

ROSEBURG CITY COUNCIL AGENDA – APRIL 13, 2015
City Council Chambers, City Hall,
900 S. E. Douglas Avenue, Roseburg, OR 97470



- 6:30 Special Meeting – City Councilor Ward 2 Interviews**
A. Beverly Brandt
B. Dennis Rogers

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	Vacancy
4. **Commission Reports/Council Ward Reports**
 - A. City Councilor Ward 2 Appointment – Oath of Office
5. **Mayor Report**
 - A. Volunteer Recognition Month Proclamation
 - B. GFOA Certificate of Achievement for Excellence in Financial Reporting
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of March 23, 2015 Regular Meeting
 - B. Minutes of April 7, 2015 Special Meeting
 - C. 2015 OLCC License Renewal Endorsement
8. **Appeal Hearing**
 - A. Appeal of Rocky Ridge PUD Amendment Link to exhibits:
http://www.cityofroseburg.org/files/9814/2842/6073/AP-15-1_Exhibit_Binder.pdf
9. **Ordinances**
 - A. Ordinance No. 3444 – RingCentral Inc Telecommunications Franchise
 - B. Ordinance No. ____ - Amending Noise Ordinance
10. **Items From Mayor, Council or City Manager**
11. **Informational**
 - A. Activity Report
12. **Executive Session ORS 192.660(2)(f) Exempt Records**
13. **Adjournment**

***** 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.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*JC
4/16/15*



WARD 2 CITY COUNCIL APPOINTMENT

Meeting Date: April 13, 2015
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

City Councilor Marty Katz resigned his position as representative of Ward 2. Therefore, there is a vacancy to be filled on the City Council for Ward 2, Position 2.

BACKGROUND

A. Council Action History.

The City Council accepted Marty Katz's resignation on February 23, 2015. Immediately thereafter, Staff advertised the City Council vacancy through the local news media and the City's website, with a deadline of March 31, 2015, established for application submission.

Two applications have been received. Those applicants have been invited to attend the meeting for their interviews which have been scheduled as follows:

6:30	Beverly Brandt
6:45	Dennis Rogers

B. Analysis.

Roseburg Municipal Code Chapter 2.10 requires the City Council to interview City Council candidates at a public meeting.

To the extent possible, the Council is to act to fill the vacancy at the same meeting in which it interviews candidates. Following the interviews, the Council may make the appointment or solicit additional candidates for consideration at a later meeting before making appointment.

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 an appointment.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues.

To ensure appropriate representation for the residents of Ward 2, it is recommended the appointment be made as soon as practical.

COUNCIL OPTIONS

- A. Interview the applicants and make an appointment.
- B. Interview the applicants and choose to solicit additional candidates for consideration at a later meeting.
- C. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make an appointment.

STAFF RECOMMENDATION

Staff recommends the City Council proceed with interviewing the applicants for the City Council vacancy.

SUGGESTED MOTION

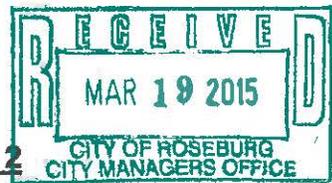
After interviews are completed, if Council is ready to proceed with an appointment, the appropriate motion would be: *"I MOVE TO APPOINT _____ TO FILL THE WARD 2, POSITION 2 VACANCY, THROUGH DECEMBER 31, 2016."*

ATTACHMENTS

- A. Interview Questions
- B. Applications

QUESTIONS FOR PROSPECTIVE CITY COUNCIL MEMBERS

1. What skills and experience do you have that you feel qualifies you for City Council?
2. Why did you apply for appointment to the City Council, but not run for the position during the last election?
3. What role do you see City government playing in the community?
4. What role, if any, do you believe City Councilors should play in the day to day operations of City government?
5. How do you deal with conflicts? Talk about a time you had a conflict with a co-worker or fellow citizens and how you dealt with that.
6. List three priorities you feel the Council should concentrate on during 2015-2016.



Application for Appointment to **CITY COUNCILOR WARD 2 POSITION 2**
(City Council or Commission)

PLEASE PRINT

Name Brandt Beverly
Last First 541 817 4603 C
Home Address 1591 NW HARVEY AVE Roseburg 97471 541-672-5461 H
Street City Zip Home Phone
Occupation RETIRED EDUCATOR 1
Place of Employment
Business Address N/A
Phone

- 1. Do you reside within the Roseburg city limits? X Yes No
- 2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? X Yes No
- 3. Are you a registered voter? X Yes No

- 4. How did you learn about this vacancy?
Newspaper X Word of Mouth X
Notice in the Mail Other (Specify)

- 5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.
Morning (7:30 or 8:00 am) X Afternoon (4:00-6:00) X
Evening (7:00 p.m.) X

