



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, July 23, 2025, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/81677196965>

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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.*

*The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.*

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## AGENDA

### CALL TO ORDER

### ESTABLISH A QUORUM

### PLEDGE OF ALLEGIANCE

### 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*

### PUBLIC COMMENTS

*Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.*

*Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the City Council and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.*

### 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 a 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. 06.25.2025 City Council Meeting Minutes ..... 3.
  - a. Sign-In Sheet for CPA-25-0001 Public Hearing ..... 9.
  - b. Sign-In Sheet for CPA-25-0002 Public Hearing ..... 10.
  - c. Public Comment Form – S. Martinez ..... 11.

**OLD BUSINESS:**

None.

**NEW BUSINESS**

- 1. Resolution 2025-08 – A Resolution Adopting the City’s Amended Master Fee Schedule ..... 12.
- 2. Cemetery Discussion
- 3. Draft Letter of Support for the Housing Planning Assistance Grant
  - a. Staff Report ..... 19.
  - b. Draft Letter of Support ..... 21.

**OTHER MATTERS**

**PUBLIC COMMENTS**

*Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.*

*Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the City Council and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.*

**STAFF COMMENTS**

**MAYOR & COUNCIL COMMENTS**

**EXECUTIVE SESSION: per ORS 192.660 (if necessary)**

**ADJOURNMENT**



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

Wednesday, June 25, 2025, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/86046642803>

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## **MINUTES**

### **CALL TO ORDER**

Mayor Earls called the meeting to order at 5:30 p.m.

### **ESTABLISH A QUORUM**

#### Council

Mayor Earls

Council President Ignazzitto

Councilor Shields

Councilor Morse

Councilor Curtis

#### Staff

Geoff Wullschlager – City Manager

Brent Bybee – Community Development Director

Nick Tierney – Associate Planner

Amanda Metcalf – City Recorder

### **PLEDGE OF ALLEGIANCE**

Associate Planner Tierney led the pledge of allegiance.

### **ADDED AGENDA ITEMS**

There were no added agenda items.

### **PUBLIC COMMENTS**

### **CONSENT AGENDA**

1. 2025.06.11 Regular City Council Meeting Minutes

Council President Ignazzitto made a motion to approve the consent agenda. *Councilor Shields seconded the motion.* Motion passed unanimously.

### **PUBLIC HEARING:**

1. CPA-25-0001 La Pine 2045 Comprehensive Plan Update

a. Open Public Hearing

Mayor Earls reviewed the hearing procedures. She inquired whether any members of the Council had a conflict of interest or bias; all members responded unanimously that they did not. Mayor Earls then invited the public to present any challenges to the Council's impartiality or potential conflicts of interest. No such challenges were made. She further asked if there were any procedural objections from the public and none were raised.

Mayor Earls opened the public hearing at 5:37 p.m.

b. Application Documents

Community Development Director Bybee stated that there were two public hearings scheduled for the evening: one concerning the comprehensive plan update and the other addressing the comprehensive plan map.

He listed the public hearing noticed dates which included, the PAPA notice on April 16th, 2025, the Agency Notice on April 16th, 2025, notice to the Bend Bulletin for the Planning Commission Public Hearing on May 11th, 2025, and publication in the Bend Bulletin on June 14th, 2025 for the City Council Public Hearing.

He provided a summary of the La Pine 2045 process, which encompassed community engagement efforts, a mapping exercise conducted with community members, and collaborative workshops held jointly by the Planning Commission and City Council.

Director Bybee offered an overview of the existing comprehensive plan and outlined the proposed improvements introduced in the update. He presented each vision goal along with the related objectives and elaborated on the policy changes incorporated in the revised plan. He also clarified that Goal 12, Transportation would remain unchanged at the time due to the absence of an updated Transportation System Plan (TSP). He noted that once the TSP has been updated, the comprehensive plan would be subsequently amended to reflect a revised Goal 12.

