



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, January 13, 2021 at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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*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.*

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### AGENDA

- 1. SWEARING IN OF NEW COUNCILORS AND MAYOR - OATH OF OFFICE**
- 2. SELECTION OF COUNCIL PRESIDENT**
- 3. CALL TO ORDER**
- 4. ESTABLISH A QUORUM**
- 5. PLEDGE OF ALLEGIANCE**
- 6. 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.*

#### **7. 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*

#### **8. 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.](#) 12.9.2020 Regular City Council Meeting Minutes

- 9. FINAL PLAT APPROVAL- ACTION ITEM**
- 10. APPOINTMENT OF PLANNING COMMISSION MEMBERS- ACTION ITEM**
- 11. COMMITTEE APPOINTMENTS (COUNCIL)**
- 12. UPDATE ON PUBLIC WORKS PROJECTS**

**13. CITY MANAGER REPORT**

**14. OTHER MATTERS**

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

**15. 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.*

**16. STAFF COMMENTS**

**17. MAYOR & COUNCIL COMMENTS**

**18. ADJOURNMENT**

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**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.

**CITY OF LA PINE, OREGON**  
**REGULAR CITY COUNCIL MEETING**

Wednesday, December 09, 2020 at 5:30 PM

ZOOM

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**MINUTES**

**1. CALL TO ORDER**

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

**2. ESTABLISH A QUORUM**

PRESENT

Mayor Daniel Richer  
Councilor Don Greiner  
Councilor Colleen Scott  
Councilor Mike Shields

ABSENT

Councilor Connie Briese

STAFF

City Manager Geoffrey Wullschlager  
Public Works Manager Jacob Obrist  
Assistant Planner Alexa Repko  
City Recorder Robin Neace

**3. 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.*

None.

**4. 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*

None.

**5. 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. 11.24.2020 Regular City Council Meeting Minutes

Motion to pass Consent Agenda made by Councilor Greiner, Seconded by Councilor Scott  
Voting Yea: Councilor Greiner, Councilor Scott, Councilor Shields

**6. FINLEY BUTTE FINAL PLAT APPROVAL- ACTION ITEM**

Motion to approve Final Plat made by Councilor Shields, Seconded by Councilor Greiner.

Voting Yea: Councilor Greiner, Councilor Scott, Councilor Shields

**7. PROCLAMATION 2020-01- ELECTION CERTIFICATION- ACTION ITEM**

Election Proclamation read into the record by Councilor Greiner.

Voting Yea: Councilor Greiner, Councilor Scott, Councilor Shields

**8. ORDINANCE 2020-09- AN ORDINANCE OF THE CITY OF LA PINE AMENDING CHAPTER 18, ARTICLE III OF THE CODE OF ORDINANCES, CITY OF LA PINE, OREGON, WHICH CHAPTER CONCERNS REGULATIONS FOR THE MAINTENANCE OF SIDEWALKS AND LANDSCAPE STRIPS, TO ESTABLISH REGULATIONS CONCERNING THE MANAGEMENT AND USE OF CITY SWALES- ACTION ITEM**

Motion to pass Ordinance made by Councilor Greiner, Seconded by Councilor Shields.

Voting Yea: Councilor Greiner, Councilor Scott, Councilor Shields.

**9. OTHER MATTERS**

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

**10. 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.*

**11. STAFF COMMENTS**

Comments made by City Manager Geoffrey Wullschlager regarding his report.

- Transit Center project will be going to bid in the new year.
- City has been working with EDCO to determine what is in the best interest of the City in respect to the spec building project.

**12. MAYOR & COUNCIL COMMENTS**

**13. ADJOURNMENT**



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: January 13, 2021  
TO: La Pine City Council  
FROM: Alexa Repko, Staff  
SUBJECT: Crescent Creek 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"/> | <b>Formal Motion</b>    | <input type="checkbox"/> | Other/Direction: |

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Councilors:

On October 24, 2018 Crescent Creek Development Inc. along with AKS Engineering and Forestry LLC, applied for Final Plat Review of the Crescent Creek Subdivision. More specifically the south one-half of Quadrant 2B of the Newberry Neighborhood No. 2 or Tax Lot 221011000300. On November 1, 2013 a Tentative Subdivision Plat was approved including the subject property. The owner has met the Conditions of Approval and is now ready to complete Final Plat Review for Quadrant 2B of the Crescent Creek Subdivision. The Tentative Subdivision Plat/Final Plat Review will divide the subject lot which is 11.93 acres into 51 lots of about the same size. The owner plans on developing the lots with single-family homes.

Motion:

I move the La Pine City Council approve the Final Plat Review of the Crescent Creek Subdivision.



**CITY OF LA PINE TYPE I ADMINISTRATIVE DECISION**

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

**FILE NUMBER:** 04-FPR18

**APPLICANT:** AKS Engineering & Forestry, LLC  
3052 NW Merchant Way, Suite 100  
Bend, OR 97703

**OWNER:** Crescent Creek Development, Inc  
210 SW Wilson Ave, Suite 100  
Bend, OR 97702

**LOCATION:** The property is located at the intersection of Findley Drive and Crescent Creek Drive. It is identified as Tax Lot 221011000300 on the Deschutes County Tax Assessor’s Map.

**REQUEST:** Type I Final Plat Review for 51 lots additional lots in the Crescent Creek Subdivision in the Master Plan Residential Zone.

**STAFF REVIEWER:** Alexa Repko, Assistant Planner: 541-536-1462

**APPLICATION ACCEPTANCE DATE:** This application was received on October 13, 2018 and deemed complete on January 11, 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. The Applicant may be required to contribute to the City's sewer lift station. The City of La Pine Public Works Manager verified abandonment of private water/sewer systems. 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 Applicant may be required to contribute to the City of La Pine's sewer lift station in the future. 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.  
*City of La Pine Development Code*

Part III City of La Pine Development Code: Article 9 Land Divisions  
Chapter 15.410 Land Partitions

**15.406.020 Final Plat for a Subdivision**

B. Requirements of survey and plat of subdivision.

1. The survey for the plat of a subdivision shall be of such accuracy and with reference to such guidelines as required by ORS Ch. 92.
2. The survey and plat shall be made by a registered professional land surveyor.
3. The plat shall be of such scale that all survey and mathematical information, and all other details may be clearly and legibly shown thereon.
4. The locations and descriptions of all monuments shall be recorded upon all plats and the proper courses and distances of all boundary lines shown.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

C. Monumentation requirements. Monumentation of all subdivisions and plats therefore shall be in compliance with the provisions of ORS Chapters. 92.060 and 92.065.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets this requirement.

D. Information required on final plat. In addition to that required by the tentative plan approval or otherwise required by law, the following information shall be shown on the final plat.

