

**CITY OF SALEM**  
**Written Testimony**  
**City Council**

555 Liberty St SE  
Salem, OR 97301

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**Monday, March 27, 2017**

**6:00 PM**

**Council Chambers**

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**4.a.**     [17-116](#)

Public hearing regarding vacation of a public right-of-way located south of Aumsville Highway SE and east of Kuebler Boulevard SE

Ward(s): 3

Councilor(s): Nanke

Neighborhood(s): SEMCA

**Recommendation:**

Approve the vacation of a public right-of-way located south of Aumsville Highway SE and east of Kuebler Boulevard SE, subject to the condition that the petitioner, State of Oregon, Department of Administrative Services, pay an Assessment of Special Benefit in the amount of \$50,960.

**Attachments:**     [Attachment 1 - Legal Description and Exhibit](#)

[Notice of Public Hearing](#)

[ROW Vacation Valuation](#)

[Written Testimony - 1](#)

*Add - Written Testimony*



# Oregon

Kate Brown, Governor

## Department of Administrative Services

Enterprise Asset Management Division

1225 Ferry Street SE

Salem, OR 97301-4281

PHONE: 503-378-2865

FAX: 503-373-7210

March 23, 2017

Mr. Anthony Gamallo  
Senior Transportation Planner  
City of Salem  
555 Liberty Street SE, Room 325  
Salem, OR 97301-3513

Re: Assessment of Special Benefit/County Road 844

Dear Mr. Gamallo:

DAS has received your March 14 letter regarding an assessment of special benefit payment in the amount of \$50,960 for vacation of the unused county road right-of-way south of Aumsville Highway SE and east of Kuebler Boulevard SE, in addition to \$3,670 in fees already paid.

County Road 844 has never been a paved thoroughfare, but rather served primarily as a farm access road. It has provided no public benefit since the construction of Kuebler Boulevard, which bypassed this right-of-way in favor of new acquisitions a few hundred feet to the west.

When Mill Creek Corporate Center (then Salem Regional Employment Center) was conceived and the decision to vacate CR844 became essentially inevitable, the property was agricultural land, and much lower in value than it is today. Determining value based upon the value of EC-zoned land, an upzone undertaken in partnership with the City of Salem with the specific intent of allowing higher-value redevelopment of this property, is inappropriate.

Further, the vacation of this right-of-way allows the City of Salem to generate property tax revenue from what otherwise would be tax-exempt property, and allows it to be built upon, further increasing its value and that of surrounding property while providing employment.

Previous vacations of right-of-way at Mill Creek Corporate Center appear to have been subject to no such assessment. I have attached documentation from a 2006 right-of-way vacation on Phase 1B of Mill Creek Corporate Center.

DAS believes it is appropriate to waive the assessment of special benefit to release this long-unused right-of-way, consistent with past practice and in recognition of the benefits accruing to the City of Salem through its release.

Sincerely,

Shannon Ryan, Administrator  
Attachments



555 Liberty St SE  
Room 325 - receipt  
Salem, OR 97301-3503

Sequence #: 17-102751-GP

Payment #: 10363194

Date: Jan 27, 2017

Check #: 124610373

## GENERAL PAYMENTS

## RECEIPT

### Customer

OREGON DEPARTMENT OF ADMIN SERVICES  
1225 FERRY ST SE 140  
SALEM OR 97301

Payment for Address: 4520 AUMSVILLE HW SE

Description	Billed Fees	Previously Paid	Today's Payment	Balance Due
Vacation Application Fee	\$3,665.00			
Automation Surcharge	\$5.00			
Total for Bill # 934230:	\$3,670.00	\$0.00	\$3,670.00	\$0.00

RECEIPT TOTAL:	\$3,670.00	\$0.00	\$3,670.00	\$0.00
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Total Paid: \$3,670.00

PAY ONLINE: Have you heard about SPLASH? That is Salem's Permitting, Licensing, and Application Services Home website. You can make this payment online using your VISA or MasterCard if you become a registered SPLASH user. If you are interested, go to <http://splash.cityofsalem.net>





February 7, 2006

RECEIVED  
FEB 10 2006  
FACILITIES DIVISION  
DEPT OF ADMINISTRATIVE SVCS

Gregory Parker, Lands Transaction Coordinator  
Department of Administrative Services-Facilities Division  
1225 Ferry Street SE  
Salem OR 97301-4281

SUBJECT: **MILL CREEK INDUSTRIAL PARK-PHASE 1B  
RIGHT-OF-WAY VACATION (ORDINANCE NO. 69-05)**

Dear Mr. Parker:

On October 10, 2005, the City Council passed Ordinance No. 69-05, vacating a public right-of-way on Phase 1B of the Mill Creek Industrial Park. Section 3: Conditions, of the Ordinance reserved an easement within the boundaries of the right-of-way because of the presence of Portland General Electric (PGE) poles and power lines. It states, "[a] City of Salem utility easement is reserved for . . . public utilities, over, under, upon, above and across the Property vacated hereby." Our records indicate that this is the only utility located within this easement.