Director Bybee presented written comments he had received prior to the Planning Commission public hearings that took place on May 21st, 2025, and explained the staff's response to those comments. He stated that the Planning Commission had approved the recommendations from DLCD into the comprehensive plan update before recommending it to the Council. Since then, staff had not received any additional public comments. He explained in detail the changes that the Planning Commission had added to the comprehensive plan update. He stated that staff recommended the Council approve the comprehensive plan update as presented by staff.

c. Public Testimony

There was no agency testimony.

Terri Myers, a resident of Mitts Way, gave public testimony in support of the comprehensive plan update. She stated that she was also a member of the Planning Commission and had attended to congratulate the Council for all the work that went into the adoption of the update. She expressed that she was very excited to be a part of it.

Staff did not have any closing comments.

There were no questions from the Council.

d. Close Hearing

Councilor Morse made a motion to close the hearing for file CPA-25-0001 and commence deliberations. *Council President Ignazzitto seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

Mayor Earls closed the public hearing at 6:17 p.m.

There were no deliberations.

Council President Ignazzitto made a motion to approve file CPA-25-0001, as recommended by the Planning Commission. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

2. CPA-25-0002 La Pine 2045 Comprehensive Plan Map Update
  - a. Open Public Hearing

Mayor Earls reviewed the hearing procedures. She inquired whether any members of the Commission had a conflict of interest or bias; all members responded unanimously that they did not. Mayor Earls then invited the public to present any challenges to the Council's impartiality or potential conflicts of interest. No such challenges were made. She further asked if there were any procedural objections from the public, and none were raised.

Mayor Earls opened the public hearing at 6:25 p.m.

- b. Application Documents

Community Development Director Bybee proposed a full update of the La Pine Comprehensive Plan map. He listed the public hearing notice dates, including the PAPA notice on April 16th, 2025, the Agency Notice on April 16th, 2025, notice to the Bend Bulletin for the Planning Commission Public Hearing on May 11th, 2025, and publication in the Bend Bulletin on June 14th, 2025, for the City Council Public Hearing.

Director Bybee presented the comprehensive plan map and explained its purpose, along with the community and agency events held to gather input. A total of ten maps had been collected, digitized, analyzed, and merged into two potential future growth scenarios: "Growth for All" and "Two Cities." He explained both scenarios and stated that the maps had been presented to the Community, the Planning Commission, and the City Council. On December 11th, 2024, the Council had authorized the "Growth for All" scenario. No comments had been received for this application. Director Bybee informed the Council that staff recommended the Council approve the comprehensive plan map.

## c. Public Testimony

There was no agency testimony.

There was no public testimony.

Staff did not have any closing comments.

There were no questions from the Council.

## d. Close Hearing

Council President Ignazzitto made a motion to close public hearing for file CPA-25-0002 and commence deliberations. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

Mayor Earls closed the public hearing at 6:36 p.m.

There were no deliberations.

Council President Ignazzitto made a motion to recommend approval of file CPA-25-0002 as recommended by the Planning Commission. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

## 1. Ordinance 2025-01 La Pine 2045 Comprehensive Plan Update

Community Development Director Bybee presented the staff memo for the Ordinance 2025-01 La Pine 2045 Comprehensive Plan Update. This ordinance will adopt the updated La Pine 2045 comprehensive plan.

Council President Ignazzitto made a motion to approve Ordinance 2025-01, adopting the La Pine 2045 Comprehensive Plan, as presented by Staff. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

## 2. Ordinance 2025-02 La Pine 2045 Comprehensive Plan Map Update

Director Bybee presented Ordinance 2025-02 which would adopt the La Pine 2045 Comprehensive Plan Map Update.

Council President Ignazzitto made a motion to approve Ordinance 2025-02 an Ordinance updating the La Pine comprehensive plan map as presented by staff. *Councilor Shields seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

## 3. DCSO Law Enforcement Services Contract

City Manager Wullschlager presented the associated staff report regarding the Deschutes County Sheriff's Office (DCSO) contract. He stated that he is currently in negotiations with DCSO on total expenditure for the upcoming year, but the total cost will not exceed \$273,123.48. He is asking the council to consider the approval of the City Manager and Mayor to be able to approve the execution of the proposed IGA for FY 25/26 that includes a 5% increase for each of the remaining fiscal years under that agreement.

