



Oregon

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October 10, 2007

To: Claimant and Interested Persons

From: Cora R. Parker, Acting Director



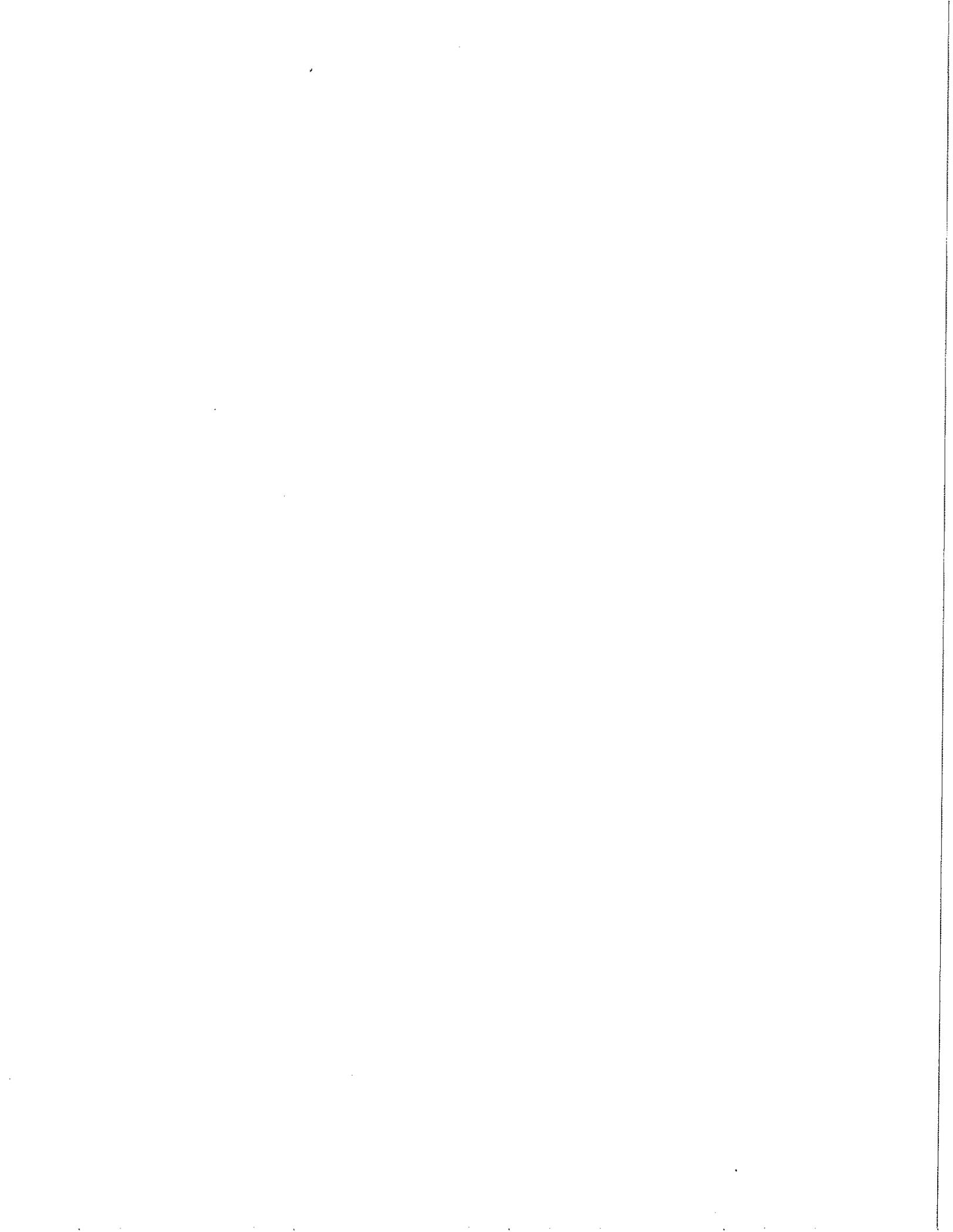
Re: Ballot Measure 37 (ORS 197.352) Claim Number M131403

Claimants: Jerome and Helen Welp

Enclosed, in regard to the above-referenced claim for compensation under Ballot Measure 37 (ORS 197.352), is the Department of Land Conservation and Development's Draft Staff Report and Recommendation.

