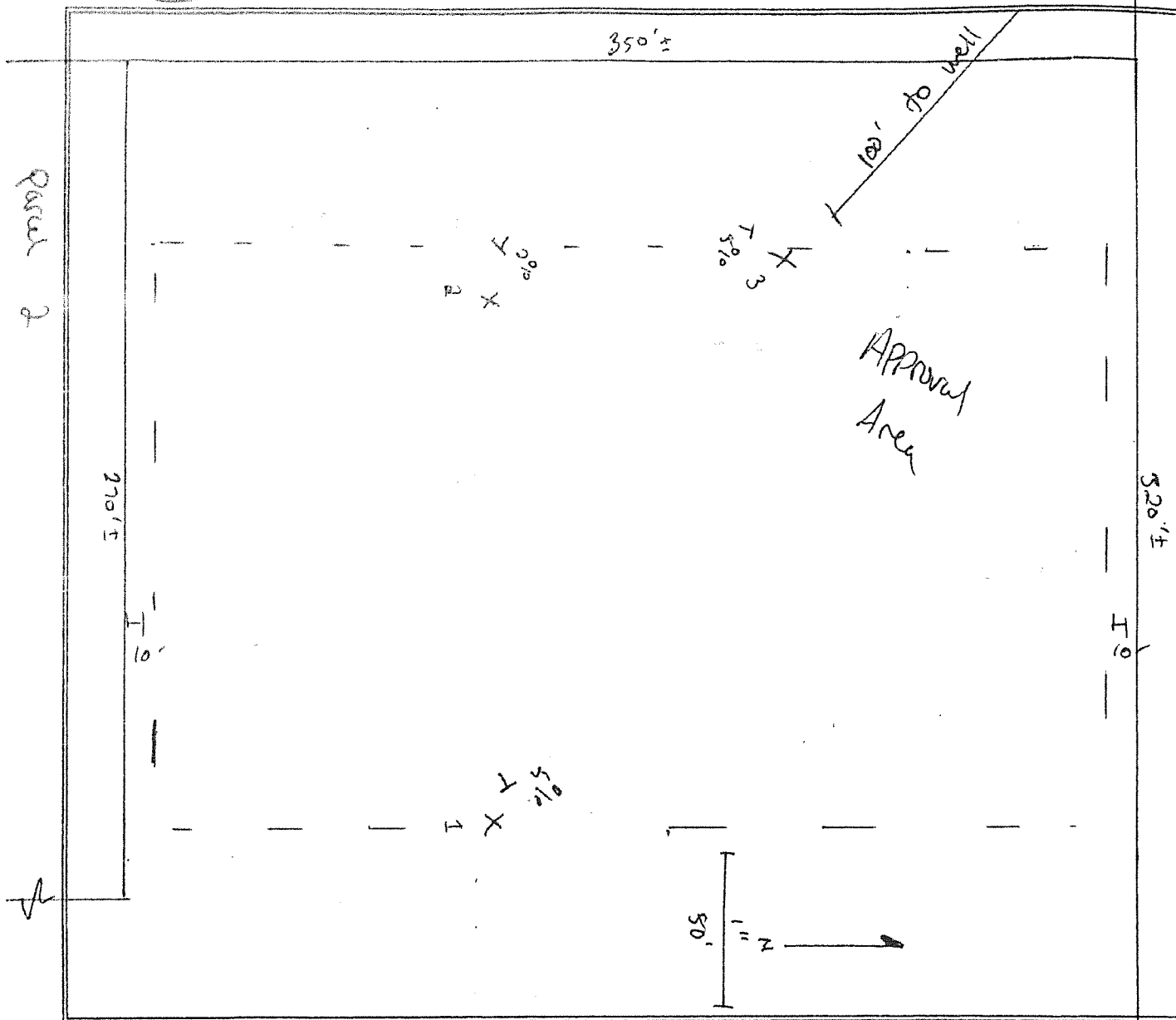
Evaluator: Kevin Heffon Date: 4/12/21 Parcel Size: 3.69

Subdivision: Patterson Estates T 21 R 10 S 36 TL 00300 L B

Suitable

Sketch/Not to Scale

Unsuitable



*systems approved are the **minimum** to meet current DEQ rules and are not design specifications

System type approved: Standard Absorption facility: Standard trenches

Initial Standard Min. Size 225' Max. Depth 36" Min. Depth 24"

Replacement Standard Min. Size 225' Max. Depth 36" Min. Depth 24"

