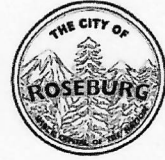


**ROSEBURG CITY COUNCIL AGENDA – OCTOBER 10, 2022**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470  
Public Online Access:



OK  
10-6-2022

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>  
Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.*

**7:00 p.m. Regular Meeting**

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**  
Shelley Briggs Loosley    Beverly Cole                      Bob Cotterell                      Sheri Moothart  
Brian Prawitz                      Kylee Rummel                      Patrice Sipos                      Andrea Zielinski
4. **Mayor Reports**  
A. Fire Prevention Week Proclamation
5. **Commission Reports/Council Ward Reports**  
A. Public Works Commission Vacancy  
B. City Council Resignation – Sheri Moothart, Ward I
6. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
7. **Consent Agenda**  
A. September 26, 2022 Council Meeting Minutes
8. **Public Hearing**  
A. Ordinance No. 3576 – Annexation and Zone Change - 0 Housley Avenue, File Nos. AN-22-001 and ZC-22-002, First Reading
9. **Items from Mayor, City Council and City Manager**
10. **Adjourn**
11. **Executive Session ORS 192.660(2)**

**Informational**

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions, which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:*

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting.

**When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.**

**When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and city of residence for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **TIME LIMITATIONS**

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council.

**A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

### **PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

**The City Council meetings are on Facebook Live and available to view on the City website the next day at:**  
<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

**The full agenda packet is available on the City’s website at:** <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>



# PROCLAMATION

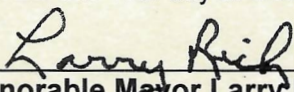
## CITY OF ROSEBURG, OREGON

### Fire Prevention Week 100 Year Anniversary of Fire Prevention Week 1922-2022

- WHEREAS:** The well-being of our citizens requires that families, communities, emergency workers, and health professionals work together to ensure the highest levels of public safety. This goal is particularly important with respect to fire prevention. The City of Roseburg is committed to ensuring the safety and security of all those living in and visiting our city; and
- WHEREAS:** Fire is a serious public safety concern both locally and nationally, and homes are the location where people are at greater risk from fire; and
- WHEREAS:** Home fires caused 2,580 civilian deaths in the United States in 2020, according to the National Fire Protection Association (NFPA), and fire departments across the United States responded to 356,500 home fires; and
- WHEREAS:** Oregon home fires resulted in a yearly average of 32 civilian deaths from 2017 to 2021, representing 60% of all Oregon fire deaths, according to the Oregon Office of State Fire Marshal; and
- WHEREAS:** Working smoke alarms cut the risk of death in reported home fires in half. Residents who planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and
- WHEREAS:** City of Roseburg residents are encouraged to make sure their smoke and carbon monoxide alarms meet the needs of all their family members, including those with sensory or physical disabilities; and
- WHEREAS:** This week marks the 100 Year Anniversary of Fire Prevention Week. This event's theme, "Fire won't wait, plan your escape" effectively serves to remind citizens of the importance of having a home fire escape plan.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim October 9 through October 15, 2022, as Fire Prevention Week and I urge citizens of Roseburg to plan and practice a home fire escape for Fire Prevention Week 2022 and to support the many public safety activities and efforts throughout the City of Roseburg.

**DATED** this 10th day of October 2022.

  
\_\_\_\_\_  
Honorable Mayor Larry Rich





# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PUBLIC WORKS COMMISSION VACANCY

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**Meeting Date: October 10, 2022**

**Department: Administration**

[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Consent**

**Staff Contact: Amy L. Sowa, City Recorder**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Noel Groshong passed away suddenly, leaving a vacancy on the Public Works Commission.

### BACKGROUND

**A. Council Action History.**

n/a.

**B. Analysis.**

Mr. Groshong passed away leaving a vacancy on the Public Works Commission. An appointee to this position must reside in the City. Upon Council's declaration of the vacancy, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

**C. Financial/Resource Considerations.**

n/a.

**D. Timing Considerations.**

It is recommended action be taken as soon as practical to declare the vacancy and take steps to fill the position.

### STAFF RECOMMENDATION

Staff recommends the City Council declare the vacancy on the Public Works Commission.

### SUGGESTED MOTION

***"I MOVE TO DECLARE THE VACANCY ON THE PUBLIC WORKS COMMISSION, WITH CONDOLENCES."***

### ATTACHMENTS:

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY COUNCIL RESIGNATION – SHERI MOOTHART, WARD I

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**Meeting Date: October 10, 2022**

**Department: Administration**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Council Reports**

**Staff Contact: Amy L. Sowa, ACM/City Recorder**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

City Councilor Sheri Moothart resigned her position on the Council effective October 3, 2022. Therefore, the City Council needs to accept the resignation, declare the position vacant and begin the process to fill the vacancy for City Councilor, Ward 1 - Position 2.

### BACKGROUND

#### **A. Council Action History.**

No City Council action has been taken.

#### **B. Analysis.**

Roseburg Municipal Code Chapter 2.10 outlines the following process for the filling of City Council vacancies:

#### **Vacancy on Council or Planning Commission.**

Whenever the City Council declares a position on the Council vacant, the Council shall follow the procedures in this Chapter when filling the vacancy. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make its appointment.

#### **Candidacy and deadline.**

An individual who wishes to be considered to fill a vacancy on the Council shall declare their candidacy in writing on a form provided at and filed with the City Manager's office no later than ten days prior to the Council meeting at which the Council shall consider the candidates. Promptly after the deadline, the City Manager shall make copies of all information submitted by each candidate and distribute the information to the Mayor and Councilors.

#### **Council interview and action.**

The Council shall interview the candidates during a public meeting. To the extent possible, the Council shall act to fill the vacancy at the same meeting in which it interviews candidates. Following the interviews, the Council may appoint the

successful candidate or solicit additional candidates for consideration at a later meeting before making an appointment.

**C. Financial/Resource Considerations. n/a**

**D. Timing Considerations.**

To ensure appropriate representation for the residents of Ward 1, it is recommended the appointment be made as soon as practical.

**COUNCIL OPTIONS**

Council may:

1. Direct Staff to solicit applications from Ward 1 residents interested in serving in this position. Should this option be chosen, Staff would advertise the opportunity through the local news media, City's website and social media accounts.

Staff recommends that applications be accepted until November 4, 2022. Interviews could then be conducted during November 14, 2022 Council meeting.

