



CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING

Wednesday, October 26, 2022, at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/84889382585>

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.

REGULAR COUNCIL SESSION

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

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. 10.12.22 Joint Session & Regular City Council Meeting Minutes.....(3.)

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

None

NEW BUSINESS:

- 1. 02FPR-22 – Final Plat
 - a. Staff Report.....(7.)
 - b. Application.....(8.)
 - c. Site Plan.....(11.)
 - d. Decision.....(17.)

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

RECESS (FOR EXECUTIVE SESSION):

EXECUTIVE SESSION - PURSUANT TO 192.660(2)(i)

(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).

- 1. Manager Evaluation Document.....(22.)

None

EXECUTIVE SESSION

The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session.

OPEN EXECUTIVE SESSION

CALL TO ORDER

ESTABLISH A QUORUM

ITEMS FOR DISCUSSION

ADJOURN EXECUTIVE SESSION

REGULAR SESSION:

RECONVENE REGULAR SESSION

ADJOURNMENT

**CITY OF LA PINE, OREGON AND
DESCHUTES COUNTY COMMISSIONER'S
REGULAR CITY COUNCIL MEETING**

Wednesday, October 12th, at 5:00 PM

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/87905356640>

MINUTES

1. CALL TO ORDER:

Meeting was called to order at 5:00 p.m.

2. ESTABLISH A QUORUM:

PRESENT

Mayor Daniel Richer

Councilor Colleen Scott

Councilor Mike Shields

Councilor Cathi Van Damme

Councilor Courtney Ignazzitto

ALL CITY ADMINISTRATIVE STAFF

COUNTY COMMISSIONERS

Commissioner Adair

Commissioner De Bone

Commissioner Chang

VARIOUS COUNTY EMPLOYEES

3. PLEDGE OF ALLEGIANCE: The mayor led the Pledge of Allegiance.

4. COUNTY COMMISSIONER'S JOINT SESSION

Newberry Neighborhood Update-

Neighborhood 2:

The offer from Pahlisch Homes was accepted and an offer from Sage Brush Development for parcels A & D was received and accepted by the board. Deschutes County now has a realtor to help with the remaining parcels.

Neighborhood 3 & 4:

The County and the City will create a master plan for land use designations. Jen Patterson will create the RFP.

La Pine Industrial Park Update –

The city has had a number of interested parties and most of them are data miners that need a combination of water and power. The city is in discussion with Midstate Electric and legal

counsel to figure out production and franchise costs ideally within the next six months.

Mountain Star will be assisting 8-9 families with childcare and if successful within the first year they will expand.

There has been discussion around the proposal of a La Pine airport. Potentially moving the airport from Sunriver.

Coordinated Houseless Response Update –

Cheyenne has worked with staff including Councilor Scott discussing the specific needs and direction in La Pine for affordable housing opportunities, operations of support of services and emergency shelter for those that are unsheltered.

The program will be coordinating cities to work together. The primary set of needs will be a special focus on data collection and quality as well as capacity building in terms of size and capability.

County Plan Update –

Comprehensive planning started in May and will go for about 18 months. It is a long range look at the plans for growth and development in the next 20 years. The strategy is to make it user friendly for community members.

The plan covers wildfire, water supply, farming, affordable housing, zoning code updates and county programming. There will be 4 in person open houses to gather community input on key issues, themes and challenges facing the county today.

Deschutes County Updated Proposed Transport System Plan-

There will be a signal put in at Burgess and Day, widening at Burgess from Day to Huntington, improvements at Huntington from S. Century to Burgess to add a bike path, and improvements at Sunrise from approximately 300 ft from Shady Ln. to Burgess for a bike path.

Huntington Road from South Century Drive to La Pine city limits will be upgraded from a collector to an arterial road, Burgess from Day to Sunrise will be updated from a collector to arterial road. Riverview will get a downgrade from a collector to a local road and Sunrise from Burgess to Day will be upgraded from a local to a collector road.

Darlene Way from Rosland to Deschutes County south line will be improved. The county will have a public online open houses in November to provide public comments in four Deschutes County cities to hear thoughts. The adoption is planned for 2023.

Wickiup Park and Ride –

REGULAR CITY COUNCIL MEETING MINUTES OCTOBER 12, 2022

Highlakes car club has expressed interest in maintaining the upkeep and improving this location.

There was a meeting recess, and the Deschutes County meeting adjourned. The City Council meeting was re-opened after about 15 minutes.

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.

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 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. 09.28.22 Regular City Council Meeting Minutes

*A motion was made by Councilor Van Damme to approve the Meeting Minutes from September 28, 2022. **Councilor Scott seconded the motion.***

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

Abstain: Councilor Ignazzitto.

Voting Nay: None.

7. PUBLIC HEARING:

None.

8. OLD BUSINESS:

*Councilor Scott made the motion to move the removal of Jacob Obrist as a check signer on the City's General Checking Account with Washington Federal and add Michael Shields, Colleen Scott, Cathi VanDamme, and Courtney Ignazzitto as check signers. Ashley Williams should be added as a signer and given the same permissions as Geoff Wullschlager. **Councilor Shields seconded the motion.***

Voting aye: Councilor Ignazzitto, Councilor Scott, Councilor Shields, Councilor Van Damme.

9. NEW BUSINESS:

There was no new business

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.

None.

11. STAFF COMMENTS:

Principal Planner: She is still working on the site plan for the La Pine Community Health Center Expansion and the construction of a new MountainStar Family Relief Nursery location.

Public Works Manager: He informed Councilors that there is lots of pipe going into the ground for the water and wastewater projects. The work that is being done by Taylor NW is going fast and smooth.

Assistant Manager: She is working on the water/wastewater funding including working with the other agencies such as COIC, USDA & the bonding council. Overseeing the AP and payroll. Meeting with the auditors on Monday and we may end up filing an extension with the Secretary of State since we are getting a late start.

City Manager: The transit center is wrapping up phase 1 by finishing the sod, spreading mulch, and putting in a fence along the backside. We are only \$57,054.13 beyond what was given for the project and under budget. Phase 2 elements will be discussed. One of the items to discuss are nice signage recognizing the council members who were on when during ground break.

There is an applicant proposing 63 units of low-income housing that will receive tax credits. This proposal includes a roundabout on Huntington and Memorial.