1. All survey reference information.
2. Tract and lot boundary lines, and street right-of-way and centerlines, with dimensions, bearings or deflection angles. Tract boundaries and street bearings shall be to the nearest second; distances to the nearest 0.01 feet. No ditto marks are permitted.
3. Width of streets being dedicated. Curve data based on centerlines for streets on curvature; the radius, central angle, arc length, chord length and chord bearing shall be shown.
4. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference.
5. Lot numbers beginning with the number "1" and numbered consecutively and without omission, in sequential order with phasing if applicable.
6. The initial point shall be marked with an aluminum pipe or galvanized iron pipe not less than two inches inside diameter 30 inches long before flaring with a 2½ inch minimum diameter aluminum or galvanized cap as appropriately securely attached marked with steel ties with the following information for that subdivision: initial point, subdivision name, year and land surveyor registration number.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

E. Certificates required on final plat. The following certificates are required on the final plat.

1. Certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.
2. Certificate signed and acknowledged as above dedicating all land intended for public use.
3. Certificate with the seal of and signed by the land surveyor responsible for the survey and the final plat preparation.
4. Certificate for the County Surveyor.
5. Certificate for the County Tax Collector.
6. Certificate for the County Assessor.
7. Certificates for the City Public Works Manager and City Planning Official or other duly designated City representative.
8. Other certificates required by state law or by the City.
9. Certificate for approval or execution by the City Council.

**FINDING:** The Applicant shall obtain signatures from the parties listed above. Criteria will be met.

F. Supplemental information with final plat. The following data, in addition to any other data required as a part of the tentative plan approval, shall be submitted with the final plat.

1. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary, and evidence of a clear and marketable title.
2. A copy of any deed restrictions or protective covenants applicable to the subdivision or planned unit development.
3. A copy of any dedication requiring separate documents such as for parks, playgrounds and the like.
4. A copy of any homeowner's association agreements proposed or required for the development.
5. For any and all improvements such as streets, sewer, water, utilities and the like that are required or proposed as a part of the tentative plan approval, the following shall be required to be submitted with the final plat, and such shall be prepared by a licensed surveyor or engineer.
  - a. Cross-sections of proposed streets, widths of roadways, types of surfacing, curb locations and specifications, width and location of sidewalks, other pedestrian ways and/or bikeways.
  - b. Plans and profiles of proposed sanitary sewers, location of manholes and proposed drainage facilities.
  - c. Plans and profiles of proposed water distribution systems showing pipe sizes, location of valves and fire hydrants as applicable.
  - d. Specifications for the construction of all proposed utilities.
  - e. Proof of guaranteed access to the primary serving public street or highway.
  - f. Digital data of construction plans and as-built specifications for all improvements in a format approved by the City Engineer, Public Works Manager or other duly designated City representatives, such being necessary for electronic record keeping.

**FINDING:** A preliminary title report and a copy of deed restrictions have been provided. Completed and future improvements shall be noted on the final plat and/or auxiliary documents.

I. Final plat approval requirements. No final plat for a proposed subdivision shall be approved unless it is found to comply with the following minimum standards.

1. The final plat is found to be in strict compliance with the tentative plan approval and all conditions set forth thereby.
2. Streets and roads for public use are dedicated without any reservations or restrictions.
3. Streets and roads held for private use are clearly indicated.
4. The plat contains a donation to the public of all common improvements and public uses proposed or required as a condition of approval of the tentative plan.
5. All proposed or required improvements have either been completed and approved by the City or that a development agreement establishing timeframes and any required bond, contract or other assurance therefore has been provided for and approved by the City Planning Official or other duly designated City representative.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

J. Recording of final plat. Approval of the final plat shall be null and void if the plat is not recorded within 45 days after the date of approval of the City Planning Official.

1. After obtaining all required approvals and signatures, the subdivider shall file the plat and an exact copy thereof in the County Clerk's office.
2. No plat shall be recorded unless all ad valorem taxes and special assessments, fees or other charges required by law to be placed upon the tax rolls which have become a lien or which will become a lien during the calendar year on the subdivision have been paid.
3. Copies of the recorded plat shall be provided to the City Recorder, City Planning Official, and County Surveyor at the developer's expense. The format and number of copies required shall be as specified on the application form. The County Surveyor may request an additional number of copies required at time of final plat review if deemed appropriate.

**FINDING:** Once the mylars are submitted and all City signatures have been received, the applicant will be notified that the mylars are signed and ready to be picked up. As soon as the final plat is recorded with the Deschutes County Clerk, the Applicant must submit an exact digital copy of the recorded plat to the City.

## Conditions of Approval

1. This approval is based upon the submitted Tentative Plan. Any substantial change to the approved Tentative Plan will require a new application.

**FINDING:** No changes made to the tentative plan necessitate a new application.

2. The final plat shall be prepared in accordance with Title 17 of the County Code. A licensed land surveyor must prepare the plat. All property corners and public rights-of-way must be located and monumented, and a final map submitted to the County Surveyor. The final plat shall include the exact lot sizes for each of the parcels.

**FINDING:** A licensed land survey prepared the plat. Condition has been met.

3. The final plat shall contain a statement of water rights.

**FINDING:** Water lines are noted on the final plat. Condition has been met.

4. All ad valorem taxes, fees and other charges that have become a lien upon the entire parcel shall be paid. The final plat shall be signed by the County Assessor and County Tax Collector.

**FINDING:** All fees are paid. The Applicant shall obtain signatures from the County Assessor and Tax Collector.

5. The applicant shall submit an up to date title report or subdivision guarantee for the subject property as part of final plat review.

**FINDING:** The Applicant has submitted a title report. Condition has been met.

6. Prior to final plat approval, the applicant shall obtain approval for the Subdivision name from the County Surveyor.

**FINDING:** The Applicant previously obtained approval for the subdivision name from the County Surveyor. Condition has been met.

7. Prior to final plat approval, the proposed road names within the subdivision must be approved by the property address coordinator. Road signs shall be placed at all intersections.

**FINDING:** The subject streets are named. Condition has been met.

8. Prior to commencement of construction, the road construction plans shall be approved by the County Road Department. The applicant shall construct all road improvements under the inspection and approval of the City of La Pine. The City may accept certification of improvements by a professional engineer consistent with ORS 92.097.

**FINDING:** The Applicant obtained approval from the City and County in regards to road improvements.

9. The minimum swale depth shall be 18 inches for all roads.

**FINDING:** All swales in the subject subdivision meet this standard.

10. Applicant shall prepare and submit for approval a drainage plan in accordance with DCC 17.48.190.

**FINDING:** A drainage plan has been submitted. Condition has been met.

11. The minimum size culvert within the public right-of-way shall be 12 inches.

**FINDING:** All culverts in the subject subdivision meet this standard.

12. All pathways shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area". Pathways shall have at least 15 feet of public right-of-way.

**FINDING:** All pathways in the subject subdivision meet this standard.

13. All roads shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area".

**FINDING:** All roads in the subject subdivision meet this standard.

14. Septic tanks are to be located outside of the public right-of-way. If the tanks are to be in the public right-of-way, they shall only extend a maximum of five feet into the right-of-way.

**FINDING:** Septic tanks are located outside of the right-of-way. Condition has been met.

15. The final plat shall show no vehicular access from the subdivision lots directly onto Huntington Road or collector streets.

**FINDING:** There is no access directly from subject lots to Huntington Road. Condition has been met.

16. Horizontal curves shall be separated by at least 100 feet on all collector roads. Horizontal curves shall be designed for 25 mph on local roads (min radius = 180 ft.) and 35 mph on collector (min. radius = 461 ft.). Alleys shall have a minimum radius of 50 ft. per private road standards listed in DCC 17.48.180.

