

2/2/24

CITY OF ROSEBURG PLANNING COMMISSION

Monday, February 5, 2024 at 7:00 pm

City Hall Council Chambers

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

City website at <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Jamie Yraguen, Chair
Matt Keller

Matt Brady
Jarrett Nielsen

Emily Brandt
Shelby Osborn

Janelle James

3. APPROVAL OF MINUTES

A. October 2, 2023 Planning Commission Meeting

4. AUDIENCE PARTICIPATION: See Information on the Reverse

5. INFORMATIONAL

A. Department of Land Conservation & Development (DLCD) Annual Housing Reporting

6. BUSINESS FROM STAFF

7. BUSINESS FROM THE COMMISSION

8. NEXT MEETING – TBD

9. ADJOURNMENT

The agenda packet is available on-line at:

<http://www.cityofroseburg.org/your-government/commissions/planning-commission/>

The Planning Commission meetings can also be viewed on the City website the next day at: <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>.

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act. TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg Planning Commission welcomes and encourages participation by citizens at all meetings. To allow the Commission to deal with business already scheduled, it is asked that anyone wishing to address the Commission 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 4:00 p.m. the day of the meeting to cdd@cityofroseburg.org**
- **Virtually during the meeting. Contact the Community Development Department by phone (541)492-6750 or email cdd@cityofroseburg.org by 4:00 p.m. the day of the meeting to get a link to the meeting.**

Provide your name, address, phone number and which item on the agenda you wish to speak.

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 Commission must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire Commission. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

CITIZEN PARTICIPATION – AGENDA ITEMS

For items on the agenda you will be given an opportunity to address the Commission once the item is called. Agenda items typically begin with establishing those who have party status, (to be explained by the Chair), a report from staff, followed by Commission questions to staff, then the applicant along with anyone they wish to call as a witness on their behalf will be called to speak, followed by those with party status. After all initial testimony is completed there will be an opportunity for rebuttal. Everyone addressing the Commission is subject to questioning. After the hearing portion of the item is completed, the Commission will discuss the matter with a motion for consideration being presented and acted on.

Once final action is taken on Quasi-Judicial matters, the action of the Commission can be appealed to City Council within 14 calendar days of the decision by filing a Notice of Review with the Community Development Department. Action on Legislative matters is typically a recommendation to City Council and will be forwarded to them for final consideration.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

If you wish to address the Commission on a matter not on the agenda, at the appropriate time, speakers who attend in person will be called up to speak by the Chair in the order in which they signed up. Speakers on Zoom (video or phone only) will be called on to speak by the Chair in the order in which they signed up. Persons addressing the Commission must state their full name and address, including whether or not they are a resident of the City of Roseburg, for the record. All remarks are to be directed to the Commission. For items not on the agenda the presentation should be brief and be on a topic of interest to the Planning Commission, such as a general land use matter. These presentations are reserved for new material which has not been previously considered. The Commission will not be taking action on any item presented under Audience Participation and if needed will provide direction to staff for appropriate follow-up.

For further details or information please contact the Community Development Department Monday through Friday, 8:00 a.m. to 5:00 p.m., at Roseburg City Hall, 900 SE Douglas Avenue, Third Floor, Roseburg OR 97470, phone number 541-492-6750, or e-mail cmatthews@cityofroseburg.org.

**CITY OF ROSEBURG
PLANNING COMMISSION MINUTES
October 2, 2023**

CALL TO ORDER

Vice Chair Osborn called the meeting of the Roseburg Planning Commission to order at 7:00 p.m. on Monday, October 2, 2023 in the City Hall Council Chambers.

ROLL CALL

Present: Vice Chair Shelby Osborn, Commissioners Matt Brady, Emily Brandt, Janelle James, Matthew Keller, Jarrett Nielsen, and Jaime Yraguen.

Others present: Community Development Director Stuart Cowie, and Department Technician Chrissy Matthews.

Vice Chair Osborn welcomed new commission members Jarrett Nielson and Matt Keller.

APPROVAL OF MINUTES

Commissioner Yraguen moved to approve the June 5, 2023 minutes as submitted. The motion was seconded by Commissioner Brady and approved with the following votes: Vice Chair Osborn, and Commissioners Brady, Brandt, James, Keller, Nielsen and Yraguen voted yes. No one voted no.

ELECTION OF OFFICERS

Vice Chair Osborn said with the resignation of Chair Dan Onchuck, the commission will entertain the election of new officers.

Vice Chair Osborn moved to nominate Jaime Yraguen to serve as chair. The nomination was seconded by Commissioner James. Commissioner Yraguen accepted the nomination. The nomination was approved with the following votes: Vice Chair Osborn, and Commissioners James, Keller, Nielsen and Yraguen voted yes. No one voted no.

Commissioner Brandt moved to nominate Shelby Osborn to continue to serve as vice chair. The nomination was seconded by Commissioner Brady. Commissioner Osborn accepted the nomination. The nomination was approved with the following votes: Vice Chair Osborn and Commissioners James, Keller, Nielsen and Yraguen voted yes. No one voted no.