This easement may be relocated or vacated at the request of the Phase 1B developer or property owner if the PGE equipment is relocated or removed. Vacating such an easement is a fairly simple City process. Note, however, that as a City easement, any franchise utility operating within the City has the right to use it. Any other utilities within the easement would also need to be removed or relocated. Given its location and surrounding land uses, we do not anticipate any additional use of the easement.

I hope this clarifies this condition for you. If you have any questions, or require additional information, please let me know.

Sincerely,

Peter Fernandez, P.E.  
Assistant Director

LN:PA-CORR2006\LETTER\PETER\PARKER.FEBRUARY 7.WPD

cc: John Wales, Assistant Director, Urban Development

Daye Baltz, Senior Transportation Planner

❖ ADA Accommodations Will Be Provided Upon Request ❖

PUBLIC WORKS DEPARTMENT

555 Liberty St. SE / Rm. 325 • Salem, OR 97301-3503 • Phone (503) 588-6211 Fax (503) 588-6025 TTY (503) 588-6292

**Facilities Division**

1225 Ferry St. SE U100  
Salem, OR 97301-4281  
(503) 378-2865 X253  
Fax: (503) 373-7210

Department of  
Administrative Services

# Fax

<b>To:</b> Joe Dills, Otak	<b>From:</b> Greg Parker Project Manager
<b>Fax:</b> (503) 635-5395	<b>Pages:</b> [Click <a href="#">here</a> and type # of pages] including this page
<b>Phone:</b> (503) 699-4598	<b>Date:</b> 2/13/2006
<b>Re:</b> Easement on vacated street	<b>CC:</b>

☐ **Urgent**    ☒ **For Review**    ☐ **Please Comment**    ☐ **Please Reply**    ☐ **Please Recycle**  
☐ **FYI**    ☐ **Per Your Request**

---

● **Comments:**

To follow is a letter from Peter Fernandez regarding the easement reservation in the right of way vacation.

There is an easement for a PGE line that runs across there to a couple of well pumps owned by DoC in the IB parcel. DoC will be decommissioning these wells and we can remove the power line and thus the easement.

Call if you have questions.

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Public Works Department / City Hall  
555 Liberty Street SE / Room 325  
Salem OR 97301-3503  
503-588-6211  
Civic Center FAX 503-588-6025  
Engineering PM FAX 503-315-2568  
TTY 503-588-6292

## Transmittal

**Date:** November 17, 2005  
**Attention:** Gregory Parker  
**To:** Dept. of Admin. Services  
1225 Ferry St. SE  
Salem, OR 97301

**Project No.:**

**RECEIVED**

NOV 21 2005

FACILITIES DIVISION  
DEPT OF ADMINISTRATIVE SVCS

**Subject:** Mill Creek Vacation

**We are sending you:**

- ☐ Attached ☐ Under separate cover via \_\_\_\_\_ the following items:  
☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications  
☐ Copy of letter ☐ Change order ☒ Recorded Vacation Ordinance

Copies	Date	No.	Description

**These are transmitted as checked below:**

- ☐ For Approval ☐ Approved as submitted ☐ Resubmit \_\_\_\_\_ copies for approval  
☐ For your use ☐ Approved as noted ☐ Submit \_\_\_\_\_ copies for distribution  
☐ As requested ☐ Returned for corrections ☐ Return \_\_\_\_\_ corrected prints  
☐ For review and comment ☒ FYI

**Remarks:**

**Copy to:**

**Signed:** 

*If enclosures are not as noted, kindly notify us at once.*



A BILL FOR ORDINANCE NO. 69-05

AN ORDINANCE TO VACATE PUBLIC RIGHT-OF-WAY LOCATED WITHIN OREGON  
DEPARTMENT OF CORRECTIONS PROPERTY AND PARTIALLY WITHIN THE MILL CREEK  
INDUSTRIAL PARK, SALEM, OREGON.

THE CITY OF SALEM ORDAINS AS FOLLOWS:

Section 1. FINDINGS.