The City received a quote for permanent Christmas light placement at Triangle Park from 1st to 4th Street. This will be discussed by the Urban Renewal Agency along with adding the archway sign onto Huntington.

12. MAYOR & COUNCIL COMMENTS:

Councilor Van Damme: Welcomed Ashley.

Councilor Shields: Welcomed Ashley.

Councilor Ignazzitto: Welcomed Ashley. Shared about the new La Pine Community Health Center plans.

Councilor Scott: Welcomed Ashley. Is happy for the visible improvements to the city.

Mayor Richer: Thanked City Staff.

13. ADJOURNMENT: Meeting was adjourned 7:25 pm



CITY OF LA PINE
STAFF REPORT

DATE: October 26, 2022
TO: La Pine City Council
FROM: Principal Planner, Alexa Repko
SUBJECT: Reserve in the Pines Phase 4 Final Plat Review

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 August 17, 2022 Randy Akacich of Sagebrush Development along with HWA Civil Engineering, Surveying, and Planning, applied for Final Plat Review of Phase 4 of the Reserve in the Pines Subdivision. The subject phase of the Subdivision is located at Tax Lot 202 on Deschutes County Assessor's Map 22-10-11.

On March 18, 2019 a 191 lot Subdivision, which includes the subject property, was approved by the Planning Commission. The Subdivision divided the subject property which is 13.85 acres into 57 lots of relatively equal size for single-family residences. Final Plat Review of Phase 4 includes 57 of the 191 total lots.

Motion:

I move the La Pine City Council approve the Final Plat Review of Phase 4 of the Reserve in the Pines Subdivision.



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 # 01QP/02SUB-19

Number of Lots 57

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant Name Sagebrush Development LLC Phone 541-536-3478 Fax _____

Address PO Box 2520 City La Pine State OR Zip Code 97739

Email randy.akacich@gmail.com

Property Owner Sagebrush Development LLC Phone 541-536-3478 Fax _____

Address PO Box 2520 City La Pine State OR Zip Code 97739

Email randy.akacich@gmail.com

Engineer/Surveyor HWA Phone 541-389-9351 Fax _____

Address 62930 OB Riley Rd., STE 100 City Bend State OR Zip Code 97703

Email granth@hwa-inc.org

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

On Crescent Creek Drive near intersection with Memorial Lane

T-22 R-10

Legal Description T-15 R-13 Section 11 Tax Lot(s) 202

Present Zoning LPMPR Total Land Area _____ (Sq Ft.) 13.85 (Acres)

Present Land Use vacant



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

PROJECT DESCRIPTION

Subdivision or Partition Approval No. 01QP/02SUB-19 Phase R-4
 Subdivision Name Reserve in the Pines, Phase R-4 Number of lots 57

FOR OFFICE USE ONLY

Date Received: _____
 Rec'd By: _____
 Date Routed: _____
 Date of Notice: _____
 Fee Paid: _____
 Receipt #: _____

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 3055 16345 Sixth Street
 La Pine, Oregon 97739
 Phone: (541) 536-1432 Fax: (541) 536-1462
 Email: info@ci.la-pine.or.us

- 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: Vicki L Russell Date: 8-17-22
 Signature

Owner/Agent: Vicki L Russell Date: 8-17-22
 (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.

Return 5 copies of the recorded plat to the City for our records

RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
LOCATED IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 11,
TOWNSHIP 22 SOUTH, RANGE 10 EAST, W.M., CITY OF LA PINE, DESCHUTES COUNTY, OREGON
CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
AUGUST 2022

SURVEYOR'S CERTIFICATE

I, PATRICK GAGE COLE, REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON, BEING FIRST DULY SWORN, HEREBY CERTIFY THAT THIS SURVEY WAS PERFORMED BY ME, OR UNDER MY DIRECT SUPERVISION, IN ACCORDANCE WITH O.R.S. CHAPTER 92 AND THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH LEGAL MONUMENTS THE LAND REPRESENTED ON THIS PLAT, LOCATED IN SECTION 11, TOWNSHIP 22 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF LA PINE, DESCHUTES COUNTY, OREGON, AND THAT A 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "HWA" EXISTS AT THE "INITIAL POINT", BEING THE SOUTHWEST CORNER OF LOT 127, RESERVE IN THE PINES, PHASES R-2 AND R-3, AND THE PROPERTY BEING PLATTED IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT SAID INITIAL POINT; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PLAT THE FOLLOWING FIVE (5) COURSES:

SOUTH 54°06'15" EAST A DISTANCE OF 115.00 FEET;
SOUTH 59°28'03" EAST A DISTANCE OF 64.28 FEET;
SOUTH 59°04'31" EAST A DISTANCE OF 416.56 FEET;
SOUTH 47°24'18" EAST A DISTANCE OF 65.35 FEET;
SOUTH 59°04'31" EAST A DISTANCE OF 105.00 FEET TO THE WESTERLY RIGHT OF WAY LINE OF US HIGHWAY 97;

THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE, SOUTH 30°55'29" WEST A DISTANCE OF 535.68 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 2; THENCE ALONG THE SOUTH LINE OF SAID PARCEL 2, NORTH 89°27'36" WEST A DISTANCE OF 731.93 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 2; THENCE ALONG THE WESTERLY LINE OF SAID PARCEL 2 THE FOLLOWING ONE (1) CURVE AND ONE (1) COURSE:

385.62 FEET ALONG THE ARC OF A CURVE TO THE RIGHT WITH A RADIUS OF 305.00 FEET, THE CHORD OF WHICH BEARS NORTH 00°19'27" WEST A DISTANCE OF 360.44 FEET;
NORTH 35°53'45" EAST A DISTANCE OF 622.83 FEET TO THE POINT OF BEGINNING, THE TERMINUS OF THIS DESCRIPTION.

CONTAINS 13.85 ACRES, MORE OR LESS, OF WHICH 4.06 ACRES ARE DEDICATED AS PUBLIC RIGHT OF WAY PER THIS PLAT.