Mayor Earls asked about who the police reported to. City Manager Wullschlager clarified that it was an administrative chain of command and confirmed that the Deputy would report to him. He explained the cost associated with establishing the City's own police force and the benefit of having the agreement with DCSO. Councilor Morse inquired about the La Pine Deputy's schedule, and City Manager Wullschlager stated that it was the same as the DCSO. He added that the City was very clear during negotiations that the staff assigned to the City will work within the City. Council President Ignazzitto asked what metrics the City would use to determine when to establish its own police force. City Manager Wullschlager responded that, typically, once the population reaches around 5,000, the City should begin considering the formation of its own force.

Council President Ignazzitto made a motion to approve the City Manager's and Mayor's execution of the proposed Intergovernmental agreement with the Deschutes County Sheriff's Office for law enforcement services with a maximum rate of \$273,123.48 for fiscal year 25/26, that includes a 5% increase for each of the remaining fiscal years under that agreement. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

### **OTHER MATTERS**

There were no other matters.

### **PUBLIC COMMENTS**

Stu Martinez, a resident of Morson Street, congratulated the Council for what they had adopted that evening. He stated that they were shaping the future of La Pine and thanked the staff for their efforts. He acknowledged that the process took time but emphasized that it was worth it.

Additionally, he stated that the Council needed to be prepared for the upcoming fire season and wanted to ensure that it remained on everyone's radar.

### **STAFF COMMENTS**

City Recorder Metcalf did not have any comments.

Community Development Director Bybee did not have any comments.

Associate Planner Tierney did not have any comments.

City Manager Wullschlager stated that the next meeting for the City Council was scheduled for July 23rd, reminding the Council that the regularly scheduled meeting for July 9th had been cancelled at the previous meeting. He also reminded the Council that he would be out of the office the week of July 7th.

### **MAYOR & COUNCIL COMMENTS**

Councilor Morse did not have any comments.

Council President Ignazzitto thanked staff and consultant 3J for their hard work and effort in updating the La Pine Comprehensive Plan. She especially thanked Director Bybee for his dedication and expressed her appreciation for the community's strong involvement in the process.

Councilor Shields thanked Director Bybee for all his hard work.

Councilor Curtis thanked staff and the Council, especially Director Bybee, for including the community in the comprehensive plan update.

Mayor Earls recognized former Mayor Richer for all his hard work involving the comprehensive plan update.

**EXECUTIVE SESSION: per ORS 192.660 if necessary**

### **ADJOURNMENT**

Mayor Earls adjourned the meeting at 7:03 p.m.

## Sign-In Sheet for the City of La Pine Land Use Hearing

Date: 6/25/2025

Meeting Location: City Hall

Request: City of La Pine

File No(s): CPA-25-0001

Name (Required)	Mailing Address (Required)	Email/Phone (Optional)	Position (Required)
Teri Myers	PO Box 1304 Nutz Way -	541 350 4717	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral

## Sign-In Sheet for the City of La Pine Land Use Hearing

Date: 6/25/2025

Meeting Location: City Hall

Request: City of La Pine

File No(s): CPA 25-0002

Name (Required)	Mailing Address (Required)	Email/Phone (Optional)	Position (Required)
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral

2nd



L A P I N E  
O R E G O N

# PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

Name: SW Martinez Phone Number: 541-410-6938

Address: 51435 Marson St.

Email: \_\_\_\_\_  Resident  Non Resident  Other

Agenda Item Topic #: \_\_\_\_\_ in support of \_\_\_\_\_ in opposition to \_\_\_\_\_ as an interested party

Non-Agenda Item Topic (Provide brief description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization (if applicable): \_\_\_\_\_ Would you like to be contacted for follow up?  
 \_\_\_ Yes \_\_\_ No

**CITY OF LA PINE**

**RESOLUTION NO. 2025-08**

**A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES.**

WHEREAS, the City of La Pine (“City”) has previously established and adjusted its fees, rates, and charges by separate resolutions of the La Pine City Council (the “Council”) for the different types of services and/or materials provided by City; and

