

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

In the Matter of Adopting the Yamhill County  
Campsite Removal and Property Storage  
Policy

BOARD ORDER 25-093

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON (the Board) sat for the transaction of county business on April 3, 2025, Commissioners Kit Johnston, Mary Starrett, and David “Bubba” King being present.

THE BOARD ADOPTS THE FOLLOWING FINDINGS:

WHEREAS, ORS 195.500 requires the County to, “[d]evelop a policy that recognizes the social nature of the problem of homeless individuals camping on public property”; and

WHEREAS, The policy provided in Exhibit A meets all statutory requirements outlined in ORS 195.505; and now, therefore

IT IS HEREBY ORDERED BY THE BOARD AS FOLLOWS:

Section 1. The Yamhill County Campsite Removal and Property Storage Policy provided in Exhibit A, attached hereto and incorporated herein, is hereby approved and adopted.

Section 2. This policy shall take effect immediately.

Section 3. The County Administrator shall take all actions necessary to implement this policy.

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DONE at McMinnville, Oregon on April 3, 2025.

ATTEST



KERI HINTON  
County Clerk

By: *Carolina Rook*  
Deputy CAROLINA ROOK

FORM APPROVED BY:

*Jodi Gollehon*  
JODI GOLLEHON  
Assistant Yamhill County Counsel

YAMHILL COUNTY BOARD OF  
COMMISSIONERS

*Kit Johnston*  
Chair KIT JOHNSTON

*Mary Starrett*  
Commissioner MARY STARRETT

*Bubba King*  
Commissioner DAVID "BUBBA" KING

Approved by the Yamhill County Board of  
Commissioners on 04/03/2025  
via Board Order 25-093



## ADMINISTRATIVE POLICIES

<b>SECTION:</b>	Yamhill County Facilities Policies	<b>POLICY NO.:</b>	213
<b>TITLE:</b>	Campsite Removal and Personal Property Storage Policy		
<b>BOARD ORDERS:</b>	B.O. 25-93	<b>LAST REVISED:</b>	04/03/2025

### I. PURPOSE

- 1.01 The County recognizes the social nature of the problem of homeless individuals Camping on County Property or County public rights-of-way. Accordingly, the purpose of this policy is to ensure the humane removal of homeless camps from County Property pursuant to ORS 195.500 – 195.530.

### II. APPLICATION

- 2.01 This policy applies to all County elected officials, employees, volunteers, or contractors engaged in the removal of Established Campsites from County owned property.
- 2.02 In cases where an Established Campsite is located within a crime scene, or the Yamhill County Sheriff’s Office seizes property for reasons outside the scope of the camp cleanup, then standard law enforcement property and evidence control procedures shall be followed.

### III. DEFINITIONS

- 3.01 As used in this policy, the following definitions apply:
  - A. “Abandoned vehicle” means a motor vehicle that has been left standing on either County rights-of-way or on County Property for more than 24 hours.
  - B. “Camp” or “Camping” means to set up, or to remain in or at, an Established Campsite for the purpose of establishing or maintaining a temporary place to sleep or live.
  - C. “County” means Yamhill County.
  - D. “County Departments” means the departments and/or offices that provide public services on behalf of the County.

- E. “County Property” means any real property owned or under the control of Yamhill County, including, but not limited to, any Yamhill County public park, recreation area, forest, tax-foreclosed real property, or fairground facility, but not including County rights-of-way.
- F. “Department Head” means the person(s) appointed by the Yamhill County Board of Commissioners to serve as the head of their respective County Department.
- G. “Disposable Items” means items with no apparent value or utility or that are in an unsanitary condition.
- H. “Established Campsite” means a location where a person Camps on Public Property for 24 hours or more with any bedding, sleeping bag, or other sleeping matter; any stove, grill, or campfire; any tent or camp structure; or any vehicle used as shelter.
- I. “Personal Property” means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility. Personal Property includes RVs, trailers, or other vehicles.
- J. “Social Service Agency” means a public or private nonprofit organization providing direct assistance, usefulness, or care to individuals experiencing homelessness.
- K. “Vehicle” or “motor vehicle” means any device in, upon, or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means. “Vehicles” includes vehicles that are inoperative, disabled, wrecked, partially dismantled, or junked.

#### **IV. POLICY**

##### **4.01 County Department Authority.**

- A. This Policy applies to all County elected officials, employees, volunteers, or contractors engaged in the removal of Established Campsites from County Property.
- B. Department Heads are responsible for ensuring that this Policy is implemented and followed.

##### **4.02 Posting of Written Notice.**

- A. Department Heads, or authorized agents thereunder, shall post a notice at the location of an Established Campsite no less than seventy-two (72) hours prior to removing persons from an Established Campsite.
- B. The notice shall:
  - 1. Be posted at all entrances to the Established Campsite to the extent that the entrances can be reasonably identified;

2. State that the location is an Established Campsite on County Property and that the County intends to clear the Established Campsite, and remove any persons thereon, on a specified date;
3. Provide referral information and current contact information for local Social Service Agencies;
4. Inform the persons that any Personal Property retained as a result of the cleanup of the Established Campsite will be stored at a facility located within the same community as the Established Campsite for a period of thirty (30) days;
5. Provide the location where the Personal Property, including any vehicles, will be stored, a phone number that persons may call to find out where such Personal Property will be stored, or the address and phone number of an agency that will have this information when available;
6. State that Disposable Items retained as a result of the cleanup will be immediately discarded, and weapons, controlled substances other than prescription drugs, and items that appear to be either stolen or evidence of a crime will be turned over to law enforcement officials; and
7. Be written in English and Spanish.