DECLARATION

SAGEBRUSH DEVELOPMENT, LLC, OWNER OF THE LANDS SHOWN ON THIS SUBDIVISION PLAT AND MORE PARTICULARLY DESCRIBED IN THE SURVEYOR'S CERTIFICATE HEREUNTO ATTACHED, HAS CAUSED SAID LAND TO BE SURVEYED AND PLATTED AS SHOWN ON SUCH PLAT AND DECLARE THIS PLAT TO BE PREPARED AND PROPERLY SUBDIVIDED IN ACCORDANCE WITH O.R.S. CHAPTER 92, AS LOCATED IN THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 22 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF LA PINE, DESCHUTES COUNTY, OREGON.

AND MID OREGON FEDERAL CREDIT UNION AS BENEFICIARY UNDER DEED OF TRUST, RECORDED APRIL 15, 2020 AS INSTRUMENT NO. 2020-16805, DESCHUTES COUNTY OFFICIAL RECORDS AND DEED OF TRUST, RECORDED JULY 16, 2021 AS INSTRUMENT NO. 2021-42326, DESCHUTES COUNTY OFFICIAL RECORDS, CONSENTS TO THIS SUBDIVISION;

AND HEREBY DEDICATES TO THE PUBLIC FOREVER FOR ROAD AND UTILITY PURPOSES, THE 64.00 FOOT RIGHT OF WAYS OF MORNING PINE DRIVE, JUBILEE PINE DRIVE, MEMORIAL LANE AND COTTAGE PINE STREET, THE 30.00 FOOT RIGHT OF WAY OF VICTORY WAY AND THE 30.00 FOOT RIGHT OF WAY FOR EMERGENCY FIRE ACCESS AS DETAILED ON SHEET 4 OF THIS PLAT;

AND HEREBY CREATES A PUBLIC PEDESTRIAN ACCESS EASEMENT OVER THE ENTIRETY OF TRACTS N AND O;

AND HEREBY DEDICATES TO THE PUBLIC FOREVER THE PUBLIC UTILITY EASEMENTS (PUE) AS DETAILED ON SHEET 5 OF THIS PLAT; UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITY EASEMENTS IDENTIFIED ON THIS PLAT AS MAY BE NECESSARY OR DESIRABLE IN SERVING THE LOTS IDENTIFIED HEREON, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE THE REMOVAL OF ANY OBSTRUCTIONS INCLUDING TREES AND VEGETATION THAT MAY BE PLACED WITHIN THE PUE AT THE LOT OWNER'S EXPENSE. AT NO TIME MAY ANY PERMANENT STRUCTURES BE PLACED WITHIN THE PUE OR ANY OTHER CONSTRUCTION WHICH INTERFERES WITH THE USE OF THE PUE WITHOUT WRITTEN APPROVAL OF THE UTILITY COMPANIES IN THE PUE;

AND HEREBY CREATES THE CLEAR VISION AREAS AS DETAILED ON SHEETS 5 AND 6 OF THIS PLAT FOR THE PURPOSE OF BEING AN UNOBSTRUCTED CLEAR VISION AREA FOR VEHICULAR ACCESS; CLEAR VISION AREAS SHALL CONTAIN NO PLANTING, WALL, STRUCTURE, PRIVATE SIGNAGE OR TEMPORARY OR PERMANENT OBSTRUCTION EXCEEDING 3.5 FEET IN HEIGHT, MEASURED FROM THE TOP OF THE CURB OR, WHERE NO CURB EXISTS, FROM THE ESTABLISHED STREET CENTERLINE GRADE, EXCEPT THAT TREES EXCEEDING THIS HEIGHT MAY BE LOCATED IN THIS AREA PROVIDED ALL BRANCHES AND FOLIAGE ARE REMOVED TO A HEIGHT OF EIGHT FEET ABOVE THE GRADE;

AND HEREBY GRANTS TO THE CITY OF LA PINE THE WATER EASEMENTS AS DETAILED ON SHEETS 5 AND 6 THIS PLAT.

(SEE SHEET 2 FOR DECLARATION SIGNATURES)

EASEMENT NOTES:

- 1) THE LANDS INCLUDED IN THIS SUBDIVISION MAY BE SUBJECT TO EXCEPTIONS AND OR SUBJECT TO ITEMS CONTAINED IN U.S. PATENT NUMBER 36-2001-0006, RECORDED AS INSTRUMENT NO. 2001-03483, DESCHUTES COUNTY OFFICIAL RECORDS. THESE POSSIBLE ENCUMBRANCES DO NOT INCLUDE LEGAL DESCRIPTIONS WITHIN SAID U.S. PATENT.

SURVEYOR'S NARRATIVE

WE WERE RETAINED BY SAGEBRUSH DEVELOPMENT, LLC TO REPLAT A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30, DESCHUTES COUNTY SURVEY NO. CS17316.

THE SUBJECT PROPERTY IS FURTHER DESCRIBED WITHIN THE SURVEYOR'S CERTIFICATE.

THE BOUNDARIES OF THIS SURVEY WAS A RETRACEMENT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30. THE MONUMENTS FOUND PER THIS SURVEY AGREE WITH THE DIMENSIONS REPORTED PER PARTITION PLAT NO. 2007-30 AND WERE HELD UNLESS OTHERWISE NOTED.

THE BASIS OF BEARINGS FOR THIS SURVEY IS IDENTICAL TO THE PLAT OF RESERVE IN THE PINES, PHASES R-2 AND R-3.

PLAT INDEX

SHEET 1: DECLARATION, SURVEYOR'S CERTIFICATE, NARRATIVE AND EASEMENT NOTE

SHEET 2: DECLARATION SIGNATURES, APPROVALS

SHEET 3: PLAT BOUNDARY

SHEET 4: PLAT LOTS, TRACTS AND STREETS

SHEET 5: EASEMENTS

SHEET 6: EASEMENT DETAILS, CURVE AND LINE TABLES



RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
LOCATED IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 11,
TOWNSHIP 22 SOUTH, RANGE 10 EAST, W.M., CITY OF LA PINE, DESCHUTES COUNTY, OREGON
CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
AUGUST 2022

DECLARATION SIGNATURES

BY: _____ DATE _____
NAME: VICTOR R. RUSSELL
TITLE: MEMBER
OWNER: SAGEBRUSH DEVELOPMENT, LLC
AN OREGON LIMITED LIABILITY COMPANY

ACKNOWLEDGMENT

STATE OF OREGON }
COUNTY OF _____ } S.S.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON _____,
BY VICTOR R. RUSSELL, MEMBER, SAGEBRUSH DEVELOPMENT, LLC AN OREGON
LIABILITY COMPANY.

