



7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Alison Eggers Ken Fazio Victoria Hawks Steve Kaser
Lew Marks John McDonald Tom Ryan Andrea Zielinski
4. **Mayor Report**
A. Ensure Quorum for December 28, 2015 City Council Meeting
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
A. Minutes of October 26, 2015 Regular Meeting
B. Minutes of October 29, 2015 Special Meeting
C. Resolution No. 2015-15, Transportation Enhancement Grant Application Authorization
8. **Ordinances**
A. 2nd Reading, Ordinance No. 3452, Interchange Area Management Plan 127
9. **Items From Departments**
A. OLCC New Outlet Application Approval Process
B. LUDO Update Review
C. Medical Education Facility Update
10. **Items From Mayor, Council or City Manager**
11. **Informational**
A. Activity Report
12. **Adjournment**
13. **Executive Session ORS 192.660(2)(i) City Manager Evaluation**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

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:

Persons addressing the Council 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 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 shall not have been previously presented to Council.

CITIZEN PARTICIPATION – AGENDA ITEMS

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under "Audience Participation. For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

We also allow the opportunity for citizens to speak to the Council on matters not on this evening's agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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.

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: www.cityofroseburg.org.

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL**

October 26, 2015

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, October 26, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Lew Marks, Alison Eggers, Ken Fazio, Steve Kaser, Andrea Zielinski, John McDonald and Victoria Hawks.

Absent: Councilor Tom Ryan.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Public Works Director Nikki Messenger, Police Chief Jim Burge, Finance Director Ron Harker, Human Resources Director John VanWinkle, Community Development Director Brian Davis, Management Technician Debi Davidson, Troy Brynelson of The News Review and Kyle Bailey of KQEN Radio.

MAYOR REPORT

A video was shared honoring the victims of the Umpqua Community College Shooting which occurred on October 1, 2015.

Sister City President Tom McGregor presented a letter from Mayor Tanaka of Kuki City expressing appreciation for their August visitation to Roseburg and condolences to the community in light of the UCC event. McGregor also thanked Staff for their presentations with the Kuki delegation, particularly City Engineering Technician Noriko Corrado who served as interpreter during the visit.

Rich proclaimed October as UCAN Head Start Awareness Month. Maureen Short thanked Council for the recognition and Staff for their work on the CDBG grant for the future Head Start facility.

Council was reminded of a special meeting scheduled for October 29th at 7:30 a.m. regarding the CDBG grant.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Hawks reported the Historic Resources Review Commission reviewed remodeling plans for the Micelli House on Washington Street.

Fazio reported the Parks and Recreation Commission met to discuss the proposed smoking prohibitions scheduled for this meeting.

Kaser reported the Public Works Commission also met to discuss items on this evening's agenda.

AUDIENCE PARTICIPATION

Clair Dalziel, 885 NE Sunset Lane, questioned reasons for the closure of the Canna King marijuana dispensary. Colley reported the Oregon Health Authority was responsible for the closure so the City did not have specific information on that issue.

CONSENT AGENDA

Fazio moved to approve the following Consent Agenda items

- A. Minutes of September 28, 2015 regular meeting.
- B. Minutes of October 13, 2015 special meeting.

Motion was seconded by Marks and carried unanimously.

PUBLIC HEARING—INTERCHANGE AREA MANAGEMENT PLAN 127, ORDINANCE NO. 3452

At 7:15 p.m., Rich opened the public hearing regarding the Exit 127 (Edenbower) Interchange Area Management Plan. Davis reported the Oregon Department of Transportation, in conjunction with the City, prepared the Plan which examined how the interchange and surrounding street system operate now and over the next 20 years. The Planning Commission unanimously recommended the Plan's adoption into the Roseburg Urban Area Comprehensive Plan. Davis reviewed the projects and monitoring actions identified within the Plan. Projects will be built when warranted with at least one already projected in the City's five year capital improvement plan. McDonald recused himself from participation due to his employment with ODOT and participation in some aspects of the Plan development.

As no one else wished to speak, the hearing was closed at 7:26 p.m. Marks moved to adopt the Findings of Fact approved by the Planning Commission for File No. CPA-15-2. Motion was seconded by Fazio and carried with McDonald abstaining. Cox then read Ordinance No. 3452 for the first time, entitled: An Ordinance Declaring a Comprehensive Plan Text Amendment Adopting by Reference the I-5 Exit 127 Interchange Area Management Plan.

ORDINANCE NO. 3450 – VACATION OF PORTIONS OF SHORT AND BURKE

Cox read Ordinance No. 3450 for the second time entitled: An Ordinance Vacating Portions of SE Short Street and SE Burke Avenue in the City of Roseburg. Kaser moved to adopt the ordinance, seconded by Fazio. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3450.