This Draft Staff Report and Recommendation sets forth the department's evaluation of and recommendation on the claim. Oregon Administrative Rule 125-145-0100(3) provides that the claimant (or the claimant's agent) and any third parties who submitted comments on the claim may submit written comments, evidence, and information in response to any third-party comments contained in the report, and to the staff report and recommendation itself. Such response must be filed no more than 15 calendar days after the date of mailing of this report. Any response from you must be delivered to the Oregon Department of Administrative Services (DAS), 1225 Ferry Street SE, U160, Salem, Oregon 97301, and will be deemed timely filed if either postmarked on the 15th day or actually delivered to DAS by the close of business on the 15th day.

This department will review any responses submitted, and a Final Order on the claim will be issued after such review.



ORS 197.352 (BALLOT MEASURE 37) CLAIM FOR COMPENSATION

**OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
Draft Staff Report and Recommendation**

October 10, 2007

STATE CLAIM NUMBER: M131403

NAMES OF CLAIMANTS: Jerome and Helen Welp

MAILING ADDRESS: 81191 South Valley Road
Dufur, Oregon 97021

PROPERTY IDENTIFICATION: Township 2S, Range 12E, Section 1
Tax lots 100 and 400
Township 2S, Range 13E, Section 6
Tax lots 800, 1000 and 1100
Wasco County

OTHER CONTACT INFORMATION: Chad C. Holloway
Dunn, Toole & Carter, LLP
112 West 4th Street
The Dalles, Oregon 97058

DATE RECEIVED BY DAS: November 28, 2006

DEADLINE FOR FINAL ACTION:¹ May 21, 2008

I. SUMMARY OF CLAIM

The claimants, Jerome and Helen Welp, seek compensation in the amount of \$993,500 for the reduction in fair market value as a result of land use regulations that are alleged to restrict the use of certain private real property. The claimants desire compensation or the right to divide the 348.4-acre subject property into eight parcels and to develop a dwelling on each resulting undeveloped parcel.² The subject property is located at 81191 South Valley Road, in Wasco County. (See claim.)

¹ ORS 197.352, as originally enacted, required that final action on claims made under Measure 37 be made within 180 days of the date the claim was filed. In response to the large volume of claims filed in late 2006, the Oregon legislature passed House Bill 3546, which became effective on May 10, 2007. This legislation increased the amount of time state and local governments have to take final action on Measure 37 claims filed on or after November 1, 2006, by 360 days, to a total of 540 days.

² The subject property includes five tax lots. Tax lot 100 consists of 143.6 acres, tax lot 400 consists of .79 acres, tax lot 800 consists of 22.14 acres, tax lot 1000 consists of 9.97 acres, and tax lot 1100 consists of 171.9 acres

II. SUMMARY OF STAFF RECOMMENDATION

Based on the preliminary findings and conclusions set forth below, the Department of Land Conservation and Development (the department) has determined that the claim is valid. Department staff recommends that, in lieu of compensation, the requirements of the following state laws enforced by the Land Conservation and Development Commission (the Commission) or the department not apply to Jerome and Helen Welp's division of the 348.4-acre subject property into eight parcels and to their development of a dwelling on each resulting undeveloped parcel: applicable provisions of Statewide Planning Goal 3 (Agricultural Lands), ORS 215 and Oregon Administrative Rules (OAR) 660, division 33, enacted or adopted after each claimant acquired the subject property. These land use regulations will not apply to the claimants only to the extent necessary to allow them to use the subject property for the use described in this report, and only to the extent that use was permitted when Jerome Welp acquired tax lots 100, 400, 800 and 1100 on August 4, 1967, when Helen Welp acquired tax lots 100, 400, 800 and 1100 on December 13, 1979, and when Jerome and Helen Welp acquired tax lot 1000 on June 1, 1983. (See the complete recommendation in Section VI. of this report.)

III. COMMENTS ON THE CLAIM

Comments Received

On July 16, 2007, pursuant to OAR 125-145-0080, the Oregon Department of Administrative Services (DAS) provided written notice to the owners of surrounding properties. According to DAS, no written comments were received in response to the 15-day notice.