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
AS A COLLEGE ADMINSTRATOR FOR 30+ YEARS, I HAVE HAD MANY QUALITY EXPERIENCES WORKING FOR THE PUBLIC AND AS A PUBLIC SERVANT. MY SPECIAL QUALIFICATIONS ARE IN STRATEGIC PLANNING, BUDGET MANAGEMENT AND DEVELOPMENT, PUBLIC FINANCE, GOVT REGULATIONS AND RULES, POLICY DEVELOPMENT, ECONOMIC DEVELOPMENT, DISASTER PLANNING AND RESPONSE AND CAPITAL CONSTRUCTION MANAGEMENT. I AM FAMILIAR WITH AND WORKED WITH BONDING, PUBLIC INFORMATION AND PUBLIC ETHICS REQUIREMENTS BOTH AT THE STATE AND FEDERAL LEVEL

7. Please give a brief description of your involvement in community groups and activities.

FOR 5 YEARS I SERVED AS VICE PRESIDENT OF ECONOMIC AND ADMINISTRATIVE SERVICES AT UCC. I WAS AN ACTIVE MEMBER OF THE MORNING ROTARY, WAS ON THE PHOENIX SCHOOL BOARD, THE UCC FOUNDATION BOARD, THE MERCY FOUNDATION BOARD AND AM CURRENTLY WORKING ON THE YMCA EXPANSION/REMODEL PROJECT. I WAS ACTIVE WITH THE WINE MAKERS. I AM ACTIVE AT THE COUNTRY CLUB AND WITH OASIS BIBLE STUDY

8. Please list community topics of particular concern to you that relate to this appointment.

ECONOMIC OPPORTUNITY, EDUCATIONAL OPPORTUNITY, VISIBILITY OF ROSEBURG AS A VIBRANT COMMUNITY FOR YOUNG FAMILIES AS WELL AS RETIREES. I THINK WE ARE A WONDERFUL PLACE TO LIVE AND VISIT. WE CAN BE GREAT!

9. Please list your reasons for wishing to be appointed. I believe in service.

I believe in giving back. I took a year off from major involvements and am READY TO GO AGAIN. I CAN MAKE A DIFFERENCE

Note: City of Roseburg employees may not serve on an elected body.

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470. Applications close 5:00 p.m. March 30, 2015.

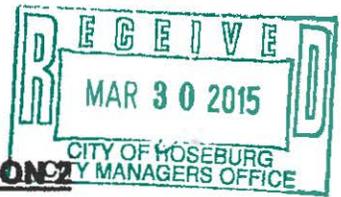
Interviews are scheduled for 6:00 p.m. April 13, 2015. Official notification will be provided to all applicants.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Beverly Jo Brandt
Signature of Applicant
E-Mail Address: bj.brandt@charter.net

3-19-2015
Date



Application for Appointment to **CITY COUNCILOR WARD 2 POSITION 2**
(City Council or Commission)

PLEASE PRINT

Name Rogers Dennis
Last First

Home Address 1605 NW EVANS Roseburg 97471 541-637-8406
Street City Zip Home Phone

Occupation Manager 1 Cannaking Marijuana Dispensaries
Place of Employment

Business Address 1449 NW Mulholland OR 855-420-1420
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes No

3. Are you a registered voter? Yes No

4. How did you learn about this vacancy?
Newspaper _____ Word of Mouth _____
Notice in the Mail _____ Other (Specify) CO-worker

5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.
Morning (7:30 or 8:00 am) / Afternoon (4:00-6:00) _____
Evening (7:00 p.m.) /

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have absolutely zero experience or training that would qualify me for this position. What I lack in experience I make up in passion, for the future Betterment of our city as well as compassion for the residents who live here. I expect to contribute fresh & bold ideas, filling the void left by Marty Katz.

7. Please give a brief description of your involvement in community groups and activities.

Nothing.. Nada... Zip... Ziltch...
Not part of the "status quo", bring in a fresh voice and new ideas on a wide range of issues and topics.

8. Please list community topics of particular concern to you that relate to this appointment.

Talking to the city council over the course of the last 16 months regarding medical marijuana dispensaries sparked my interest for this job. I am a voice as well as advocate for the sick and discriminated ^{oppressed} segment of our society and I feel that they need a voice, looking out for their needs and ideas, to represent them on our city government.

9. Please list your reasons for wishing to be appointed.

We need to treat Roseburg like a business. Our city council needs fresh faces and new ideas, holding the city as well as it's employees accountable for the decisions they make. Besides, if Tom can do it, anyone can do it.

Note: City of Roseburg employees may not serve on an elected body.

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470. Applications close 5:00 p.m. March 30, 2015.

Interviews are scheduled for 6:00 p.m. April 13, 2015. Official notification will be provided to all applicants.

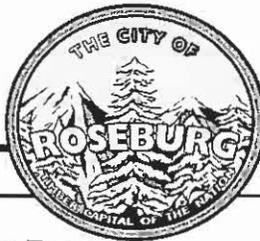
Information on this form is public information.
Thank you for your expression of interest in serving the community.


Signature of Applicant
E-Mail Address: Dennis@CarrKing.com

3-30-15
Date

4/16/15

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



RECOGNITION OF CITY VOLUNTEERS

Meeting Date: April 13, 2015
Department: City Manager's Office
www.cityofrosburg.org

Agenda Section: Mayor Reports
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

In conjunction with "Volunteer Recognition Month," the City wishes to publicly honor those volunteers who have devoted their time and efforts for the betterment of the Roseburg community. These efforts range from commission service to Volunteers in Police Service to individuals/groups that plant flowers in our parks or helped with the airport fly-in – all providing invaluable and greatly appreciated contributions.