RESOLUTION NO. 2015-13 - URBAN RENEWAL LINE OF CREDIT AUTHORIZATION

Harker reported that as the City prepares for the sun setting of the Urban Renewal District, plans must be finalized to balance and maximize the benefit of the final capital improvements with available resources. Therefore, Staff has worked with Umpqua Bank to establish a non-revolving line of credit of \$4.5 million at 2.8% per annum in order to provide the necessary cash flow. To obtain the best interest rate, City backing

is required by extending full faith and credit and taxing power to the financing, which in turn requires an agreement between the City and the Urban Renewal Agency to cause the Agency to be indebted to the City. Discussion was held on the details of project approval and funding. Fazio moved to adopt Resolution No. 2015-13 Authorizing Financing of Capital Projects Described in the Urban Renewal Plan for the North Roseburg Urban Renewal Area. Motion was seconded by Hawks and carried unanimously.

TRANSMISSION MAIN CATHODIC PROTECTION BID AWARD

Messenger explained that the Water Master Plan included replacement of the 24-inch transmission main and provision of cathodic protection on the rest of the main as high priorities. The project will protect the 20, 24 and 30 inch pipes from corrosion by installing a galvanic anode corrosion protection system. Kaser moved to award the Transmission Main Cathodic Protection project to the low bidder, Cathodic Protection Engineering, Inc. for \$133,910.04. Motion was seconded by Hawks and carried unanimously.

SINGLE PROPERTY LOCAL IMPROVEMENT DISTRICTS

Messenger sought direction from Council regarding a policy to provide single property local improvement districts to encourage completion of standard improvements when properties are developed or added to. Currently, improvements are required when a 20% or more alteration is made. Unfortunately, developers have learned to break projects down into multiple years to avoid that 20% level. Thus, Staff has discussed lowering the threshold for requiring improvements and allowing financing through a local improvement district with the ability to pay for those improvements over ten years. Funds would be paid through the Assessment Improvement Fund which has a balance of \$1.475 million. The proposal would have no impact on the General or Transportation Funds. Consensus was to have Staff prepare an ordinance for Council's consideration.

RESOLUTION NO. 2015-14 - PARK RULES RE: SMOKING POLICY

Messenger reported that rules are currently in place prohibiting tobacco use in Roseburg parks. Since adoption of those provisions, however, new technology in nicotine inhalant systems, such as e-cigarettes, vaporizers and other items have been introduced to the market and there is no way of knowing what is in those inhalant systems. After reviewing regulations from other cities, the Parks and Recreation Commission recommended proceeding with Park Rule amendments to cover those inhalant items. The proposal does not include prohibitions in City parking lots or abutting sidewalks. Robin Stalcup, 1788 NW Crouch, supported the ordinance noting that expanding the policy will protect youth and families from aerosols that could encourage addiction. Fazio moved to adopt Resolution No. 2015-14 repealing and replacing Resolution No. 2013-12 regarding the City's Parks Rules and Regulations. Motion was seconded by Marks. Kaser noted when the Council adopted the tobacco ban he voted against the rule because of the inclusion of chewing tobacco, but he did believe it worthwhile to move forward with the inhalant ban. Motion was then voted on and carried unanimously.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

McDonald invited everyone to participate in a number of Veterans Day events.

Zielinski presented Burge with hand-made notes from RHS Leadership students thanking public safety personnel for their response to the UCC shooting.

Eggers reported she saw Alek Skarlatos in Roseburg recently and thanked him for his heroic efforts in stopping a gunman on a train in Europe. Rich indicated there is no word on whether Skarlatos will be able to participate in the Veterans Day Parade as he is still participating in "Dancing with the Stars."

Meeting adjourned at 8:12 p.m.



Debi Davidson
Management Technician

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL**

October 29, 2015

Acting Mayor Tom Ryan called the special meeting of the Roseburg City Council to order at 7:35 a.m. on October 29, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Councilors Lew Marks, Alison Eggers, Ken Fazio, Tom Ryan and Steve Kaser.

Absent: Mayor Larry Rich. Andrea Zielinski, John McDonald and Victoria Hawks.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Community Development Director Brian Davis, Finance Director Ron Harker and Management Technician Debi Davidson.

APPROVAL OF MINUTES

Kaser moved to approve the minutes of the 7:30 a.m., special meeting of October 29, 2015 with the following modifications: 1) add comments from Mike Fieldman; 2) the public hearing was closed at 7:34 a.m. with Councilor Fazio making a motion and Councilor Marks seconding the motion; and 3) meeting adjourned at 7:35 .m. Motion was seconded by Fazio and carried unanimously.

Meeting adjourned at 7:37 a.m.



Debi Davidson
Management Technician

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Transportation Enhancement Grant Application Authorization Resolution No. 2015-15

Meeting Date: November 9, 2015
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

ODOT is accepting grant applications for Transportation Enhancement projects to be funded during the federal fiscal years 2019-2021. The issue for Council is whether to adopt the attached resolution authorizing staff to apply for a grant.

BACKGROUND

A. Council Action History. None.

B. Analysis. ODOT's State Transportation Improvement Program (STIP) has two major components – "Fix It" and "Enhance". During the current planning period, federal fiscal years 2019-2021, ODOT has decided to keep all of the funding for the Fix It program in-house and has allocated a limited amount of funding to the Enhance program. The Enhance program has been opened up to a competitive selection process. The intent of the Enhance program is to fund projects proposed to benefit the state's multimodal transportation system or major freight routes that are consistent with state and local plans.