IV. TIMELINESS OF CLAIM

Requirement

ORS 197.352(5) requires that a written demand for compensation be made:

1. For claims arising from land use regulations enacted prior to the effective date of Measure 37 (December 2, 2004), within two years of that effective date, or the date the public entity applies the land use regulation as an approval criteria to an application submitted by the owner, whichever is later; or
2. For claims arising from land use regulations enacted after the effective date of Measure 37 (December 2, 2004), within two years of the enactment of the land use regulation, or the date the owner of the property submits a land use application in which the land use regulation is an approval criteria, whichever is later.

Findings of Fact

This claim was submitted to DAS on November 28, 2006, for processing under OAR 125, division 145. The claim identifies ORS 92, 197, 215 and 227, and OAR 660, division 33, as the basis for the claim. Only laws that were enacted or adopted prior to December 2, 2004, are the basis for this claim.

Conclusions

The claim has been submitted within two years of the effective date of Measure 37 (December 2, 2004), based on land use regulations enacted or adopted prior to December 2, 2004, and is therefore timely filed.

V. ANALYSIS OF CLAIM

1. Ownership

ORS 197.352 provides for payment of compensation or relief from specific laws for “owners” as that term is defined in ORS 197.352. ORS 197.352(11)(C) defines “owner” as “the present owner of the property, or any interest therein.”

Findings of Fact

Claimant Jerome Welp acquired tax lots 100, 400, 800 and 1100 on August 4, 1967, as reflected by a recorded sale of contract included with the claim. Jerome Welp conveyed an interest in tax lots 100, 400, 800 and 1100 to his wife, Helen Welp, on December 13, 1979, as evidenced by a recorded deed included with the claim. Claimants Jerome and Helen Welp acquired tax lot 1000 on June 1, 1983, as reflected by a recorded memorandum of agreement included with the claim. The Wasco County Assessor’s Office confirms the claimants’ current ownership of the subject property.

Conclusions

The claimants, Jerome and Helen Welp, are “owners” of the subject property as that term is defined by ORS 197.352(11)(C). Jerome Welp has been an owner of tax lots 100, 400, 800 and 1100 since August 4, 1967. Helen Welp, wife of Jerome Welp, has been an owner of tax lots 100, 400, 800 and 1100 since December 13, 1979. Jerome and Helen Welp have been owners of tax lot 1000 since June 1, 1983. Jerome Welp is a “family member” of Helen Welp as that term is defined by ORS 197.352(11)(A).

2. The Laws That are the Basis for This Claim

In order to establish a valid claim, ORS 197.352(1) requires, in part, that a law must restrict the claimants’ use of private real property in a manner that reduces the fair market value of the property relative to how the property could have been used at the time the claimants or a family member acquired the property.

Findings of Fact

The claim indicates that the claimants desire to divide the 348.4-acre subject property into eight parcels and to develop a dwelling on each resulting undeveloped parcel, and that current land use regulations prevent the desired use.³

³ The claimants summarily list numerous state land use laws as applicable to this claim, but do not establish how they either apply to the claimants’ desired use of the subject property or restrict its use with the effect of reducing its

The claim is based generally on the applicable provisions of state law that require Exclusive Farm Use (EFU) zoning and restrict uses on EFU-zoned land. The claimants' property is zoned A-1 (160) EFU by Wasco County as required by Goal 3, in accordance with ORS 215 and OAR 660, division 33, because the claimants' property is "agricultural land" as defined by Goal 3.⁴ Goal 3 became effective on January 25, 1975, and required that agricultural lands as defined by Goal 3 be zoned EFU pursuant to ORS 215.

Current land use regulations, particularly ORS 215.263, 215.284 and 215.780 and OAR 660, division 33, enacted or adopted pursuant to Goal 3, generally prohibit the division of EFU-zoned land into parcels less than 80 acres and establish standards for the development of dwellings on existing or any proposed parcel on that land.

ORS 215.780 generally establishes an 80-acre minimum size for the creation of new lots or parcels in EFU zones and became effective on November 4, 1993 (Chapter 792, Oregon Laws 1993). However, Wasco County's EFU zone requires a minimum of 160 acres for the creation of a new lot or parcel. ORS 215.263 (2005 edition) establishes standards for the creation of new parcels for non-farm uses and dwellings allowed in an EFU zone.