(NOTARY'S WRITTEN NAME)

(NOTARY'S PRINTED NAME) NOTARY PUBLIC - OREGON

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____, _____, _____

BY: _____ DATE _____
NAME: _____
TITLE: _____
BENEFICIARY: MID OREGON FEDERAL CREDIT UNION

ACKNOWLEDGMENT

STATE OF OREGON }
COUNTY OF _____ } S.S.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON _____,
BY _____
MID OREGON FEDERAL CREDIT UNION

(NOTARY'S WRITTEN NAME)

(NOTARY'S PRINTED NAME) NOTARY PUBLIC - OREGON

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____, _____, _____

APPROVALS

THE PLAT OF RESERVE IN THE PINES, PHASE R-4, AS LOCATED IN THE CITY OF LA PINE, HAS BEEN EXAMINED
AND APPROVED BY:

DESCHUTES COUNTY SURVEYOR DATE _____

CITY OF LA PINE MAYOR DATE _____

CITY OF LA PINE PUBLIC WORKS DIRECTOR DATE _____

CITY OF LA PINE PLANNING DIRECTOR DATE _____

BOARD OF DESCHUTES COUNTY COMMISSIONERS DATE _____

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

ASSESSOR'S CERTIFICATE

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES AND SPECIAL ASSESSMENTS, FEES AND OTHER CHARGES
REQUIRED BY LAW TO BE PLACED ON THE 2022-2023 TAX ROLL WHICH BECAME A LIEN ON THIS PLAT OR WILL
BECOME A LIEN DURING THIS TAX YEAR HAVE BEEN PAID TO ME:

DESCHUTES COUNTY ASSESSOR DATE _____

I HEREBY CERTIFY THAT ALL TAXES APPURTENANT TO THIS PLAT ARE PAID AS OF THIS DATE:

DESCHUTES COUNTY TAX COLLECTOR DATE _____



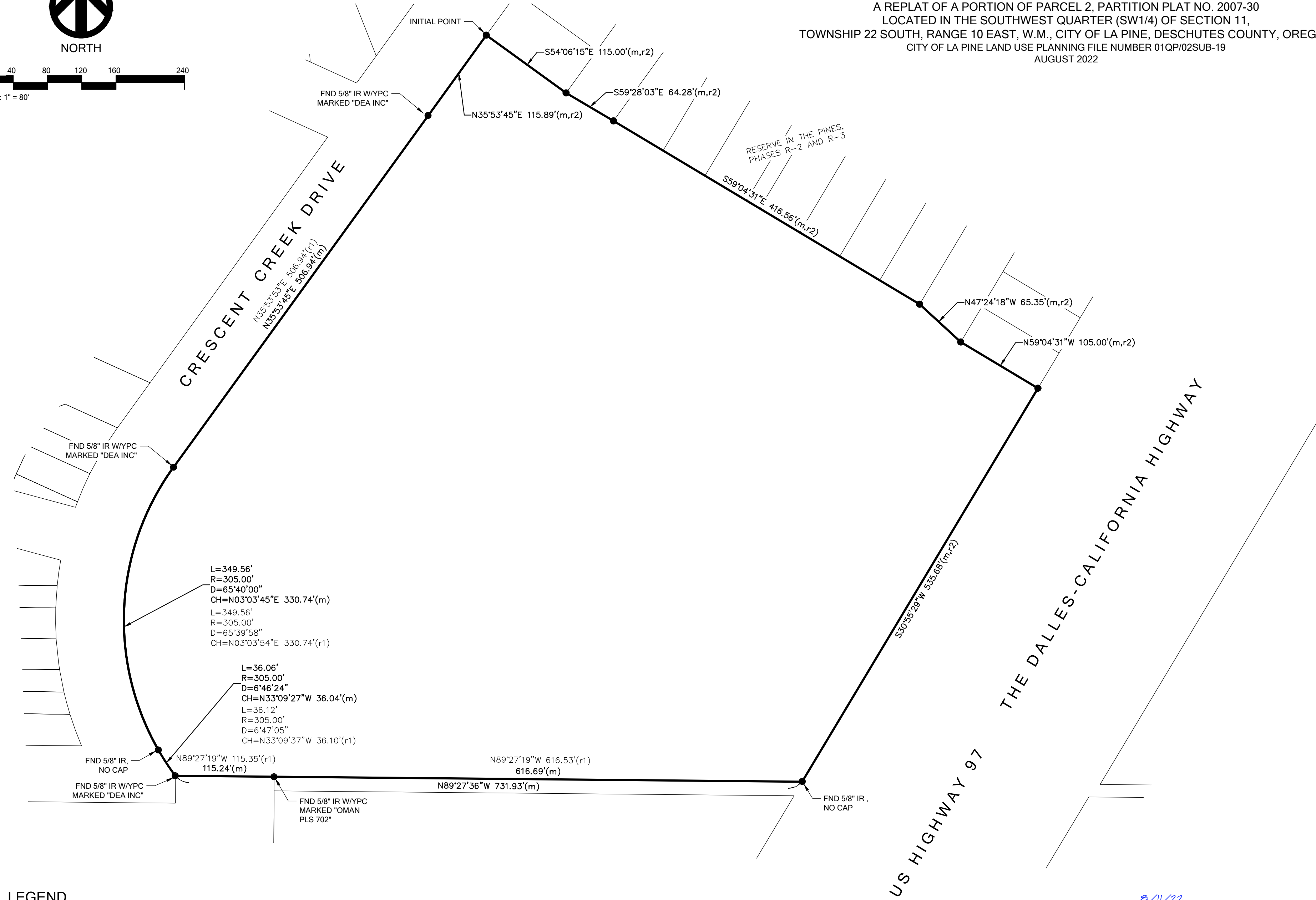
HWA

CIVIL ENGINEERING | SURVEYING | PLANNING

62930 O.B. RILEY ROAD, STE. 100, BEND, OR 97703
PH: (541)389-9351 | FAX: (541)388-5416
WEB: WWW.HWA-INC.ORG

RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
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 TOWNSHIP 22 SOUTH, RANGE 10 EAST, W.M., CITY OF LA PINE, DESCHUTES COUNTY, OREGON
 CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
 AUGUST 2022