WHEREAS, City staff has identified the need to consolidate City’s fees, rates, and charges into a master fee schedule; and

WHEREAS, by adoption of this Resolution 2025-08 (this “Resolution”), the Council desires to (a) adopt a master fee schedule, and (b) establish and/or adjust the City fees, rates, and charges included in this Resolution; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule Adopted. The Council hereby establishes and adopts the master fee schedule attached hereto as Exhibit A (the “Master Fee Schedule”). The fees, rates, and charges contained in the Master Fee Schedule are hereby adopted and/or adjusted effective July 24, 2025. Effective July 24, 2025, the fees, rates, and charges provided in the Master Fee Schedule amend, replace, and supersede in all respects those fees, rates, and charges established by prior resolutions.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its fees, rates, and charges by resolution. New fees established by City will be incorporated into the Master Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution (or portion thereof) in conflict with this Resolution. The fees, rates, and charges in this Resolution may, from time to time, be modified by resolution of the Council. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion of this

Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or constitutionally of the remaining portion will (a) yield to constriction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitation of Article XI, section 11 of the Constitution. This Resolution may be correct by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED and ADOPTED by the La Pine City Council on July 23, 2025.

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Jeannine Earls, Mayor

ATTEST:

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Amanda Metcalf, City Recorder

Exhibit A  
Master Fee Schedule

(attached)

**City of La Pine  
Master Fee Schedule**

Description	Fee	Unit or Comment
<b>Administration</b>		
<b>Public Records Request</b>		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Records on CD	\$ 10.00	
Records transmitted via Fax or Email (first page)	\$ 2.00	\$0.50 each additional page. Limit 25 pages
Records transmitted via Fax or Email (Concurrent pages)	\$ 2.00	\$0.25 Per page
Labor Costs	Actual Cost	plus 10% Administration fee
Delivery and Postage	Actual Cost	plus 10% Administration fee
Attorney Fees	Actual Cost	plus 10% Administration fee
<b>Business Licensing</b>		
Annual	\$ 45.00	July 1st to June 30th annually
Temporary	\$ 25.00	Less than 30 days
Change Fee	\$ 15.00	
Non-Profit	\$ -	
<b>Liquor Licensing</b>		
New Application	\$ 150.00	
Annual Renewal	\$ 25.00	
Temporary Liquor Permit	\$ 25.00	
<b>Recreational Marijuana Permitting</b>		
Initial Permit Application	\$ 200.00	
Permit Renewal Fee (Annual)	\$ 70.00	July 1st to June 30th annually
Application Change Fee	\$ 25.00	
<b>Social Gaming License</b>		
Annual	\$ 100.00	July 1st to June 30th annually
<b>Miscellaneous Fees</b>		
Recording Fee	\$ 100.00	plus actual recording costs
Event Plan Application Processing	\$ 50.00	
Returned Check Charge	\$ 25.00	
Copies	\$ 0.25	Per page
Transient Room Tax	7%	Of rent
Franchise Fees		Set by agreement
Mobile Food Vendor Permit Application	\$ 150.00	
<b>Community Development</b>		
<b>Code Enforcement</b>		
Nuisance Abatement Procedures	\$ 175.00	
<b>Land Use Review Fees</b>		
Attorney Fees	Actual Cost	plus 10% administration fee. This fee includes other permits, applications, agreements, easements, and attorney fees.
Accessory Dwelling	\$ 500.00	
Annexation	\$ 5,500.00	
Appeal of Administrative Decision to Planning Commission	\$ 250.00	
Appeal of Planning Commission Decision to City Council	\$ 3,500.00	plus 20% of the original application fee
Cell Tower	\$ 10,500.00	
Conditional Use	\$ 1,800.00	
Exceptions Request	\$ 2,000.00	
Extension Fee (First)	\$ 200.00	
Extension (Second)	\$ 400.00	
Fence (over 3 ft) permit on street frontages	\$ 500.00	
Final Plat Review/Condominium Plat Review	\$ 500.00	
Home Occupation	\$ 300.00	
Lot Line Adjustment	\$ 750.00	
LUBA Remand	\$ 5,000.00	
Partition	\$ 2,100.00	
Pre-Application/Design Review	\$ 110.00	Per hour (1st hour free)
Reconsideration of Decision	\$ 1,600.00	