OAR 660-033-0135 (applicable to farm dwellings) became effective on March 1, 1994, and interprets the statutory standard for a primary dwelling in an EFU zone under ORS 215.283(1)(f). OAR 660-033-0130(4) (applicable to non-farm dwellings) became effective on August 7, 1993, and was amended to comply with ORS 215.284(4) on March 1, 1994.⁵

Jerome Welp acquired tax lots 100, 400, 800 and 1100 in 1967, prior to the adoption of the statewide planning goals and their implementing statutes and regulations. In 1967, tax lots 100, 400, 800 and 1100 were zoned by Wasco County as A-1 Agricultural, which permitted single family dwellings on 1-acre lots. The A-1 Agricultural zone may have been a qualified farm zone under ORS 215.

Jerome and Helen Welp acquired tax lot 1000 in 1983, after the adoption of the statewide planning goals, but before the Commission acknowledged Wasco County's land use regulations to be in compliance with the statewide planning goals pursuant to ORS 197.250 and 197.251.⁶ At that time, tax lot 1000 was zoned A1-80 by Wasco County. However, because the Commission had not acknowledged the county's plan and land use regulations when the

fair market value. On their face, most of the regulations either do not apply to the claimants' property or do not restrict the claimants' desired use of the property with the effect of reducing its fair market value. This report addresses only those regulations that the department finds are applicable to and restrict the claimants' desired use of the subject property, based on the claimants' description of their desired use.

⁴ The claimants' property is "agricultural land" because it contains Natural Resources Conservation Service Class I-VI soils.

⁵ The Commission subsequently adopted amendments to OAR 660-033-0100, -0130 and -0135 to comply with House Bill 3326 (Chapter 704, Oregon Laws 2001, effective on January 1, 2002), which were effective on May 22, 2002. These amendments clarified but did not further restrict dwelling standards for EFU-zoned land.

⁶ Wasco County's comprehensive plan and land use regulations were acknowledged by the Commission for compliance with Goal 3 on August 25, 1983.

claimants acquired the subject property on June 1, 1983, the statewide planning goals, and Goal 3 in particular, applied directly to tax lot 1000 when they acquired it.⁷

As adopted on January 25, 1975, Goal 3 required that agricultural land be preserved and zoned for EFU pursuant to ORS 215. The Goal 3 standard for land divisions involving property where the local zoning was not acknowledged required that the resulting parcels must be of a size that is "appropriate for the continuation of the existing commercial agricultural enterprise within the area." Further, ORS 215.263 (1973 edition) only authorized the partition of land subject to EFU zoning, and required that all divisions of land subject to EFU zoning comply with the legislative intent set forth in ORS 215.243 (Agricultural Land Use Policy). Thus, the claimants' opportunity to divide tax lot 1000 when they acquired it in 1983 was limited to land divisions that were consistent with Goal 3, which required that the resulting parcels be (1) appropriate for the continuation of the existing commercial agricultural enterprise in the area and (2) shown to comply with the legislative intent set forth in ORS 215.

Under the Goal 3 standards in effect on June 1, 1983, farm dwellings were allowed if they were determined to be "customarily provided in conjunction with farm use" under ORS 215.213(1)(e) (1973 edition). Non-farm dwellings were subject to compliance with ORS 215.213(3) (1973 edition).

The claim does not establish whether or to what extent the claimants' desired division and development of tax lot 1000 were allowed under the standards in effect when they acquired that tax lot on June 1, 1983.

Conclusions

The current zoning requirements, minimum lot size and dwelling standards established by applicable provisions of Goal 3, ORS 215 and OAR 660, division 33, were enacted or adopted after Jerome Welp acquired tax lots 100, 400, 800 and 1100 and after the claimants acquired tax lot 1000. These laws restrict the use of the subject property relative to the uses allowed when claimants acquired it. However, the claim does not establish whether or the extent to which the claimants' desired use of tax lot 1000 complies with the standards for land divisions and development under the requirements of Goal 3 and ORS 215 in effect when the claimants acquired that tax lot on June 1, 1983.

This report addresses only those state laws that are identified in the claim, or that the department is certain apply to the subject property, based on the uses that the claimants have identified.

