

MEMORANDUM

TO: Mayor & City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: Notification of Potential for Right-of-Way Acquisition and Public Involvement Summary; Lincoln Middle School – Safe Routes to School Project

DATE: October 9, 2018

Background:

Recently, as in preparation for the Safe Routes to School Competitive Infrastructure Grants Program, the Public Works & Development Department initiated a dialogue between the City of Cottage Grove and property owners along the City of Cottage Grove Safe Routes to School Project Area. The property owners were identified by our contracted partner Branch Engineering. The property list provided by Branch Engineering included properties that have potential for needing additional right-of-way to install ADA compliant sidewalks, driveway approaches, and ramps. In total there were 54 properties identified and each received a letter drafted by staff and a one-page flyer describing the project goals and project area (letter and flyer are attached to this memo).

The letters mailed (9/25/2018) to property owners also included an invitation to an open-house hosted by Public Works & Development on October 8th, 2018 from 4:00 to 6:00 PM in Council Chambers. Additionally, staff advertised the open house in two Friday Updates and on the City's website. The letter and flyer were also made available on the City's website.

In the period between the mailing of the letters and the open house staff received a total of 4 telephone calls and two walk-in contacts regarding the content of the letter. Each individual's questions were addressed and to the best of staff's knowledge all parties were left with an understanding of the project and no known barriers as the project moves forward.

The open house was attended by nine members of the community (sign-in sheet attached) with the majority of the people in attendance owning property along the project area. A brief presentation was made to the group with visual representations of ADA ramps, approaches, and sidewalk available for reference. After the presentation the floor was opened for questions. The question and answer session was approximately 45 minutes long and covered a wide variety of topics associated with the project and right-of-way acquisition. In attendance from City staff were Eric Mongan, Ron Bradsby, Ryan Sisson, Faye Stewart, and Amanda Ferguson. At the conclusion of the meeting the City promised to continue the dialogue with property owners as the survey and construction details became available.

Attachments:

Mailing list, Letter, Flyer, & Sign-in sheet.

Maplot	Owner	Owner Mailing Address 1	City	State	Zip Code
2003321400100	MERLYN JEAN PRUITT LIVING TRUST	39 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003321400101	MERLYN JEAN PRUITT LIVING TRUST	39 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003321400200	MARCIA L WILSON LIVING TRUST	34700 ROW RIVER RD	COTTAGE GROVE	OR	97424
2003321400300	LANGHAM FAMILY TRUST	PO BOX 544	COTTAGE GROVE	OR	97424
2003321400301	EARL WILLIAM & WENDY RENE OWEN	25 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003321400400	LORENCE K & DERICKA M MCEACHERN	21 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003321407200	CITY HALL	400 E MAIN ST	COTTAGE GROVE	OR	97424
2003332209904	COLTON KELLEY	890 S 3RD ST	COTTAGE GROVE	OR	97424
2003332300104	SOUTH LANE COUNTY FIRE & RESCUE	233 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332300105	CITY OF COTTAGE GROVE	400 E MAIN ST	COTTAGE GROVE	OR	97424
	JOHN L & NAOLMA L RAADE	831 S 2ND ST	COTTAGE GROVE	OR	97424
2003332300400	JEREMY CUTRIGHT	136 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332300600	PIERRE J & ANA S PETROVITCH	840 S FIRST ST	COTTAGE GROVE	OR	97424
2003332300700	RAYMOND R ACKERMAN	105 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332300800	RABECCA REDHEAD	111 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332300801	MARY KRISTINE & TIMOTHY R SWEETZ	125 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332300900	FEDERAL NATIONAL MORTGAGE ASSOCIATION	10385 WESTMOOR DR STE 10C	WESTMINSTER	CO	80021
2003332301000	DEBORAH MARY CHALMERS	PO BOX 471	COTTAGE GROVE	OR	97424
2003332301100	SHELDON F & VICKY L SWEARENGIN	155 E HARRISON AVE	COTTAGE GROVE	OR	97424
2003332402100	PETE GERSTNER LIVING TRUST	804 TAYLOR AVE	COTTAGE GROVE	OR	97424
2003332402502	JOHN P PREW	712 TAYLOR AVE	COTTAGE GROVE	OR	97424
2003332402503	DEBORAH L FORD	51 JACKSON AVE	COTTAGE GROVE	OR	97424
2003332403400	ROBERT S SANDS	640 TAYLOR AVE	COTTAGE GROVE	OR	97424
2003332403500	RODNEY L FOSTER	630 TAYLOR AVE	COTTAGE GROVE	OR	97424
2003332403600	RANDY J LODGE REVOCABLE LIVING TRUST	4055 ROYAL AVE SPACE 115	EUGENE	OR	97402
2003332408100	RONALD R & GEORGIA A ROBINSON LIV TRUST	1237 S 6TH ST	COTTAGE GROVE	OR	97424
2003332408600	DONALD L PRUITT & DIXIE D HASH LIVING TR	80131 SEARS RD	COTTAGE GROVE	OR	97424
2003332408700	DALE A & CANDACE D RIDDLE	661 ST ANDREWS LOOP	CRESWELL	OR	97426
2003332408800	ROBERT & PATRICIA JURISTY	1200 S 4TH ST	COTTAGE GROVE	OR	97424
2003332408900	NELDA LEA HELMS	1148 S 4TH ST	COTTAGE GROVE	OR	97424
2003333103300	EVANGELISTIC ASSOCIATION	PO BOX 731	COTTAGE GROVE	OR	97424
2003333103401	DAVID & BRANDI HUSKO	1444 S 6TH ST	COTTAGE GROVE	OR	97424
2003333104000	MARY DIANNE SOVIE	645 TAYLOR AVE	COTTAGE GROVE	OR	97424