**City of La Pine  
Master Fee Schedule**

Description	Fee	Unit or Comment
Replat	\$ 1,600.00	
Site Suitability Check/LUCS	\$ 150.00	
Subdivision/Replat	\$ 4,500.00	Plus \$50 per lot
Temporary Use Permit for Seasonal Sales	\$ 75.00	Per year
Temporary Use Permit for Medical Hardships	\$ 250.00	
Text Amendment	\$ 2,000.00	
Vacation of Right-of-Way	\$ 1,500.00	
Variance	\$ 2,000.00	
Zone Change/Comp Plan Amendment	\$ 6,500.00	
Zoning Permit Application	\$ 500.00	
Zoning Permit Application - Residential	\$ 250.00	
<b>Master Planned Development</b>		
0-4.99 Acres	\$ 3,500.00	
5-10 Acres	\$ 4,500.00	
More than 10 Acres	\$ 6,500.00	
<b>Maps</b>		
Small (8 1/2 x 11)	\$ 5.00	
Medium (11 x 17)	\$ 15.00	
Large (24 x 36 or larger)	Actual Cost	plus 10% administration fee
<b>Sign Permits</b>		
Primary Signs	\$ 200.00	
Temporary Sign Permit	\$ 50.00	
Portable Sign	\$ 30.00	
<b>Site Plan Review</b>		
Less than 1,000 sq. feet	\$ 2,500.00	
1,001 - 5,000 sq. feet	\$ 3,000.00	
5,001- 10,000 sq. feet	\$ 4,000.00	
More than 10,000 sq. feet	\$ 4,500.00	
<b>Miscellaneous Planning Fees</b>		
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 1,300.00	
Modification of Approved Decision	\$ 1,000.00	
Research	Actual Cost	plus 10% administration fee
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Low-Income Rental Housing Tax Exemption (LIRHTE) Application	\$ 1,000.00	
<b>Public Works</b>		
<b>Cemetery</b>		
Cemetery Plot	\$ 450.00	
Headstone Deposit	\$ 300.00	
<b>Sewer Utility Service</b>		
<b>Commercial Rates</b>		
5/8" Base Rate	\$ 36.90	
3/4" Base Rate	\$ 36.90	
1" Base Rate	\$ 63.70	
1 1/2" Base Rate	\$ 108.36	
2" Base Rate	\$ 161.95	
3" Base Rate	\$ 304.87	
4" Base Rate	\$ 465.65	
6" Base Rate	\$ 1,142.05	
Volume Charge	\$ 11.32	Per 1000 gallons of water usage
<b>Residential Rates</b>		
5/8" Base Rate	\$ 36.90	
3/4" Base Rate	\$ 36.90	
1" Base Rate	\$ 63.70	
1 1/2" Base Rate	\$ 108.36	
2" Base Rate	\$ 161.95	
3" Base Rate	\$ 304.87	
4" Base Rate	\$ 465.65	
6" Base Rate	\$ 1,142.05	