⁷ The statewide planning goals became effective on January 25, 1975, and were applicable to legislative land use decisions and some quasi-judicial land use decisions prior to the Commission's acknowledgment of each county's comprehensive plan and implementing regulations. *Perkins v. City of Rajneeshpuram*, 300 Or 1 (1985); *Alexanderson v. Polk County*, 289 Or 427, rev. den 290 Or 137 (1980); *Sunnyside Neighborhood Assn. v. Clackamas County*, 280 Or 3 (1977); *Jurgenson v. Union County*, 42 Or App 505 (1979); and *1000 Friends of Oregon v. Benton County*, 32 Or App 413 (1978). After the county's plan and land use regulations were acknowledged by the Commission, the statewide planning goals and implementing rules no longer applied directly to such local land use decisions. *Byrd v. Stringer*, 295 Or 311 (1983). However, statutory requirements continue to apply, and insofar as the state and local provisions are materially the same, the local provisions must be interpreted consistent with the substance of the goals and implementing rules. *Forster v. Polk County*, 115 Or App 475 (1992) and *Kenagy v. Benton County*, 115 Or App 131 (1992).

There may be other laws that currently apply to the claimants' use of the subject property, and that may continue to apply to the claimants' use of the property, that have not been identified in the claim. In some cases, it will not be possible to know which laws apply to a use of the subject property until there is a specific proposal for that use. When the claimants seek a building or development permit to carry out a specific use, it may become evident that other state laws apply to that use.

3. Effect of Regulations on Fair Market Value

In order to establish a valid claim, ORS 197.352(1) requires that the land use regulation(s) (described in Section V.(2) of this report) must have "the effect of reducing the fair market value of the property, or any interest therein."

Findings of Fact

The claim includes an estimate of \$993,500 as the reduction in the subject property's fair market value due to the regulations that restrict the claimants' desired use of the property. This amount is based on a real estate agent's assessment of the subject property's value, included with the claim.

Conclusions

As explained in Section V.(1) of this report, the claimants are Jerome Welp who acquired tax lots 100, 400, 800 and 1100 in 1967 and his wife, Helen Welp, who acquired tax lots 100,400 and 1100 in 1979. Jerome and Helen Welp acquired tax lot 1000 on June 1, 1983. Under ORS 197.352, the claimants are due compensation for land use regulations that restrict the use of the property and have the effect of reducing its fair market value. Based on the findings and conclusions in Section V.(2) of this report, laws enacted or adopted since Jerome Welp acquired tax lots 100, 400, 800 and 1100, since Helen Welp acquired tax lots 100,400 and 1100 and since Jerome and Helen Welp acquired tax lot 1000, restrict the claimants' desired use of the property. The claimants estimate that the effect of the regulations on the fair market value of the subject property is a reduction of \$993,500.

Without an appraisal or other documentation, and without verification of whether or the extent to which the claimants' desired use of the subject property was allowed under the standards in effect when Jerome Welp acquired tax lots 100, 400, 800 and 1100 in 1967. when Helen Welp acquired tax lots 100,400 and 1100 in 1979 and when the claimants acquired tax lot 1000 in 1983, it is not possible to substantiate the specific dollar amount by which the land use regulations have reduced the fair market value of the subject property. Nevertheless, based on the evidence in the record for this claim, the department determines that the fair market value of the subject property has been reduced to some extent as a result of land use regulations enforced by the Commission or the department.

4. Exemptions Under ORS 197.352(3)

ORS 197.352 does not apply to certain land use regulations. In addition, under ORS 197.352(3), certain types of laws are exempt from ORS 197.352.

Findings of Fact

The claim is based on state land use regulations that restrict the use of the subject property, including applicable provisions of Goal 3, ORS 215 and OAR 660, division 33, which Wasco County has implemented through its current A-1 (160) zone. With the exception of provisions of ORS 215 applicable to qualified farm zones in 1967, and with the exception Goal 3 and ORS 215 in effect when the claimants acquired tax lot 1000 on June 1, 1983, these land use regulations were enacted or adopted after the claimants acquired the subject property.