2. With a minimum of six affirmative votes, Council may vote to discontinue the procedure as outlined in the above analysis and make an appointment.

**SUGGESTED MOTION**

***"I MOVE TO ACCEPT SHERI MOOITHART'S RESIGNATION WITH REGRETS FROM THE CITY COUNCIL, TO DECLARE CITY COUNCIL POSITION 2 IN WARD 1 AS VACANT AND DIRECT STAFF TO SOLICIT APPLICATIONS FROM PERSONS INTERESTED IN FILLING SUCH VACANCY."***

**ATTACHMENTS:**

Attachment #1 – Resignation Letter

COMMISSION/COUNCIL REPORTS B  
ATTACHMENT #1

From: Sheri S. Moothart  
Date: 10/2/22 11:39 AM  
To: Larry Rich, Nicole A. Messenger  
Subject: Resignation

October 3, 2022

I am regretfully resigning from the Roseburg City Council affected immediately. My new job is taking up a substantial amount of my time and I feel that I am not representing Ward 1 or the city to the best of my ability.

I have enjoyed my time on the council and as the chairperson of the Historic Review Commission. I am hoping to have the time in the near future to see the downtown murals.

Sincerely,

Sheri Moothart  
Roseburg City Council Ward 1

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
September 26, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 26, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Briggs Loosley led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, Beverly Cole, Brian Prawitz, Kylee Rummel, Patrice Sipos and Andrea Zielinski.

**Absent:** Councilors Bob Cotterell and Sheri Moothart

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Human Resources Director John VanWinkle, Library Director Kris Wiley, Police Captain Jeremy Sanders, Public Works Director Dawn Easley, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

**CITY OF ROSEBURG'S SESQUICENTIENNIAL PROCLAMATION**

Mayor Rich proclaimed October 3, 2022 as Roseburg's Sesquicentennial '150<sup>th</sup> Birthday' and urged citizens to participate, celebrate and actively commemorate the past, present, and imagine Roseburg's future. Councilor Briggs Loosley accepted the proclamation and said events would begin with Sunday's 5K fun run/walk followed by the Party in the Park on October 2, 2022 in Stewart Park. On Monday, October 3, there would be a time capsule ceremony and burial. For information on upcoming events, people could go to [roseburgturns150.com](http://roseburgturns150.com). Mayor Rich thanked the committee and City staff for their time and work on all planned events.

**CROSSROADS (ADAPT INTEGRATED HEALTH CARE) DAY PROCLAMATION**

Mayor Rich proclaimed September 22, 2022 as Crossroads Day in honor of their 40<sup>th</sup> anniversary and called upon the people of Roseburg to join with fellow citizens in recognizing the observance. Gene McVae, Director of Housing and Recovery Community Development, thanked the Mayor and Council for the proclamation. He wanted to remind the community that everyone deserved a chance to move forward and build a path to recovery.

**MAYOR REPORTS**

Mayor Rich introduced Ellen Porter as Councilor elect for Ward III.

**COMMISSION REPORTS/WARD REPORTS**

Councilor Sipos attended a MedCom Meeting on September 15, 2022. They reported fires were down for total acreage, were working on contract negotiations with Reach Air, and an auditor was planned to review the books and provide a list to show a more compact method.

Councilor Zielinski chaired a Library Commission Meeting on September 20, 2022 where they had a presentation regarding the 2022 Summer Reading Program, 2022 Annual Report to State Library, monthly statistics, programming, staffing update and grants update.



Mayor Rich chaired a Homeless Commission Meeting on September 26, 2022. They received an HTAG update, Navigation Center update and discussed how to proceed with finding property and creating an Urban Campground. When a warming center is needed, the Roseburg Senior Center offered the use of their building.

### CONSENT AGENDA

Councilor Prawitz moved to approve the following consent agenda items as amended with the correct address for Urban NY Pizza & Grill as 529 SE Jackson.

- A. September 12, 2022 Council Meeting Minutes
- B. OLCC New Outlet – Chipotle Mexican Grill, Inc. located at 2060 NW Stewart Parkway
- C. OLCC New Outlet – Urban NY Pizza & Grill located at ~~537~~ 529 SE Jackson Street

The motion was seconded by Councilor Sipos and was approved with the following vote: Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

### 2022 OREGON PUBLIC LIBRARY STATISTICAL REPORT BY KRIS WILEY, LIBRARY DIRECTOR

Ms. Wiley reported the Oregon Public Library Statistical Report was submitted annually and afforded the opportunity to quantify public library services. The report was due by October 31, 2022. The library's collection included about 80,000 items, and fluctuated as they added and discarded materials. The goal was to provide a popular collection of newer materials, and keep books on local authors and history. Books remained by far the most popular item which also included magazines. Checkouts went from 48,128 to 53,804, a 12 percent increase, from last year. This showed the library system was recovering from the pandemic era when circulation dropped 34 percent, or 24,742 items.

Adults and children's materials always vie for the top spot annually, but other items such as large print and materials in other languages were gaining popularity. Ematerials through two platforms accounted for 32 percent of all circulation, just slightly down from last year. Raw numbers for electronic checkouts were nearly 26,000 which showed the program stayed steady and was not slowing down. The library had access to more than 100,000 digital items through two consortia – Cloud library and Overdrive. The library's operating budget provided \$25,500 for collection development. In addition, they received grants from the Douglas County Library Foundation, Whipple Foundation and donations and memorials from community members. One goal last year was to increase the amount of money spent on digital items to have a more evenly matched circulation. Improvement was made and they saw an increase in the circulation of digital materials during the pandemic and was staying relatively stable ever since. There was a need to continue providing electronic items, recognizing they were, in most cases, exponentially more expensive than print items. Dollars spent simply did not go as far, which was why the consortia were so important. Electronic books were expensive to lease while staying in contract with the vendor. An example was the new Stephen King novel that cost \$125.