(a) On May 2, 2005, the State of Oregon (the Petitioner), acting by and through the Oregon  
Department of Administrative Services, filed a petition to vacate a portion of unopened  
public right-of-way within Oregon Department of Corrections property (the Property), more  
particularly described as:

A strip of land located in Lot 1 and Lots 14 through 21 of the plat of  
"Maplewood" subdivision, located in the Northwest 1/4 and the  
Southeast 1/4 of Section 5, Township 8 South, Range 2 West,  
Willamette Meridian, City of Salem, Marion County, Oregon,  
described as follows: Beginning at the Initial Point of the Plat of  
"Maplewood" as recorded in Plat Book 7 at Page 69, Marion County  
Plat Records; thence S.44°45'E. along the southwesterly line of said  
plat, 40 feet to the northwesterly corner of said Lot 1 and the True  
Point of Beginning of the herein described strip; thence continuing  
along the westerly line of said plat, S.44°45'E. 4806.38 feet to the  
southeasterly corner of said Lot 14; thence N.45°15'E. along the  
southeasterly line of said Lot 14, 40.0 feet; thence along the  
northeasterly line of that 40-foot Road as shown on said plat, 4806.45  
feet to the northwesterly line of said Lot 1; thence S.45°15'W. along  
said northwesterly line, 40 feet to the True Point of Beginning;  
Except that portion of said 40-foot Road contained within the Right  
of Way of the North Santiam Highway (Highway No. 22) as shown  
on Oregon Department of Transportation Right of Way Drawing  
Number 7B-22-18.

(b) The Planning Commission reviewed vacation of the Property on August 16, 2005 and  
recommended approval of the vacation.

(c) A public hearing before the City Council to consider the vacation of the Property was set for  
October 10, 2005, and pursuant to ORS 271.110(1), notice of the hearing was provided as  
required by law.

(d) Hearing upon the proposed vacation of the Property was held on October 10, 2005, at which  
time all interested persons were afforded the opportunity to present evidence and provide

testimony in favor of or in opposition to the proposed vacation, and upon consideration of such evidence and testimony and after due deliberation, the City Council further finds as follows:

- (1) The Property proposed for vacation contains approximately 192,000 square feet and abuts land zoned Employment Center and Community Service-Government and Public and Private Health Services.
- (2) All utilities have been notified of these proceedings and it has been determined that utilities located within the Property include Portland General Electric.
- (3) The proposed vacation complies with the City of Salem Comprehensive Plan.
- (4) The Property is not actively used for transportation.
- (5) The proposed vacation will in no way impair safe and convenient pedestrian, bicycle and vehicular circulation, and complies with the "Transportation Planning Rule," OAR 660-012-0045 (3).
- (6) The Property is not improved.
- (7) The Property proposed to be vacated is not needed for future roadway purposes, and public interest will not be prejudiced if the area is vacated.
- (8) Vacation of the Property will not substantially affect the market value of abutting properties.
- (9) The Petitioner will, after vacation, dedicate other areas within its property that will inure to the benefit of the City of Salem. Upon construction, the City of Salem will take ownership of these streets, and the City will ultimately receive a benefit equal to or greater than the benefit conferred upon the Petitioner through the vacation of the Property, and no assessment of special benefit should be assessed upon and against Petitioner's real property abutting the Property.

**Section 2. VACATION.** That certain Property more particularly described as follows is hereby vacated, subject to the condition set forth Section 3 of this ordinance:

A strip of land located in Lot 1 and Lots 14 through 21 of the plat of



1 "Maplewood" subdivision, located in the Northwest 1/4 and the Southeast 1/4  
2 of Section 5, Township 8 South, Range 2 West, Willamette Meridian, City  
3 of Salem, Marion County, Oregon, described as follows: Beginning at the  
4 Initial Point of the Plat of "Maplewood" as recorded in Plat Book 7 at Page  
5 69, Marion County Plat Records; thence S.44°45'E. along the southwesterly  
6 line of said plat, 40 feet to the northwesterly corner of said Lot 1 and the True  
7 Point of Beginning of the herein described strip; thence continuing along the  
8 westerly line of said plat, S.44°45'E. 4806.38 feet to the southeasterly corner  
9 of said Lot 14; thence N.45°15'E. along the southeasterly line of said Lot 14,  
10 40.0 feet; thence along the northeasterly line of that 40-foot Road as shown  
11 on said plat, 4806.45 feet to the northwesterly line of said Lot 1; thence  
12 S.45°15'W. along said northwesterly line, 40 feet to the True Point of  
13 Beginning; Except that portion of said 40-foot Road contained within the  
14 Right of Way of the North Santiam Highway (Highway No. 22) as shown on  
15 Oregon Department of Transportation Right of Way Drawing Number  
16 7B-22-18.

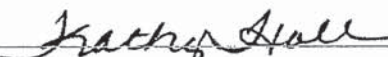
17 **Section 3. CONDITIONS.** A City of Salem utility easement is reserved for the purpose of continuing,  
18 maintaining, repairing, reconstructing, renewing, replacing, rebuilding, enlarging or locating utilities,  
19 including, upon the issuance of a permit therefore, public utilities, over, under, upon, above and across the  
20 Property vacated hereby.