**FINDING:** Roads within the subject subdivision meet these standards.

17. Intersection sight distance shall meet AASHTO standards.

**FINDING:** Sight distance in the subject subdivision meets these standards.

18. Roads shall be surveyed and staked in accordance with DCC 17.48.200.

**FINDING:** Subject roads have been surveyed and staked per these standards.

19. Prior to final plat approval, a southbound left-turn lane and a northbound right-turn deceleration lane shall be constructed by the developer at the Huntington Road/Findley Drive intersection unless the developer requests an Improvement Agreement in accordance with DCC 17.24.120.

**FINDING:** The Applicant has constructed said road improvements. Condition has been met.

20. The surveyor or engineer submitting the plat shall submit information showing the location of the existing road in relationship to the road right-of-way, on behalf of the applicant to the County Road Department. This information can be submitted on a worksheet and does not necessarily have to be on the final plat. All existing road facilities and new road improvements are to be located within legally established or dedicated right-of-ways. In no case shall a road improvement be located outside of a dedicated road right-of-way. If research reveals that inadequate right-of-way exists or that the existing roadway is outside of the legally established or dedicated right-of-way, additional right-of-way will be dedicated as directed by the Deschutes County Road Department to meet current County Standards.

**FINDING:**

21. All easements of record and existing rights of way shall be shown on the final plat. Any easements requested by the utility companies shall be included on the final plat.

**FINDING:**

22. Driveway access is not allowed onto the central collector and the neighborhood collectors.

**FINDING:** Driveway access onto the central collector and neighborhood collectors has not been provided. Condition has been met.

23. Individual property owners will be required to obtain an access permit from the City of La Pine for access to internal roads when appropriate.

**FINDING:** Individual property owners will be required to obtain a driveway access permit from Deschutes County.

24. Prior to final plat approval, the applicant shall provide Deschutes County Planning with a record of the required number of TDCs established and available to apply to development of a tract or lot meeting the criteria of DCC 11.12.020. Any remaining required PRCs for the subdivision shall be divided by the number of residential lots approved for the subdivision.

**FINDING:** The Applicant provided Deschutes County Planning with the aforementioned information. Condition has been met.

25. The required PRCs and their cost for each lot shall be shown on the final plat.

**FINDING:** The cost of PRCs for each lot has been provided. Condition has been met.

26. Prior to issuance of a building permit for a residential lot in the Receiving Area, the Department must have payment of the required number of PRCs for that lot.

**FINDING:** PRCs for an individual lot shall be paid for prior to issuance of a building permit for that lot. Condition will be met.

27. The applicant shall meet the requirements of the La Pine Rural Fire Protection District as noted above in the Basic Findings section.

**FINDING:** The Applicant has met the requirements of the La Pine Rural Fire Protection District.

28. All permanent utility services to lots in a subdivision shall be provided from underground facilities.

**FINDING:** All utilities are underground. Condition has been met.

29. The Applicant shall pay a proportionate share contribution to the City of La Pine's pump station capacity improvements.

**FINDING:** This condition of approval pertains to the Final Plat. Final plat will be approved and will not be pending this condition. The Applicant will be expected to contribute in the future when improvements occur. Staff agrees that this criterion is presently satisfied and will be met.

**THIS DECISION BECOMES FINAL UPON APPROVAL OF CITY COUNCIL**

Written by: 

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Alexa Repko, Assistant Planner

Date Mailed: January 11, 2021



**CITY OF LA PINE TYPE I ADMINISTRATIVE DECISION**

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

**FILE NUMBER:** 04-FPR18

**APPLICANT:** AKS Engineering & Forestry, LLC  
~~3052 NW Merchant Way, Suite 100~~ 2777 NW Lolo Dr., Suite 150  
Bend, OR 97703

**OWNER:** Crescent Creek Development, Inc  
210 SW Wilson Ave, Suite 100  
Bend, OR 97702

**LOCATION:** The property is located at the intersection of Findley Drive and Crescent Creek Drive. It is identified as Tax Lot 221011000300 on the Deschutes County Tax Assessor’s Map.

**REQUEST:** Type I Final Plat Review for 51 lots additional lots in the Crescent Creek Subdivision in the Master Plan Residential Zone.

**STAFF REVIEWER:** Alexa Repko, Assistant Planner: 541-536-1462

**APPLICATION ACCEPTANCE DATE:** This application was received on October 13, 2018 and deemed complete on January 11, 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;

these have been bonded but not constructed

- (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.

these have been constructed.

**FINDING:** The final plat has been signed by a surveyor. Improvements to public facilities have been constructed. The Applicant may be required to contribute to the City's sewer lift station. The City of La Pine Public Works Manager verified abandonment of private water/sewer systems. 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.

these have been performance bonded for.

**FINDING:** The Applicant shall record the final plat with the submittal of this decision. Public improvements have been constructed. The Applicant may be required to contribute to the City of La Pine's sewer lift station in the future. The criteria have been met.

these have been performance bonded for. Construction will occur this spring.

(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.  
*City of La Pine Development Code*

Part III City of La Pine Development Code: Article 9 Land Divisions  
Chapter 15.410 Land Partitions

**15.406.020 Final Plat for a Subdivision**

B. Requirements of survey and plat of subdivision.

1. The survey for the plat of a subdivision shall be of such accuracy and with reference to such guidelines as required by ORS Ch. 92.
2. The survey and plat shall be made by a registered professional land surveyor.
3. The plat shall be of such scale that all survey and mathematical information, and all other details may be clearly and legibly shown thereon.
4. The locations and descriptions of all monuments shall be recorded upon all plats and the proper courses and distances of all boundary lines shown.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

C. Monumentation requirements. Monumentation of all subdivisions and plats therefore shall be in compliance with the provisions of ORS Chapters. 92.060 and 92.065.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets this requirement.

D. Information required on final plat. In addition to that required by the tentative plan approval or otherwise required by law, the following information shall be shown on the final plat.

1. All survey reference information.
2. Tract and lot boundary lines, and street right-of-way and centerlines, with dimensions, bearings or deflection angles. Tract boundaries and street bearings shall be to the nearest second; distances to the nearest 0.01 feet. No ditto marks are permitted.
3. Width of streets being dedicated. Curve data based on centerlines for streets on curvature; the radius, central angle, arc length, chord length and chord bearing shall be shown.
4. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference.
5. Lot numbers beginning with the number "1" and numbered consecutively and without omission, in sequential order with phasing if applicable.
6. The initial point shall be marked with an aluminum pipe or galvanized iron pipe not less than two inches inside diameter 30 inches long before flaring with a 2½ inch minimum diameter aluminum or galvanized cap as appropriately securely attached marked with steel ties with the following information for that subdivision: initial point, subdivision name, year and land surveyor registration number.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

E. Certificates required on final plat. The following certificates are required on the final plat.

1. Certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.
2. Certificate signed and acknowledged as above dedicating all land intended for public use.
3. Certificate with the seal of and signed by the land surveyor responsible for the survey and the final plat preparation.
4. Certificate for the County Surveyor.
5. Certificate for the County Tax Collector.
6. Certificate for the County Assessor.
7. Certificates for the City Public Works Manager and City Planning Official or other duly designated City representative.
8. Other certificates required by state law or by the City.
9. Certificate for approval or execution by the City Council.