Ms. Wiley said they spent a considerable amount of time applying for and managing grants to supplement the operating budget. The list included grants the library received during the last

fiscal year. In addition, staff handled the paperwork for grants associated with the Dolly Parton's Imagination Library program. Last fiscal year, there were four grants totaling \$23,500. The library had 4,809 active cardholders by the end of the fiscal year and had 2,410 inactive accounts. No one was deleted from the system because of COVID, but some would be purged in spring 2023 in order to maintain a clean database. At that point, folks who were deleted from the system would need to reregister. The library building was open 36 weeks of the year and provided drive-up pickup services for 33,998 vehicles. Website visits continued to be high and their wireless and computers used in the library received a lot of traffic and use. Youth Services Librarian, Aurora Ropp, planned to start ten programs in October. The decrease in the number of children's programs was from the State Library requiring them to separately count grab-and-go craft kit programs. Those kits for youth were time intensive to create and were very popular. They had 41 events and distributed 3,980 kits. The Imagination Library was sponsored by Friends of the Roseburg Public Library and had 1,116 active participants and 575 graduates. Another great service to the library were their volunteers, who out of the sixteen, worked 541 hours and continued to come in weekly.

In response to Mayor Rich, Ms. Wiley explained the process of how to use the ebook program and the platform was listed on the City's website under Library Resources with a tutorial.

#### PARKING ENFORCEMENT SERVICES DISCUSSION

Mr. Cowie introduced Brian Tarbell, ACE Parking Vice President for Operations and Parking Enforcement, Brandon Johnson, ACE Parking Regional Director and James English, ACE Parking Enforcement Manager. After several months of monitoring, ACE had been unable to generate the revenue necessary in order to cover the cost of the contract. In order to continue, changes to the parking program required Council action. Council previously authorized utilizing ARPA funds to pay for contracted services to clean and patrol the parking structure and creating time limited parking in the free lot behind Downtown Fitness and the first floor of the Parking Structure.

Mr. Cowie continued that ACE indicated different downtown blocks where broken meters should be removed and converted to new time limited/permit parking. Some working meters should remain that could generate substantial revenue. In addition to the recommendation, ACE suggested the use of on-street payment options via text, app or QR code. It was an inexpensive way to help address concerns from downtown business owners who indicated that two-hour time limits were not enough to enable individuals to utilize their business or services. If one desired to park longer than the two hour period, a person could use the ACE parking app, text or utilize the QR code enabling them to pay for an additional 2-4 hour period, 4-6 hour period, or over 8 hour period. The cost for this service would be passed onto the user through a credit card transaction fee. The placement of signs next to existing time limited signs indicating the instructions for how one could utilize this ACE service would need to occur throughout the downtown parking district.

ACE was unable to predict how much additional revenue those improvements could generate. Based on the current revenue shortfall, it was doubtful the recommended improvements would generate enough revenue to cover the cost of the contract, let alone the funding necessary to help cover costs associated with maintenance of the parking garage and other surface parking lots. At an average net income loss of \$10,500 a month, it was clear changes were needed and broken meters needed to be removed, but cautioned implementing additional time

limited/permit signs or ACE-dependent parking changes, such as the ACE extended payment option, until additional forms of revenue for the sustainability of the overall parking program were determined and agreed upon. Under the current contract, the City received all revenues collected by ACE parking and reimbursed them for their expenses plus a monthly base management fee (\$1,750) and monthly equipment amortization (\$1,211). Losses to the City for cost of the contract alone had varied between \$7,163 and \$15,454 per month and total \$75,757 through August. The contract was not the only expense for the Off Street Parking Fund. Other expenses included utilities, insurance and maintenance of the parking lots. So far this fiscal year (July & August), those totaled just under \$8,100. Projecting out current losses plus other expenses, the annual loss could be approximately \$146,500. This did not include the additional \$45,771 committed to the cleaning and security services at the parking garage.

Mr. Cowie explained some options for consideration. ACE provided the City with multi-space meter information. If the City were to utilize this system, ACE recommended installing 39 multi-space meters. Rough estimates indicated the cost of purchasing, shipping and installing those meters would cost \$342,925. Monthly expenses regarding warranty, software, receipt paper would be approximately \$2,500 a month. No funding for this currently existed. Without an estimate of projected revenue or funds necessary to pay for the infrastructure, staff recommended this was not a viable option to consider at this point in time. They asked to consider revisiting the adjustment of monthly permit fees and/or citation fees. ACE suggested a permit structure with only 4 rates rather than the current 8 rates. Another option involved a parking utility fee be added to water utility bills. There were approximately 273 water meters within the boundaries of the downtown parking district. There could be a flat fee of \$45 dollars per month if no other revenue sources were included. The final option could entail selling one or more underutilized permit parking lots to a private owner. Revenue from the sale would be allocated to the parking fund. The parking program was in its infancy and the hope was it would generate enough to sustain itself. If anything, Mr. Cowie said the removal of broken meters and centralizing working meters would help the program.

Ms. Messenger added there were challenges and free parking was not really free. To generate turnover there had to be enforcement and a way for which it could be paid. There used to be a downtown taxing district and when that stopped, there had been a struggle ever since. The permits had been flat for many years, but utility costs had risen. Regardless if the vendor was ACE or another company, the program was too expensive for City staff to handle. Downtown was unique as other business owners had their own parking lot for which they were in charge to maintain, pave, stripe, clean, pay taxes and more. Parking permits for the Laurelwood Historic District needed to be included for their portion of the parking enforcement. She knew business owners and citizens wanted security and a clean parking garage and that all came with a cost. She hoped it would be better for all now that new contracts had been signed to begin those services.

In response to Councilor Sipos, Mr. Cowie explained the idea for an added fee to utility bills did not differentiate between businesses and residential. Councilor Sipos did not think it was fair for those living in the downtown area as many were on fixed incomes and any increase would feel substantial. Ms. Messenger explained it was just a suggestion and estimate on what could take place. They had a hole in the program and were trying to figure out the best solutions.



Mayor Rich added that some owners of a business may also have tenants that were all on one meter. Councilor Cole felt it had been difficult for the downtown folks ever since the Downtown Roseburg Association dissolved. They were not as aware of what was going on in the area and did not have proper representation. Mr. Cowie explained that options were presented, but to be successful, there needed to be a combination of things to change for revenue to increase.

In response to Mayor Rich, Ms. Messenger noted it would be a large shift from free parking to change to multiple pay stations. Mr. Cowie added they had to look at repercussions from not choosing to do anything. The parking garage was designed for owners to not park on the street. Without incentive, people take spaces on the streets. The creation of the City's downtown parking plan included multiple public meetings, open houses, a downtown parking committee and public hearings that specified the need for a parking program. Ms. Messenger responded to Councilors Prawitz and Sipos the City just signed agreements for improvements with the Parking Garage. There was a cost and they were prepared to do what Council directed Staff to do. Councilor Rummel hoped the new efforts would help owners be more inclined to obtain or use their permits.