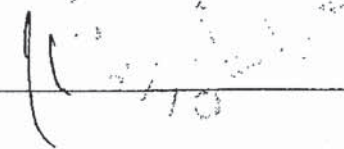
21 **Section 4. ASSESSMENT OF SPECIAL BENEFIT.** No special benefit shall be assessed upon and  
22 against the land abutting upon the Property vacated hereby.

23 **Section 5. EFFECTIVE DATE.** This vacation shall not be effective until the City Recorder has satisfied  
24 all requirements of SRC 76.144, and a certified copy of this ordinance vacating the Property is  
25 recorded by the City Recorder with the county clerk, assessor and surveyor. The City Recorder shall provide  
26 copies to the Marion County Assessor, the Marion County Surveyor and any affected public utility.

27 PASSED by the Council this 10<sup>th</sup> day of October, 2005.

28 ATTEST:

29   
30 City Recorder

31 Approved by City Attorney: 

32 Checked By: J. Warncke (red)

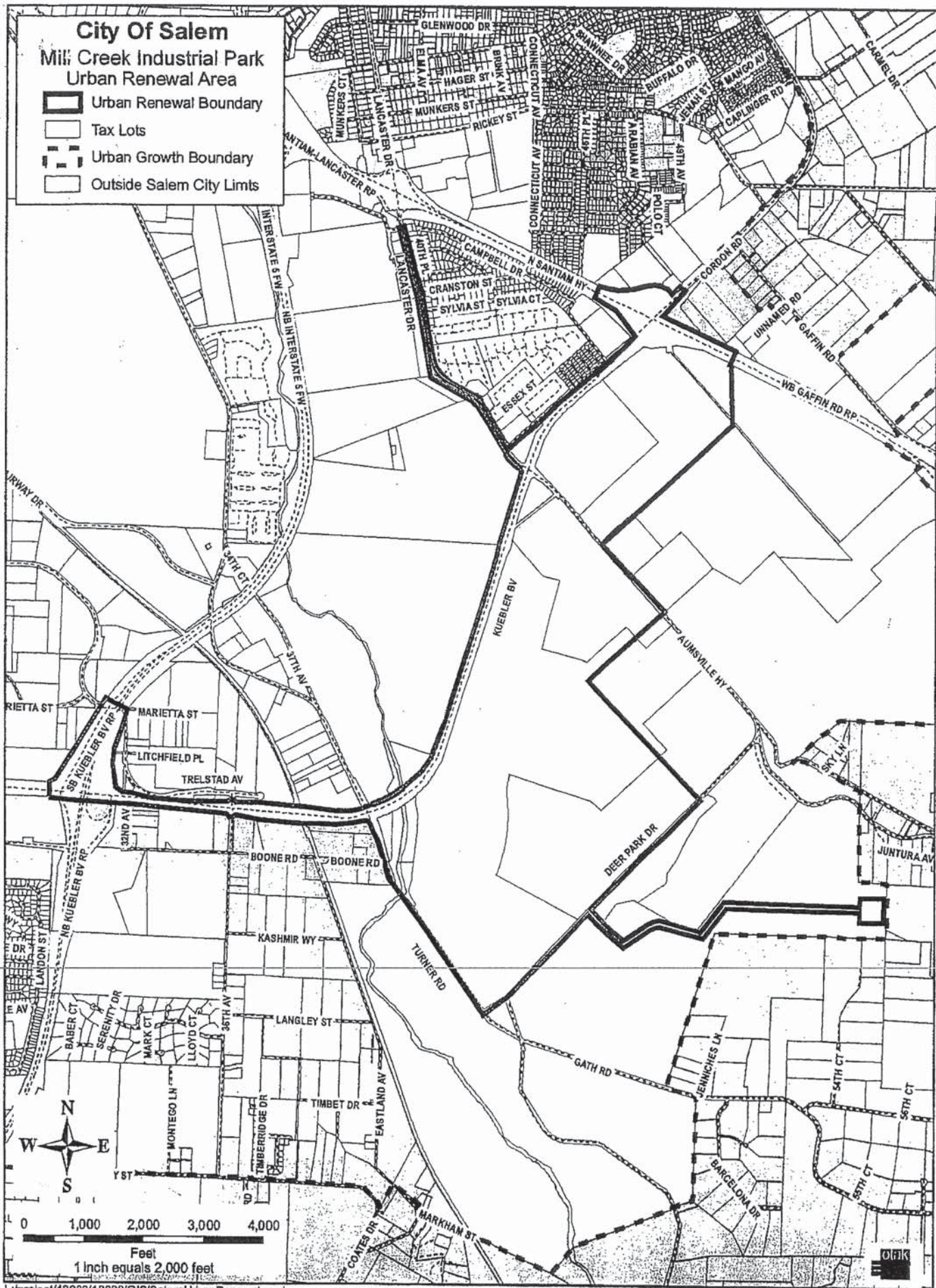
33 G:\Group\LEGAL1\Council\01005 Mill Creek vacation ord. wpd