LEGEND

- SUBDIVISION BOUNDARY
- ADJACENT LOT LINE (INFORMATIONAL ONLY)
- FOUND 5/8" IRON ROD WITH CAP AS REPORTED, UNLESS OTHERWISE NOTED
- RECORD BEARING/DISTANCE PER REFERENCES
- MEASURED BEARING/DISTANCE
- YELLOW PLASTIC CAP
- IRON ROD

RECORD REFERENCES

- (r1) PARTITION PLAT 2007-30 BY PETER A. MANLEY, DESCHUTES COUNTY SURVEY NO. CS17316.
- (r2) RESERVE IN THE PINES, PHASES R-2 AND R-3 BY PATRICK GAGE COLE, DESCHUTES COUNTY SURVEY NO. CS20756.

8/11/22

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Patrick Gage Cole

OREGON
JULY 10, 2007
PATRICK GAGE COLE
79157

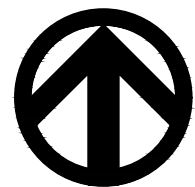
PRELIMINARY

EXPIRES: 12/31/23

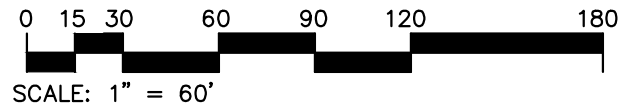
HWA

CIVIL ENGINEERING | SURVEYING | PLANNING

62930 O.B. RILEY ROAD, STE. 100, BEND, OR 97703
 PH: (541)389-9351 | FAX: (541)388-5416
 WEB: WWW.HWA-INC.ORG



NORTH



RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
LOCATED IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 11,
TOWNSHIP 22 SOUTH, RANGE 10 EAST, W.M., CITY OF LA PINE, DESCHUTES COUNTY, OREGON
CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
AUGUST 2022

LEGEND

- SUBDIVISION BOUNDARY
- INTERIOR LOT LINE
- RIGHT OF WAY CENTERLINE
- SURVEY TIE/INFORMATIONAL LINE
- ADJACENT LOT LINE (INFORMATIONAL ONLY)
- FOUND MONUMENT AS NOTED ON SHEET 3
- SET 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "HWA"
- DIMENSIONED/COMPUTED POSITION, NOTHING FOUND OR SET

SEE SHEET 6 FOR LINE AND CURVE DIMENSION TABLES.

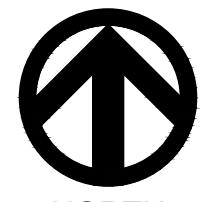


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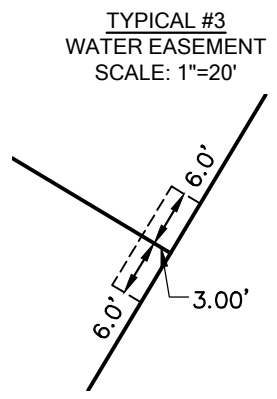
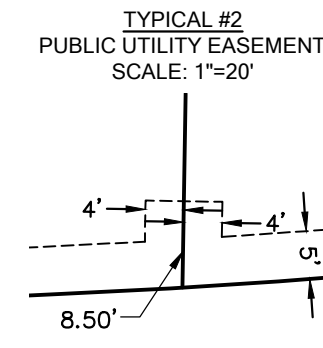
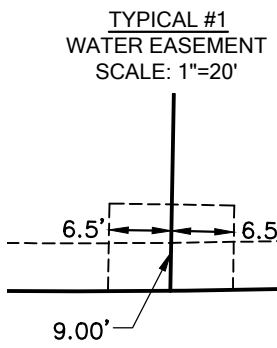
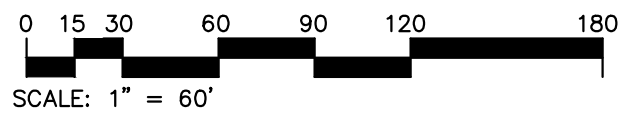
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RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
 LOCATED IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 11,
 TOWNSHIP 22 SOUTH, RANGE 10 EAST, W.M., CITY OF LA PINE, DESCHUTES COUNTY, OREGON
 CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
 AUGUST 2022