Tank Size 1,000 gallons Sewage Flow 450 gallons/day

Special Conditions: Installation shall take place within the approval area. Maintain setbacks to property lines, wells, underground utilities, etc. Standard system may be allowed due to the city of La Pine's plan to sewer this property by the end of 2021. If the property is not connected to city sewer, the nutrient reduction rule will apply. If equal distribution can be achieved, the minimum trench depth will be 18"



SITE EVALUATION FIELD INSPECTION FORM

Applicant: Kelly & Kathy O'Neill Site Evaluation # 247-21-000455
 Evaluator: Kevin Hession Date: 4/12/21 Parcel Size: 3.69
 Subdivision: Potters Estates T 21 R 10 S 36 TL 00800 L B

DEPTH	TEXTURE	COLOR	Notes on roots, structure, rock frag, redox, limiting layer type & depth
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5%
S230°W

0-4	LS	10YR 8/3	3rd fl, m, co, 1 gr
4-27	CS	10YR 5/6	2nd fl, m, co, sg, Fe striping @ 12"
27-42	SL	10YR 3/4	2nd fl, m, co, 1m sbk, vlr
42-54	qcsL	10YR 2/1	1st fl, 3m sbk, gravels

2%
N300°W

0-22			Like 1 w/a 1st horizon
22-37			
37-49			

5%
S200°W

0-4			Like 1
4-23			Fe striping @ 20"
23-43			
43-57			

4			
5			
6			
7			

Landscape Note: Pinko Asine, Lodgepole Pine, antelope bitterbrush
 Slope: _____ Aspect: _____ Groundwater: Permanent
 Other site notes: _____

Comments: Fe striping is likely relict based on County groundwater data.

Reason for Unsuitability: (Include Rule Reference)



CITY OF LA PINE TYPE I ADMINISTRATIVE DECISION

The City of La Pine has **approved** the following land use application:

FILE NUMBER: 01FPR-21

**OWNER/
APPLICANT:** Kelly & Kathleen O’Neill
16830 Cagle Road
PO Box 82
La Pine, OR 97739

LOCATION: The property is located at
16830 Cagle Road, at
Huntington Road intersection.
It is identified as Tax Lot
211036BB00300 on the
Deschutes County Tax
Assessor’s Map.

REQUEST: Type I Final Plat Review for 3
lots totaling 9.75 acres in the
Residential Zone.



STAFF REVIEWER: Alexa Repko, Assistant Planner: 541-668-1135.

APPLICATION ACCEPTANCE DATE: This application was received on April 19, 2021 and deemed complete on May 8, 2021 when all required infrastructure and inspections were approved.

APPLICABLE CRITERIA:

Code of Ordinances City of La Pine Oregon: Part II - Code of Ordinances

Chapter 12 - Public Improvements: Article II. Public Works Improvements
Division 3. Development Standards and Specifications

Sec. 12-80. - Final plat.

(a) A final subdivision or partition plat showing complete information shall be submitted to the city planner for routing. Prior to plat signature by the public works manager, the following conditions must be met:

- (1) The county surveyor has signed the plat;
- (2) Required improvements to public facilities have been constructed, accepted, bonded, or guaranteed per the development code and any associated land use approval;
- (3) Cash contributions for public improvements in lieu of construction have been paid;
- (4) Warranty agreement and warranty bond have been provided for completed public improvements;

(5) Documentation has been submitted to verify the abandonment of any private water and sewer systems per county and/or state requirements;

(6) Certification has been provided of all earth fill areas located outside of public right-of-way/easement by a licensed professional engineer;

(7) Public or city easements dedicated on the plat are consistent with current city easement agreement template provisions;

(8) All related public or city easements conveyed separate from the plat have been signed and recorded;

(9) All other conditions of land use approval that relate to public works or city engineers have been met; and

(10) Any fees or assessments associated with the plat and required by the land use process, reimbursement/improvement districts, or cost sharing agreements have been paid.

FINDING: The final plat has been signed by a surveyor. Improvements to public facilities have been constructed. Conditions of land use approval have been met and associated fees have been paid. The criteria are satisfied.

(b) The final plat (or easements and/or right-of-way dedication in lieu of) shall be recorded upon completion and city acceptance of any associated required public improvements where, in the determination of the city engineer, said final plat left unrecorded may adversely impact existing and/or active public infrastructure or traveled way or constructed city master plan public facility.

FINDING: The Applicant shall record the final plat with the submittal of this decision. Public improvements have been constructed. The criteria have been met.

(Ord. No. 2016-09, exh. B (04.7.00), 9-14-2016)

City of La Pine Development Code

Part III City of La Pine Development Code: Article 9 Land Divisions

Chapter 15.410 Land Partitions

Sec. 15.410.050. - Final map requirements.