**City of La Pine  
Master Fee Schedule**

Description	Fee	Unit or Comment
Volume Charge	\$ 6.11	Per 1000 gallons of winter usage average (November - February of prior year)
<b>Outside Septage Dumping</b>		
Within 97739 and 97737 Zip Codes	\$ 0.08	Per gallon
All other Zip Codes	\$ 0.13	Per gallon
<b>System Development Charges</b>		
5/8" Water Meter	\$ 6,663.00	Increases by MCE factor (contact City Hall)
<b>Water Utility Service</b>		
<b>Commercial Rates</b>		
5/8" Base Rate	\$ 35.51	
3/4" Base Rate	\$ 35.51	
1" Base Rate	\$ 88.79	
1 1/2" Base Rate	\$ 177.59	
2" Base Rate	\$ 284.13	
3" Base Rate	\$ 568.26	
4" Base Rate	\$ 887.91	
6" Base Rate	\$ 1,775.81	
Volume Charge	\$ 3.07	Per 1000 gallons of water usage
<b>Residential Rates</b>		
5/8" Base Rate	\$ 35.51	
3/4" Base Rate	\$ 35.51	
1" Base Rate	\$ 88.79	
1 1/2" Base Rate	\$ 177.59	
2" Base Rate	\$ 284.13	
3" Base Rate	\$ 568.26	
4" Base Rate	\$ 887.91	
6" Base Rate	\$ 1,775.81	
Volume Charge - Tier 1 (0-3600 gallons)	\$ 1.47	Per 1000 gallons of water usage
Volume Charge - Tier 2 (3601-7200 gallons)	\$ 2.21	Per 1000 gallons of water usage
Volume Charge - Tier 3 (>7200 gallons)	\$ 3.69	Per 1000 gallons of water usage
<b>Hydrant Meter Services</b>		
Hydrant Checkout Deposit	\$ 500.00	
Hydrant Water Fee	\$ 5.46	Per 1000 gallons of water usage
<b>Meter Fees - Testing</b>		
Testing - 3/4" meter or smaller	\$ 58.00	
Testing - 1" meter	\$ 69.00	
Testing - 1 1/2" meter	\$ 85.00	
Testing - 2" meter	\$ 113.00	
Testing - 3" meter	\$ 145.00	
Testing - larger than 3"	Cost + 15%	
<b>Meter Fees - Installation or Changing</b>		
Installation or Changing - 3/4" meter or smaller	\$ 330.00	
Installation or Changing - 1" meter	\$ 445.00	
Installation or Changing - 1 1/2" meter	\$ 1,050.00	
Installation or Changing - 2" meter	\$ 1,200.00	
Installation or Changing - 3" meter	\$ 4,100.00	
Installation or Changing - larger than 3"	Cost + 15%	
<b>System Development Charges</b>		
5/8" Water Meter	\$ 3,871.00	Increases by MCE factor (contact City Hall)
<b>Miscellaneous Public Works Fees</b>		
Disconnection Fee	\$ 75.00	
Reconnection Fee	\$ 25.00	
New Account Set up Fee	\$ 35.00	
Cut lock, lock replacement	\$ 500.00	
Meter Stop Replacement	\$ 200.00	
Cross Connection Fee	\$ 2.50	Added monthly to utility bill
Door Hanger Notice	\$ 25.00	
Deposits for new accounts	\$ 150.00	refundable after 12 consecutive months of perfect payment history
Fire Flow Testing Fee	\$ 125.00	
Sewer Tank Lid Replacement	Actual Cost	plus 10% administrative fee
Septic Tank Filter	\$ 100.00	

**City of La Pine  
Master Fee Schedule**

Description	Fee	Unit or Comment
Labor by the hour	Actual Cost	plus 10% administrative fee
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 750.00	
Preconstruction Meeting	\$ 500.00	
Inspections on New Construction	1%	of cost of the public improvements on the project
<b>Inactive Services Fees</b>		
5/8" or 3/4" service	\$ 320.00	
1" service	\$ 675.00	
1 1/2" Service	\$ 1,450.00	
> 1 1/2" Service, increases by size	Actual Cost	of 5 months of Water & Sewer base fees, contact City Hall
<b>Streets Fees</b>		
<b>Transportation SDC</b>		
Transportation SDC	\$ 4,409.00	Per EDU, based on Transportation EDU Schedule



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: July 23, 2025  
TO: City Council  
FROM: Nick Tierney, Associate Planner  
SUBJECT: DLCD Housing Planning Assistance Grant – Letter of Support

- |                                     |                         |                          |                         |
|-------------------------------------|-------------------------|--------------------------|-------------------------|
| <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: Update |
- 

Councilmembers,

**Proposal:**

Following the Council’s recommendation to pursue a coordinated planning effort for the Cagle Subdivision, Planning Staff request a letter of support from La Pine City Council. This letter will accompany two applications currently being prepared for the Department of Land Conservation and Development (DLCD)’s 2025 Housing Planning Assistance Grant.

