



MEMORANDUM

TO: Board of County Commissioners

FROM: Haleigh King, Associate Planner

DATE: May 8, 2024

RE: Work Session: Road Dedication – 247-23-000819-RD

The Board of County Commissioners (Board) will conduct a Work Session on May 13, 2024, regarding a road dedication proposal for an unnamed road extending east and south from Cloverdale Road. The proposed road will cross five (5) tax lots (“Subject Property”) as shown in Attachment 1. This item is scheduled as an Action Item at the Board’s May 15, 2024 meeting.

To formalize a road dedication, as prescribed in Deschutes County Code (DCC), the Board is required to review an applicant’s proposal and make a determination to accept or reject the declaration of dedication within 120 days after the application is deemed complete. Staff calculates the 120th day upon which the Board shall make a determination as May 21, 2024. Document numbers 2024-345, 2024-407, and 2024-408 have been prepared for the proposed dedication.

I. BACKGROUND

The Deschutes County Planning Division approved a road dedication application (see attached decision), authorized by the property owners, Desert Springs Ranch LP, Sarah Morton, and Robert Dortignacq/Deborah Parsons, for the dedication of an unnamed road extending east and south from Cloverdale Road in order to provide road frontage for surrounding landlocked parcels. It is possible one of the property owners involved, Sarah Morton (Tax Lot 200), may not execute the Deed of Dedication. If that is the case, the applicant will be required to dedicate the full 60-foot right-of-way on Tax Lot 4001 as part of their pending irrigated land division application. The land use decision became final on March 6, 2024. The property owner does not plan to construct the road at this time. Staff reviewed this application and found that it met applicable criteria¹ in DCC subject to the following conditions:

¹ DCC, Title 17, Subdivision, Chapter 17.52, Road Dedications; Title 18, Zoning, Chapters 18.16, Exclusive Farm Use Zone; 18.116, Supplementary Provisions; 18.128, Conditional Use; and Title 22, Development Procedures.

- A.** This approval is based upon the application, site plan, specifications, and supporting documentation submitted by the applicant. Any substantial change in this approved use will require review through a new land use application.
- B.** The dedication area shall consist of a 60 ft.-wide strip of land pursuant to DCC 17.48.100 with an alignment generally as depicted in the application materials.
- C.** All persons with an ownership interest in the properties subject to the road dedication shall sign the declaration of dedication. The applicant shall submit a current title report or subdivision guarantee verifying ownership of the properties prior to acceptance as a public road.
- D.** Per Deschutes County Code (DCC) Chapter 17.52.090:
- The applicant shall submit a declaration of dedication for final action. The declaration of dedication shall include a legal description of the land to be dedicated. Upon receipt of the declaration of dedication, staff will schedule a meeting with the Board of County Commissioners to review the declaration of dedication for acceptance or rejection.
 - Upon the meeting of the Board to take final action on the road dedication, the applicant shall provide the Board with a supplemental or amended report to the preliminary title report submitted with the application. The supplemental or amended report shall show changes in the condition of title of the relevant property from the date of the preliminary title report up to and including the time immediately preceding the Board meeting.
 - Upon acceptance of the dedication deed by the Board of County Commissioners, Applicant shall immediately cause for the recording of the dedication deed in the Official Records at the Deschutes County Clerk's Office pursuant to DCC 17.52.090(D).
 - Upon recording of the dedication deed, Applicant shall immediately cause for survey and monumentation of the new road right of way by a licensed professional land surveyor in accordance with ORS 209.250 and ORS 368.106.
- E.** Any public road created in this proposed road dedication under DCC 17.52 shall be designated as a local access road. Any new local access road will not be maintained by the County unless and until that right-of-way is established as an official County road.

As conditioned, the public road proposed with this dedication will be designated a local access road and will not be maintained by the County unless and until that right-of-way is established as an official County Road. The County Road Department coordinated with the applicant and provided conditions in the staff decision. No concerns were identified by the Road Dept. or the County Transportation Planner. Notice of the application and the decision was mailed to owners within 750 feet of the subject property. Staff received a number of public comments and inquiries asking general questions about the purpose of the road dedication. Once the purpose was clarified, staff received no objections.

Per County policy, the Board reviews all road dedications to accept or reject the proposal. Therefore, this matter must be addressed in a public meeting.

II. NEXT STEPS

Based on the feedback received from the Board at the Work Session, Staff will prepare for the upcoming May 15, 2024 meeting where this item will be presented as an Action Item. Staff recommends the Board move acceptance of and signature on Document No(s). 2024-345, 2024-407, and 2024-408. If one of the property owners, Sarah Morton, does not execute the Deed of Dedication, then the Board does not need to take action on Document No. 2024-408.

ATTACHMENT(S):

1. Document No. 2024-345, 2024-407, 2024-408: Deed(s) of Declaration and supporting documents
2. Preliminary Title Report
3. Findings and Decision for application no. 247-23-000819-RD