For the 2019-2021 STIP process, ODOT Region 3 has been allocated a total of \$4 million dollars. Given that this is a federally funded program with extensive administrative requirements, ODOT is not accepting applications (other than transit) that are for projects under \$1 million. As such, very few Enhance projects will be funded during this time frame.

Staff is proposing to submit an application to construct sidewalks and bike lanes on Douglas Avenue from Deer Creek to Lombardy Street. Douglas Avenue has been identified as a critical corridor in the City's Bike/Ped Plan and Transportation System Plan. The plan recommends installing markings for shared lanes and limiting parking to one side between Fowler and Rifle Range Road and installing new bicycle and pedestrian facilities from Rifle Range Road east. The main focus of the Enhance application will be on Douglas from Deer Creek east to Lombardy. Staff is proposing to widen Douglas to include bike lanes, a parkway strip, and sidewalks on both sides. Staff is in the process of discussing the scope with ODOT personnel. Staff *may* also propose to make additional improvements on Douglas between Fowler and Deer Creek if ODOT supports that idea. Those improvements would include changes to parking, shared lane markings and ADA upgrades at intersections. The final application will depend upon input received from ODOT personnel that may be reviewing the applications.

C. Financial and/or Resource Considerations. Staff does not have a final estimate on the project, but anticipate the project will be in the \$1.5- \$2 million range. The minimum matching amount is 10.27% or \$154,000 - \$205,000. The matching funds would be due sometime after 2019 and could be budgeted in appropriate fiscal year from either streetlight/sidewalk or transportation funds.

D. Timing Issues. Enhance applications are due November 20, 2015.

COUNCIL OPTIONS

Council has the following options:

1. Adopt the attached resolution authorizing application for an Enhance project for the Douglas Avenue project; or
2. Not adopt the attached resolution and not pursue this funding.

STAFF RECOMMENDATION

Staff recommends submitting an application for the Douglas Avenue project for Enhance funding.

SUGGESTED MOTION

I move to adopt Resolution No. 2015-15 authorizing application for an ODOT Transportation Enhance grant.

ATTACHMENTS

Resolution No. 2015-15

RESOLUTION NO. 2015- 15

A RESOLUTION AUTHORIZING AND SUPPORTING AN APPLICATION FOR A TRANSPORTATION ENHANCEMENT GRANT

WHEREAS, the Oregon Department of Transportation is accepting applications for Transportation Enhancement Grant opportunities for pedestrian, bicycle, transit, and/or streetscape improvements; and

WHEREAS, the City of Roseburg's Bicycle and Pedestrian Plan classified Douglas Avenue as a "Critical Corridor" for bicycle and pedestrian transportation; and

WHEREAS, Diamond Lake Boulevard (Hwy 138E) is a five lane highway with substandard sidewalks and no bicycle facilities; and

WHEREAS, Douglas Avenue could serve as a safer alternative route to Diamond Lake Boulevard for bicycle and pedestrian travel if improved; and

WHEREAS, it makes economic sense due to right-of-way constraints on Diamond Lake Boulevard to improve Douglas Avenue as an alternate route for bicycles and pedestrians; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible as a means of providing bicycle and pedestrian enhancements to Douglas Avenue; and

WHEREAS, the applicant hereby certifies that the matching share for this application is readily available at this time;

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that

Section 1. Authorization is granted to apply for a Transportation Enhancement Grant for pedestrian, bicycle, and/or streetscape improvements to Douglas Avenue.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 9th DAY OF NOVEMBER 2015.

Sheila R. Cox, City Recorder

ORDINANCE NO. 3452

**AN ORDINANCE DECLARING A COMPREHENSIVE PLAN TEXT AMENDMENT
ADOPTING BY REFERENCE THE I-5 EXIT 127 INTERCHANGE AREA
MANAGEMENT PLAN**

WHEREAS, the Roseburg Urban Area Comprehensive Plan was adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996; and

WHEREAS, the Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3408 on March 11, 2013, establishes hearings procedures for Comprehensive Plan Amendments and Zone Changes; and

WHEREAS, the Planning Commission held a Public Hearing on File No.CPA-14-2 after duly and timely notice; and

WHEREAS, the Planning Commission adopted Findings of Fact supporting a recommendation to approve a Comprehensive Plan Text Amendment to adopt the I-5 Exit 127 Interchange Area Management Plan (IAMP 127) by reference as it applies to properties within the City Urban Growth Boundary; and

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact and Order dated September 21, 2015, recommending approval of the proposed Comprehensive Plan Amendment.

SECTION 2: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Comprehensive Plan Amendment as adopted by the Planning Commission making them their own Findings of Fact.

SECTION 3: Based on the evaluation detailed in the Planning Commission's Findings and information considered through the public hearing process, it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

SECTION 4: The City Council hereby approves the Comprehensive Plan Amendment as set forth in the Findings of Fact and detailed in the Planning Commission staff report for File No. CPA-15-2.

SECTION 5: The City Recorder, at the request of, or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Roseburg Municipal Code and/or the Roseburg Urban Area Comprehensive Plan as amended by the provisions added, amended or repealed herein.