Mr. Tarbell said parking was a huge issue and ACE was a community partner. They needed direction on how to move forward in the district. Once something was established, they would be in a better position for the program. They wanted a policy and felt the community would understand the rules for enforcement. They wanted to change out the broken meters and have the ACE app available. When people came to downtown, there needed to be a clear set of rules regarding parking which would make it easier to enforce and hold people accountable. He was there to let Council know they would also offer to cut the management fee to help reduce monthly expense because they wanted to see a successful program. In response to Mayor Rich, Mr. Tarbell explained other cities usually had paid parking along their main thoroughfare. Roseburg was a little different because free parking was offered in the middle and worked around it. He liked the idea of two free hours and providing an app option to pay for continued parking. If they could generate \$10,000 or more a month they could cover their costs. They had state of the art enforcement with cameras that read license plates and recognition that tells them monthly parkers. They had the bandwidth and technology to be successful. In response to Councilor Rummel, Mr. Tarbell said the QR code process would not have a cost to build, just a cost for the stickers to place at businesses. Councilor Rummel said she would like to have that option researched and show the investment cost. Councilor Zielinski knew some people were not app friendly. Mr. Tarbell explained there was a text-to-pay option.

Maria Crince, downtown business, agreed they needed parking enforcement. Areas for parking were still unsafe. There was no parking because people did not want to park at the bottom of the garage and people would pay for the parking when they had security. There needed to be a better solution and she did not feel like the downtown people had support from the City or the Councilor's representing their Ward. There were many new owners in the area and downtown was a great place to have a business when locals were helping locals. In response to Councilor Prawitz, Ms. Crince explained that without a downtown manager, they were not aware of new security or cleanup services.

Sarah Morin, downtown business owner, asked for a recap of what was happening with parking. Ms. Messenger explained Council authorized funding for cleaning of garbage and vandalism in the parking garage and security services would begin October 1, 2022 in the evenings when ACE parking was closed. Ms. Morin noted she submitted material at the previous meeting with ideas for the parking situation and had not received feedback. The parking garage needed to be safer for the business owners to park there.

Zach Weiss, downtown business owner, said accessibility was going to be a key factor and the City needed to give people a reason to pay for parking in the garage or other lots. Although security was coming, it seemed to be putting the cart before the horse. The biggest issue was that there needed to be a liaison to keep them interconnected and be a representative of downtown businesses. If the City wanted downtown business support, they needed to keep everyone involved.

Richard Weckerle Jr., downtown business owner, said he had seen companies come and go in the downtown area. There was a parking garage that was a nice structure but was not being used. He proposed an option to have an office on the bottom floor of the garage for ACE parking to be visible for customers and to observe the surrounding area in the garage. Cameras could be part of the process to assist deterring the transient activity and destruction of the facility. He suggested special placards for businesses that needed over two hours for parking.

James Walls, downtown business owner, had become attached to the downtown area. He had been to major cities and viewed how other cities handled parking issues. Downtown needed to be pedestrian friendly and service based so they could enjoy all that downtown had to offer. Service meant people spending time and walking around. The City was pushing a plan that he felt would not work. He shared information regarding his vehicle being damaged in the parking garage. If using the parking structure, they needed an incentive to want to use it. He liked the idea of charging a \$1 an hour through an app because mass parking was incentivized in other areas.

Crystal Turnidge, downtown business owner, suggested increasing property taxes for businesses in the downtown area to help pay for parking rather than the option of adding it to a utility fee.

Alice Lackey, downtown resident, asked if ACE parking was hired without accurate direction for the program. Mayor Rich explained they were provided direction for the program and initially hoped the parking meters would be easier to fix. The current issue was to reach a solution to help increase revenue for the program.

Councilor Prawitz moved to authorize Staff to remove meters in appropriate areas and centralize working meters as determined by Staff. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Ms. Messenger added that there were only 80 working parking meters and they planned to have 50 of them up and running. Councilor Prawitz stressed that ACE made a bid, the infrastructure was broken, they were trying to fix it and now needed to determine charges. Councilor Zielinski appreciated ACE for

10/10/2022

attending to help explain the program. There needed to be a clear understanding and good signage and information for people working, living and visiting downtown. They needed to be transparent and encourage people to visit and stay longer. She asked for patience as they moved forward.

Councilor Sipos liked the idea of an app program for use and suggested centralized representation and creating a small group of people to discuss ideas on what business owners wanted. Mayor Rich liked the utility fee idea, but wanted to make sure it was all fair. Councilor Prawitz noted that adding an expense to businesses would feel more punitive. Establishing rules and a system needed to be first. He liked leveling the playing field and working out the costs. Councilor Rummel would like to investigate the app, and as a patron of downtown, the app would be helpful to allow people to stay a little longer. Councilors Briggs Loosley and Cole agreed to an app program and felt \$1 sounded reasonable to charge. Mayor Rich said it was hard to see what could be put in place without seeing the potential numbers. Councilor Prawitz suggested the City bring back additional information about selling a parking lot.

Mr. Tarbell reiterated that if there was a structured downtown, they had app programs to use, a garage that was used and active permits, they would be able to have a successful parking enforcement program. Citation revenue would return and they planned to do an analysis to help close the gap. Together, with security and cleanup, people would hopefully feel safer and more comfortable with parking. After a brief discussion, Council directed Staff to conduct further research and provide options with financial information to assist the parking program of the following: a parking utility fee on water meters; using an app based program for parking services and permits; using multi-space meters; adjusting monthly fees; and selling underutilized public permit parking lots.

PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PRKING FUND

Mr. Harker reported the City's current cash balance in the Off Street Parking Fund was \$2,085 after paying ACE Parking for August services. As previously reported, the Off Street Parking Fund would not have sufficient resources to cover the expenses that were incurred for September's parking enforcement services. In alignment with previous Council action, staff requested the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It was projected that \$50,000 would provide needed cash flow for approximately three months of operations.

Councilor Prawitz moved that \$50,000 of ARPA Funds be authorized to support the Off Street Parking Fund. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

ADJOURNMENT

The meeting adjourned at 9:38 p.m.