The following volunteers are being publicly acknowledged with an advertisement with the local news media:

COMMISSION MEMBERS

Airport Commission

- David Morrison
- Gary Crowe
- Daniel Sprague
- Frank Inman
- Clint Newell
- Robb Paul

Planning Commission

- Ron Hughes
- Matthew Powell
- Patrick Parson
- Jesse McLean
- Scotty Ingeman
- Daniel Onchuck
- Brook Reinhard

Public Works

- Fred Dayton Jr
- Noel Groshong
- Ryan Forsloff
- Stuart Liebowitz
- Nathan Reed
- Vernon Munion
- Richard Weckerle
- John Seward

Historic Resources

- Bentley Gilbert
- Nicholas Lehrbach
- Janice Franklin
- Lisa Gogal
- Roger Helliwell
- James Peterson
- Marilyn Aller

Parks & Recreation

- Kyle Bailey
- Robert Grubbs
- Leila Heislein
- Robert Walker
- Diana Wales
- Bob Cotterell
- Marty Verberkmoes

Budget Committee

- Knut Torvik
- Sam Hollenbeck
- Richard Weckerle
- Mike Baker
- Ashley Hicks
- Elias Minaire
- Nick Marshall
- Bob Scott
- Quentin Clark

City Council

- Larry Rich
- Victoria Hawks
- Lew Marks
- Bob Cotterell
- Tom Ryan
- Mike Hilton
- Steve Kaser
- Ken Fazio
- Alison Eggers
- John McDonald
- Marty Katz

Economic Development

- Tim Allen
- Don Baglien
- Mickey Beach
- Misty Ross
- Alex Palm
- Angela Brown
- Michael Widmer
- Gary Leif
- Paul Zegers
- Art Swanson

AIRPORT

Paul Schafer
Joe Messenger
Mike Danielle

CITY BEAUTIFICATION / PARKS ASSISTANCE

Stacey Crowe
Glen Higgs
Derek Simmons
Julie Knurowski
Michael Gray

Leila Heislein

MOVIES IN THE PARK

Mike Baker
Kyle Bailey
Kermit Reich
Randy Ligon

ORGANIZATIONAL AND COMMUNITY SUPPORT

Roseburg BLM	Phoenix Charter School
Umpqua Valley Christian School	Wolf Creek Job Corps
Roseburg Hometown 4 th of July	SERVICE
Umpqua Valley Republican Women	Zonta Club
Umpqua Community College Upward Bound	Rotary Interact Club
Umpqua Community College students	Church on the Rise
Roseburg High School Pathways program	Downtown Roseburg Association
Umpqua Valley Audubon Society	ADAPT
Freemont Middle School Nat'l Honor Society	Umpqua Bank
Ford Institute Leadership Program	Umpqua River Run
Roseburg Chamber of Commerce Project Leadership Class	
Church of Jesus Christ of Latter-day Saints (Melrose Ward)	
Roseburg First United Methodist Church (Southern Oregon Youth Gathering)	

VOLUNTEERS IN POLICE SERVICE

Harl Clark
Ralph Clark
Suzanne Conner
Dwight Garis
Mary Russell
Doug Burbridge
Ron Hampton
Vibeke Laughlin

City of Roseburg Volunteer Hours April 2014 – April 2015

Total Number of Volunteers:	610
Total Number of Volunteer Hours:	5,223
Total Dollar Value of Volunteer Hours:	\$111,511.

(The value of a volunteer hour within the state of Oregon is \$21.35 per hour. Information from the 'Volunteering in America' and 'Independent Sector' websites)

Proclamation

CITY OF ROSEBURG, OREGON VOLUNTEER RECOGNITION MONTH

WHEREAS: the utilization of volunteer services has become crucial in providing needed services to our community; and

WHEREAS: our citizens have graciously donated time and talent toward quality programs and services in all aspects of municipal operations; and

WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their continued cooperation and to encourage the voluntary participation of others in this valuable service; and

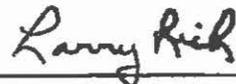
WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their dedicated efforts toward developing a sense of community spirit through their service;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2015 as

VOLUNTEER RECOGNITION MONTH

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

DATED this thirteenth day of April, 2015.



Larry Rich

THE HONORABLE MAYOR



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2014 GFOA Certificate of Achievement for Excellence in Financial Reporting

Meeting Date: April 13, 2015
Department: CMO / Finance
www.cityofroseburg.com

Agenda Section: Mayor Report
Staff Contact: Lance Colley / Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City recently earned its 21st GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2014 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The City's CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals across the United States and Canada.

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

MARCH 23, 2015

Mayor Pro-Tem Steve Kaser called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, March 23, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor McDonald led the Pledge of Allegiance.