PASSED BY THE CITY COUNCIL THIS 9TH DAY OF NOVEMBER 2015.

APPROVED BY THE MAYOR THIS 9TH DAY OF NOVEMBER 2015.

Larry Rich, Mayor

ATTEST:

Sheila Cox, City Recorder

dc
10/27/15



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

POTENTIAL CHANGE IN PROCESSING OF OLCC NEW LOCATION APPLICATIONS

Meeting Date: November 9, 2015
Department: City Recorder
www.cityofroseburg.org

Agenda Section: ITEMS FROM DEPARTMENTS
Staff Contact: Sheila R. Cox *SRC*
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Staff is asking Council's consideration on an amendment to the Municipal Code which would eliminate the requirement to hold a public hearing on Oregon Liquor Control Commission (OLCC) applications for new locations.

BACKGROUND

A. Council Action History. As required by Roseburg Municipal Code (RMC) Chapter 9.12, Council conducts a public hearing prior to issuing a recommendation on each OLCC application for a new location.

B. Analysis. RMC 9.12 requires notice of the above referenced public hearing to be published in The News-Review not less than 10 days prior to the hearing, mailed to the applicant and posted in three public places within each of the four wards within the City and at City Hall. Given The News-Review requires 5 business days' notice prior to publication, depending on when the application is received in relation to the next Council meeting, this sometimes results in a three to four week delay before Council's approval of the application.

During a discussion at the Oregon Association of Municipal Recorder's conference, I learned that many cities do not hold a public hearing on new location applications. While I thought the public hearing requirement was based on state law, I discovered it's actually based on our Municipal Code. Instead of having a hearing on each new location application, many cities only hold a public hearing if their Councils are leaning toward an *unfavorable* recommendation to OLCC. In that case, they direct the City Recorder to schedule a public hearing on the matter at their next Council meeting and advise the applicant(s) they will be given an opportunity to submit testimony at the hearing prior to Council's final determination on the recommendation to OLCC.

Those who have been on Council for a long time know that we rarely have anyone from the public attend these public hearings ~ much less submit testimony regarding the application. In reviewing the history on the subject we could only find one instance in the early 1980's that

the Council actually recommended denial on an application for a new location. That decision was based on the fact that the location was in close proximity to several churches and the churches petitioned Council to recommend denial of the application. In the late 1990's, there was one liquor license renewal that Council recommended OLCC deny because of the number of calls the police had to respond to due to fights and suspected drug activity. That business eventually just closed. A couple of years ago, when the former Gerretsen's building was purchased by someone who planned to open a brewery at the location, we had several people from the neighborhood who voiced concern ~ but the owner worked with the neighborhood to resolve those. Typically, new outlet applications, as well as all other kinds of OLCC applications, go through without any problem *and* without any input from the public.

C. Financial and/or Resource Considerations. It costs approximately \$80 - \$100 to publish each notice of public hearing, in addition to the staff time required to prepare, mail, post and then later remove, the notice. If we eliminate the public hearing, we would simply list the new outlet applications on the agenda in the same manner that we list other types of applications such as increase in privilege, change of ownership, etc.

D. Timing Issues. If Council is supportive of the proposed change in the way we process new outlet applications, ORS 471.166(8) requires that we give notice of our intent to make that change and hold a public hearing on the matter before adopting an ordinance implementing it. We would have to publish that notice 10 days prior to the date of the hearing, which means we would likely schedule the public hearing for the December 14, 2015 Council meeting.

STAFF RECOMMENDATION

Staff recommends that RMC 9.12 be amended to delete the requirement to have a public hearing prior to issuance of a recommendation on an OLCC application for a new location *unless* if after hearing the Staff report on the new outlet application, Council finds cause to consider recommending denial of the application. If Council is considering denial, we would schedule a public hearing at the following Council meeting and notify the applicants of their right to testify.

SUGGESTED MOTION

If Council supports Staff's recommendation, the appropriate motion would be:

"I MOVE TO DIRECT STAFF TO PREPARE AN ORDINANCE AMENDING RMC 9.12 TO DELETE THE REQUIREMENT FOR A PUBLIC HEARING ON OLCC NEW LOCATION APPLICATIONS UNLESS COUNCIL IS CONSIDERING AN UNFAVORABLE RECOMMENDATION TO OLCC AND TO SCHEDULE A PUBLIC HEARING ON SUCH PROPOSED CHANGE AT THE DECEMBER 14, 2015 COUNCIL MEETING."

cc: Oregon Liquor Control Commission; Attn: Will Higlin, Sr. Director of Licensing and Compliance; 9079 SE McLoughlin Blvd.; Portland, OR 97222-7335
Chrono File

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11/4/15

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Land Use and Development Ordinance Update Status

Meeting Date: November 9, 2015
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brian Davis *BD*
Contact Telephone Number: 492-6750

ISSUE STATEMENT AND SUMMARY

The City Council will receive a status report on the Land Use and Development (LUDO) Update Project.