**FINDING:** The Applicant shall obtain signatures from the parties listed above. Criteria will be met.

F. Supplemental information with final plat. The following data, in addition to any other data required as a part of the tentative plan approval, shall be submitted with the final plat.

1. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary, and evidence of a clear and marketable title.
2. A copy of any deed restrictions or protective covenants applicable to the subdivision or planned unit development.
3. A copy of any dedication requiring separate documents such as for parks, playgrounds and the like.
4. A copy of any homeowner's association agreements proposed or required for the development.
5. For any and all improvements such as streets, sewer, water, utilities and the like that are required or proposed as a part of the tentative plan approval, the following shall be required to be submitted with the final plat, and such shall be prepared by a licensed surveyor or engineer.
  - a. Cross-sections of proposed streets, widths of roadways, types of surfacing, curb locations and specifications, width and location of sidewalks, other pedestrian ways and/or bikeways.
  - b. Plans and profiles of proposed sanitary sewers, location of manholes and proposed drainage facilities.
  - c. Plans and profiles of proposed water distribution systems showing pipe sizes, location of valves and fire hydrants as applicable.
  - d. Specifications for the construction of all proposed utilities.
  - e. Proof of guaranteed access to the primary serving public street or highway.
  - f. Digital data of construction plans and as-built specifications for all improvements in a format approved by the City Engineer, Public Works Manager or other duly designated City representatives, such being necessary for electronic record keeping.

**FINDING:** A preliminary title report and a copy of deed restrictions have been provided. Completed and future improvements shall be noted on the final plat and/or auxiliary documents.

I. Final plat approval requirements. No final plat for a proposed subdivision shall be approved unless it is found to comply with the following minimum standards.

1. The final plat is found to be in strict compliance with the tentative plan approval and all conditions set forth thereby.
2. Streets and roads for public use are dedicated without any reservations or restrictions.
3. Streets and roads held for private use are clearly indicated.
4. The plat contains a donation to the public of all common improvements and public uses proposed or required as a condition of approval of the tentative plan.
5. All proposed or required improvements have either been completed and approved by the City or that a development agreement establishing timeframes and any required bond, contract or other assurance therefore has been provided for and approved by the City Planning Official or other duly designated City representative.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

J. Recording of final plat. Approval of the final plat shall be null and void if the plat is not recorded within 45 days after the date of approval of the City Planning Official.

1. After obtaining all required approvals and signatures, the subdivider shall file the plat and an exact copy thereof in the County Clerk's office.
2. No plat shall be recorded unless all ad valorem taxes and special assessments, fees or other charges required by law to be placed upon the tax rolls which have become a lien or which will become a lien during the calendar year on the subdivision have been paid.
3. Copies of the recorded plat shall be provided to the City Recorder, City Planning Official, and County Surveyor at the developer's expense. The format and number of copies required shall be as specified on the application form. The County Surveyor may request an additional number of copies required at time of final plat review if deemed appropriate.

**FINDING:** Once the mylars are submitted and all City signatures have been received, the applicant will be notified that the mylars are signed and ready to be picked up. As soon as the final plat is recorded with the Deschutes County Clerk, the Applicant must submit an exact digital copy of the recorded plat to the City.

## Conditions of Approval

1. This approval is based upon the submitted Tentative Plan. Any substantial change to the approved Tentative Plan will require a new application.

**FINDING:** No changes made to the tentative plan necessitate a new application.

2. The final plat shall be prepared in accordance with Title 17 of the County Code. A licensed land surveyor must prepare the plat. All property corners and public rights-of-way must be located and monumented, and a final map submitted to the County Surveyor. The final plat shall include the exact lot sizes for each of the parcels.

**FINDING:** A licensed land surveyor prepared the plat. Condition has been met.

3. The final plat shall contain a statement of water rights.

**FINDING:** ~~Water lines are noted on the final plat.~~ Condition has been met.

**A statement of water rights is provided on the face of the plat.**

4. All ad valorem taxes, fees and other charges that have become a lien upon the entire parcel shall be paid. The final plat shall be signed by the County Assessor and County Tax Collector.

**FINDING:** All fees are paid. The Applicant shall obtain signatures from the County Assessor and Tax Collector.

5. The applicant shall submit an up to date title report or subdivision guarantee for the subject property as part of final plat review.

**FINDING:** The Applicant has submitted a title report. Condition has been met.

6. Prior to final plat approval, the applicant shall obtain approval for the Subdivision name from the County Surveyor.

**FINDING:** The Applicant previously obtained approval for the subdivision name from the County Surveyor. Condition has been met.

7. Prior to final plat approval, the proposed road names within the subdivision must be approved by the property address coordinator. Road signs shall be placed at all intersections.

**FINDING:** The subject streets are named. Condition has been met.

8. Prior to commencement of construction, the road construction plans shall be approved by the County Road Department. The applicant shall construct all road improvements under the inspection and approval of the City of La Pine. The City may accept certification of improvements by a professional engineer consistent with ORS 92.097.

**FINDING:** The Applicant obtained approval from the City and County in regards to road improvements.

9. The minimum swale depth shall be 18 inches for all roads.

**FINDING:** All swales in the subject subdivision meet this standard.

10. Applicant shall prepare and submit for approval a drainage plan in accordance with DCC 17.48.190.

**FINDING:** A drainage plan has been submitted. Condition has been met.

11. The minimum size culvert within the public right-of-way shall be 12 inches.

**FINDING:** ~~All culverts in the subject subdivision meet this standard.~~  
There are no proposed culverts within the public right-of-way

12. All pathways shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area". Pathways shall have at least 15 feet of public right-of-way.

**FINDING:** All pathways in the subject subdivision meet this standard.

13. All roads shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area".

**FINDING:** All roads in the subject subdivision meet this standard.

14. Septic tanks are to be located outside of the public right-of-way. If the tanks are to be in the public right-of-way, they shall only extend a maximum of five feet into the right-of-way.

**FINDING:** Septic tanks are located outside of the right-of-way. Condition has been met.

15. The final plat shall show no vehicular access from the subdivision lots directly onto Huntington Road or collector streets.

**FINDING:** There is no access directly from subject lots to Huntington Road. Condition has been met.

16. Horizontal curves shall be separated by at least 100 feet on all collector roads. Horizontal curves shall be designed for 25 mph on local roads (min radius = 180 ft.) and 35 mph on collector (min. radius = 461 ft.). Alleys shall have a minimum radius of 50 ft. per private road standards listed in DCC 17.48.180.

**FINDING:** Roads within the subject subdivision meet these standards.

17. Intersection sight distance shall meet AASHTO standards.

**FINDING:** Sight distance in the subject subdivision meets these standards.

18. Roads shall be surveyed and staked in accordance with DCC 17.48.200.

**FINDING:** Subject roads ~~have been~~ surveyed and staked per these standards.  
will be

19. Prior to final plat approval, a southbound left-turn lane and a northbound right-turn deceleration lane shall be constructed by the developer at the Huntington Road/Findley Drive intersection unless the developer requests an Improvement Agreement in accordance with DCC 17.24.120.