Conclusions

Without a specific development proposal for the subject property, it is not possible for the department to determine all the laws that may apply to a particular use of the property, or whether those laws may fall under one or more of the exemptions under ORS 197.352. It appears that with the exception of provisions ORS 215 applicable to qualified farm zones, and with the exception of Goal 3 and ORS 215 in effect in 1983 when the claimants acquired tax lot 1000, the statutory, goal and rule restrictions on division and development of the claimants' property were in effect when the claimants acquired the subject property. As a result, these laws are not exempt under ORS 197.352. Laws in effect when each claimant acquired each of the subject tax lots are exempt under ORS 197.352(3)(E) and do not provide a basis for compensation. In addition, laws enacted or adopted for a purpose set forth in ORS 197.352(3)(A) to (D) are also exempt and would not provide a basis for compensation.

VI. FORM OF RELIEF

ORS 197.352(1) provides for payment of compensation to an owner of private real property if the Commission or the department has enforced one or more laws that restrict the use of the property in a manner that reduces its fair market value. In lieu of compensation, the department may choose to not apply the law in order to allow the present owner to carry out a use of the property permitted at the time the present owner acquired the property. The Commission, by rule, has directed that if the department determines a claim is valid, the Director of the department must provide only non-monetary relief unless and until funds are appropriated by the legislature to pay claims.

Findings of Fact

Based on the findings and conclusions set forth in this report, laws enforced by the Commission or the department restrict the claimants' desired use of the subject property. The claim asserts that existing state land use regulations enforced by the Commission or the department have the effect of reducing the fair market value of the subject property by \$993,500. However, because the claim does not provide an appraisal or other relevant evidence demonstrating that the land use regulations described in Section V.(2) reduce the fair market value of the subject property, a specific amount of compensation cannot be determined. In order to determine a specific amount of compensation due for this claim, it would also be necessary to verify whether or the extent to which the claimants' desired use of the subject property was allowed under the standards in effect when Jerome Welp acquired tax lots 100, 400, 800 and 1100, when Helen Welp acquired tax lots 100,400 and 1100 and when the claimants acquired tax lot 1000. Nevertheless, based on

the record for this claim, the department has determined that the laws on which the claim is based have reduced the fair market value of the subject property to some extent.

No funds have been appropriated at this time for the payment of claims. In lieu of payment of compensation, ORS 197.352 authorizes the department to modify, remove or not apply all or parts of certain land use regulations to allow Jerome Welp to use tax lots 100, 400, 800 and 1100 for a use permitted at the time he acquired the property on August 4, 1967, to allow Helen Welp to use tax lots 100, 400, 800 and 1100 for a use permitted at the time she acquired the property on December 13, 1979 and to allow Jerome and Helen Welp to use tax lot 1000 for a use permitted at the time they acquired the property on June 1, 1983.

Helen Welp acquired an interest in tax lots 100, 400, 800 and 1100 after the adoption of the statewide planning goals, but before the Commission acknowledged Wasco County's land use regulations to be in compliance with the statewide planning goals pursuant to ORS 197.250 and 197.251. At that time, the property was zoned A1-20 by Wasco County. However, as with the claimants' acquisition of tax lot 1000 in 1983, discussed above, because the Commission had not acknowledged the county's plan and land use regulations when Helen Welp acquired tax lots 100, 400, 800 and 1100 on December 13, 1979, the statewide planning goals, and Goal 3 in particular, applied directly to the claimant's property when she acquired it.

The claim does not establish whether or to what extent Helen Welp's desired division and development of tax lots 100, 400, 800 and 1100 were allowed under the standards in effect when she acquired the property on December 13, 1979.

In addition to the applicable provisions of Goal 3 and ORS 215 in effect when Helen Welp acquired tax lots 100, 400, 800 and 1100 on December 13, 1979, and other laws in effect when either of the claimants acquired the subject property, there may be other laws that apply to the claimants' use of the property that have not been identified in the claim. In some cases, it will not be possible to know which laws apply to a use of the subject property until there is a specific proposal for that use. When the claimants seek a building or development permit to carry out a specific use, it may become evident that other state laws apply to that use, and depending on when they were enacted or adopted, may continue to apply to the claimants' property. In addition, some of these laws may be exempt under ORS 197.352(3)(A) to (D) and will continue to apply to the subject property on that basis.

This report addresses only those state laws that are identified in the claim, or that the department is certain apply to the subject property based on the uses that the claimants have identified. Similarly, this report only addresses the exemptions provided for under ORS 197.352(3) that are clearly applicable given the information provided to the department in the claim. The claimants should be aware that the less information they have provided to the department in their claim, the greater the possibility that there may be additional laws that will later be determined to continue to apply to their use of the subject property.