ROLL CALL

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

Absent: Mayor Larry Rich and Councilor Tom Ryan.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Police Captain Jerry Matthews, Community Development Director Brian Davis, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

COMMISSION REPORTS/COUNCIL WARD REPORTS

McDonald invited everyone to enjoy the Umpqua Actors Community Theater presentation of "Chicago" on April 2nd in Ward 3. He also reported that a study was done by the Oregon Department of Veterans Affairs concluding that Roseburg may not be awarded the State Veterans Home after all. The Veterans Forum is working with County and State elected officials to identify why that study was done and why such statements were made as this reversal would have a significant impact for local veterans and the economy.

Hawks reported the Historic Resources Review discussed windows in a Laurelwood home and reconfiguration of a downtown facade.

Marks reported that SERVICE is working on a Neighborhood Watch program.

CONSENT AGENDA

McDonald moved to approve the following Consent Agenda item:

- A. Minutes of March 9, 2015 regular meeting.

Motion was seconded by Marks and carried unanimously.

RESOLUTION NO. 2015-04 – ROBERTS CREEK ENTERPRISE ZONE

Colley reported the Roberts Creek Enterprise Zone, which is sponsored by Roseburg, Winston and Douglas County, is set to expire this year. The zone provides tax relief to businesses that add jobs and equipment. Generally, there is no tax on new increments of investment for no more than three years. Marks moved to adopt Resolution No. 2015-04 authorizing submission of an application for re-designation of the Roberts Creek Enterprise Zone and E-Commerce Zone. Motion was seconded by Fazio and carried unanimously.

VISITORS BUREAU ANNUAL REPORT

Davis reported that the Chamber of Commerce provides an annual report to Council on the Visitor Bureau activities as part of their service agreement with the City and receipt of a portion of the transient room taxes. He then introduced Chamber Manager of Destination Marketing Rachel Miller who shared a report highlighting Bureau activities over the past year and plans to be implemented in the coming year.

In response to Councilor questions, Miller indicated she was unaware of a Chamber position on the location of medical marijuana dispensaries, there will be an advertising blitz to attract people attending the 2016 Olympics Trials in Eugene and work is being done to provide tour packages locally. Discussion was held with Chamber Executive Director Debbie Fromdahl regarding advertising priorities and the Bureau budget which is increasing based on financial carry-overs and trends in hotel rates and occupancy levels.

MURRAY SMITH & ASSOCIATES (MSA) TASK ORDER – PAVEMENT MANAGEMENT EVALUATION

Messenger noted that MSA was awarded a five year contract to serve as pavement consultant for five years. They are ready to proceed with a pavement condition assessment which analyzes cost for pavement treatment, ADA requirements, criteria based on weighting for emphasis on arterials and collectors, upcoming utility projects, etc. The resultant report will be submitted to Council to determine appropriate level of funding the pavement management program. Fazio moved to authorize Task Order No. 3 with Murray, Smith and Associates, Inc. for the development of a Five-Year Pavement Maintenance Plan in an amount not to exceed \$58,311. Motion was seconded by Hawks and carried unanimously.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

Colley reminded Council of the policy adopted regarding non-profit grant applications. While expenditures will exceed revenues in the next fiscal budget, as part of the revised long-term financial planning some part-time positions will be added. Therefore, the policy calls for grant applications to be accepted from non-profit organizations. A maximum of \$20,000 may be granted with no individual entity receiving more than \$10,000. The Mayor will be appointing a subcommittee of two Councilors and two Budget Committee members to review any applications received.

Meeting adjourned at 7:41 p.m.



Debi Davidson
Management Technician

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

April 7, 2015

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 4:33 p.m. on Tuesday, April 7, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Councilors Ken Fazio, John McDonald, Lew Marks, Victoria Hawks, Alison Eggers (arrived at 4:40 p.m.) and Steve Kaser.

Absent: Councilor Tom Ryan.

Others present: City Manager Lance Colley, City Recorder Sheila Cox, Police Chief Jim Burge, Community Development Director Brian Davis, Human Resources Director John VanWinkle, Finance Director Ron Harker, Fire Chief Gregg Timm, Management Technician Debi Davidson and Troy Brynelson of the News Review.

GOAL SETTING CONTINUATION

In follow-up to the Council's adoption of goals in February, Colley presented action items proposed to implement those goals and sought Council input on whether they would meet the Council's expectations. Once action items are approved by Council, completion timeframes would be established for each item.

Goal A: Identify and Implement Long Term Infrastructure Funding Mechanisms to Ensure Infrastructure System Sustainability.

Action items included evaluation of system development charges, residential sidewalk standards, grant funding, commercial sidewalk development and options for infrastructure funding.

McDonald noted that a Transportation System Plan update was in the near future which would address infrastructure needs. The City recently contracted with Murray, Smith and Associates to conduct a street maintenance overlay analysis of existing streets to prioritize maintenance needs versus new capital needs.

Discussion was held on the residential sidewalk standards wherein new subdivisions are given a period of time to complete sidewalk construction in conjunction with lot sales. Unfortunately, not all lots are sold, so Staff proposes a program in which City funds could be loaned to complete the sidewalks to address bicycle, pedestrian and ADA impacts. Under the existing residential "repair" program, the property owner and City share in the cost of repair. The property owner generally must pay less than \$250.00 for their share.