# City of Salem

## Mills Creek Industrial Park Urban Renewal Area

- Urban Renewal Boundary
- Tax Lots
- Urban Growth Boundary
- Outside Salem City Limits





TO: Ed Jochums, Director  
TJ Newman, Park Planning Manager  
Annie Battee/Rachel Dixon, Neighborhood Resources Counselor  
Department of Community Services

Joe Parrott, Fire Department

Glen Gross, Urban Planning Administrator  
Dick Hayden, Real Estate Supervisor Acting  
Department of Community Development

Jim Bonnet, City Engineer  
Glenn Davis, Chief Development Services Engineer  
Kevin Hottmann, City Traffic Engineer  
John Nemecek, City Surveyor  
Ken Roley, Facilities Engineer  
Public Works Department

FROM: Dave Baltz, Senior Transportation Planner *DAB*  
Public Works Department

DATE: July 14, 2005

SUBJECT: VACATION REQUEST FROM DEPARTMENT OF CORRECTIONS

The City of Salem has received a request from Oregon Department of Corrections to vacate a section of unopened right-of-way within their holdings in the Mill Creek Industrial Park (see attached drawing and legal description). Please review this area for the following items:

1. Easement requirements
2. Land use restrictions and requirements
3. Any other concerns or objections that should be considered before the vacation request is approved

Please respond to this office before August 1, 2005. If we do not receive your response by the above date, we will assume you do not require easements or any other condition placed on the vacation, and otherwise do not object to the vacation.

The Salem Planning Commission will review this vacation request on August 16, 2005, and City Council has scheduled a public hearing on September 12, 2005.

Your prompt response to this letter will be appreciated. If you need additional information, please contact me at extension 7226.





DESCRIPTION

Vacation of 40' Public Road along the  
South lines of Lots 1, and Lots 14-21

"Maplewood"

March 07, 2005

Revised June 01, 2005

A strip of land located in Lot 1 and Lots 14 through 21 of the plat of "Maplewood" subdivision, located in the Northwest  $\frac{1}{4}$  and the Southeast  $\frac{1}{4}$  of Section 5, Township 8 South, Range 2 West, Willamette Meridian, City of Salem, Marion County, Oregon, described as follows:

Beginning at the Initial Point of the Plat of "Maplewood" as recorded in Plat Book 7 at Page 69, Marion County Plat Records; thence S.44°45'E. along the southwesterly line of said plat, 40 feet to the northwesterly corner of said Lot 1 and the True Point of Beginning of the herein described strip; thence continuing along the westerly line of said plat, S.44°45'E. 4806.38 feet to the southeasterly corner of said Lot 14; thence N.45°15'E. along the southeasterly line of said Lot 14, 40.0 feet; thence along the northeasterly line of that 40-foot Road as shown on said plat, 4806.45 feet to the northwesterly line of said Lot 1; thence S.45°15'W. along said northwesterly line, 40 feet to the True Point of Beginning;

Except that portion of said 40-foot Road contained within the Right of Way of the North Santiam Highway (Highway No. 22) as shown on Oregon Department of Transportation Right of Way Drawing Number 7B-22-18.

Containing 4.41 Acres, more or less.

Checked by: 



BEFORE THE CITY COUNCIL OF THE CITY OF SALEM

FOR THE STATE OF OREGON, COUNTY OF MARION

In the matter of the Petition of the	)	
Vacation of a portion of Maplewood	)	
Subdivision right-of-way in the	)	
City of Salem, Marion County,	)	ABUTTING PROPERTY
Oregon	)	OWNER'S CONSENT TO
	)	VACATION
Oregon Department of Administrative	)	
Services – Facilities Division,	)	
	)	
Petitioner	)	
	)	
	)	

WHEREAS, there is a petition directed to the City Council of the City of Salem, Marion County, Oregon, seeking a vacation of a portion of Maplewood Subdivision right-of-way in the City of Salem, Marion County, Oregon, legally described as follows:

DESCRIPTION

Vacation of 40' Public Road along the  
South lines of Lots 1, and Lots 14-21  
"Maplewood"  
March 07, 2005

A strip of land located in Lot 1 and Lots 14 through 21 of the plat of "Maplewood" subdivision, located in the Northwest ¼ and the Southeast ¼ of Section 5, Township 8 South, Range 2 West, Willamette Meridian, City of Salem, Marion County, Oregon, described as follows:

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Containing 4.41 Acres, more or less.