2003333104102 TAYLOR D & MICHELLE E ANDERSON	1304 S 6TH ST	COTTAGE GROVE	OR	97424
2003333104900 BEVERLY JH JAMES	PO BOX 1475	COTTAGE GROVE	OR	97424
2003333105002 RONDA R & TROY B THOMAS	1330 S 4TH ST	COTTAGE GROVE	OR	97424
2003333105003 NICK D & KONNIE L GARMAN	PO BOX 312	COTTAGE GROVE	OR	97424
2003333105601 GARY MORT	1404 S 4TH ST	COTTAGE GROVE	OR	97424
2003333105900 JORDAN W BARNETT	1419 S 4TH ST	COTTAGE GROVE	OR	97424
2003333200601 SOUTH LANE SCHOOL DISTRICT 45J	103 S 5TH ST	COTTAGE GROVE	OR	97424
2003333200801 JOHN D & EILEEN S HUFMAN	1506 S 4TH ST	COTTAGE GROVE	OR	97424
2003333200802 DANNY SHAW	1540 S 4TH ST	COTTAGE GROVE	OR	97424
2003333200803 FLOYD R ISENHOUR	1578 S 4TH ST	COTTAGE GROVE	OR	97424
2003333200804 EILEEN OROURKE	PO BOX 1593	COTTAGE GROVE	OR	97424
2003333200805 JEFFREY PETERS	1630 S 4TH ST	COTTAGE GROVE	OR	97424
2003333200806 RICKY F BOYCE	PO BOX 744	COTTAGE GROVE	OR	97424
2003333300104 SHERRY D HIGGINS	PO BOX 927	COTTAGE GROVE	OR	97424
2003333300204 MICHAEL L & CHRISTINE DUKES	1760 S 4TH ST	COTTAGE GROVE	OR	97424
2003333300303 TAYLOR LIVING TRUST	78869 THORNTON LN	COTTAGE GROVE	OR	97424
2003333300601 DOUGLAS C & DONNA R PERKEY	2000 S 6TH ST	COTTAGE GROVE	OR	97424
2003333300700 COAST FORK VENTURES LLC	7700 NE PARKWAY DR STE 300	COTTAGE GROVE	OR	97424
2003333300800 JOHN M SUESS	1183 W 15TH AVE	VANCOUVER	WA	98662
2003333300801 HOBART BAKER	1905 S 6TH ST	EUGENE	OR	97402
		COTTAGE GROVE	OR	97424