Colley discussed the status of systems development charge evaluation for parks, water and storm drainage as well as the need to evaluate water service rates to meet production demands and future demands.

Consensus was to approve the action items as outlined.

Goal B: Implement the Urban Renewal Financial and Capital Improvement Plan; Evaluate Establishment of an Additional Urban Renewal Plan Area.

Action plans pertained to facade improvement, creation of a new Plan area and upgrade of City facilities. Colley indicated Council would discuss whether a new Plan area is needed after Public Works gets through significant completion of current urban renewal projects. McDonald asked that Council consider inclusion of a section of Harvard Avenue into a Plan area. Consensus was to approve the action items for this goal.

Goal C: Initiate Community Livability Programs and Beautification Projects.

Action items include signage, wayfinding, communications strategy with social media, facade and city facility beautification, Tree City USA program, compliance officer and volunteer program participation. Nothing specific was included regarding bike trails because there is no funding mechanism for bike trails.

Kaser and McDonald requested that an evaluation of the bikeway system be added as an action item. That process would also be part of the Transportation System Plan project. They specifically cited the lack of bike lanes on Harvard from Grocery Outlet to Fremont Middle School, NE Stephens from Highway 138 to Garden Valley and Garden Valley from the 125 Interchange to Stewart Parkway. It was noted that communication has been reopened with Veterans Affairs about potentially locating a pathway through the VA campus.

Discussion was held on park improvement priorities within the Master Plan. McDonald supported the spray park but hoped improvements could be made to Brown Park and Quintas Park within ward three. Colley noted those parks are considered moderate priority in the Master Plan.

Marks questioned whether pressure could be put upon the owner of the Safeway/Rite-Aid property to improve those properties. Colley indicated that Staff continues to work with those owners on potential property occupants including the proposed medical education campus, but enforcement wise, the City is limited to ensuring the property is not dangerous.

Discussion was held on the Tree City Program which was proposed a couple years ago. Council had expressed concerns about a draft tree ordinance and its impact on property rights. Colley proposed revising that ordinance to provide more control as to landscape requirements in commercial areas, trees within the public way and sidewalk damage caused by trees.

In response to inquiries about public restrooms in the downtown area, Colley reported Staff is working with the Downtown Roseburg Association and others to place portable toilets for a limited period of time to determine whether or not they help with the issues presented downtown. If it does help, discussion will then ensure on whether to locate permanent facilities.

Consensus was to approve action plans for this goal as discussed.

Goal D: Define and Establish Business Friendly/Improved City Image.

Action items include LUDO update, publicizing and working with appropriate agencies regarding business registration and site development standards, customer service training and commercial sidewalk program establishment.

Considerable discussion was held on efforts to get information out to the public regarding registration and development standards. It was suggested that the use of social media would help and that The Partnership is very effective in assisting entrepreneurs.

Colley reported on recent customer service training which was provided for all City employees. As an off-shoot of that, additional specialized training will be arranged to apply to the variety of work areas and customer base. Rich questioned whether reinstatement of the Neighborhood Walk program would be effective. This will be discussed at a future Staff meeting.

Consensus was to approve action plans for this goal.

Meeting adjourned at 5:40 p.m.



Debi Davidson
Management Technician

Sheila R. Cox
4/16/15

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



ANNUAL RENEWAL OF ALL OLCC LICENSES

Meeting Date: April 13, 2015
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Sheila R. Cox
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1 of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2015. To manage the renewal process in a more cost-effective manner, each year I submit the entire list to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

- A. Council Action History.** Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.
- B. Analysis.** The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.
- C. Financial and/or Resource Considerations.** Each licensee will be required to pay a renewal fee of \$35.00.
- D. Timing Issues.** As noted, all current licenses will expire on June 30, 2015.

COUNCIL OPTIONS

Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

SUGGESTED MOTION

"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2015 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."