NOW, THEREFORE, the undersigned owner of abutting property affected by the proposed vacated portion of Maplewood Subdivision right-of-way, hereby respectfully consents to the allowance of such petition. The signature(s) of the abutting land owners are hereto set forth in the order they appear upon the report of AmeriTitle as set forth in Exhibit 2 to the petition.

DATED this 27<sup>th</sup> day of April, 2005.

  
Max Williams, Director

M. Max Williams  
Name

State of Oregon

)

) ss.

County of Marion

)

On the 7<sup>th</sup> day of April, 2005, personally appeared before me the above named Max Williams, who being duly sworn, did say that the within instrument was signed by him and acknowledge said instrument to be his voluntary act and deed.

DATED this 7<sup>th</sup> day of April, 2005.

Seal



*Cherie L. Greenade*

Notary Public for Oregon

My Commission Expires: May 15, 2007

ABUTTING PROPERTY IDENTIFICATION

Assessor's Map & Tax ID No. \_\_\_\_\_

BEFORE THE CITY COUNCIL OF THE CITY OF SALEM

FOR THE STATE OF OREGON, COUNTY OF MARION

In the matter of the Petition of the	)	
Vacation of a portion of Maplewood	)	
Subdivision right-of-way in the	)	
City of Salem, Marion County,	)	ABUTTING PROPERTY
Oregon	)	OWNER'S CONSENT TO
	)	VACATION
Oregon Department of Administrative	)	
Services – Facilities Division,	)	
	)	
Petitioner	)	
	)	
	)	

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March 07, 2005

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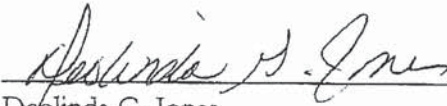


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Containing 4.41 Acres, more or less.

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DATED this 25<sup>th</sup> day of March, 2005.

  
Deolinda G. Jones  
Right of Way Manager

DESCRIPTION

Vacation of 40' Public Road along the  
South lines of Lots 1, and Lots 14-21

"Maplewood"

March 07, 2005

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EXHIBIT 3

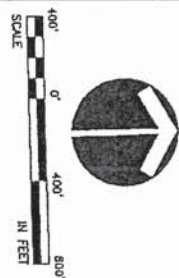
CONSENT TO VACATION BY ALL ABUTTING PROERTY OWNERS

The following owners of all the property abutting the proposed vacation described aforesaid have consented to the vacation by virtue of the attached notarized consent forms:

1. State of Oregon – Corrections, Tax Lot 1900, 082W050
2. State of Oregon – Transportation, North Santiam Highway (Hwy 22)







Field	BH 11/2004
KVC	11/15/2004
Calculations	KVC 11/05/2004
Drawn	JAC 11/2004
Checked	
DATE	12-31-05
PROFESSIONAL LAND SURVEYOR	
NAME	KEITH V. JOCKMAN
NO.	2045

Oregon Department of Administrative Services  
1225 Ferry St. SE, U100  
Salem Oregon 97301  
(503)-635-3618

# PROPERTY LINE ADJUSTMENT SURVEY MILL CREEK DISTRICT

LOCATED S 1/2 OF SECTION 5, SE 1/4 OF SECTION 6, NW 1/4, NE 1/4, SE 1/4, AND NE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF SECTION 8, NW 1/4, NE 1/4 AND SW 1/4 OF SECTION 17, NW 1/4, NE 1/4, AND SE 1/4 OF SECTION 18, NE 1/4 OF SECTION 19 AND NW 1/4 OF SECTION 20 OF T. 8 S., R. 2 W., W.M. CITY OF SALEM, MARION COUNTY, OREGON

324 Church St. N.E.  
Salem, OR 97301  
581-1431  
DATE MAP IS PROVIDED SOLEY FOR THE PURPOSE OF ASSISTING IN THE LEGISLATION OF THE PROPERTY. THE COOPERATOR ASSUMES NO LIABILITY FOR ERRORS, IF ANY, IN DIMENSIONS OR LOCATIONS ASCERTAINED BY AN ACTUAL SURVEY.  
ORDER NO. 070608