BACKGROUND

A. Council Action History.

In February 2013, the Council reviewed and approved the first phase of the LUDO Update Project in which the document was reorganized and restructured for easier reading. The approved changes reduced the document's content by five percent.

In June 2015, the Council reviewed and approved the second phase of the LUDO Update Project in which substantive changes were made that did not require individual property notice.

B. Analysis.

The third and final phase of the LUDO Update Project includes substantive changes that will require individual notice to each property owner. The proposed changes, summarized in the attached table, "Summary of 2015 Proposed Amendments (Phase 3)," incorporates new regulations and clarifications that will assist with the Council's goals of Business Friendliness and City Beautification. Because of the conflict these two goals occasionally present, the hearings on Phase 3 may provide strong opinions from the public. A 95% ready-copy of the full text of the proposed changes in the LUDO document may be downloaded here:

http://www.cityofroseburg.org/files/8814/4607/2705/95_LUDO.pdf

C. Financial and/or Resource Considerations.

None

D. Timing Issues.

It is anticipated the Council will conduct formal hearings for the LUDO updates in January 2016. These will be separate from the LUDO changes related to recreational marijuana provisions, which will be presented next month.

COUNCIL OPTIONS

This is an informational item and does not require Council action at this point.

ATTACHMENTS

Summary of the Phase 3 LUDO changes

Summary of 2015 Proposed Amendments (Phase 3)

Amendment	Summary	Effect	Section
Garage setbacks	Creates a minimum yard requirement of 20 ft. for the frontage of a lot with a garage face.	New Regulation	2.3.020
Improved Open Space in conjunction with multi-family development	Requires developers to reserve an "improved common area" with improvements accessible by all residents for multi-family developments.	New Regulation	2.3.060
Landscaping Standards	Landscaping standards will be required with incremental building increases. Adds parking area planter standards	New Regulation	3.3.200
Telecommunication Facilities	Updates standards with regard to current practices and design techniques as well as Federal Law. Requires "stealth design".	New Regulation	4.3.040
Fences	Prohibits sheathing materials in construction. Reduces front and exterior yards to 3' height limit for clear vision compliance.	New Regulation	4.4.070
Drive-up Uses	Designed to prevent conflicts between stacked vehicles and vehicles entering the site.	New Regulation	3.3.140
Floodplain	Substantial improvement defined as an improvement 30% or greater, cumulatively. Critical Facilities not permitted in Zone X (500yr.). Adds standards for Federally Funded projects.	New Regulation	2.9.050, 2.9.220, 2.9.270, 2.9.080, 2.9.330, 2.9.340
Lighting Standards	Combats the trend of installing overly-bright lighting which contributes to light pollution and glare.	New Regulation	3.3.050
Clear Vision Standards	Changes how clear vision is measured. Adds residential driveways to clear vision area.	New Regulation	4.4.060
Open Space requirements resulting from subdivision and/or PUD	Standard may apply to certain properties that are being divided, are planned for a park, and land is accepted by City.	New Regulation	6.1.130, 6.1.170, 6.2.060
Signs	LUDO sign standards are outdated and difficult to enforce. Simplification of standards. Removing content regulations.	New Regulation, Clarification	4.2.060

Incremental Building Increases (Site Plan Review)	Closes loophole that allows developers to make incremental building area increases (less than 20%) without bringing lot up to standards. Creates individual LID's and allows special financing for lot improvements.	New Regulation	3.1.040, 3.2.050
Transitional Uses	Allows for permitted uses in adjoining zoning districts to be conditionally permitted in certain applicable districts.	Deregulation	4.4.120
Transitional Height Standards	Limits maximum height requirement in Commercial zone that is adjacent to a residential zone.	New Regulation	2.4.020
Riparian Vegetation Corridor	Previously a site review standard. Now added as an overlay	Clarification	2.13.010
Sidewalks in Subdivisions	Requires sidewalks to be constructed prior to final plat. Allows for developer to defer sidewalk construction for up to 5 years.	New Regulation	6.1.190(5), 6.2.110

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Medical Education Feasibility Update

Meeting Date: November 9, 2015
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Lance Colley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Partnership Director Alex Campbell, City Staff, Mercy Medical Center Staff and others have continued to work together on determining the feasibility of locating a medical education facility in Roseburg. I will provide you an update on that project at your November 9th meeting.

BACKGROUND

A. Council Action History:

January 28, 2013: Council received a funding request from The Partnership for the feasibility study of a medical education facility in Roseburg.

February 11, 2013: Council approved \$30,000 toward The Partnership's feasibility study for a medical education facility in Roseburg.

December 16, 2013: The Partnership Director Alex Campbell reported the study was 75% complete and potential programs narrowed to 17. They also identified downtown as the primary target location.

November 10, 2014: Campbell reported The Partnership Board voted to move forward with the project, acknowledging that there was a lot of fundraising to do and approvals to garner.

B. Analysis:

The Partnership Board (Councilor Marks and I are members) approved moving forward with the Med Ed concept in November 2014 after considerable study and evaluation. Over the past 12 months representatives have been meeting with our Federal Congressional delegation staffers, Veterans Administration regional staff, the Governor's office and the local philanthropic community. Representatives also pursued partner opportunities with higher education institutions within and outside the State of Oregon.