Koree Tate  
Management Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ANNEXATION AND ZONE CHANGE – 0 HOUSLEY AVENUE FILE NOS. AN-22-001 AND ZC-22-002

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**Meeting Date: October 10, 2022**  
**Department: Community Development**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Public Hearing**  
**Staff Contact: Stuart Cowie**  
**Contact Telephone Number: 541-492-6750**

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#### **ISSUE STATEMENT AND SUMMARY**

The Planning Commission has reviewed and recommended approval to annex a legal parcel 0.29 acres in size with an accompanying zone change from County-zoned Single-Family Residential (R1) to City-zoned Single-Family Residential (R7.5). In addition to this action the property will also need to be withdrawn from the Fire District No. 2 service area.

The following request is being made by the property owner, David and Linda Leonard. The property is adjacent to Housley Avenue and is legally described as Parcel 1 of Partition Plat 2016-4. The property is further described as tax lot 1601 on Douglas County Assessors Map T27S, R06W, S01DA, or by Property ID #R145117.

#### **BACKGROUND**

##### **A. Council Action History.**

None.

##### **B. Analysis.**

The annexation and zone change are required to meet the criteria contained in ORS 222.125, Roseburg City Council Resolution 2006-04 (Annexation Policies), Roseburg Comprehensive Plan and Roseburg Land Use and Development Regulations (LUDR).

The proposal went before the Planning Commission at a public hearing on September 19, 2022. At that meeting, the Planning Commission approved a motion to adopt the attached Findings of Fact and Order and referred the request to City Council recommending that Council approve the proposed annexation and zone change.

##### **C. Financial/Resource Considerations.**

None.

##### **D. Timing Considerations.**

The zone change application was submitted to the City on May 16, 2022. The application was deemed complete July 5, 2022. The City is legally required to issue a decision 150

days from the date in which an application is submitted and deemed complete. As of October 10, 2022, the date of this evening's public hearing, the City will be at 97 days.

**COUNCIL OPTIONS**

1. Adopt the Planning Commission's Findings of Fact and Order for File No. AN-22-001 & ZC-22-002 followed by first reading of Ordinance 3576; or
2. Modify the proposed action or continue the matter for further consideration; or
3. Decline to proceed with the proposed action.

**STAFF RECOMMENDATION**

Staff recommends the Council adopt Planning Commission's Findings of Fact and Order for File No. AN-22-001 & ZC-22-002 and proceed with the first reading of Ordinance 3576.

**SUGGESTED MOTION**

*"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. AN-22-001 and ZC-22-002."*

Proceed with first reading of the Ordinance. No motion is needed, only consensus to proceed by the Council.

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3576

Exhibit A: Zoning Map

Exhibit B: Planning Commission Findings of Fact and Order File No. AN-22-001 and ZC-22-002.

Exhibit C: Legal Description

**ORDINANCE NO. 3576**

**AN ORDINANCE ANNEXING .29 ACRES OF PROPERTY ADJACENT TO HOUSLEY AVENUE, WITHDRAWING THE PROPERTY FROM DOUGLAS COUNTY FIRE DISTRICT 2, AND AMENDING THE ROSEBURG ZONING MAP**

**WHEREAS**, the subject property is adjacent to Housley Avenue identified as Tax Lot 1601 on Douglas County Assessors Map Township 27 South, Range 06 West, Willamette Meridian, Section 01DA or by Property ID #R145117. The subject property is also identified on the map in attached Exhibit A; and

**WHEREAS**, the proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals; and

**WHEREAS**, this proposal includes annexation of land and a Zone Change which came before the Roseburg Planning Commission as a quasi-judicial matter considered at a public hearing after due and timely notice; and

**WHEREAS**, the annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent; and

**WHEREAS**, the owner of the subject property consents to annexation into the City as a logical extension of the city boundary; and

**WHEREAS**, the annexation and withdrawal of the property from the Douglas County Fire District No. 2 is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies; and

**WHEREAS**, City Council finds the request is consistent with the Roseburg Urban Area Comprehensive Plan and Land Use Development Regulations; and

**WHEREAS**, the subject property is zoned County Single-Family Residential (R1) and annexation will cause a zone change to a City designation of Single-Family Residential (R7.5); and

**WHEREAS**, the existing Comprehensive Plan Designation of Low-Density Residential (LOR) will remain the same; and

**WHEREAS**, all public facilities and services are within distance to serve the subject property; and

**WHEREAS**, upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177; and

**WHEREAS**, within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.



**NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:**

**SECTION 1.** The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated September 19, 2022, attached as Exhibit B.

**SECTION 2.** This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

**SECTION 3.** The subject property shall be withdrawn from Douglas County Fire District No. 2 on the effective date of the annexation.

**SECTION 4.** Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

**SECTION 5.** The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit C) and accurate map showing the annexed territory (attached hereto as Exhibit A) to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

**SECTION 6.** On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the Single-Family Residential (R7.5) zoning designation to the subject property, as shown by the list herein made part of this ordinance.