**FINDING:** The Applicant has ~~constructed said road improvements.~~ Condition has been met.  
provided a performance bond for these improvements.

20. The surveyor or engineer submitting the plat shall submit information showing the location of the existing road in relationship to the road right-of-way, on behalf of the applicant to the County Road Department. This information can be submitted on a worksheet and does not necessarily have to be on the final plat. All existing road facilities and new road improvements are to be located within legally established or dedicated right-of-ways. In no case shall a road improvement be located outside of a dedicated road right-of-way. If research reveals that inadequate right-of-way exists or that the existing roadway is outside of the legally established or dedicated right-of-way, additional right-of-way will be dedicated as directed by the Deschutes County Road Department to meet current County Standards.

**FINDING:**

21. All easements of record and existing rights of way shall be shown on the final plat. Any easements requested by the utility companies shall be included on the final plat.

**FINDING:**

22. Driveway access is not allowed onto the central collector and the neighborhood collectors.

**FINDING:** Driveway access onto the central collector and neighborhood collectors has not been provided. Condition has been met.

23. Individual property owners will be required to obtain an access permit from the City of La Pine for access to internal roads when appropriate.

**FINDING:** Individual property owners will be required to obtain a driveway access permit from Deschutes County.

24. Prior to final plat approval, the applicant shall provide Deschutes County Planning with a record of the required number of TDCs established and available to apply to development of a tract or lot meeting the criteria of DCC 11.12.020. Any remaining required PRCs for the subdivision shall be divided by the number of residential lots approved for the subdivision.

**FINDING:** The Applicant provided Deschutes County Planning with the aforementioned information. Condition has been met.

25. The required PRCs and their cost for each lot shall be shown on the final plat.

**FINDING:** The cost of PRCs for each lot has been provided. Condition has been met.

26. Prior to issuance of a building permit for a residential lot in the Receiving Area, the Department must have payment of the required number of PRCs for that lot.

**FINDING:** PRCs for an individual lot shall be paid for prior to issuance of a building permit for that lot. Condition will be met.

27. The applicant shall meet the requirements of the La Pine Rural Fire Protection District as noted above in the Basic Findings section.

**FINDING:** The Applicant has met the requirements of the La Pine Rural Fire Protection District.

28. All permanent utility services to lots in a subdivision shall be provided from underground facilities.

**FINDING:** All utilities are underground. Condition has been met.

29. The Applicant shall pay a proportionate share contribution to the City of La Pine's pump station capacity improvements.

**FINDING:** This condition of approval pertains to the Final Plat. Final plat will be approved and will not be pending this condition. The Applicant will be expected to contribute in the future when improvements occur. Staff agrees that this criterion is presently satisfied and will be met.

**THIS DECISION BECOMES FINAL UPON APPROVAL OF CITY COUNCIL**

This has not been discussed directly with the developer and is very vague. It is not a requirement of any previous land use decision associated with this development. There is also no information on what the total cost is or contribution would be. The developer will want to discuss this condition prior to the meeting.

Written by: 

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Alexa Repko, Assistant Planner

Date Mailed: January 11, 2021



**CITY OF LA PINE TYPE I ADMINISTRATIVE DECISION**

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

**FILE NUMBER:** 04-FPR18

**APPLICANT:** AKS Engineering & Forestry, LLC  
2777 NW Lolo Dr., Suite 150  
Bend, OR 97703

**OWNER:** Crescent Creek Development, Inc  
210 SW Wilson Ave, Suite 100  
Bend, OR 97702

**LOCATION:** The property is located at the intersection of Findley Drive and Crescent Creek Drive. It is identified as Tax Lot 221011000300 on the Deschutes County Tax Assessor’s Map.

**REQUEST:** Type I Final Plat Review for 51 lots additional lots in the Crescent Creek Subdivision in the Master Plan Residential Zone.

**STAFF REVIEWER:** Alexa Repko, Assistant Planner: 541-536-1462

**APPLICATION ACCEPTANCE DATE:** This application was received on October 13, 2018 and deemed complete on January 11, 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 bonded and will be constructed this Spring. The Applicant may be required to contribute to the City's sewer lift station. The City of La Pine Public Works Manager verified abandonment of private water/sewer systems. 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 bonded and will be constructed this Spring. The Applicant may be required to contribute to the City of La Pine's sewer lift station in the future. 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.  
*City of La Pine Development Code*

Part III City of La Pine Development Code: Article 9 Land Divisions  
Chapter 15.410 Land Partitions

**15.406.020 Final Plat for a Subdivision**

B. Requirements of survey and plat of subdivision.

1. The survey for the plat of a subdivision shall be of such accuracy and with reference to such guidelines as required by ORS Ch. 92.
2. The survey and plat shall be made by a registered professional land surveyor.
3. The plat shall be of such scale that all survey and mathematical information, and all other details may be clearly and legibly shown thereon.
4. The locations and descriptions of all monuments shall be recorded upon all plats and the proper courses and distances of all boundary lines shown.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

C. Monumentation requirements. Monumentation of all subdivisions and plats therefore shall be in compliance with the provisions of ORS Chapters. 92.060 and 92.065.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets this requirement.

D. Information required on final plat. In addition to that required by the tentative plan approval or otherwise required by law, the following information shall be shown on the final plat.

1. All survey reference information.
2. Tract and lot boundary lines, and street right-of-way and centerlines, with dimensions, bearings or deflection angles. Tract boundaries and street bearings shall be to the nearest second; distances to the nearest 0.01 feet. No ditto marks are permitted.
3. Width of streets being dedicated. Curve data based on centerlines for streets on curvature; the radius, central angle, arc length, chord length and chord bearing shall be shown.
4. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference.
5. Lot numbers beginning with the number "1" and numbered consecutively and without omission, in sequential order with phasing if applicable.
6. The initial point shall be marked with an aluminum pipe or galvanized iron pipe not less than two inches inside diameter 30 inches long before flaring with a 2½ inch minimum diameter aluminum or galvanized cap as appropriately securely attached marked with steel ties with the following information for that subdivision: initial point, subdivision name, year and land surveyor registration number.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

E. Certificates required on final plat. The following certificates are required on the final plat.

1. Certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.
2. Certificate signed and acknowledged as above dedicating all land intended for public use.
3. Certificate with the seal of and signed by the land surveyor responsible for the survey and the final plat preparation.
4. Certificate for the County Surveyor.
5. Certificate for the County Tax Collector.
6. Certificate for the County Assessor.
7. Certificates for the City Public Works Manager and City Planning Official or other duly designated City representative.
8. Other certificates required by state law or by the City.
9. Certificate for approval or execution by the City Council.

**FINDING:** The Applicant shall obtain signatures from the parties listed above. Criteria will be met.

F. Supplemental information with final plat. The following data, in addition to any other data required as a part of the tentative plan approval, shall be submitted with the final plat.