To date, we have generated significant interest in the concept of a rural medical education facility; however we have not been able to secure a partner institution. The Med Ed subcommittee met on November 3rd to evaluate how best to move forward. Representatives for The Partnership, the City and Douglas County identified time frames for: decision making; cost of the next phase to determine if funding is feasible; and if a partner institution can be identified.

Much of the work that will need to be done in the near term is working at the state and federal level to review potential funding opportunities. We need to obtain commitments from around the State that spending resources, outside of the metro area, are feasible and functional to help meet the shortage of health care and mental health care providers in the State of Oregon and around the region. We have positioned our community over the last two years to be the best potential option to begin meeting this need.

As a reminder, a facility would cost in the neighborhood of \$150-180 million, and at capacity, would provide educational opportunities for over 1,000 students and have an annual payroll of over \$30 million.

Given where we are in the process, we identified three decision making points for future consideration:

- engage a PR/Information specialist to help us identify state and federal support and potential partner institutions.
- provide information during the short session of the Oregon Legislature to generate legislative and gubernatorial support for the project outside the metro area.
- establish significant support at the federal congressional level.

Much of this work must be done by the end of January and then vetted through the legislative process at the State and Federal level. By June 2016, The Partnership Board will evaluate progress and determine if we can move forward effectively.

If the decision is to move forward, during the two succeeding six month periods, facility phasing and cost will need to be developed, the business model will need to be fully evaluated and approved, and funding and an institutional partner will need to be secured. We anticipate decision points for "go/no go" will be evaluated in January 2017 with a final decision in June 2017.

We anticipate the potential cost for the next phase of work through June 2016 will be between \$150,000 and \$200,000. The Partnership would like to approach the City, Douglas County, and private businesses that may benefit from the facility to provide this round of funding. If at the end of June 2016, The Partnership determines that work will continue, we will likely ask the philanthropic community and additional funders to participate.

C. Financial and/or Resource Considerations:

The Partnership would like the City to consider participating financially in the next phase of work to determine if it continues to be feasible to move the Med Ed project forward. Based on our discussions yesterday, we would like Council to consider approximately 20% of the next phase at an estimated cost to the City of between \$30,000 and \$40,000 with a cap of \$40,000. It would be my recommendation that if you consider this funding request, we use money dedicated to Economic Development through the Hotel/Motel tax. Money is currently available in the EDC fund, but expending this resource would require a resolution to re-appropriate funds from the reserve for future year expenditures to a current contracted service line item.

D. Timing Issues:

If Council is willing to consider contracting with The Partnership to engage in the next phase of work on the Med Ed concept, staff will ask The Partnership to appear at your next Council meeting to present the specific request and provide additional information.

COUNCIL OPTIONS

Staff requests that Council provide consensus direction as to whether you would like to entertain a presentation and proposal from The Partnership regarding the next phase of the Med Ed project. If Council would like to receive more information, I will ask The Partnership Director to attend our next Council meeting.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

colley
11/2/15

INFORMATIONAL A
11-09-15



ACTIVITY REPORT

Meeting Date: November 9, 2015
Department: City Manager
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide 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 November 9, 2015, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Heads Meeting
October 27, 2015 – 10:00 a.m.

1. Review October 26, 2015 City Council and Urban Renewal Agendas
2. Review Tentative November 9, 2015 City Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
 - Rod and Gun Club Use Agreement
 - Line of Credit Intergovernmental Agreement
5. New Account Numbers
6. Department Items

YEAR END REPORTS

Due to City Manager 12/11/15
Due to Mayor Rich 12/18/15

CITY CONNECTION

Publish January 12, 2016
Articles Due to City Manager's Office December 28, 2015



Agenda
Department Heads Meeting
November 2, 2015 – 10:00 a.m.

1. United Way Presentation – Berta
2. Review Tentative November 9, 2015 City Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
 - Johnson Controls security system contract
 - Stephens Street Change Order #1
 - Fir Grove Park Play Area Grant Checklist – Rogue Credit Union
5. Public Access Easement – Southgate
6. Chamber of Commerce Request for Speaker
7. Canned Food Drive – tentative November 9 to December 18
8. Employee Acknowledgements
 - 15 Years – Tracy Chitwood, Street Maintenance
9. Department Items

YEAR END REPORTS

Due to City Manager 12/11/15
Due to Mayor Rich 12/18/15

CITY CONNECTION

Publish January 12, 2016
Articles Due to City Manager's Office December 28, 2015

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- CDBG Grant Architectural Selection (depending upon grant award)
- City Hall Entry/Finance Department Remodel
- Parking Enforcement Agreement
- Police K-9 Patrol Vehicle Purchase
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations
- Workers Comp Fund Update – City Manager Authority

November 23, 2015

Council Report

- A. City Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Ordinances

- A. Ordinance No. ____, Smoking Policy – City Parking Lots and Abutting Sidewalks