BUSINESS FROM STAFF –

Cowie thanked the commissioners for their service.

Urban Growth Boundary (UGB) Swap Update

Cowie shared the UGB application was recently received after the Department of Land Conservation Department (DLCD) shared their issues and concerns. Staff and 3J Consulting addressed those concerns. A meeting was held with Douglas County Planning Director Joshua Shaklee, and Douglas County Commissioner Tom Kress to discuss possible joint meetings since several meetings will need to occur between the city and county. Joint meetings will facilitate citizens attending to gather information and share their concerns.

The first hearing is anticipated before the first of the year with meetings in January and February with the application potentially submitted in spring. The Planning Commission will make their recommendation to City Council and the Douglas County Planning Commission will

make their recommendation to the Douglas County Board of Commissioners. If an appeal is submitted, it would be after DLCD made their determination and the appeal would go straight to the Land Use Board of Appeals (LUBA).

Cowie stated since this is a legislative amendment brought by the City, the commission can talk about the process with citizens, if asked; however, commissioners should disclose such contact for transparency. The commission cannot meet together to discuss the UGB Swap due to public meeting policy. The commission was encouraged to reach out to staff if they have questions.

Commissioner Nielsen asked if the commission will be able to review 3J Consulting's report.

Cowie said the report will be sent to the commission for review. The UGB Swap draft will be sent to Commissioner Keller and Nielsen to get up to speed.

There was no further discussion on the UGB Swap.

PUBLIC HEARING – None

BUSINESS FROM COMMISSION – None

ADJOURNMENT - The meeting adjourned at 7:23 p.m. The next meeting is to be determined.



Chrissy Matthews
Department Technician

**CITY OF ROSEBURG
PLANNING COMMISSION
STAFF REPORT**



MEETING DATE: FEBRUARY 5, 2024

TO: Planning Commission
FROM: Stuart Cowie, Community Development Director *S.C. 2/2/24*
SUBJECT: Department of Land Conservation & Development (DLCD) Annual Housing Reporting

In 2018, the Oregon State Legislature adopted House Bill 4006 (ORS 456.586), which requires cities above 10,000 in population to submit a report by February 1st of each year to DLCD indicating the total number of housing units that were permitted and total number that were produced in the previous calendar year. House Bill 2001 (2021) amended these reporting requirements to include middle housing. Currently, the City is required to report the following data each year in total number of units:

- (a) Residential units.
- (b) Regulated affordable residential units.
- (c) Multifamily residential units.
- (d) Regulated affordable multifamily residential units.
- (e) Single-family homes.
- (f) Regulated affordable single-family homes.
- (g) Accessory dwelling units.
- (h) Regulated affordable accessory dwelling units.
- (i) Units of middle housing.
- (j) Regulated affordable units of middle housing.

In 2023, additional legislation has again changed local reporting requirements related to housing. This more recent change will require DLCD and the Oregon Housing and Community Services (OHCS) to develop a comprehensive reporting program to better capture regulated affordable, accessible, and total housing production on a statewide level. DLCD will be working with OHCS in 2024 to amend how local governments report this information to DLCD for the following calendar year. DLCD's purpose in making this change is to develop a more streamlined system to reduce reporting burden to local municipalities.

Since the City does not maintain our own building department, staff has been working closely with the Douglas County Building Department to ensure that data necessary for required housing reporting is provided within these new parameters identified by the state. Please note, that due to new permit software adopted by the County, it is uncertain the accuracy of produced units for total single-family units in the year 2021 and 2022. This issue has been addressed in 2023 and numbers of produced units for total single-family units is a more accurate representation.

Tracking this data has been a work in progress as new procedures have been put into place by both the Community Development and Building Departments to more effectively capture the information. The changing of permit software and thus subsequent tracking mechanisms has been one of our

primary issues. Adjustments to reporting requirements mandated by new legislation adopted at the state level have added additional levels of complexity, but we've managed to navigate these changes and have made significant improvements to our reporting process for 2023.

Housing continues to be an issue throughout the state and certainly the west coast. Opportunities for new housing in Roseburg hinges upon available land within our UGB. As we've discussed in the past, much of this remaining land has inherent challenges for future development, based on a number of factors including topography, wetlands, location, and access to utilities and public infrastructure. Combine these issues with the current cost of land, material and construction prices and development can become extremely challenging.

Being able to review these numbers can give you a glimpse of what is currently occurring surrounding housing development in Roseburg. Our purpose in providing this data is to supply you with an overview of what it means and how it can be interpreted. Attached to this report, is a copy of our DLCD housing report for 2021, 2022 and 2023.

Please be aware that this report is for informational purposes only, no action is required of the Planning Commission.