#### 4.03 Exceptions to Notice Requirement.

- A. The notification requirements of Section 4.02 do not apply:
  1. When the County reasonably believes that illegal activities other than Camping are occurring at an Established Campsite;
  2. In the event of an exceptional emergency at an Established Campsite, including, but not limited to, possible site contamination by hazardous materials, a public health emergency, or other immediate danger to human life or safety;
  3. To Abandoned Vehicles left in a public right-of-way, which may be subject to removal under ORS Chapter 819 and/or YCC 4.35; and
  4. If the Established Campsite is blocking direct access to, or is otherwise disturbing the ingress and/or egress of, County Property.
- B. If a funeral service is scheduled with less than 72 hours' notice at a cemetery at which there is an Established Campsite, or if an Established Campsite is established at the cemetery less than 72 hours before the scheduled service, the written notice required under Section 4.02 may be posted at least 24 hours before removing homeless individuals from the camping site.

#### 4.04 Communications with Other Agencies.

- A. Prior to posting the 72-hour notice, the Department Head, or an authorized agent thereunder, shall notify a local Social Service Agency of the County's intention to remove the Established Campsite. The Department Head may arrange for outreach workers from the local Social Service Agency to visit the Established Campsite to assess the need for additional assistance in arranging shelter or providing additional care as needed.
- B. The Department Head may, at their discretion, request assistance from local law enforcement agencies in the removal and cleanup of an Established Campsite.
- C. Following the removal of an Established Campsite, the Department Head shall make reasonable efforts, upon request, to meet with law enforcement officials or outreach workers to assess the notice and removal process followed for specific occurrences under this Policy. As needed, County administrative staff may also join the meeting to determine if changes are needed within this Policy.

#### 4.05 Campsite Cleanup and Storage Requirements.

- A. All unclaimed Personal Property retained as a result of the cleanup of an Established Campsite shall be stored in an orderly fashion, keeping items that belong to an individual together to the extent that ownership can reasonably be determined. The County may, at its discretion, inventory, photograph, and bag all Personal Property prior to storing it.
- B. All Disposable Items collected during the cleanup of an Established Campsite shall be disposed of in an appropriate manner.
- C. Weapons, controlled substances other than prescription drugs, and items that appear to be either stolen or evidence of a crime shall be turned over to law enforcement officials regardless of their condition.
- D. Every effort shall be made by the Department Head to secure the health and welfare of any employee assigned to clear and/or clean an Established Campsite and to utilize properly trained personnel with adequate equipment to manage the potential for exposure to hazardous and infectious materials.
- E. The County Department managing the cleanup shall store any unclaimed Personal Property at a facility located within the same community as the Established Campsite for a minimum of thirty (30) days, during which time it shall be reasonably available to any individual claiming ownership. Any Personal Property that remains unclaimed for at least thirty (30) days may be disposed of or donated to a 501(c)(3) nonprofit corporation.
- F. The County may, at its discretion, seek reimbursement for expenses incurred by the County in relation to the cleanup of an Established Campsite, including expenses incurred in the removal and storage of Personal Property, from a person found to be maintaining an Established Campsite. Any civil action to obtain reimbursement must be filed in the Yamhill County Circuit Court within twelve (12) months of the date of cleanup.

4.06 Removing Motorized Vehicles Left Behind After a Campsite Cleanup.

- A. *Left in Public Right of Way.* Abandoned Vehicles left in the public right-of-way shall be subject to removal pursuant to the provisions of ORS Chapter 819 and/or YCC 4.35.
- B. *Left on County Property.* Abandoned Vehicles left on County Property, other than a public right-of-way, shall be subject to removal pursuant to the provisions of ORS 98.810 – 98.840.
- C. *No Entry Allowed.* Other than as required to facilitate tow or removal of a vehicle, or as may be required for other valid or law enforcement purpose in extraordinary circumstances, County employees shall not enter vehicles or perform any search, including an inventory search, of vehicle contents.
- D. *Emergency Removal.* The County may have a tower immediately tow and lawfully store an unlawfully parked vehicle from County Property in the following circumstances:
  - 1. The vehicle is parked in a manner that may be deemed hazardous to health or safety;
  - 2. The vehicle is in possession of a person taken into custody by a law enforcement agency;
  - 3. The vehicle is unlawfully parked within a recreation area or public park without a lawful permit, or is otherwise in violation of YCC 6.05;
  - 4. The vehicle is otherwise shown to be impeding the County's ability to provide services to the public.

4.07 Criminal Citation for Unlawful Camping

- A. A person authorized to issue a citation for unlawful camping under state law, administrative rule, or County ordinance may not issue the citation if the citation would be issued within 200 feet of a notice required under subsection (3) of this section and within two hours before or after the notice was posted.
- B. If any person refuses to be removed from an Established Campsite after the posting of written notice required herein, the Department Head may, at their discretion, file a criminal complaint with the appropriate law enforcement agency.

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