Department Items

- A. Resolution No. 2015-__ - Water Fee Schedule Amendment

Informational

- A. Activity Report

December 14, 2015

Consent Agenda

- A. Minutes of November 23, 2015

Public Hearing

- A. LUDO Phase 3, Ordinance No. _____
- B. LUDO Amendments re: Commercial Marijuana, Ordinance No. _____
- C. OLCC New Outlet Application Approval Process, Ordinance No. _____

Ordinances

- A. 2nd Reading, Ordinance No. _____ Smoking Policy – City Parking Lots and Abutting Sidewalks

Department Items

- A. Capital Improvement Plan Update

Informational

- A. Activity Report

December 28, 2015

Consent Agenda

- A. Minutes of December 14, 2015

Ordinances

- A. 2nd Reading, Ordinance No. _____, LUDO Phase 3
- B. 2nd Reading, Ordinance No. _____, LUDO Amendments re: Commercial

- Marijuana
- C. 2nd Reading, Ordinance No. _____, Amending RMC 9.12 Regarding OLCC New Outlet Application Approval Process

Informational

- A. Activity Report
-

January 11, 2016

Mayor's Report

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

City Council Ward Reports/Commission Reports

- A. Election of Council President
- B. Planning Commission Appointments

Consent Agenda

- A. Minutes of December 28, 2015

Informational

- A. Activity Report

January 25, 2016

Consent Agenda

- A. Minutes of January 11, 2016

Informational

- A. Activity Report (Municipal Court Quarterly Report)

February 8, 2016

Special Presentation (Invite Budget Committee)

- A. Annual Financial Report – Tom Davidson
- B. Quarterly Financial Report – December 31, 2015
- C. Budget Calendar

Consent Agenda

- A. Minutes of January 25, 2016

Informational

- A. Activity Report

February 22, 2016

Consent Agenda

- A. Minutes of February 8, 2016

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report
-

Executive Session

A. City Manager Quarterly Evaluation

March 14, 2016

Consent Agenda

A. Minutes of February 22, 2016

Department Items

A. Visitors Bureau Annual Report

Informational

A. Activity Report

March 28, 2016

Consent Agenda

A. Minutes of March 14, 2016

Informational

A. Activity Report

April 11, 2016

Mayor's Report

A. Volunteer Recognition Month Proclamation

Consent Agenda

A. Minutes of March 28, 2016

Informational

A. Activity Report (Budget Calendar Reminder)

April 25, 2016

Mayor's Report

A. Historic Preservation Month Proclamation

Consent Agenda

A. Minutes of April 11, 2016

B. OLCC License Renewals

Informational

A. Activity Report (Quarterly Reports)

May 9, 2016

Mayor Reports

A. Bike to Work Proclamation

Consent Agenda

A. Minutes of April 25, 2016

B. U-Trans Services Contract

C. Fee Amendment Resolutions

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

May 23, 2016

Consent Agenda

- A. Minutes of May 9, 2016

Informational

- A. Activity Report

June 13, 2016

Mayor's Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2016

Public Hearing

- A. Resolution No. 2016-____ - 2016/17 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing - Resolution – 2016/17 Budget Adoption

June 27, 2016

Consent Agenda

- A. Minutes of June 13, 2016

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 11, 2016

Consent Agenda

- A. Minutes of June 27, 2016

Informational

- A. Activity Report

July 25, 2016

Consent Agenda

- A. Minutes of July 11, 2016

Informational

- A. Activity Report (Quarterly Reports)

August 8, 2016

Consent Agenda

- A. Minutes of July 25, 2016

Informational

- A. Activity Report

August 22, 2016

Consent Agenda

- A. Minutes of August 8, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

September 12, 2016

Council Reports

- A. Implementation of City Manager Annual Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2016

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 26, 2016

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2016

Informational

- A. Activity Report

October 10, 2016

Consent Agenda

- A. Minutes of September 26, 2016

Informational

- A. Activity Report

October 24, 2016

Consent Agenda

- A. Minutes of October 10, 2016
- B. Cancellation of December 26, 2016, Meeting

Informational

- A. Activity Report (Quarterly Reports)

November 14, 2016

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

December 12, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

Friday October 23, 2015

Good Friday afternoon everyone! I hope things have settled down for all of you and that some semblance of normalcy is returning to your everyday lives. Once again I would like to say how proud I have been of individuals and businesses in our community for how positively they have responded to October First and for the support they continue to provide to the families and those impacted. The folks at UCC have begun the healing process and need all of our support to move forward.

As I indicated last week, the Stephens Street project from Stewart Parkway to Newton Creek is for the most part complete. Pictured below is the newly installed marked, signalized mid-block crossing that is located at the transit stops on Stephens Street near the Cow Creek Tribal Administrative facilities. This is the first cross walk of its kind to be constructed within the City limits. Other major improvements completed as part of this project included removal and replacement of ADA ramps at each street intersection throughout the area and the grind/inlay of two inches of asphalt. The project was funded in part through the City's Transportation Fund and in part through the City's Urban Renewal Agency.