**SECTION 7.** Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

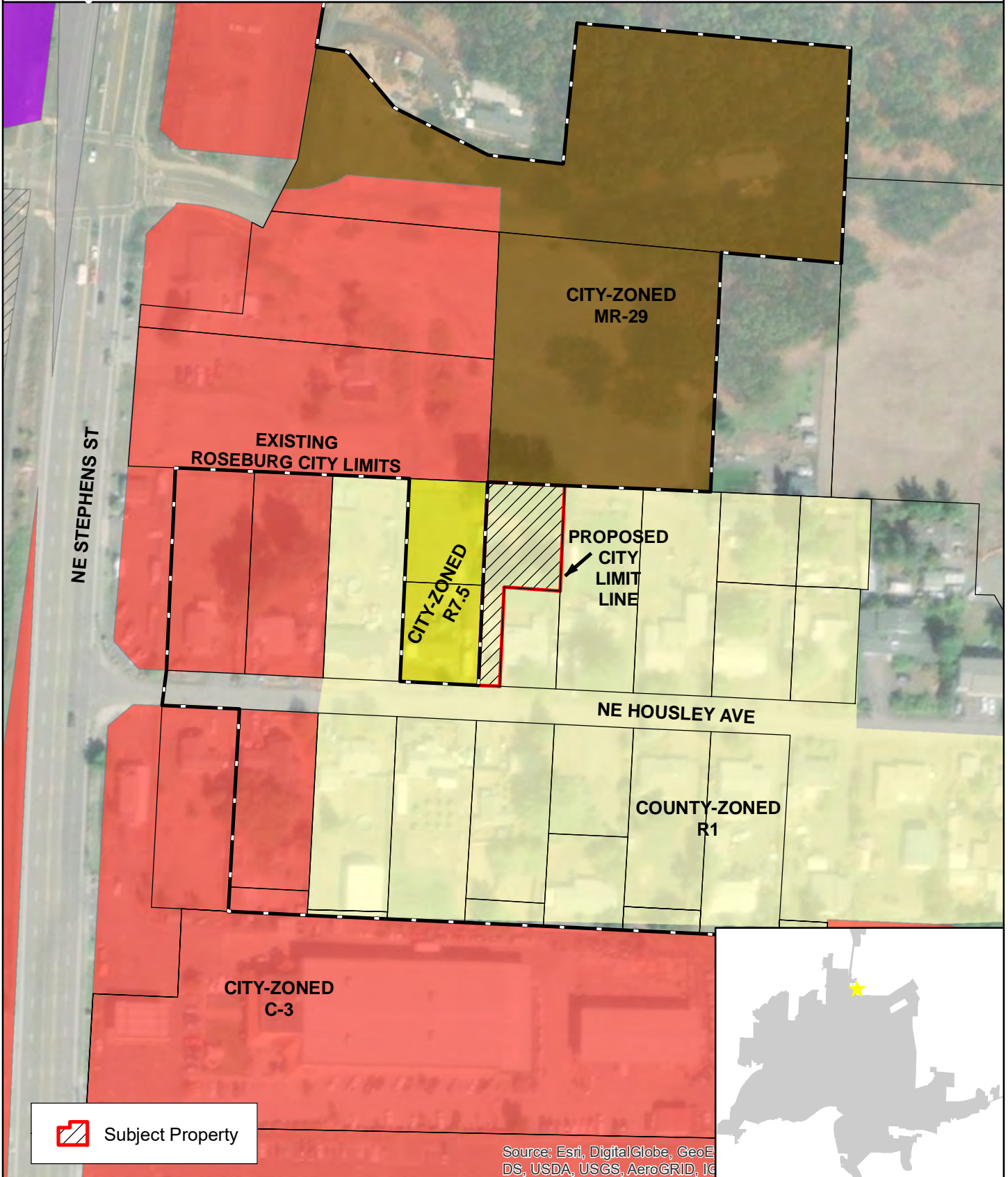
\_\_\_\_\_  
**AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER**



# ZONING MAP 0 NE HOUSLEY AVE.

T27S R06W SEC01DA TL1601 R145117

Community Development Department | 900 SE Douglas Ave., Roseburg, Oregon 97470 | 541-492-6750



 Subject Property

Source: Esri, DigitalGlobe, GeoE  
DS, USDA, USGS, AeroGRID, IC



**B. AGENCY COMMENTS**

Comments regarding the zone change request were solicited from the Fire Department, Public Works Department, Douglas County Building Department, County Public Works Department, and Roseburg Urban Sanitary Authority. All comments received are part of the record and have been incorporated, where appropriate, into the conditions of approval at the end of these findings of fact.

**C. PUBLIC COMMENTS**

The Community Development Department notified all owners of adjacent and neighboring properties per ORS 197.610 and RMC 12.10.030. No comments were received.

**D. PUBLIC HEARING**

A public hearing was held on September 19, 2022 regarding the matter of the annexation and zone change request.

**E. APPLICABLE CRITERIA**

The applicable approval criteria for the subject annexation and zone change is contained within the following:

**1. ORS 222.125, "Annexation by consent to allow owners of land," the following criteria must be demonstrated:**

*A) Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.*

**Finding:** The subject property is contiguous with the city limits of Roseburg, and the applicant has given written consent, by applying for the annexation, to be annexed into the city.

**2. Pursuant to City of Roseburg Resolution 2006-04, "Annexation Policies," the following Policies shall be adhered to:**

*A) ANNEXATION ENCOURAGED. Over time, the City of Roseburg shall be the primary provider of municipal water service and other urban services within the UGB, provided the City can offer these services in an efficient and cost-effective manner.*

*Annexation to the City should be encouraged:*

*- For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;*

*- Where the availability of infrastructure and services allows for the development of urban densities.*



**Finding:** The subject property can logically be served by the City given that it is surrounded on two sides by incorporated land. Infrastructure and services necessary for urban densities can be provided when approval is granted for development consistent with the proposed zoning.

*B) CITY INITIATED ANNEXATION. If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed.*

**Finding:** The City has not initiated this annexation.

*C) FULL RANGE OF CITY SERVICES IN TIMELY MANNER. The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.*

**Finding:** Surrounding properties of the subject property are already serviced by municipal water and sewer. Extending services to the subject property can be provided within a timely manner and will accommodate future development timeframes where practical.

*D) PREFERENCE FOR ANNEXATION AREAS. Highest preference for annexation shall be given to those areas that best meet annexation policies and where revenues derived from the annexed areas exceed City expenses. Lowest preference shall be given to those annexation requests that exhibit a negative financial situation for the City of Roseburg or only minimally meet City annexation policies. Fiscal impacts are only one of many criteria to be evaluated, and must be balanced with other annexation policies and goals.*

**Finding:** The subject property lies adjacent to the existing City boundary and has, or can have, urban services provided to it in a cost-effective manner consistent with logical growth patterns.

*E) UNINCORPORATED ISLANDS. Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands.*

**Finding:** The subject property is directly adjacent to Roseburg City Limits and is not considered an unincorporated island.

*F) PROPERTIES NOW SERVED BY MUNICIPAL WATER BUT LOCATED OUTSIDE EXISTING CITY LIMITS. Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.*

**Finding:** The subject site and properties surrounding the subject property are or can be served by municipal water service. The property is currently vacant of development and is therefore not served by water. At the time of development, the City will be able to

provide the site with water services.

*G) NEW CONSENT TO ANNEXATION AGREEMENTS PROHIBITED. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.*

**Finding:** The property owners have requested annexation of the subject property to facilitate future development and the extension of City Services to benefit the site. In order to allow for these service extensions, the property must be annexed into Roseburg City Limits.

### 3. Roseburg Municipal Code 12.10.040(D):

*A) The rezoning will conform to the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies.*

**Findings:** The property is located within the Roseburg Growth Boundary in an area that is designated Low-Density Residential in the Comprehensive Plan. Regarding zoning designations, the current zoning for the property is County-zoned Single-Family Residential (R1) and it is surrounded by County-zoned Single-Family Residential (R1) parcels to the east and south, High-Density Multi-Family Residential (MR29) zoning to the north, and Single-Family Residential (R7.5) property to the west. The proposed R7.5 zone conforms to the Comprehensive Plan under the Low-Density Residential Comprehensive Plan designation, and therefore does not require a Comprehensive Plan amendment. The rezoning allows for the same amount of dwelling density and allows for similar uses between the current County zoning and proposed City zoning.