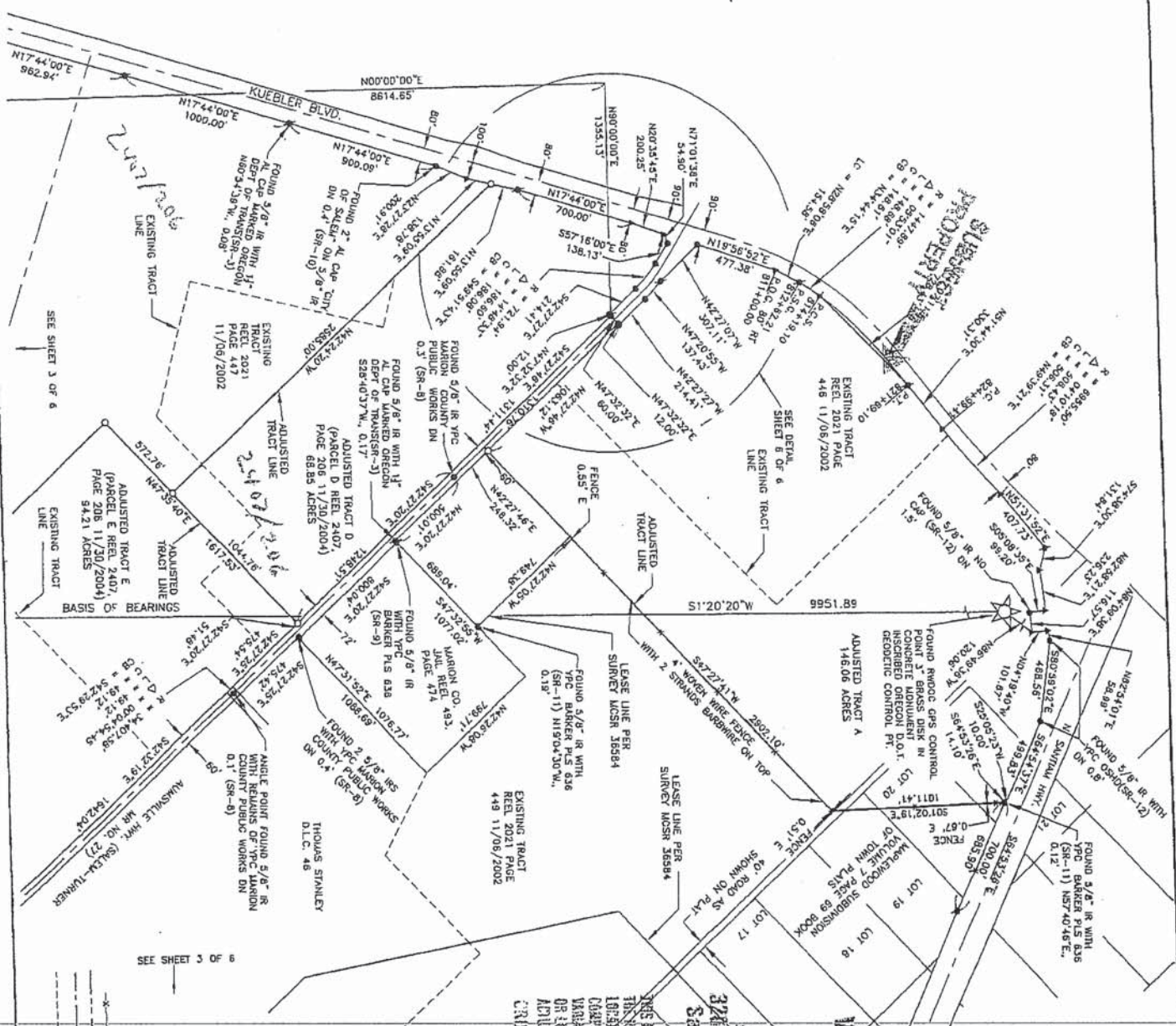
## LEGEND:

- O - 5/8" x 30" IRON ROD WITH YELLOW PLASTIC CAP WARNED O.D.K. INC. SET
- MONUMENTS FOUND EXCEPT AS NOTED
- FOUND 5/8" IRON ROD WITH 1" ALUMINUM CAP STAMPED OREGON DEPT OF TRAVS (SR-3)
- ▲ 5/8" IRON ROD WITH 1" ALUMINUM CAP STAMPED OREGON DEPT OF TRAVS LOCATION PER MOHS 35250
- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- MCSR - COUNTY SURVEY RECORDS
- LAN - MARKET ROAD
- (SR-1) - SURVEY REFERENCE NUMBER 1
- LC - LONG CHORD
- DN - DOWN (DEPTH BELOW SURFACE)
- AL - ALUMINUM
- YPC - YELLOW PLASTIC CAP
- WPC - WOODEN WIRE FENCE
- DL - D.L.C. LINE
- CENTRLINE OF HIGHWAY OR ROAD
- - - EXISTING TRACT LINE