1. A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary, and evidence of a clear and marketable title.
2. A copy of any deed restrictions or protective covenants applicable to the subdivision or planned unit development.
3. A copy of any dedication requiring separate documents such as for parks, playgrounds and the like.
4. A copy of any homeowner's association agreements proposed or required for the development.
5. For any and all improvements such as streets, sewer, water, utilities and the like that are required or proposed as a part of the tentative plan approval, the following shall be required to be submitted with the final plat, and such shall be prepared by a licensed surveyor or engineer.
  - a. Cross-sections of proposed streets, widths of roadways, types of surfacing, curb locations and specifications, width and location of sidewalks, other pedestrian ways and/or bikeways.
  - b. Plans and profiles of proposed sanitary sewers, location of manholes and proposed drainage facilities.
  - c. Plans and profiles of proposed water distribution systems showing pipe sizes, location of valves and fire hydrants as applicable.
  - d. Specifications for the construction of all proposed utilities.
  - e. Proof of guaranteed access to the primary serving public street or highway.
  - f. Digital data of construction plans and as-built specifications for all improvements in a format approved by the City Engineer, Public Works Manager or other duly designated City representatives, such being necessary for electronic record keeping.

**FINDING:** A preliminary title report and a copy of deed restrictions have been provided. Completed and future improvements shall be noted on the final plat and/or auxiliary documents.

I. Final plat approval requirements. No final plat for a proposed subdivision shall be approved unless it is found to comply with the following minimum standards.

1. The final plat is found to be in strict compliance with the tentative plan approval and all conditions set forth thereby.
2. Streets and roads for public use are dedicated without any reservations or restrictions.
3. Streets and roads held for private use are clearly indicated.
4. The plat contains a donation to the public of all common improvements and public uses proposed or required as a condition of approval of the tentative plan.
5. All proposed or required improvements have either been completed and approved by the City or that a development agreement establishing timeframes and any required bond, contract or other assurance therefore has been provided for and approved by the City Planning Official or other duly designated City representative.

**FINDING:** The submitted final plat has been reviewed by the City Engineer to confirm that it meets the requirements listed above.

J. Recording of final plat. Approval of the final plat shall be null and void if the plat is not recorded within 45 days after the date of approval of the City Planning Official.

1. After obtaining all required approvals and signatures, the subdivider shall file the plat and an exact copy thereof in the County Clerk's office.
2. No plat shall be recorded unless all ad valorem taxes and special assessments, fees or other charges required by law to be placed upon the tax rolls which have become a lien or which will become a lien during the calendar year on the subdivision have been paid.
3. Copies of the recorded plat shall be provided to the City Recorder, City Planning Official, and County Surveyor at the developer's expense. The format and number of copies required shall be as specified on the application form. The County Surveyor may request an additional number of copies required at time of final plat review if deemed appropriate.

**FINDING:** Once the mylars are submitted and all City signatures have been received, the applicant will be notified that the mylars are signed and ready to be picked up. As soon as the final plat is recorded with the Deschutes County Clerk, the Applicant must submit an exact digital copy of the recorded plat to the City.

## Conditions of Approval

1. This approval is based upon the submitted Tentative Plan. Any substantial change to the approved Tentative Plan will require a new application.

**FINDING:** No changes made to the tentative plan necessitate a new application.

2. The final plat shall be prepared in accordance with Title 17 of the County Code. A licensed land surveyor must prepare the plat. All property corners and public rights-of-way must be located and monumented, and a final map submitted to the County Surveyor. The final plat shall include the exact lot sizes for each of the parcels.

**FINDING:** A licensed land surveyor prepared the plat. Condition has been met.

3. The final plat shall contain a statement of water rights.

**FINDING:** A statement of water rights is provided on the final plat. Condition has been met.

4. All ad valorem taxes, fees and other charges that have become a lien upon the entire parcel shall be paid. The final plat shall be signed by the County Assessor and County Tax Collector.

**FINDING:** All fees are paid. The Applicant shall obtain signatures from the County Assessor and Tax Collector.

5. The applicant shall submit an up to date title report or subdivision guarantee for the subject property as part of final plat review.

**FINDING:** The Applicant has submitted a title report. Condition has been met.

6. Prior to final plat approval, the applicant shall obtain approval for the Subdivision name from the County Surveyor.

**FINDING:** The Applicant previously obtained approval for the subdivision name from the County Surveyor. Condition has been met.

7. Prior to final plat approval, the proposed road names within the subdivision must be approved by the property address coordinator. Road signs shall be placed at all intersections.

**FINDING:** The subject streets are named. Condition has been met.

8. Prior to commencement of construction, the road construction plans shall be approved by the County Road Department. The applicant shall construct all road improvements under the inspection and approval of the City of La Pine. The City may accept certification of improvements by a professional engineer consistent with ORS 92.097.

**FINDING:** The Applicant obtained approval from the City and County in regards to road improvements.

9. The minimum swale depth shall be 18 inches for all roads.

**FINDING:** All swales in the subject subdivision meet this standard.

10. Applicant shall prepare and submit for approval a drainage plan in accordance with DCC 17.48.190.

**FINDING:** A drainage plan has been submitted. Condition has been met.

11. The minimum size culvert within the public right-of-way shall be 12 inches.

**FINDING:** There are no proposed culverts within the public right-of-way. Condition does not apply.

12. All pathways shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area". Pathways shall have at least 15 feet of public right-of-way.

**FINDING:** All pathways in the subject subdivision meet this standard.

13. All roads shall be constructed according to the standards listed in DCC 17, Table A, "Minimum Road Design Standards for La Pine Urban Unincorporated Community Neighborhood Planning Area".

**FINDING:** All roads in the subject subdivision meet this standard.

14. Septic tanks are to be located outside of the public right-of-way. If the tanks are to be in the public right-of-way, they shall only extend a maximum of five feet into the right-of-way.

**FINDING:** Septic tanks are located outside of the right-of-way. Condition has been met.

15. The final plat shall show no vehicular access from the subdivision lots directly onto Huntington Road or collector streets.

**FINDING:** There is no access directly from subject lots to Huntington Road. Condition has been met.

16. Horizontal curves shall be separated by at least 100 feet on all collector roads. Horizontal curves shall be designed for 25 mph on local roads (min radius = 180 ft.) and 35 mph on collector (min. radius = 461 ft.). Alleys shall have a minimum radius of 50 ft. per private road standards listed in DCC 17.48.180.

**FINDING:** Roads within the subject subdivision meet these standards.

17. Intersection sight distance shall meet AASHTO standards.

**FINDING:** Sight distance in the subject subdivision meets these standards.

18. Roads shall be surveyed and staked in accordance with DCC 17.48.200.

**FINDING:** Subject roads will be surveyed and staked per these standards.

19. Prior to final plat approval, a southbound left-turn lane and a northbound right-turn deceleration lane shall be constructed by the developer at the Huntington Road/Findley Drive intersection unless the developer requests an Improvement Agreement in accordance with DCC 17.24.120.