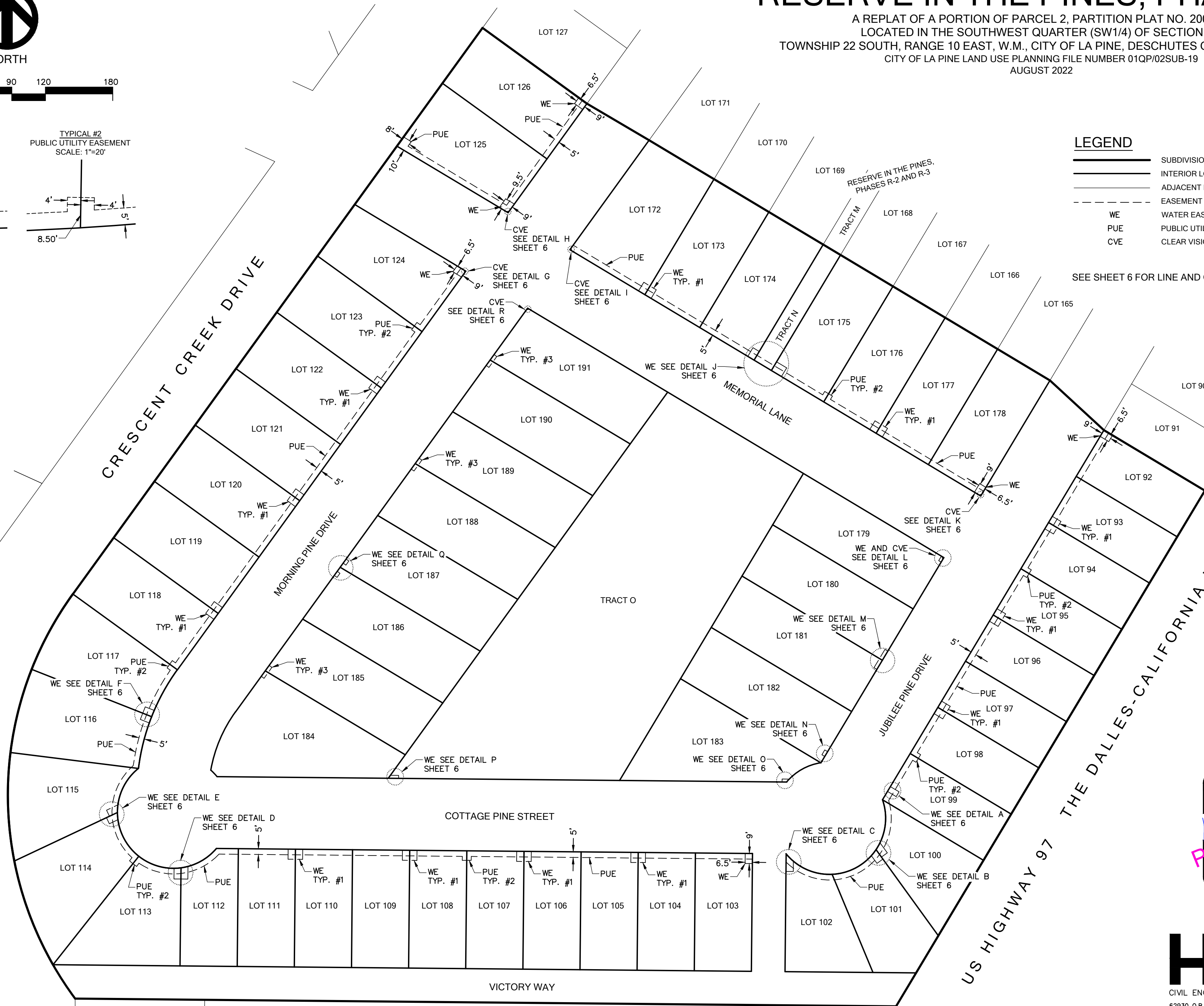
NORTH



LEGEND

- SUBDIVISION BOUNDARY
- INTERIOR LOT LINE
- ADJACENT LOT LINE (INFORMATIONAL ONLY)
- EASEMENT LINE, AS NOTED
- WATER EASEMENT
- PUBLIC UTILITY EASEMENT
- CLEAR VISION EASEMENT

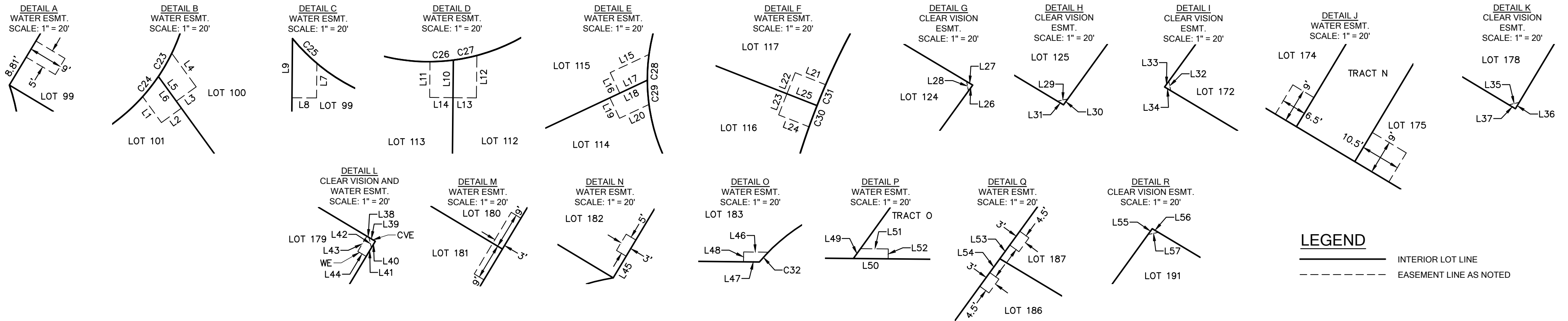
SEE SHEET 6 FOR LINE AND CURVE DIMENSION TABLES.





RESERVE IN THE PINES, PHASE R-4

A REPLAT OF A PORTION OF PARCEL 2, PARTITION PLAT NO. 2007-30
 LOCATED IN THE SOUTHWEST QUARTER (SW1/4) OF SECTION 11,
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 CITY OF LA PINE LAND USE PLANNING FILE NUMBER 01QP/02SUB-19
 AUGUST 2022