Incorporated  
17265 SE Beana Ferry Rd  
Lake Oswego, Oregon 97031  
Phone: (503) 635-5365  
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Project No. 12794  
File No. 579-41150  
Sheet No. 2 OF 6





February 8, 2005

Mr. Greg Parker  
Department of Administrative Services  
1225 Ferry St. SE  
Salem, OR 97301

Re: *SREC Street Vacation and Phase IB Partition –  
Otak Project No. 12794*

Dear Greg:

As requested, we have prepared a scope of work and fee estimate for the next two phases of survey-related work for the Salem Regional Employment Center property. They are:

1. A vacation of the public street that is part of the old Maplewood Subdivision.
2. A partition of the northern-most tax lots to create a legal lot of record for Phase IB and "replat" (i.e. remove) the old Maplewood lot lines.

The scope of work and for each phase is described below.

#### Street Vacation

1. Coordinate with DAS, planning and public works prior to application submittal.
  2. Prepare legal description.
  3. Prepare application (consent petition, tax maps, title report, reasons for the vacation, and vicinity map). Title report to be supplied by the client. Client will assist with obtaining signatures from adjacent property owners.
  4. Attend one hearing before the Planning Commission and one hearing before the City Council.
- 

#### Phase IB Partition

1. Coordinate with DAS, planning and public works prior to application submittal.
2. Prepare application, making use of materials from previous applications. Submittal to include: form, compilation of deeds, assessors maps, brief statement of reasons,

tentative plan map (GIS), vicinity map, tree conservation plan application form, and aerial photo showing (lack of trees).

3. Coordinate with Salem planner during their review. Review conditions of approval.
4. Prepare draft final plat. Submit to City surveyor.
5. Incorporate revisions required by City and County and prepare final plat. DAS will record.

Our fee estimate for each phase is:

Street Vacation*	\$4,065
Phase IB Partition*	\$12,506
Total Not-to-Exceed Budget*	\$16,571

\*Includes budget for direct expenses.

Thanks for the continuing opportunity to assist you with planning and implementation for the Salem Regional Employment Center.

Sincerely,

Joe Dills  
Senior Planner  
Otak, Incorporated

Enclosures

cc: file

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# SREC Street Vacation

Fee Estimate

Olak, Inc.

Olak Project # 12794 - Street Vacation

Task	Description	Sr Senior Planner	Sr GIS Planner	PIC/PLS Survey Manager	Sr PLS	Project Assistant	Total Hours	Total Budget by Task
1.0	Pre-applications coordination with Planning and Public Works	2		1	5	2	4	\$400
2.0	Legal description						6	\$593
	Prepare application (consent petition, tax maps, title report [by Title Co], reasons for the vacation, vicinity map). Monitor staff review and review conditions of approval.	8				16	24	\$2,088
3.0	Hearings: 1 PC and 1 City Council.	6					6	\$834
4.0								
	Total Hours	16		1	5	18	40	
	Billing Rate	\$139.00	\$74.00	\$158.00	\$87.00	\$61.00		\$3,915
	Total Labor Cost	\$2,224		\$158	\$435	\$1,098		\$150
	Direct Expenses							
	Subconsultant Administration							
	Project Total							\$4,065

**SREC Phase IB Partition**  
**Fee Estimate**  
**Otak, Inc.**  
**Otak Project # 12794.007**

<i>Task</i>	<i>Description</i>	<i>Sr PM Planner I</i>	<i>Sr GIS Planner</i>	<i>PI/PLS Survey Manager</i>	<i>PLS</i>	<i>Project Assistant</i>	<i>Total Hours</i>	<i>Total Budget by Task</i>
1.0	Pre-applications coordination DAS, Planning and Public Works	2			8	2	12	\$1,098
2.0	Prepare application - most materials available from previous applications (form, compile deeds, assessors map, brief statement of reasons, tentative plan map (GIS), vicinity map, tree conservation plan form/photo, comtconsent petition, tax maps, title report (by Title Co.), reasons for the vacation, vicinity map).	12	10		8	20	60	\$4,324
3.0	Coordinate with Salem planner during review - review conditions of approval	3					3	\$417
4.0	Prepare draft final plat, submit to City surveyor	2		4	50		56	\$5,260
5.0	Address redlines, prepare final plat (DAS will record).	1			10		11	\$1,009
	<i>Total Hours</i>	20	10	4	76	22	132	
	<i>Billing Rate</i>	\$139.00	\$74.00	\$158.00	\$87.00	\$61.00		\$12,106
	<i>Total Labor Cost</i>	\$2,780	\$740	\$632	\$6,612	\$1,342		\$400
	<i>Direct Expenses</i>							
	<i>Subconsultant Administration</i>							
	<i>Project Total</i>							\$12,506