Brown Construction, our contractor for the Oak/Washington project has moved to Washington Avenue and is moving forward with the colored concrete intersections at Jackson and Main as well as the intersection and sidewalk work at Kane Street. The river themed intersection pictured below is probably now my favorite. I have been very impressed with the quality of work and it is great to see the continued progress. Gary Leif pointed out at our EDC meeting this week that the diagonal parking is being used constantly and that the option to have that alternative in downtown has been very well received. The weather change has created a couple of challenges but hopefully we will not experience too much rain during the days to come (just at night).



Our Human Resource personnel and Public Safety folks recently completed the interview processes for a police officer position, a fire fighter position and an Assistant Chief position in the Fire Department. We hope to complete the necessary background information review and make some offers in the coming week or two. The processes to hire new City employees is both challenging and exciting. We look forward to welcoming three new faces to our team in the very near future!

A number of activities have begun to take place to honor the victims of October First and also to enhance the fundraising opportunities for UCC Strong and UCC Relief Fund. Pictured below is the band shell which was decorated to hold a community memorial ceremony to honor the nine individuals who lost their lives, now collectively honored as the Umpqua Nine. Family members and friends came to the microphone to talk about their loved ones and thank the community for their help and support.



There are a number of fundraising activities going on this weekend beginning this evening at Jacoby Auditorium and then throughout the weekend at the Half Shell in Stewart Park. I hope you have an opportunity to take part in some of the activities going on throughout central Douglas County.

Have a great weekend everyone! We will see you at your regularly scheduled meeting Monday night...and *again at 7:30 a.m. Thursday morning* for our Special Council Meetings regarding the CDBG Grant Funds for Head Start!

Friday October 30, 2015

Good Friday afternoon everyone. As you can see, the Oak/Washington project is really taking shape. The majority of the intersection work on Washington has been completed and final street work is still scheduled to be completed before the Veterans Day Parade. Kiosks for the four primary intersections have been ordered and will be installed shortly after the parade. I am very impressed with the workmanship and diligence shown by the contractor. And speaking of parades, the Neewollah Parade will be Saturday beginning at 5:00 p.m. near City Hall and continuing up Jackson Street. This is a fun annual event that has had great community participation over the years – 2015 marks the 42nd anniversary of the event.



Earlier this week Gregg Timm attended an After Event debrief activity in Eugene that included Public Information Officers and media contacts from the area who responded to the events of October First. The purpose was to evaluate the information systems and transparency of the information shared as well as to evaluate how agencies responded from a communications standpoint. I attended a second debrief at the FBI offices in Portland on Thursday. While we hope we never have to respond to an emergency of this magnitude again, it is essential that we all learn from the event and make sure that in the event of any type of disaster we are better able to respond for our community and our organization. To that end, we held a debrief with those most directly impacted in our organization earlier this week as well.

This past week marks the second week of going live with the new accounting software. Since going live staff has been able to standup General Ledger, Cashiering, Accounts Payable, and Payroll. Last week the City ran its first check run on the new system and this week we are running the first payroll on the new system. The conversion has been going very smoothly and Finance staff is very pleased with the accuracy of the data conversion from our legacy system to Tyler Incode. A tremendous amount of extra work by Finance staff has been required, and will continue to be required as we proceed with the migration; special recognition needs to go out to all staff who have worked to facilitate the conversion and special kudos need to go out to

Debbie Keller and Della Mock who have really gone above and beyond the call of duty to see that the conversion goes smoothly.

Community Development will be working with the Planning Commission during the month of November to draft recreational marijuana regulations in the Land Use and Development Ordinance. We expect the proposal to be similar to the medical marijuana regulations approved by the council earlier this year with respect to retail operations. However, the City now has to address non-retail uses such as grow sites, processing plants, and wholesale operations. We expect the draft to come before the Council on December 14. And speaking of LUDO, CDD staff is nearing the completion of its multi-year update with Phase 3 almost complete. Phase 3 will be the nuts and bolts of the project and is likely to generate public attention and perhaps even some controversy. Staff will brief the Council at the November 9 meeting on Phase 3 as a primer for the public hearing which will take place in December or January. This will be separate from the LUDO changes regarding marijuana.

We will continue to be active in recruiting and hiring over the next few months. Chief Timm will hold screening interviews next week for the Battalion Chief position, talking with candidates from across the country and hoping to narrow the list down to a handful of finalists to be invited to Roseburg for assessments in December. The application process is currently open for a Police Officer and an Accountant position, and we plan to open an Engineering Technician position soon in Public Works. Finally, our Water Treatment Plant Superintendent has announced his retirement effective at the end of this year after more than 34 years of service to the City. Those will be tough shoes to fill, but we'll get to work on that process in the coming weeks.

I would like to thank Council for attending the early morning meeting Thursday to make sure that our public hearing requirements were met for the CDBG grant application for UCAN Head Start. The program is well worth the extra time, but it would have been nice to have clarity around the public notice requirements before the first hearing that we held last month. To be sure, early childhood education and kindergarten readiness are essential for our community's youth and I sincerely hope this grant application is funded. I am continuing to work with the Roseburg Public Schools administration to help secure additional resources to meet the needs of other youth in our community that are not eligible for Head Start, but also need access to early childhood educational opportunities.

Everyone have a great weekend and a Happy Halloween!