September 25, 2018

Property Owner
Project Area
COTTAGE GROVE, OREGON 97424

RE: Notification of Potential for Right-of-Way Purchase to Improve and Install Sidewalks
Map/Tax Lot: xx-xx-xx-xx-xxxxx

Dear Property Owner:

The City of Cottage Grove is embarking on an ambitious project to ensure that our young residents have adequate and accessible sidewalks to and from Lincoln Middle School and the new Harrison Elementary School. To make this plan a reality, the City is applying for the Oregon Department of Transportation Safe Routes to Schools Grant. With assistance from Branch Engineering and City staff in the Public Works & Development Department, we have identified your property as potentially requiring a right-of-way purchase. The recognition of your property as potentially needing a right-of-way purchase is an important component of the City's grant application. It is also important for you as the homeowner to understand what this will mean for you and your property as the City moves to make sidewalk improvements in the future with or without funding from the Safe Routes to Schools Grant.

Attached to this letter is a two-page brochure describing the City's proposed sidewalk improvements in the area surrounding your property. Also, you can look at the City's website, www.cottagegrove.org, to view the entire project scope including:

- Maps of the project area
- Photo examples of work to be done
- Project timeline
- Answers to Frequently Asked Question (FAQ's)

The City of Cottage Grove will be contacting you individually to discuss the specifics of any right-of-way purchase or easement requirement as the project moves forward. However, I encourage you to please call the Public Works & Development Department at 541-942-3349 to discuss any specific concerns you have.

On behalf of the City of Cottage Grove, I look forward to working with you to achieve the goal of providing safe and accessible routes for our students.

Sincerely,

Faye Stewart
Public Works & Development Director

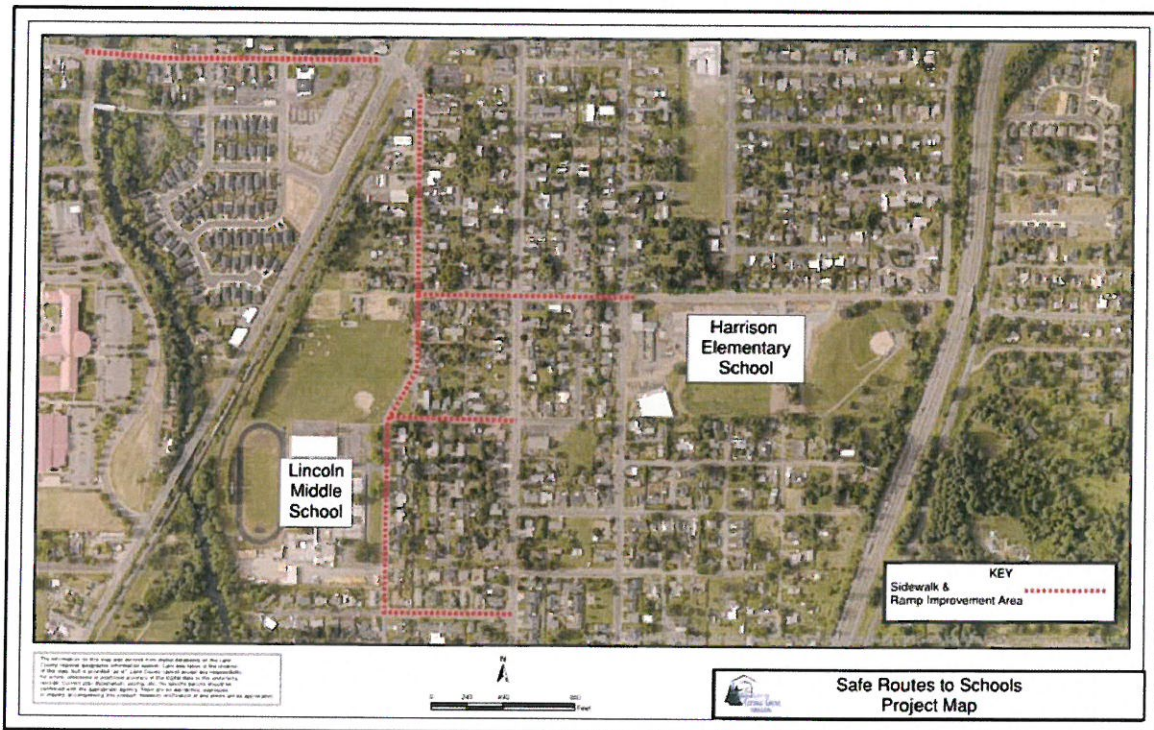


Cottage Grove Safe Routes to Schools Project – Right-of-Way & Easement Information