LEGEND
 ————— INTERIOR LOT LINE
 - - - - - EASEMENT LINE AS NOTED

| CURVE TABLE | | | | | | | | | |
|-------------|----------|---------|------------|---------------------|-------|----------|---------|------------|--------------------|
| CURVE | DISTANCE | RADIUS | DELTA | CHORD | CURVE | DISTANCE | RADIUS | DELTA | CHORD |
| C1 | 349.56' | 305.00' | 65°40'00" | S03°03'45"W 330.74' | C17 | 7.94' | 50.00' | 9°05'38" | N43°54'40"W 7.93' |
| C2 | 36.06' | 305.00' | 6°46'24" | S33°09'27"E 36.04' | C18 | 35.61' | 50.00' | 40°48'04" | S60°43'56"W 34.86' |
| C3 | 114.44' | 158.00' | 41°30'00" | S15°08'44"W 111.96' | C19 | 139.65' | 50.00' | 160°01'54" | N60°43'56"E 98.49' |
| C4 | 76.65' | 305.00' | 14°23'54" | S28°41'48"W 76.44' | C20 | 46.55' | 50.00' | 53°20'38" | S65°55'26"E 44.89' |
| C5 | 76.65' | 305.00' | 14°23'54" | S14°17'53"W 76.44' | C21 | 46.55' | 50.00' | 53°20'38" | N60°43'56"E 44.89' |
| C6 | 97.16' | 305.00' | 18°15'09" | S02°01'38"E 96.75' | C22 | 46.55' | 50.00' | 53°20'38" | N07°23'18"E 44.89' |
| C7 | 99.10' | 305.00' | 18°37'02" | S20°27'44"E 98.67' | C23 | 7.13' | 50.00' | 8°09'56" | N29°58'39"E 7.12' |
| C8 | 95.49' | 190.00' | 28°47'48" | S21°29'50"W 94.49' | C24 | 6.77' | 50.00' | 7°45'33" | N37°56'24"E 6.77' |
| C9 | 47.75' | 190.00' | 14°23'54" | S28°41'48"W 47.62' | C25 | 9.20' | 50.00' | 10°32'15" | S44°31'14"E 9.18' |
| C10 | 47.75' | 190.00' | 14°23'54" | S14°17'53"W 47.62' | C26 | 6.21' | 50.00' | 7°07'00" | N86°04'04"E 6.21' |
| C11 | 166.69' | 50.00' | 191°00'56" | S44°16'21"E 99.54' | C27 | 6.32' | 50.00' | 7°14'40" | N78°53'15"E 6.32' |
| C12 | 44.89' | 50.00' | 51°26'41" | S25°30'47"W 43.40' | C28 | 6.86' | 50.00' | 7°51'43" | S03°43'19"W 6.86' |
| C13 | 44.89' | 50.00' | 51°26'41" | S25°55'53"E 43.40' | C29 | 6.44' | 50.00' | 7°23'06" | S03°54'06"E 6.44' |
| C14 | 40.00' | 50.00' | 45°50'12" | S74°34'20"E 38.94' | C30 | 6.00' | 190.00' | 1°48'35" | S20°35'33"W 6.00' |
| C15 | 36.90' | 50.00' | 42°17'23" | N61°21'53"E 36.07' | C31 | 6.00' | 190.00' | 1°48'35" | S22°24'08"W 6.00' |
| C16 | 56.91' | 126.00' | 25°52'40" | S22°57'24"W 56.43' | C32 | 3.49' | 50.00' | 4°00'12" | S42°20'01"W 3.49' |

| LINE TABLE | | | | | | | | |
|------------|-------------|----------|------|-------------|----------|------|-------------|----------|
| LINE | BEARING | DISTANCE | LINE | BEARING | DISTANCE | LINE | BEARING | DISTANCE |
| L1 | S35°56'23"E | 8.45' | L21 | N68°30'10"W | 8.64' | L41 | S30°55'29"W | 2.69' |
| L2 | N54°25'29"E | 6.50' | L22 | S21°29'50"W | 6.00' | L42 | N14°04'31"W | 2.83' |
| L3 | N54°25'29"E | 6.50' | L23 | S21°29'50"W | 6.00' | L43 | S30°55'29"W | 4.69' |
| L4 | S35°56'23"E | 11.01' | L24 | S68°30'10"E | 8.64' | L44 | S59°04'31"E | 2.60' |
| L5 | S35°56'23"E | 8.06' | L25 | N68°30'10"W | 8.55' | L45 | N30°55'29"E | 6.66' |
| L6 | S35°56'23"E | 10.37' | L26 | N35°53'45"E | 1.89' | L46 | N89°27'36"W | 6.52' |
| L7 | S00°32'24"W | 9.19' | L27 | N59°04'31"W | 1.89' | L47 | N89°27'36"W | 4.19' |
| L8 | S89°27'36"E | 6.50' | L28 | S11°35'23"E | 2.56' | L48 | S00°32'24"W | 2.60' |
| L9 | S00°32'24"W | 15.68' | L29 | N78°24'37"E | 2.79' | L49 | S35°53'45"W | 3.19' |
| L10 | S00°32'24"W | 9.95' | L30 | S35°53'45"W | 1.89' | L50 | S89°27'36"E | 9.19' |
| L11 | S00°32'24"W | 9.47' | L31 | N59°04'31"W | 1.89' | L51 | S89°27'36"E | 7.34' |
| L12 | N00°32'24"E | 11.23' | L32 | N11°35'23"W | 2.56' | L52 | S00°32'24"W | 2.60' |
| L13 | S89°27'36"E | 6.19' | L33 | N35°53'45"E | 1.89' | L53 | S35°53'45"W | 4.50' |
| L14 | S89°27'36"E | 6.19' | L34 | N59°04'31"W | 1.89' | L54 | S35°53'45"W | 4.50' |
| L15 | N64°47'27"E | 11.36' | L35 | S75°55'29"W | 2.83' | L55 | N35°53'45"E | 1.89' |
| L16 | N25°12'33"W | 6.00' | L36 | S30°55'29"W | 2.00' | L56 | S59°04'31"E | 1.89' |
| L17 | S64°47'27"W | 8.04' | L37 | N59°04'31"W | 2.00' | L57 | N78°24'37"E | 2.79' |
| L18 | S64°47'27"W | 10.95' | L38 | S59°04'31"E | 0.60' | | | |
| L19 | N25°12'33"W | 6.00' | L39 | S59°04'31"E | 2.00' | | | |
| L20 | S64°47'27"W | 8.61' | L40 | S30°55'29"W | 2.00' | | | |

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CITY OF LA PINE TYPE I ADMINISTRATIVE DECISION

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

FILE NUMBER: 02FPR-22

**APPLICANT/
OWNER:** Sagebrush Development
Vic & Vicki Russell
PO Box 2520
La Pine, OR 97739

ENGINEER: HWA Inc
62930 O.B. Riley Rd #100
Bend, OR 97703

LOCATION: The subject property does not yet have a situs address. It is identified as Tax Lot number 202 on the Deschutes County Tax Assessor’s Map 22-10-11.

REQUEST: Type I Final Plat Review for 57 lots in the Master Plan Residential Zone.

STAFF REVIWER: Alexa Repko, Principal Planner: 541-668-1135.

APPLICATION ACCEPTANCE DATE: This application was received and deemed complete on August 17, 2022 when all required infrastructure and inspections were approved.



APPLICABLE CRITERIA:

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 completed or guaranteed by a performance bond. 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. The final plat includes dedication of public right of way and easements necessary. These 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 of approval for Phase 4 of the subject subdivision, Reserve in the Pines, 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 02SUB-19 Reserve in the Pines

PRIOR TO FILING FINAL PLAT:

- 1. Minimum 8-foot wide paved multi use paths shall be constructed within each of the 18.0' wide open spaces shown on TP2.1.