**FINDING:** The Applicant provided a performance bond for these improvements. Condition is satisfied.

20. The surveyor or engineer submitting the plat shall submit information showing the location of the existing road in relationship to the road right-of-way, on behalf of the applicant to the County Road Department. This information can be submitted on a worksheet and does not necessarily have to be on the final plat. All existing road facilities and new road improvements are to be located within legally established or dedicated right-of-ways. In no case shall a road improvement be located outside of a dedicated road right-of-way. If research reveals that inadequate right-of-way exists or that the existing roadway is outside of the legally established or dedicated right-of-way, additional right-of-way will be dedicated as directed by the Deschutes County Road Department to meet current County Standards.

**FINDING:**

21. All easements of record and existing rights of way shall be shown on the final plat. Any easements requested by the utility companies shall be included on the final plat.

**FINDING:**

22. Driveway access is not allowed onto the central collector and the neighborhood collectors.

**FINDING:** Driveway access onto the central collector and neighborhood collectors has not been provided. Condition has been met.

23. Individual property owners will be required to obtain an access permit from the City of La Pine for access to internal roads when appropriate.

**FINDING:** Individual property owners will be required to obtain a driveway access permit from Deschutes County.

24. Prior to final plat approval, the applicant shall provide Deschutes County Planning with a record of the required number of TDCs established and available to apply to development of a tract or lot meeting the criteria of DCC 11.12.020. Any remaining required PRCs for the subdivision shall be divided by the number of residential lots approved for the subdivision.

**FINDING:** The Applicant provided Deschutes County Planning with the aforementioned information. Condition has been met.

25. The required PRCs and their cost for each lot shall be shown on the final plat.

**FINDING:** The cost of PRCs for each lot has been provided. Condition has been met.

26. Prior to issuance of a building permit for a residential lot in the Receiving Area, the Department must have payment of the required number of PRCs for that lot.

**FINDING:** PRCs for an individual lot shall be paid for prior to issuance of a building permit for that lot. Condition will be met.

27. The applicant shall meet the requirements of the La Pine Rural Fire Protection District as noted above in the Basic Findings section.

**FINDING:** The Applicant has met the requirements of the La Pine Rural Fire Protection District.

28. All permanent utility services to lots in a subdivision shall be provided from underground facilities.

**FINDING:** All utilities are underground. Condition has been met.

29. The Applicant shall pay a proportionate share contribution to necessary capacity improvements to the City of La Pine's Newberry Lift Station. The Newberry Lift Station does not have the capacity to meet build out sewer demands for the sewer basin it serves. The estimate of costs for capacity improvements is \$80,000 and the number of anticipated lots remaining to be developed at build out in the basin is 439. The proportionate share contribution for those 439 lots is \$182.23 per lot. Crescent Creek Phase 5 subdivision creates 51 lots, therefore the proportionate share contribution is \$9,293.73.

**FINDING:** This condition of approval pertains to the Final Plat. Final plat will be approved and will not be pending this condition. The Applicant will be expected to contribute in the future when improvements occur. Staff agrees that this criterion is presently satisfied and will be met.

**THIS DECISION BECOMES FINAL UPON APPROVAL OF CITY COUNCIL**

Written by: 

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Alexa Repko, Assistant Planner

Date Mailed: January 11, 2021



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: MARY HATFIELD  
 Address: 52434 Pine DR  
 City: La Pine State: OR Zip Code: 97739 Phone Number: 541-536-1355  
 Email Address: WELL8842@AOL.COM  
 Do you reside within the city limits of La Pine? Yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: I  
HAVE BEEN SERVING ON THE COMMITTEE  
FOR 4 YRS AND HAVE ENJOYED. WOULD  
LIKE TO CONTINUE

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: I AM A GOOD LISTENER I LISTEN TO  
ALL SIDES I HAVE BEEN ON SEVERAL  
BOARDS. CRAFTS. CARDS

Current Occupation: Retired

### Volunteer History

Other volunteer committee, board, or commission experience: Meadow LARK.  
President of Foster Parent Assoc. Boys &  
girls Club. Hibrey  
 When: 1987-2007 Organization: Free Above Meadow LARK  
 Type of Organization: Mt. Therapeutic home for girls - for working with  
 Address: Bend Phone Number: not longer  
 Role: SECRETARY  
 Describe activities and achievements: helping girls to reclaim their  
lives

When: 1997-2006 Organization: Foster Parent

Type of Organization: President of Foster Care

Address: Bend, OR Phone Number: \_\_\_\_\_

Role: help Foster parents & kids get the best of what  
Describe activities and achievements: PLAN CONFERENCES work<sup>s</sup> offered  
with Families: DHS

When: 2000-2003 Organization: Boys & Girls Club

Type of Organization: Working with Kids

Address: La Pine, OR Phone Number: \_\_\_\_\_

Role: Board member

Describe activities and achievements: All activities with kids  
helping to be a role model

**Other Information/References**

How did you hear about this position? Russ Smith

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please list: Russ Smith

References: Name: Ben Smith Pastor Number: 541-536-3333

Name: DAVE GOSSE Number: 541-610-6468

Name: ARDIS LEWIS Number: 541-536-2410

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: Mary Hatfield Date: 1-7-2021

Printed Name: MARY HATFIELD



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: RUSSELL SMITH

Address: 52790 OAK DR, UNIT 2458

City: LA PINE State: OR Zip Code: 97739 Phone Number: 5415361859

Email Address: RSMITH@LAPINEOREGON.GOV / RUSMITH@NETSCAPE.NET

Do you reside within the city limits of La Pine? Yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: \_\_\_\_\_

I WOULD LIKE TO CONTINUE TO SERVE AND CONTRIBUTE TO THE FUTURE DEVELOPMENT OF LA PINE

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: 30+ YEARS OF DIRECT MANAGEMENT, MANAGEMENT

TRAINING, MANAGEMENT CONSULTING, AND PROJECT MANAGEMENT

BS IN ECONOMICS & FINANCE, BS COMPUTER SYSTEMS

Current Occupation: RETIRED

### Volunteer History

Other volunteer committee, board, or commission experience: COUNCIL ON AGING OF CENTRAL OREGON

MEALS ON WHEELS & ADVISORY BOARD REPRESENTATIVE

FOR LA PINE SENIOR CENTER

When: 2006 - 2016 Organization: LA PINE SENIOR CENTER & CACO

Type of Organization: NON PROFIT

Address: 16450 VICTORY WAY LA PINE Phone Number: 541-797-9107

Role: ADVISORY BOARD FOR CACO & MOW DRIVER

Describe activities and achievements: DELIVER MEALS & CHECK ON HOME BOUND RESIDENTS

When: 2011-2014 Organization: CITY OF LA PINE  
Type of Organization: PUBLIC WORKS COMMITTEE  
Address: LA PINE CITY HALL Phone Number: \_\_\_\_\_  
Role: VICE CHAIRMAN  
Describe activities and achievements: ORIGINALLY AN ADVISORY & REVIEW COMMITTEE

When: 2014-2020 Organization: CITY OF LA PINE  
Type of Organization: ADVISORY & REVIEW COMMISSION  
Address: LA PINE CITY HALL Phone Number: \_\_\_\_\_  
Role: VICE CHAIR & CHAIRMAN  
Describe activities and achievements: REVIEW AND ADVISE CITY COUNCIL ON NEW DEVELOPMENT