WHO: You and the City of Cottage Grove

WHAT: In 2016, City Council directed City staff to install/repair/replace sidewalks, driveways and ADA accessible ramps at intersections to provide safe pedestrian travel for school children. The City is applying for the Oregon Department of Transportation Safe Routes to School Grant, which would greatly reduce costs to all parties involved. Additionally, the 1990 Americans with Disabilities Act requires that cities move toward full compliance with ADA accessibility standards.

WHERE:



WHY: Preliminary design of the project has identified areas where the City of Cottage Grove may need to purchase right-of-way from some property owners in order to construct the proper facilities to meet ADA standards and City standards throughout the project area. A requirement of the grant mentioned above, is to make contact with property owners where more right-of-way is possibly needed.

NEXT: The City will be hosting an open house on Monday, October 8, 2018, from 4:00 to 6:00 PM in Council Chambers at City Hall, 400 E Main St.

Public Works and Development

400 E. Main Street
Cottage Grove, Oregon
(541) 942-3349
www.cottagegrove.org

PROJECT DETAILS:

- 5 foot wide continuous sidewalk system
- ADA Compliance with Surface Standards: tripping, cross-slope, smoothness
- ADA Compliance at intersections, crosswalks
- ADA Compliant driveway approaches

Frequently Asked Questions (FAQ'S):

Q. WHAT IS RIGHT-OF-WAY?

A. According to City of Cottage Grove Municipal Code: 12.03.020 Public rights-of-way defined – "Public rights-of-way" include, but are not limited to, streets, roads, highways, bridges, alleys, **sidewalks**, trails, paths, public easements and all other public ways or areas, including the subsurface under and air space over these areas. (Ord. 2789 § 2, 1996)

Q. WHY WOULD THE CITY NEED TO GET MORE RIGHT-OF-WAY IF THERE IS ALREADY A SIDEWALK ON MY PROPERTY?

A. The City's goal is to create a continuous and ADA compliant accessible 5' wide sidewalk within the project area. To meet this standards, addition width will require more space on your property than was originally dedicated. Also, new standards for intersections require additional sidewalk area to allow for maneuverability and proper slope.

Q. WHEN WILL I KNOW IF THE CITY WILL NEED TO PURCHASE RIGHT-OF-WAY?

A. It is the goal of the City to have all surveying completed by the beginning of January 2019, which will allow the City to determine the full extent of right-of-way needed within the project area. After this determination, the City will contact each property owner to negotiate fair and just compensation for the right-of-way.

Q. WHAT IF I ALREADY HAVE SIDEWALKS ON MY PROPERTY?

A. All sidewalks, driveways and intersections in the project route will be evaluated to determine if install/replacement is required for creating a continuous route to the standards listed above.

Q. WHERE CAN I FIND MORE INFORMATION ON THISPROJECT?

A. The full project scope with photo descriptions of the project and proposed work can be found at www.cottagegrove.org

Q. WHO DO I CONTACT TO DISCUSS SPECIFIC QUESTIONS?

A. Please call Faye Stewart, Public Works & Development Director at 541-942-3349 or visit the office at 400 E Main St. Cottage Grove, OR 97424.



Right-of-way Meeting 10/8/18

Public Works and Development

400 E. Main Street
Cottage Grove, Oregon

(541) 942-3349
www.cottagegrove.org

SIGN-IN SHEET

Name:

Phone #/Email

Joe + Karrie Betke
 Troy + Ronda Thomas
 CAULLEN MASSINGALE
 Mike Dukas
 Eileen O'Rourke
 LORENCE KELLY McEACHERN
 Debbie Chalmers