Staff finds the rezoning meets this criterion.

*B) The site is suitable to the proposed zone with respect to the public health, safety and welfare of the surrounding area.*

**Findings:** The site is suitable for the proposed zone change as it is surrounded by like zoning and uses. All utilities are available to the subject property and will ensure that public safety and welfare requirements in the area will continue to be satisfied with future development on the property. The proposed Zoning District is compatible with existing adjacent development as well as future permissible development, and as such is presumably no less suitable than the existing County Zoning.

Staff finds the rezoning meets this criterion.

*C) The zone change is consistent with the safety and performance measures of the transportation system.*

**Findings:** The locally-classified street network that serves the subject property is consistent with the safety and performance measures of the transportation system. The

property is served by NE Housley Ave. and any future development on the subject property will gain access off of NE Housley Ave. The proposal to convert the zoning to R7.5 will not compromise the existing roadways this property benefits, and all future development would be required to meet access standards determined by the Transportation System Plan, RMC and Public Works standards.

Staff finds the rezoning meets this criterion.

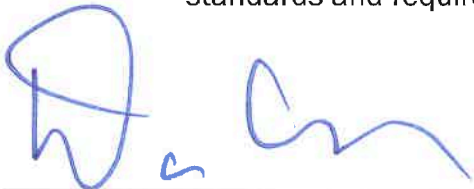
### III. CONCLUSION

Upon review of the application, and other materials referenced as File AN-22-001 & ZC-22-002, and after conclusion of the Public Hearing and all testimony provided herein, the Planning Commission concludes that the application by David and Linda Leonard satisfies the approval criteria, therefore warranting the approval of the zone change as requested.

### IV. ORDER

Based on the Findings and Conclusions above, the Planning Commission refers the annexation and zone change request to the City Council recommending **APPROVAL** of the annexation and zone change, as contained within file AN-22-001 & ZC-22-002 and subject to the conditions as follows:


1. The applicant shall obtain Site Plan Review and Building Permit Approval prior to the commencement of any construction of the subject property.
2. Any future development of the property shall fully conform to all the applicable standards and requirement of the Roseburg Municipal Code.



Daniel Onchuck, Planning Commission Chair

9/19/22

Date



Stuart Cowie, Community Development Director

9/19/22

Date

#### Planning Commission Members:

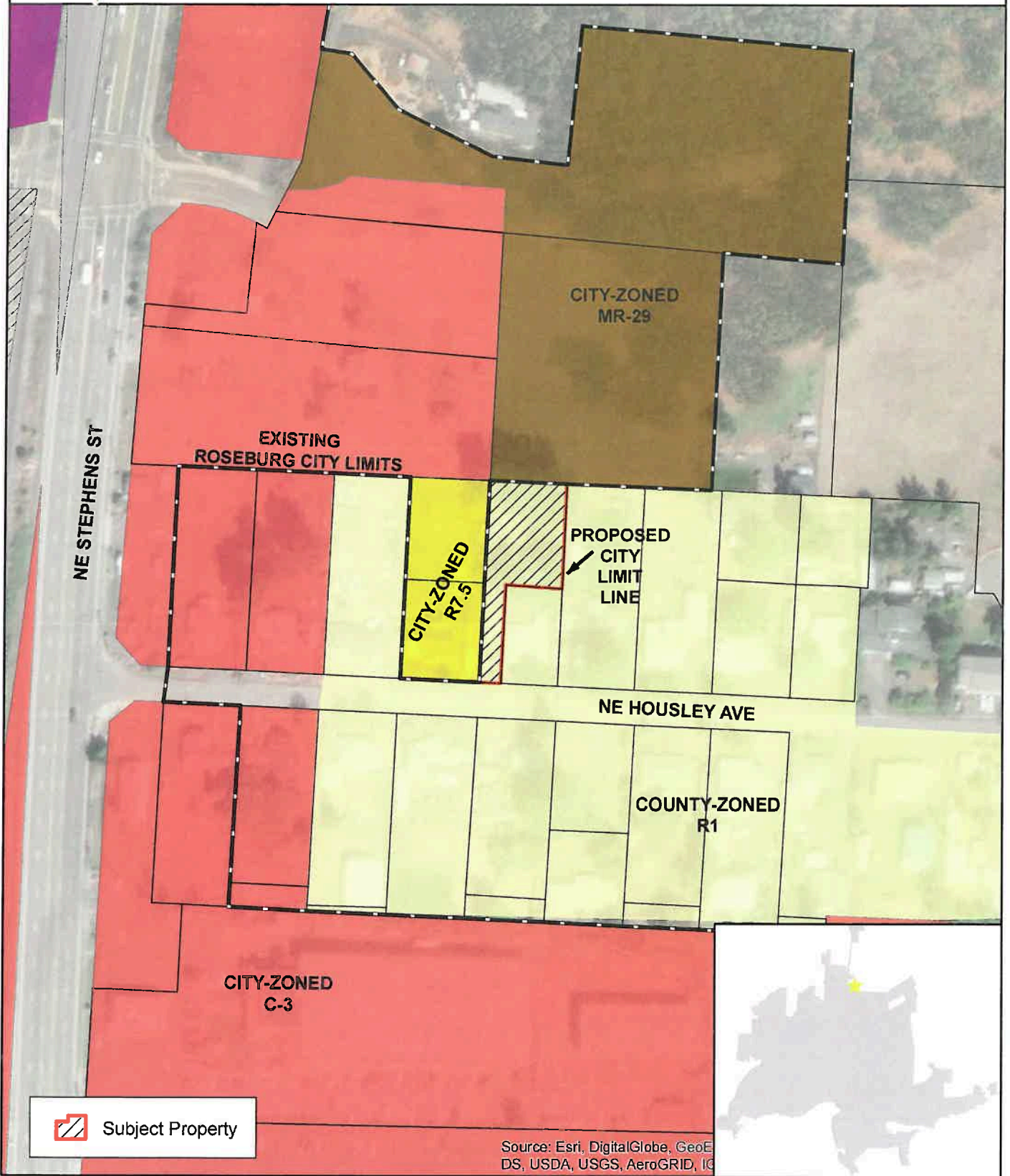
Daniel Onchuck, Chair  
Shelby Osborn, Vice Chair  
Matthew Brady  
Jamie Yraguen  
Victoria Hawks  
Janelle James  
Andrew Blondell



# ZONING MAP 0 NE HOUSLEY AVE.

T27S R06W SEC01DA TL1601 R145117

Community Development Department | 900 SE Douglas Ave., Roseburg, Oregon 97470 | 541-492-6750



Source: Esri, DigitalGlobe, GeoE  
DS, USDA, USGS, AeroGRID, IC

Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.