Conclusions

Based on the record, the department recommends that the claim be approved, subject to the following terms:

1. In lieu of compensation under ORS 197.352, the State of Oregon will not apply the following laws to Jerome and Helen Welp's division of the 348.4-acre subject property into eight parcels and to their development of a dwelling on each resulting undeveloped parcel: applicable provisions of Goal 3, ORS 215 and OAR 660, division 33, enacted or adopted after each claimant acquired the subject property. These land use regulations will not apply to the claimants only to the extent necessary to allow them to use the subject property for the use described in this report, and only to the extent that use was permitted when Jerome Welp acquired tax lots 100, 400, 800 and 1100 on August 4, 1967, when Helen Welp acquired tax lots 100, 400, 800 and 1100 on December 13, 1979, and when Jerome and Helen Welp acquired tax lot 1000 on June 1, 1983.
2. The action by the State of Oregon provides the state's authorization to the claimants to use the subject property for the use described in this report, subject to the standards in effect when Jerome Welp acquired tax lots 100, 400, 800 and 1100 on August 4, 1967, when Helen Welp acquired tax lots 100, 400, 800 and 1100 on December 13, 1979, and when Jerome and Helen Welp acquired tax lot 1000 on June 1, 1983. To the extent the county's Agricultural zone was a qualified farm zone in 1967, tax lots 100, 400, 800 and 1100 may have been subject to provisions of ORS 215 then in effect. On December 13, 1979, tax lots 100, 400, 800 and 1100 were subject to the applicable provisions of Goal 3 and ORS 215. On June 1, 1983, tax lot 1000 was subject to applicable provisions of Goal 3 and ORS 215 then in effect.
3. To the extent that any law, order, deed, agreement or other legally enforceable public or private requirement provides that the subject property may not be used without a permit, license or other form of authorization or consent, the order will not authorize the use of the property unless the claimants first obtain that permit, license or other form of authorization or consent. Such requirements may include, but are not limited to: a building permit, a land use decision, a "permit" as defined in ORS 215.402 or 227.160, other permits or authorizations from local, state or federal agencies and restrictions on the use of the subject property imposed by private parties.
4. Any use of the subject property by the claimants under the terms of the order will remain subject to the following laws: (a) those laws not specified in (1) above; (b) any laws enacted or enforced by a public entity other than the Commission or the department; and (c) those laws not subject to ORS 197.352 including, without limitation, those laws exempted under ORS 197.352(3).
5. Without limiting the generality of the foregoing terms and conditions, in order for the claimants to use the subject property, it may be necessary for them to obtain a decision under ORS 197.352 from a city and/or county and/or metropolitan service district that enforces land use regulations applicable to the property. Nothing in this order relieves the claimants from the necessity of obtaining a decision under ORS 197.352 from a local public entity that has jurisdiction to enforce a land use regulation applicable to a use of the subject property by the claimants.

6. Nothing in this report or the state's final order for this claim constitutes any determination of ownership by the State of Oregon as to submerged or submersible lands, or as to public rights to the use of waters of the state.

VII. NOTICE OF OPPORTUNITY TO COMMENT

This staff report is not a final decision by the department and does not authorize any use of the property that is the subject of this report. OAR 125-145-0100 provides an opportunity for the claimants or the claimants' authorized agent and any third parties who submitted comments under OAR 125-145-0080 to submit written comments, evidence and information in response to the draft staff report and recommendation. Such response must be filed no more than 15 calendar days after the date this report is mailed to the claimants and any third parties. Responses to this draft staff report and recommendation will be considered only as comments related to the claim described in this report. All responses must be delivered to the Oregon Department of Administrative Services (DAS), Measure 37 Unit, Risk Management–State Services Division, 1225 Ferry Street SE, U160, Salem, Oregon 97301-4292 and will be deemed timely filed if either postmarked on the 15th day, or actually delivered to DAS by the close of business on the 15th day. Note: Please reference the claim number, claimant name and clearly mark your comments as "Draft Staff Report comments." Comments must be submitted in writing only. Those comments submitted electronically or by facsimile will not be accepted.