ATTACHMENTS

- A.** List of current licensees

Restaurants with
additional privilege
to serve off location
pay extra fee

ROSEBURG LIQUOR LICENSE RENEWAL LIST – 2015

	LICENSEE	ADDRESS	RECEIPT #
1	1 AM Market (part of Riddle Market)	1931 NE Stephens Street Roseburg, OR 97470	
2	Abby's Pizza	1661 NE Stephens Street Roseburg, OR 97470	
3	Abby's Pizza	2585 Diamond Lake Blvd. Roseburg, OR 97470	
4	Albertson's Food Center #515	3013 NW Stewart Parkway Roseburg, OR 97471 Mail to corporate: Attn: 70428 PO Box 20 Boise, Idaho 83716	
5	Alexander's Greek Cuisine (Added Privilege) fee xs 2	643 SE Jackson Street Roseburg, OR 97470	
6	Ami Japanese Restaurant	634 SE Cass Avenue Roseburg, OR 97470	
7	Anderson Market & Deli	1030 W Harvard Avenue Roseburg, OR 97471 Mail to: 131 Teal Lane Roseburg, OR 97471	
8	Anheuser-Busch, LLC dba Western Beverage	2249 NE Fleser Avenue Roseburg, OR 97470 Mail to: One Busch, Place, Secretary (202-1) St. Louis, MO 63118	
9	AP and JP Investments LLC dba Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard Roseburg, OR 97471 Mail to: PO BOX 2216 Florence, OR 97439	
10	Apple Oregon, LLC Applebee's Neighborhood Grill	2755 NE Edenbower Roseburg, OR 97471 Mail to: PO BOX 507 West Linn, OR 97068	
11	ARS Fresno, LLC dba ARS 346	2610 NW Edenbower Boulevard Roseburg, OR 97471 Mail to: 2204 South El Camino Real, Suite 314 Oceanside, CA 92054	
12	Associated Cellars & Gifts	444 NE Winchester Roseburg, OR 97470	
13	Backside Brewing, LLC	1640 NE Odell Avenue Roseburg, OR 97470 Mail to: 950 SE Oak Avenue Roseburg, OR 97470	
14	Bangkok West	2521 W Harvard Avenue Roseburg, OR 97471	
15	Between the Buns #2	250 NE Garden Valley Boulevard #18 Roseburg, OR 97470	
16	Big K-Mart #7580	2757 Stewart Parkway Roseburg, OR 97471	

	LICENSEE	ADDRESS	RECEIPT #
17	Bi-Mart #609	1381 NW Garden Valley Boulevard Roseburg, OR 97471 Mail to: PO BOX 2310 Eugene, OR 97402	
18	Blac-n-Bleu, LLC	1700 Garden Valley Blvd., Ste. 101 Roseburg, OR 97471	
19	Black Bird Bistro LLC	1969 SE Stephens Street Roseburg, OR 97470	
20	Bob's Quick Stop (F & C Market & Rentals Corp)	1147 NE Stephens Street Roseburg, OR 97470 Mail to: PO BOX 2331 Roseburg, OR 97470	
21	Brix 527	527 SE Jackson Street Roseburg, OR 97470	
22	Brutke's Wagon Wheel Restaurant (H Youngs Corp.)	227 NW Garden Valley Boulevard Roseburg, OR 97470	
23	Buy2@Diamond Lake (Thabet Management Inc)	1859 Diamond Lake Boulevard Roseburg, OR 97470 Mail to: 4105 Franklin Blvd. Eugene, OR 97403	
24	C&M Tavern (Added Privilege) Fee Xs 2	841 SE Cass Avenue Roseburg, OR 97470	
25	CEI Inc. dba Charley's BBQ	812 W Harvard Avenue Roseburg, OR 97471	
26	China Palace	968 NE Stephens Street Roseburg, OR 97470	
27	Chi's Garden Restaurant	1023 NE Stephens Street Roseburg, OR 97470	
28	CineMagic, Inc. dba Roseburg Cinemas	1750 NW Hughwood Roseburg, OR 97471 Mail to: PO BOX 3280 Ashland, OR 97520	
29	Coho Distributing, LLC	1350 NE Cedar Roseburg, OR 97470 Mail to: Columbia Distributing 4011 Industrial Avenue Springfield, OR 97478	
30	Colony Market	1612 NW Keasey Street Roseburg, OR 97470	
31	Costco Wholesale #1073	4141 NE Stephens Street Roseburg, OR 97470 Mail to: Attn: Licensing PO BOX 35005 Seattle, WA 98124	
32	Diamond Lake Market LLC	2976 Diamond Lake Boulevard Roseburg, OR 97470	
33	Dinos Ristorante Italiano (Added Privilege) Xs 2	404 SE Jackson Street Roseburg, OR 97470	
34	Dogbarrel, LLC	1092 NE Stephens Street Roseburg, OR 97470	

LICENSEE		ADDRESS	RECEIPT #
35	Douglas County Farmers Co-op	3171 NE Stephens Street Roseburg, OR 97470	
36	Downtown Market LLC	741 SE Jackson Street Roseburg, OR 97470 Mail to: 1515 W Harvard Avenue Roseburg, OR 97471	
37	Draper Brewing	640 Jackson Street Roseburg, OR 97470 Mail to: Sam Eslinger 7752 HWY 42 Tenmile, OR 97481	
38	El Dorado Restaurant LLC	368 NE Winchester Street Roseburg, OR 97470	
39	Elk's Lodge #326 Roseburg	749 SE Jackson Street (Box 717) Roseburg, OR 97470	
40	Elmer's Breakfast Lunch Dinner	1440 NW Mulholland Roseburg, OR 97470	
41	Fast Stop Market Diamond Lake	2275-2285 NE Diamond Lake Boulevard Roseburg, OR 97470	
42	Fox Den Eatery	838 NW Garden Valley Boulevard Roseburg, OR 97470	
43	Fred Meyer #281	929 NW Garden Valley Boulevard Roseburg, OR 97471 Mail to: G. Anderson PO BOX 42121 Portland, OR 97242-0121	
44	Garden Valley Market	247 NW Garden Valley Boulevard Roseburg, OR 97470	
45	Gilberto's Mexican Restaurant	1347 NE Stephens Street Roseburg, OR 97470	
46	Golden Asia dba Asia Garden	2405 NE Diamond Lake Boulevard Roseburg, OR 97470	
47	Grocery Outlet	930 W Harvard Avenue Roseburg, Or 97470	
48	Hanna Hospitality, LLC dba Windmill Inn of Roseburg	1450 NW Mulholland Drive Roseburg, OR 97470	
49	HP Johal LLC dba Oak Market	711 SE Oak Street Roseburg, OR 97470 Mail to: PO BOX 1953 Winston, OR 97496	
50	Idle Hour Tavern (Added Privilege) Fee Xs 2	216 NE Jackson Street Roseburg, OR 97470	
51	J & J Market #2	1532 SE Stephens Street Roseburg, OR 97470	
52	Jasmine's	809 SE Main Street Roseburg, OR 97470	
53	Jersey Lilly Tavern	1430 NE Dee Street Roseburg, OR 97470	
54	Kodiak Bar & Grill C.W.L. Inc.	929 SE Stephens Roseburg, OR 97470 Mail to: 21608 N Umpqua Hwy Glide, OR 97443	