EXHIBIT C

Parcel 1 of Partition 2016-0004 as recorded as Recorder's Number 2016-5141 of the official records of Douglas County, Oregon being more particularly described as follows:

**BEGINNING** at a 5/8" Iron Rod with a plastic cap stamped "LAND MARK PLS2287" at the Northwest corner of said Parcel 1, Partition 2016-0004; thence North 89°36'22" East 87.91 feet a 5/8" Iron Rod with a plastic cap stamped "LAND MARK PLS2287"; thence South 00°03'06" East 115.32 feet a 5/8" Iron Rod with a plastic cap stamped "LAND MARK PLS2287"; thence North 88°33'55" West 63.02 feet a 5/8" Iron Rod with a plastic cap stamped "LAND MARK PLS2287"; thence South 00°00'22" East 111.84 feet a 5/8" Iron Rod with a plastic cap stamped "LAND MARK PLS2287"; thence South 90°00'00" West 25.00 feet; thence North 00°00'22" West 225.01 feet; to the point of beginning. containing 0.294 acres more or less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

Mark Heimburger

Digitally signed by Mark Heimburger  
DN: cn=Mark Heimburger, o=Land  
Mark Surveying, Inc, ou,  
email=markh@landmarksurveyinc.co  
m, c=US  
Date: 2022.06.29 07:13:12 -0700

OREGON  
JULY 16, 1987  
MARK A. HEIMBURGER  
2287

RENEWS JUNE 30, 2023



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date: October 10, 2022**

**Department: Administration**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

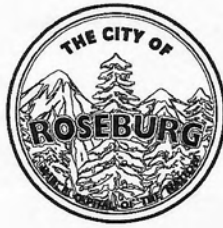
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your October 10, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
September 27, 2022 - 10:00 a.m.

1. September 26, 2022 City Council Meeting Synopsis
2. October 10, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - a. Grant Checklist – 2023 Summer Reading Program
  - b. Neewollah Parade Permit – 10/31/2022
5. Department Items
  - a. Light up Downtown Discussion (AS)



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
October 3, 2022 - 10:00 a.m.

1. October 10, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - a. Downtown event permit – October 21, 2022
4. Department Items
  - a. Congratulations Amy Sowa – Recorder of the Year



## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- 2023-2025 Council Goals
- ARPA Funds Discussion
- RPEA Labor Negotiation
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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### **October 24, 2022**

#### Mayor Reports

- A. Veterans Day Proclamation

#### Consent Agenda

- A. Minutes of October 10, 2022

#### Ordinances

- A. Ordinance No. 3576 - Annexation, Zone Change and Adopted Findings for Housley Avenue, Second Reading

#### Department Items

- A. Airport North Gate Discussion

#### Informational

- A. City Manager Activity Report
- B. Municipal Court Quarterly Report
- C. Financial Quarterly Report

---

### **November 14, 2022**

#### Consent Agenda

- A. Minutes of October 24, 2022

#### Resolutions

- A. Resolution No. 2022- -- Bulk Water Fee Update

#### Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

---

### **December 12, 2022**

#### Mayor Reports

- A. 2022 General Election Results and Scheduling Oath of Office
- B. Municipal Court Judge Compensation

#### Consent Agenda

- A. Minutes of November 14, 2022

#### Public Hearing

- A. Ordinance No. ---- - Comprehensive Plan Amendment and Zone Change – Terra Firma, First Reading

#### Informational

- A. City Manager Activity Report

---

### **January 9, 2023**

#### Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

#### Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 12, 2022 Meeting Minutes

Ordinances

- A. Ordinance No. ---- - Comprehensive Plan Amendment and Zone Change – Terra Firma, Second Reading

Informational

- A. City Manager Activity Report
- 

**January 23, 2023**

Consent Agenda

- A. January 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
  - B. Finance Quarterly Report
  - C. Municipal Court Quarterly Report
- 

**February 13, 2023**

Special Presentation

- A. Annual Comprehensive Financial report (ACFR) – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2022
- C. 2023-2024 Budget Calendar

Consent Agenda

- A. January 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**February 27, 2023**

Consent Agenda

- A. February 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 13, 2023**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 27, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 27, 2023**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**April 10, 2023**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 27, 2023 Meeting Minutes
- B. 2023 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. City Manager Activity Report
- 

**April 24, 2023**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

- A. City Manager Activity Report
  - B. Finance Quarterly Report
  - C. Municipal Court Quarterly Report
- 

**May 8, 2023**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**May 22, 2023**

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Resolutions

Annual Fee Adjustment

- A. Resolution No. 2023- -- - General Fees
- B. Resolution No. 2023- -- - Water Related Fees

Informational

- A. City Manager Activity Report
- 

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

## **Roseburg Urban Renewal Agency Board Meeting**

### Consent Agenda

- A. Minutes of previous meeting

### Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
- 

## **June 26, 2023**

### Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

### Special Presentation

- A. Anvil NW Destination Marketing Annual Report

### Consent Agenda

- A. June 12, 2023 Meeting Minutes

### Informational

- A. City Manager Activity Report
- 

## **July 10, 2023**

### Mayor Reports

- A. Parks and Recreation Month Proclamation

### Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation
- B. Gary Leif Navigation Center One-Year Report

### Consent Agenda

- A. June 26, 2023 Meeting Minutes

### Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

### Informational

- A. City Manager Activity Report
- 

## **July 24, 2023**

### Consent Agenda

- A. July 10, 2023 Meeting Minutes

### Informational

- A. City Manager Activity Report
  - B. Municipal Court Quarterly Report
- 

## **August 14, 2023**

### Consent Agenda

- A. July 24, 2023 Meeting Minutes

### Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
- 

## **August 28, 2023**

### Consent Agenda

- A. August 14, 2023 Meeting Minutes

### Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

### Informational

- A. City Manager Activity Report