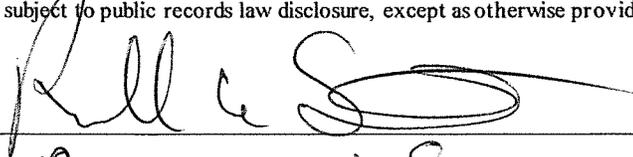
**Other information/References**

How did you hear about this position? \_\_\_\_\_

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please list: \_\_\_\_\_

- References: Name: DENISE MITCHELL Number: 541-797-9107  
Name: JAMIE SMITH DONAHUE Number: 541-536-6237  
Name: SHIRLEY GOBLER Number: 541-536-7651

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 1/5/21  
Printed Name: RUSSELL W. SMITH

# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you reside within the city limits of La Pine? \_\_\_\_\_

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: \_\_\_\_\_

To participate in the control of the City's growth.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: \_\_\_\_\_

Technical writing, IT, outdoor work

Current Occupation: \_\_\_\_\_

Open source IT

### Volunteer History

Other volunteer committee, board, or commission experience: \_\_\_\_\_

La Pine Budget committee

When: \_\_\_\_\_

Last 4 years

Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

**Other information/References**

How did you hear about this position? PC meeting

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please

list: \_\_\_\_\_

References: Name: Rox Gatto Number: 541 815 0453  
Name: Kathy Cushman Number: 458 206 8926  
Name: Bill Heigh Number: 541 610 4125

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: John Cameron Date: 1.11.2021

Printed Name: John Cameron



## City Manager's Report – January 8, 2020

### **Administration:**

City Administration is busy catching up after the holiday break and we are currently prioritizing economic development and long-range planning with SLED, the County, and ODOT. Please find an inventory below of the projects we expect movement on in the coming months.

#### La Pine Transit Center:

The City Public Works Director, Contract Engineer, and City Manager have finalized the plans and we expect and RFP to be completed in the next three weeks so that we can go to bid, and have a contractor selected within two months. This is notable as this project will be funded by grant dollars originally secured for the Hwy. 97 overpass project, which must be spent by the end of FY 20/21 which ends 06/30/21. As such, we must have all expenditures, realized for the project submitted to ODOT by this time.

City Administration also recently met with the Interim Director of East Cascades Transit and the regional ODOT representative, and they have both discussed their desires of the project that will be incorporated.

We anticipate between a 60-90-day construction window for the project, barring any major change orders, so time is of the essence. This project is one of the City's highest priorities.

#### Newberry Neighborhood (Quadrants 3&4):

The Newberry neighborhood is a large swath of land that extends from Memorial Ln. to the south, Huntington Rd. to the west, Burgess rd. to the North, and Hwy. 97 to the east. This area is an extension of County planning efforts prior to the incorporation of the City of La Pine and when the City formed, which represents the long-range planning goals that were eventually incorporated into the City Zoning Code.

Quadrants 1 & 2 have been platted and development has begun through the Crescent Creek neighborhood phases 1 & 2, and the Reserve in the Pines neighborhood.

The remaining quadrants are property of Deschutes County and county representatives have expressed interest in the sale and future development of these areas. County representatives have also expressed interest in master planning this large 300+ acre area and have approached the City to consider a joint effort in master planning. This would take the form of hiring a consultant for a long-range planning effort.

The benefits to the City through engagement in this process are a temporary easement for the Newberry footpath project that will link southern La Pine with Wickiup Junction, and the platting necessary for sale, and development of the quadrants for future development, which will equate to increased tax revenues, SDC contributions, and utility revenues for the City. City administration will be meeting with Deschutes County Community

Development, and Property Dept. staff at the end of January to discuss what this process might look like, and potential expected cost.

#### Wickiup Junction Refinement Plan:

This long-term project originally proposed by the state of Oregon is being revisited by City Administration and ODOT management for Central Oregon. This project proposes to integrate traffic congestion remedies at the confluence of Hwy. 97 and Burgess Rd. It also has the potential to be incorporated into efforts for the Newberry neighborhood planning process. City Administration will be meeting with ODOT regional management in the next week to re-visit this project and to strategize on next steps.

#### Staff Development:

Staff is currently managing the workload of our day to day operations, but we are seeing a large increase in land use interest and applications not experienced by the City in recent history. City Administration has been discussing options with our Contract Planner for managing the increasing workload as the City is seeing rapid expansion and interest from outside developers. A cost analysis is planned for the month of January, and City Administration will be reporting on this on an ongoing basis.

#### **Public Works:**

City Administration has been working with the Public Works Department to move the major water and wastewater expansion forward. As of current, we have received easements for our work throughout the City from all but fifty property owners, which we consider a successful effort. Those who did not respond or who were not interested in granting the easement for the installation of infrastructure will be required to pay SDC's if they elect to connect to the expansion of City water and wastewater services.

The City has also received a verbal agreement from a property owner for the purchase of their parcel for the addition of a new required lift station for the wastewater expansion. This is notable, as the City would have incurred far higher engineering costs by trying to relocate this infrastructure. Currently the City Attorney is working on the purchase agreement and required documents for the transfer of this parcel. The property will also provide the City with increased storage potential for future City expansion. It is of note that Public Works Director Jake Obrist was instrumental in this negotiation and agreement.

Public Works has also concluded their review of the plans for the project and City Administration and Public Works personnel met with the project engineers to finalize our requests for incorporation into the plans. We anticipate going out to bid on this project in the next 60-90 days.

#### **Economic Development:**

City Administration, as previously reported, has been working closely with our SLED representative on preparing our regrouped effort for the development of the Spec. Building, in the La Pine Industrial Park. Efforts in the last month have consisted of an update to our marketing video to incorporate updates to our SDC code and site dimensions in the park, the finalization of the SPEC. sheet for Industrial Zone marketing which is now on the City website, collaboration with the Deschutes County Property Department in lifting restrictions on Spec. Building development, and development of an RFP process to provide for equal opportunity in attracting applicants to the opportunity.

Additionally, we have reviewed our process for land sales in the Industrial Park and we will be increasing our efforts to bring potential tenants to the area with the help of EDCO and SLED.

We have also been coordinating with a property owner, and the county Property Department to facilitate the sale of a partially finished building in the park in hopes that this may be of interest to a potential business.

**Council Matters:**

As we embark into a new year, and with a new elected body, the Mayor would like the members of Council, both current, and those to be inaugurated, to consider committee assignments at our first meeting in January. Below please find an inventory of committees historically attended by members of Council and/or staff:

SLED – Sun River La Pine Economic Development

COIC – Central Oregon Intergovernmental Council

COAC – Central Oregon Area Committee on Transportation

DBWC – Deschutes Basin Water Collaborative

COCO – Central Oregon Cities Organization

This is not an exhaustive list but are the primary committee assignments that need to be discussed in our initial meeting of 2021.

**Conclusion:**

I want to welcome our new members on board and thank our incumbents for their support as we start the new year. Please contact City Administration if you have any questions prior to our scheduled meeting of 01/13/21 and I look forward to working with you as we collaborate to improve the City of La Pine for our constituents.

Sincerely,

Geoff Wullschlager  
City Manager