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MEMORANDUM

Engineering Services

Date: March 10, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Easement – Private Access Easement

Background

As part of the process of selling the Santiam Travel Station, City Council passed the Ordinance to vacate the west side of the 3rd Street Right-of-Way (ROW) adjacent to the building at the January 14th City Council Meeting.

Issue

Prior to the city selling the properties, staff wants to ensure that the properties on the east side of the vacated ROW maintain access to S 3rd Street.

Requested Action

Staff recommends that City Council approve the access easement and authorize the City Manager to sign it.