Within two years of the approval of a partition, the partitioner shall have prepared and submitted to the city planning official a final partition map prepared by a licensed surveyor and any other materials or documents required by the approval.

A. The final map shall provide a certificate for approval of the subject partition by the planning official. The final map shall also contain a certificate for execution by the county tax collector and a certificate for execution by the county assessor. The final map shall first be submitted to and approved by the county surveyor prior to obtaining the required signatures.

FINDING: This Decision acts as a certificate for approval of the subject partition by the Planning Official. The Applicant shall receive certificates for execution by the County Tax Collector and the County Assessor. These criteria will be met.

B. Upon approval, the petitioner shall file the original map with the county clerk, the true and exact copy with the county surveyor and copies of the recorded plat and a computer file of the plat with the city recorder, city planning official, or county surveyor. The county surveyor may request an additional number of copies required at the time of final plat review if deemed appropriate.

FINDING: The Applicant shall file the original map with the above listed parties. This criterion will be met.

C. A final partition map prepared for this purpose shall comply with the recording requirements applicable to a final plat for a subdivision.

FINDING: The Applicant shall record this final plat according to applicable requirements. This criterion will be met.

Conditions of Approval Planning File 01PA-20 O’Neill

1. Approval is based on the materials submitted by the applicant. Where specific improvements have been proposed and approved as submitted, the construction of those improvements shall be a condition of approval, even if not expressly listed herein, unless modified by an express Condition of Approval. Any substantial alteration to the approved minor partition, beyond those that may be required to comply with the conditions of this approval, will require a new application.

FINDING: The Applicant has constructed associated improvements.

2. Construction of any residence on parcels 2B or 2C prior to the installation of City of La Pine Sewer Collection facilities in Cagle Road shall require an approved septic evaluation and a septic construction permit from Deschutes County Environmental Health.

FINDING: No residences have been constructed to date. If/when construction of residences is proposed on parcel 2 or 3 an approved septic evaluation and a septic construction permit shall be required if public water/sewer isn’t yet available.

3. Construction of any residence on parcels 2B or 2C prior to the installation of City of La Pine Water Distribution system improvements in Cagle Road shall require a shared well agreement with parcel 2A or, alternatively, to install an exempt well on the parcel where the residence is being constructed.

FINDING: No residences have been constructed to date. If/when construction of residences is proposed on parcel 2 or 3 a shared well agreement shall be required if public water/sewer isn’t yet available.

4. Parcels 2B and 2C shall access Cagle Road in a manner that complies with the 100 foot centerline to centerline driveway spacing requirement in the City TSP.

FINDING: All parcels access Cagle Road in a manner that complies with the City of La Pine’s Transportation Systems Plan.

5. The flag portion of parcel 2B or 2C shall include a shared access and utility easement for the benefit of parcel 2B or 2C. The easement shall be granted on the final plat.

FINDING: The Applicant has shown on the final plat a shared access and utility easement on the flag portion of parcel 3 to benefit parcel 2.

6. Final plat application shall be submitted to the City of La Pine and final plat map shall be in conformance with City ordinance.

FINDING: A final plat application was submitted to the City in conformance with the City of La Pine Development Code.

7. The Applicant shall apply for and receive building permits from Deschutes County prior to construction of any building improvements subject to permit review. The Applicant shall also receive certificates of occupancy from the Deschutes County Building Department. The Deschutes County Building Safety Divisions code mandates that Access, Egress, Setbacks, Fire & Life Safety, Fire Fighting Water Supplies, etc. must be specifically addressed during the appropriate plan review process with regard to any proposed structures and occupancies. Accordingly, all Building Code required items will be addressed, when a specific structure, occupancy, and type of construction is proposed and submitted for plan review.

FINDING: The Applicant has yet to apply for building permits, but shall do so per these criteria.

8. If any grading, cutting, or filling in excess of the standards of 15.92.10(F), Applicant shall submit grading plans to the City for review and approval prior to construction or final platting.

FINDING: The Applicant is not performing any grading, cutting, or filling at this time. If/when the Applicant performs any grading they shall submit plans to the City for review.

9. Upon land use approval and/or building permit application, construction plans that include all proposed and/or required public improvements, private water/sewer lines, site grading/drainage and utilities shall be submitted to the City for review and approval, prior to construction.

FINDING: The Applicant has yet to apply for building permits. Upon building permit application the Applicant shall provide the documents listed above.

10. If public water and sewer become available, the Applicant will be required to connect to both within a year and pay associated fees. All infrastructure and construction plans shall be reviewed and approved by the City prior to construction. Electric, telephone, cable and internet services can be installed during building construction and must be operational prior to occupancy.