	LICENSEE	ADDRESS	RECEIPT #
55	Lee's Restaurant	2011 NE Stephens Street Roseburg, OR 97470	
56	Lil Pantry LLC - Roseburg	2611 NW Edenbower Blvd. Roseburg, OR 97471 Mail to: 233 Rogue River Hwy. #259 Grants Pass, OR 97527	
57	Linus Oakes	2665 Van Pelt Boulevard Roseburg, OR 97470	
58	Little Brothers Pub	428 SE Main Street Roseburg, OR 97470	
59	Logger's Gourmet Pizza Inc. (Added Privilege) Fee Xs 2	1350 NE Stephens, Street, Suite 10 Roseburg, OR 97470	
60	Loggers Tap House, Inc. (Added Privilege) Fee Xs 2	2060 NW Stewart Parkway Roseburg, OR 97471	
61	Los Dos Amigos #6	1390 NE Stephens Street Roseburg, OR 97470	
62	Mariachi Loco Mexican Restaurant	719 SE Jackson Street Roseburg, OR 97470	
63	McMenamin's (Added Privilege) Fee Xs 2	700 SE Sheridan Roseburg, OR 97470 Mail to: McMenamin's Inc. 430 N Killingsworth Portland, OR 97217	
64	MS Market LLC (Ridgeway Market)	1800 NW Garden Valley Boulevard Roseburg, OR 97471	
65	My Coffee & The Wine Experience (Added Privilege) Fee Xs 2	1700 Garden Valley Boulevard, Ste. 100 Roseburg, OR 97471	
66	Oak Hills Golf Club, Inc.	1005 NW Stewart Parkway Roseburg, OR 97471 Mail to: 1919 Recreation Lane Sutherlin, OR 97479	
67	Oregon Food Management, Inc. dba Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101 Roseburg, OR 97471 Mail to: 363 High Street Eugene, OR 97471	
68	Oregon Gifts Online, LLC (2 nd location)	2196 NE Stephens Street Roseburg, OR 97470	
69	O'Toole's Pub (Added Privilege) Fee Xs 2	328 Jackson Street Roseburg, OR 97470	
70	Parkway Market 1 (Garuda Corp)	2980 NW Stewart Parkway Roseburg, OR 97471	
71	Paul O'Brien Winery (Umpqua Wine Works, LLC)	606 SE Stephens Street Mail to: PO BOX 1311 Roseburg, OR 97470	
72	Purple Parrot #1	177 NW Garden Valley Boulevard Roseburg, OR 97470	

	LICENSEE	ADDRESS	RECEIPT #
73	Red Robin	2200 NW Stewart Parkway Roseburg, OR 97471 Mail to: 3111 Hunts Circle Hunts Point, WA 98004	
74	Renard's Deli (Smart Monkey's LLC) (Added Privilege) Fee Xs 2	2230 NW Stewart Parkway A-3 Roseburg, OR 97471 Mail to: 139 Douglas Avenue Winston, OR 97496	
75	Rite-Aid #5380	1430 NW Garden Valley Boulevard Roseburg, OR 97471 Mail to: Licensing Dept. PO BOX 3165 Harrisburg, GA 17105	
76	Rite-Aid #5382	444 SE Stephens Street Roseburg, OR 97470 Mail to: Licensing Dept. PO BOX 3165 Harrisburg, GA 17105	
77	R-Mart	2646 W Harvard Avenue Roseburg, OR 97471	
78	RMM LLC dba Scoreboard Tavern (Added privilege) Fee Xs 2	920 SE Stephens Street Roseburg, OR 97470	
79	Rodeo Family Inc. (Rodeo Steakhouse and Grill)	1200 NW Garden Valley Boulevard Roseburg, OR 97471	
80	Roseburg Chevron Center	2625 NE Diamond Lake Boulevard Roseburg, OR 97470 Mail to: P.O. Box 6003 Myrtle Creek, OR 97457	
81	Roseburg Tobacco & Food Mart	2050 NE Stephens Street Roseburg, OR 97470	
82	Round Table Pizza #236 (Westgate Inc.)	2040 NW Stewart Parkway Roseburg, OR 97471 Mail to: 728 Scotts Valley Road Yoncalla, OR 97499	
83	Rumors	2686 NE Diamond Lake Boulevard Roseburg, OR 97470	
84	Safeway Stores #1666	1539 NE Stephens Street Roseburg, OR 97470 Mail to Corporate: PO Box 29096, mail stop 6531 Phoenix, AZ 85038-9096	
85	Salud Inc. dba Salud Restaurant & Brewery	537 SE Jackson Street Roseburg, OR 97470	
86	Saw Mill Tavern (Joedena LLC)	624 SE Cass Avenue Roseburg, OR 97470	
87	Shanti's Indian Cuisine, LLC (Five Start Management LLC)	780 NW Garden Valley Blvd. Suite 150 Roseburg, OR 97471	
88	Shari's of Roseburg #243	3030 NW Aviation Drive Roseburg, OR 97470	
89	Shazaam's	2421 W Harvard Avenue Roseburg, OR 97471	