ATTACHMENTS:

- A – 2023 DLCD Housing Report
- B – 2022 DLCD Housing Report
- C – 2021 DLCD Housing Report

Housing Portal

Permitted & Produced Submission

Page: 1 of 1

Year: 2023 City: Roseburg

Submitted Date: 01/24/2024

2/2/2024 1:33:55 pm

Permitted Units		Produced Units	
Total Residential Units	27	Total Residential Units	174
Total Single-Family Units	27	Total Single-Family Units	30
Single-Family Detached	12	Single-Family Detached	24
Single-Family Attached	3	Single-Family Attached	2
Duplex (total number of units)	10	Duplex (total number of units)	2
Accessory Dwelling Unit	0	Accessory Dwelling Unit	0
Manufactured Home	2	Manufactured Home	2
Total Multi-Family Units	0	Total Multi-Family Units	144
Triplex (total number of units)	0	Triplex (total number of units)	0
Fourplex (total number of units)	0	Fourplex (total number of units)	0
Building with five or more units (total number of units)	0	Building with five or more units (total number of units)	144
Total Regulated Affordable Residential Units	0	Total Regulated Affordable Residential Units	144
Total Regulated Affordable Single-Family Units	0	Total Regulated Affordable Single-Family Units	0
Single-Family Detached	0	Single-Family Detached	0
Single-Family Attached	0	Single-Family Attached	0
Duplex (total number of units)	0	Duplex (total number of units)	0
Accessory Dwelling Unit	0	Accessory Dwelling Unit	0
Manufactured Home	0	Manufactured Home	0
Total Multi-Family Units	0	Total Multi-Family Units	144
Triplex (total number of units)	0	Triplex (total number of units)	0
Fourplex (total number of units)	0	Fourplex (total number of units)	0
Building with five or more units (total number of units)	0	Building with five or more units (total number of units)	144

Comments

Housing Portal

Permitted & Produced Submission

Page: 1 of 1

Year: 2022 City: Roseburg

Submitted Date: 03/24/2023

2/2/2024 1:42:22 pm

Permitted Units		Produced Units	
Total Residential Units	30	Total Residential Units	7
Total Single-Family Units	30	Total Single-Family Units	7
Single-Family Detached	23	Single-Family Detached	4
Single-Family Attached	0	Single-Family Attached	0
Duplex (total number of units)	1	Duplex (total number of units)	1
Accessory Dwelling Unit	1	Accessory Dwelling Unit	0
Manufactured Home	5	Manufactured Home	2
Total Multi-Family Units	0	Total Multi-Family Units	0
Triplex (total number of units)	0	Triplex (total number of units)	0
Fourplex (total number of units)	0	Fourplex (total number of units)	0
Building with five or more units (total number of units)	0	Building with five or more units (total number of units)	0
Total Regulated Affordable Residential Units	0	Total Regulated Affordable Residential Units	0
Total Regulated Affordable Single-Family Units	0	Total Regulated Affordable Single-Family Units	0
Single-Family Detached		Single-Family Detached	
Single-Family Attached		Single-Family Attached	
Duplex (total number of units)		Duplex (total number of units)	
Accessory Dwelling Unit		Accessory Dwelling Unit	
Manufactured Home		Manufactured Home	
Total Multi-Family Units	0	Total Multi-Family Units	0
Triplex (total number of units)		Triplex (total number of units)	
Fourplex (total number of units)		Fourplex (total number of units)	
Building with five or more units (total number of units)		Building with five or more units (total number of units)	

Comments

Housing Portal

Permitted & Produced Submission

Page: 1 of 1

Year: 2021 City: Roseburg

Submitted Date: 01/05/2022

2/2/2024 1:44:45 pm

Permitted Units		Produced Units	
Total Residential Units	282	Total Residential Units	172
Total Single-Family Units	33	Total Single-Family Units	16
Single-Family Detached	30	Single-Family Detached	15
Single-Family Attached	2	Single-Family Attached	
Duplex (total number of units)	0	Duplex (total number of units)	
Accessory Dwelling Unit	1	Accessory Dwelling Unit	
Manufactured Home	0	Manufactured Home	1
Total Multi-Family Units	249	Total Multi-Family Units	156
Triplex (total number of units)		Triplex (total number of units)	
Fourplex (total number of units)		Fourplex (total number of units)	
Building with five or more units (total number of units)	249	Building with five or more units (total number of units)	156
Total Regulated Affordable Residential Units	144	Total Regulated Affordable Residential Units	0
Total Regulated Affordable Single-Family Units	0	Total Regulated Affordable Single-Family Units	0
Single-Family Detached		Single-Family Detached	
Single-Family Attached		Single-Family Attached	
Duplex (total number of units)		Duplex (total number of units)	
Accessory Dwelling Unit		Accessory Dwelling Unit	
Manufactured Home		Manufactured Home	
Total Multi-Family Units	144	Total Multi-Family Units	0
Triplex (total number of units)		Triplex (total number of units)	
Fourplex (total number of units)		Fourplex (total number of units)	
Building with five or more units (total number of units)	144	Building with five or more units (total number of units)	

Comments