FINDING: Public water and sewer has yet to become available. Once it is the Applicant shall comply with this condition.

11. Prior to approval of the final plat, Applicant must show private utility (electric, telephone, cable, etc.) easements on the plat. All new services shall be underground. Private utilities shall be installed prior to occupancy.

FINDING: The Applicant has shown utility easements on the plat.

12. Within two (2) years of approval of the partition, the partitioner shall have prepared and submitted to the City Planning Official or other duly designated City representative a final partition map prepared by a licensed surveyor and any other materials or documents required by the approval.

FINDING: The Applicant has submitted a final partition map to the City of La Pine.

13. The final map shall provide a certificate for approval of the subject partition by the Planning Official or other duly designated City representative. The final map shall also contain a certificate for execution by the County Tax Collector and a certificate for execution by the County Assessor. The final map shall first be submitted to and approved by the County Surveyor prior to obtaining the required signatures.

FINDING: The final map contains certificates of execution for the parties listed above.

14. Upon approval, the partitioner shall file the original map with the County Clerk, the true and exact copy with the County Surveyor and copies of the recorded plat and a computer file of the plat with the City Recorder, City Planning Official, or County Surveyor. The County Surveyor may request an additional number of copies required at the time of final plat review if deemed appropriate.

FINDING: The Applicant shall file the plat with the departments listed above.

15. Prior to filing the final plat, copies of these documents shall be submitted to the City of La Pine City Engineer and Public Works Department for review.

FINDING: The City of La Pine Engineering Consultant and Public Works Manager have reviewed the associated documents.

16. In addition to the procedures required for City approval of a final map for a partitioning, other required processing procedures are set forth in Chapters 15.414 and 15.418.

FINDING: The Applicant has met all applicable processing procedures for a final plat.

17. An ongoing condition of approval requires that all utilities be installed underground, unless otherwise approved by the city.

FINDING: The Applicant shall install all utilities underground.

18. Prior to filing the final plat, approval from Deschutes County Environmental Health of a septic feasibility permit must be obtained if the property is not then served by the City sewer system.

FINDING: The Applicant obtained septic feasibility permits from the County and submitted them to the City.

19. The Applicant shall comply with the requirements of 15.94.010. All infrastructure construction plans shall be submitted to the City for review and approval prior to construction and/or final platting. All utilities shall be installed underground prior to the surfacing of streets.

FINDING: The Applicant shall submit any future construction plans to the City of La Pine for review.

THIS DECISION BECOMES FINAL UPON APPROVAL OF CITY COUNCIL

Written by: 

Alexa Repko, Assistant Planner

Date Mailed: May 8, 2020



City Manager's Report – May 7, 2021

Administration:

a. Budget Preparation:

Budget preparation has been the priority of City Administration following the April 28th Council Meeting. Advertisement and notices have been filed in accordance with Oregon Budget Law and the following schedule and rosters will be followed.

City Budget:

May 17th 5:30 p.m. – Introduction and Review of proposed budget.

May 24th 5:30 p.m. – Public Hearing before the Budget Committee (approval process meeting)

June 23rd (tentative) – Budget Hearing (City Council adoption process)

Budget Committee:

Council Members

Mayor Daniel Richer

Council President Colleen Scott

Councilor Mike Shields

Councilor Cathi Van Damme

Councilor Courtney Ignazzitto

Community Members

John Cameron

Russ Smith

Don Greiner

Brian Earls

(One vacancy) – advertised on La Pine Homepage in accordance with Oregon Budget Law

Urban Renewal Agency Budget:

May 17th 4:30 p.m. – Introduction/Review and Budget Committee (approval process meeting)

June 23rd 4:30 p.m. - Public Hearing and adoption of budget (Urban Renewal adoption process)

Budget Committee:

Urban Renewal Board Members

Board Chair Vicki Russell
Board Member Ann Gawith
Board Member Andrea Hine
Board Member Don Greiner
Board Member Scott Asla

Committee Members

Daniel Richer
Colleen Scott
Mike Shields
Cathi Van Damme
Courtney Ignazzitto

*Please note that for the upcoming FY review process, the Urban renewal agency's meetings have been aligned with the City Budget review process to provide efficiency to the process and scheduling for all parties. The meeting will be held over Zoom per our consulting CPA's recommendations for best practices and compliance with Oregon Budget Law. The meetings have been advertised as virtual, and the specified meeting information will be presented via the City website/.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff Wullschlager". The signature is fluid and cursive, with a large initial "G" and "W".

Geoff Wullschlager
City Manager