



Date: 12/31/2019 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 7.7.2 LOPR_Land and Lease Records

Background:

Land and lease records for the City of Lake Oswego’s park properties, including City-managed natural areas are available in electronic form through the City’s electronic document retrieval system Laserfiche.

The Public Records weblink to City-owned land deeds and easements from 1909 to 2022 is listed below:

<http://www.ci.oswego.or.us/WebLink/Browse.aspx?id=241047&dbid=0&repo=CityOfLakeOswe go&cr=1>

An Inventory list and assessment of park and natural areas is available in 2.4.A LOPR_Parks Plan 2025 Appendices, Appendix D, pgs 31-53.

Procedure:

Land and Lease acquisition procedure:

A member of the community or staff may request Lake Oswego Parks & Recreation’s (LOPR) consideration of a specific parcel to acquire. If the request has merit, it is presented to the Parks Board and ultimately decided upon by City Council. LOPR may determine properties placed on the acquisition list for further review and action. City Council approves recommendations with regard to timing of the acquisition and funding considerations.

Deeds and Lease notarized documents are scanned into the public records City database (Laserfiche). Digital copies are also available through the City Manager’s Office, City Recorder and Public Records Request process.

As the Clerk of the County, the City Recorder maintains the legislative history, documents, and public records of the city. In addition to the City Recorder, staff resources include a Records Management Specialists.



Examples of specific LOPR property records available in the City Records Management data base (Laserfiche):

- 2021 Yates (Hallinan Woods) Property Deed

<http://www.ci.oswego.or.us/WebLink/DocView.aspx?id=1851146&dbid=0&repo=CityOfLakeOswego>

- 1995 Luscher Farm Deed

<http://www.ci.oswego.or.us/WebLink/DocView.aspx?id=1283157&dbid=0&repo=CityOfLakeOswego>

- 1977 LO Public Golf Course Deed

<http://www.ci.oswego.or.us/WebLink/DocView.aspx?id=1283169&dbid=0&repo=CityOfLakeOswego>

- 1974 Freepons Park Deed

<http://www.ci.oswego.or.us/WebLink/DocView.aspx?id=1287170&dbid=0&repo=CityOfLakeOswego>

Links to Sources:

Public Records weblink to City owned land deeds and easements from 1909 to 2022

<http://www.ci.oswego.or.us/WebLink/Browse.aspx?id=241047&dbid=0&repo=CityOfLakeOswego&cr=1>

Park Master Plans

<https://www.ci.oswego.or.us/parksrec/park-planning>

City Public Records Requests

<https://www.ci.oswego.or.us/citymanager/public-records-requests>

Related Documents:

2.4.A Parks Plan 2025 Appendices, Appendix D, pgs 31-53

1.6.1.A LOPR_Parks & Recreation Facilities

1.6.1.B LOPR_Parks Map 2008 (New map under construction)



PARKS & RECREATION

1.6.1.B.2 LOPR_Parks Features and Natural Areas 2008 (New map under construction)

5.5.2.A LOPR_Capital Asset Listing

7.1 LOPR_Parkland Acquisition Procedures

7.4 LOPR_Asset Mgmt & Disposition

7.9 LOPR_Natural Resource Management Plans and Procedures

7.11 LOPR_Capital Asset Depreciations and Replacement Schedule

Resolutions and State statute giving the City authority to engage in purchase of real property for park land:

- 1935 - Resolution 1935- 11- 19
- 1944- Resolution 1944- 10- 03
- 1953— Resolution 1953- 04- 21
- ORS 35. 510— Eminent Domain - Duties of public entities acquiring real property.

Responsibility/Contacts: Director, Deputy Director Parks, Parks Manager, City Recorder, Records Management Specialist and Administrative Assistants