**Background:**

In response to Council’s recommendation on June 11<sup>th</sup> to pursue a master planning effort for the Cagle Subdivision, staff are preparing two applications to DLCD’s Housing Planning Assistance Grant. One application is for the Cagle Infill Development Planning Project, and the other is for a development code audit and update with a focus on housing.

The application is currently open and closes at midnight on August 4<sup>th</sup>, 2025. “Local Official Support” is required with the application and “must include a resolution or letter from the governing body of the city...demonstrating support for the project.” As such, staff have prepared a draft letter of support for the Council’s consideration.

City staff have secured assistance from COIC’s Community Resource Development program to facilitate the development and submission of the grant application. The team met with Angie Brewer, DLCD’s Central Oregon Regional Representative, who recommended that staff apply for the two projects as

separate applications. Staff were originally considering applying for the code updates under next year's DLCD Technical Assistance Grant, however it was suggested that tying this project to the housing planning work would lead to a stronger application. If needed once awards are made, both projects could be combined.

DLCD has approximately \$10 million for housing planning projects and is prioritizing projects that:

1. Fulfill a housing-related statutory obligation
2. Facilitate housing production, affordability, and choice where it is needed most, including tribal governments and cities that are not obligated to complete a housing planning document
3. Emphasize fair and equitable housing outcome

As the City does not have a statutory obligation to complete a housing planning document, these projects will not fall within DLCD's first priority. However, both projects support infill development, housing capacity, and urbanization planning, and have a strong relation to Land Use Planning Goal 14 – Urbanization. These build a strong case for funding priorities 2 and 3.

Staff are intending to structure the proposals to allow for the procurement of a contractor to assist with each project. Staff believe that a neutral third-party to help facilitate community outreach and draft recommendations is a favorable position for the community.

Funding decisions are expected to be made by September 1<sup>st</sup>, 2025, with project completion deadlines for June 2027. Match funding is not required, and does not make an application more competitive, and as such staff are planning to apply for the full costs of each project.

**Recommended Motion:**

*I move to approve the DLCD Housing Planning Assistance Grant letter of support as presented by Planning Staff, with a signature provided by the Mayor or City Manager.*



July 23<sup>rd</sup>, 2025

Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301

RE: Letter of Support for DLCDC Housing Planning Assistance Grant Applications

The La Pine City Council strongly supports the Planning Department's submission of two applications to DLCDC's Housing Planning Assistance Grant. Both the infill housing project for the Cagle Subdivision and the development code updates align with City priorities and recent initiatives.

As Oregon's youngest city, La Pine is showing incredible growth - especially in recent years. Since 2020, La Pine has grown by 22%, the fastest rate in Central Oregon and the fourth fastest in the State. With La Pine's lower housing and land cost, La Pine is an attractive market for developers and priced-out homeowners. The City has advanced a number of projects in response to this growth, including the recently completed La Pine 2045 Comprehensive Plan update, a major multi-million-dollar City-wide water and sewer system expansion, a Community Planning Assistance for Wildfire project, and the commencement of a Transportation System Plan update.

The Cagle Subdivision in La Pine's northwest corner was included in the water and sewer expansion project. These 403-acres of residential land are now seeing rapid infill development. Since September 2025, the City has received applications for one 10-lot subdivision, three 3-parcel partitions, two ADUs, and multiple single-family dwellings. A coordinated infill planning effort will make community voice central to the future of the subdivision and will create a framework for coordinating infrastructure needs, supporting a variety of housing types, and respecting neighborhood context and goals.

City Council adopted the La Pine 2045 Comprehensive Plan and Plan Map on June 25<sup>th</sup>, 2025. Multiple goals and policies direct La Pine to analyze existing housing supply, incorporate wildfire resiliency, and base strategies on local trends and demands to allow for a range of housing types. A complete development code audit will help the City implement these policies and ensure its land use is clear, equitable, and aligned with the City's long-range vision. Focusing these updates on housing also aligns strategically with the City's recent planning efforts.

Together, these two projects ensure La Pine continues to respond proactively to its growth and expands housing opportunities while centering community input and priorities.

Sincerely,

The La Pine City Council

Jeannine Earls, Mayor