FINDING: Multi-use paths must be revised, but are bonded for. In the case that the Applicant does not revise the paths to come into compliance, the City will use the bond provided to do so.

- 2. Multi-use path on Caldwell Drive to be located within 20-foot wide open space tract unless otherwise approved by the City Engineer. TP3.1 (3) shall be revised to indicate 20-foot wide open space tract.

FINDING: The multi-use path must be revised, but is bonded for. In the case that the Applicant does not revise the paths to come into compliance, the City will use the bond provided to do so.

- 3. Phase R-IV: Eastern local street infrastructure shall be extended southerly "to and through" to the southerly boundary (to the extension of Victory Way) of the property and otherwise in accordance with City Public Works Development Provisions.

FINDING: Street infrastructure has been constructed per City Standards and this Condition of Approval.

- 4. Construction plans that include all proposed and/or required public improvements, water/sewer service connections, site grading/drainage and utilities shall be submitted to the City for review and approval.

FINDING: Construction plans including public improvements were provided to the City.

- 5. Final construction plans shall detail the transition between the new sidewalks and existing sidewalks.

FINDING: Final construction plans detail the transition between new and existing sidewalks.

6. The multi-use paths shall be an asphalt, concrete or other City-approved durable surface meeting ADA requirements consistent with the applicable City engineering standards.

FINDING: Multi-use paths must be revised, but are bonded for. In the case that the Applicant does not revise the paths to come into compliance, the City will use the bond provided to do so.

7. Phase R-IV: Victory Way along the southerly boundary of the property shall be constructed to a minimum half-street local street standard, with a minimum of 20 feet width for emergency access. Victory Way shall be improved for the full length of the property frontage being developed per City Public Works Development Provisions. A cash contribution acceptable to the City may be provided in lieu of constructing the required street frontage improvements on Victory Way.

FINDING: Victory Way has been constructed per City Standards and this Condition of Approval.

8. Phase R-IV: Waterline infrastructure in the eastern local street shall be extended southerly, “to and through” to the southerly boundary of the property per City Public Works Development Provisions.

FINDING: Water infrastructure has been extended per City Standards and this Condition of Approval.

9. Prior to construction with each phase and prior to approval of final plat of each phase, the applicant shall provide construction drawings and calculations for that phase to indicate the following:
 - All site drainage shall be maintained on site and shall not drain onto public streets or neighboring properties. Storm water runoff from private property shall not impact public right-of-way or easements unless otherwise approved by the Public Works Director or City Engineer.
 - Site grading and drainage plans shall be submitted for Engineering review and shall be subject to City and Central Oregon Stormwater Manual (COSM) design, construction, and testing standards.
 - Proposed site drainage facilities and stormwater systems shall be designed for a 25-year/24-hour storm event (2.6 inches) and have appropriate pretreatment per City standards. Infiltration rates must be supported by a Geotech report or other verifiable documentation.
 - New on-site private drywells and other underground injection control (UIC) systems not part of the public drainage system must be registered and approved by the Oregon Department of Environmental Quality (DEQ) prior to construction or building permit issuance.
 - Roadside swale designs and capacity without curbs.

FINDING: Construction drawings and calculations including these criteria have been provided for Phase 4.

10. TP3.2 Neighborhood connector cross section shall include 4” AC over 10” aggregate base rock per City collector design standards.

FINDING: Streets have been constructed per these standards.

11. The applicant shall provide a public access easement for all paths and streets or locate paths and streets within a public right-of-way.

FINDING: A public access easement has been provided for all paths and streets.

12. Street intersections shall be as near right angle as possible and shall not be less than 75° per City design standards. Street intersection at lot 150 shall be reconfigured to meet this standard.

FINDING: Street intersections were constructed at right angles.

13. Street lights shall be required at all street intersections per City design standards.

FINDING: Street lights have yet to be installed. In the case that the Applicant does not install street lights, the City will use the bond provided to do so.

14. Appropriate lighting, as approved by the City Engineer and Public Works Manager, be required at the crosswalks associated with the multi-use paths on both streets.

FINDING: Lighting has yet to be installed. In the case that the Applicant does not install lighting, the City will use the bond provided to do so.

15. Applicant shall submit the proposed name to the County Surveyor for review and approval.

FINDING: The Applicant has submitted the subdivision name, Reserve in the Pines, to the County Surveyor.

16. Improvements shall be designed, installed and constructed as platted and approved, and plans therefore shall be filed with the final plat at the time of recordation or as otherwise required by the City.

FINDING: Plans for improvements were filed with the final plat.

17. As built plans for all public improvements shall be prepared and completed by a licensed engineer and filed with the City upon the completion of all such improvements. A copy of the as built plans shall be filed with the final plat of a subdivision or other development by and at the cost of the developer. The plans shall be completed and duly filed within 30 days of the completion of the improvements.

FINDING: As built plans for all public improvements have been prepared by a licensed Engineer and filed with the City.

18. A clear vision area shall be maintained on the corners of all property at the intersection of two streets or a street and a railroad. A clear vision area shall contain no planting, wall, structure, private signage, or temporary or permanent obstruction exceeding three and one-half feet in height, measured from the top of the curb or, where no curb exists, from the established street centerline grade, except that trees exceeding this height may be located in this area provided all branches and foliage are removed to a height of eight feet above the grade. Construction plans shall demonstrate compliance with these clear vision standards and shall be submitted to the City for review and approval prior to construction.

FINDING: Clear vision areas will continue to be maintained.

19. Sewer mains and sewer infrastructure shall be constructed in accordance with City of La Pine Public Works Standards.

FINDING: Sewer infrastructure has been constructed in accordance with City of La Pine Public Works Standards.

20. As approved by the City Engineer, public improvements must be constructed prior to final plat of each phase, or an approved performance assurance mechanism and associated improvement agreement with specific construction times outlined, may be filed with the City for construction of items not necessary for safety or required connectivity. All such agreements shall be reviewed and approved by the City Engineer and shall be in compliance with LPDC 15.94.020.

FINDING: Public improvements have been constructed or guaranteed by a performance bond.

THIS DECISION BECOMES FINAL UPON APPROVAL OF CITY COUNCIL

Written by: 

Alexa Repko, Principal Planner

Date Mailed: October 27, 2022

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____