	LICENSEE	ADDRESS	RECEIPT #
90	Shazaam's #2	2441 W Harvard Avenue Roseburg, OR 97471	
91	Sherm's Thunderbird Market #4	2553 NW Stewart Parkway Roseburg, OR 97471	
92	Short Cut Market	508 NE Winchester Street Roseburg, OR 97470	
93	Si Casa Flores	780 NW Garden Valley #44B Roseburg, OR 97471	
94	Sizzler Family Steak House #228 (Double S Foods, LLC)	1156 NW Garden Valley Boulevard Roseburg, OR 97471	
95	South Gate Market & Deli Inc.	1967 SE Stephens Street Roseburg, OR 97470	
96	Southern Oregon Elmer's LLC dba Yellow Flamingo #2	177 NW Garden Valley Boulevard Roseburg, OR 97470 Mail to: 858 NE A Street Grants Pass, OR 97526	
97	Stephens Arco AM PM	2530 NE Stephens Street Roseburg, OR 97470 Mail to: 4105 Franklin Blvd. Eugene, OR 97403	
98	Taco Fiesta	368 NE Winchester Street Roseburg, OR 97470	
99	Tee Pee Tavern	1830 NE Stephens Street Roseburg, OR 97470	
100	tenDown Bowling & Entertainment	2400 Diamond Lake Boulevard Roseburg, OR 97470	
101	Tesoro Refining and Marketing Company dba USA Gas #62522	2610 NW Edenbower Boulevard Roseburg, OR 97470 Mail to: 19100 Ridgewood Parkway San Antonio, TX 98259	
102	Till It Shines, LLC	1459 SE Stephens Street Roseburg, OR 97470 Mail to: PO BOX 2277 Roseburg, OR 97470	
103	T-Mart (R&J Holding Co.)	1515 W Harvard Avenue Roseburg, OR 97471	
104	Two-Shy Brewing, LLC	1308 NW Park Street Roseburg, OR 97470 Mail to: PO BOX 1081 Roseburg, OR 97470	
105	Uncle Bob's Bar & Grill (Skye Sutherland LLC)	1969 SE Stephens Street Roseburg, OR 97470	
106	Umpqua Local Goods	736 SE Cass Avenue Roseburg, OR 97470 Mail to: 605 Kane Street 97470	
107	Vapor Krave, LLC	250 NE Garden valley Blvd. #3 Roseburg, OR 97470 Mail to: 282 Champagne Creek Drive Roseburg, OR 97471	

LICENSEE		ADDRESS	RECEIPT #
108	VFW Patrick W Kelley Post #2468	1127 Walnut Street Roseburg, OR 97470	
109	Waldron Inc. Waldron's Tom Tom Restaurant	1370 NW Garden Valley Boulevard Mail to: 1224 NE Walnut Street #286 Roseburg, OR 97470	
110	Walgreens #12068	1377 NE Stephens Street Roseburg, OR 97470 Mail to: Beer & Wine Renewal – Tax Dept. 300 Wilmot Road – MS 3301 Deerfield, IL 60015	
111	Walgreens #13819	1236 NW Garden Valley Boulevard Roseburg, OR 97471 Mail to: Eric Lyles PO BOX 901 Deerfield, IL 60015	
112	Wal-Mart Stores Inc. #2477	2125 NW Stewart Parkway Roseburg, OR 97471 Mail to: 702 SW 8 th Street Attn: Licensing Bentonville, AR 72716-0500	
113	Wild Rose Saloon (JHTWR LLC) (Added Privilege) Fee Xs 2	805 SE Stephens Street Roseburg, OR 97470 Mail: 1224 NE Walnut PMB 251 Roseburg, OR 97470	
114	WSCO Petroleum Corp dba Toad's Express Mart #230	334 W Harvard Avenue Roseburg, OR 97470	
115	Yogee's	611 SE Cass Avenue Roseburg, OR 97470	

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PUBLIC HEARING A
04-13-2015

Jr
4/17/15



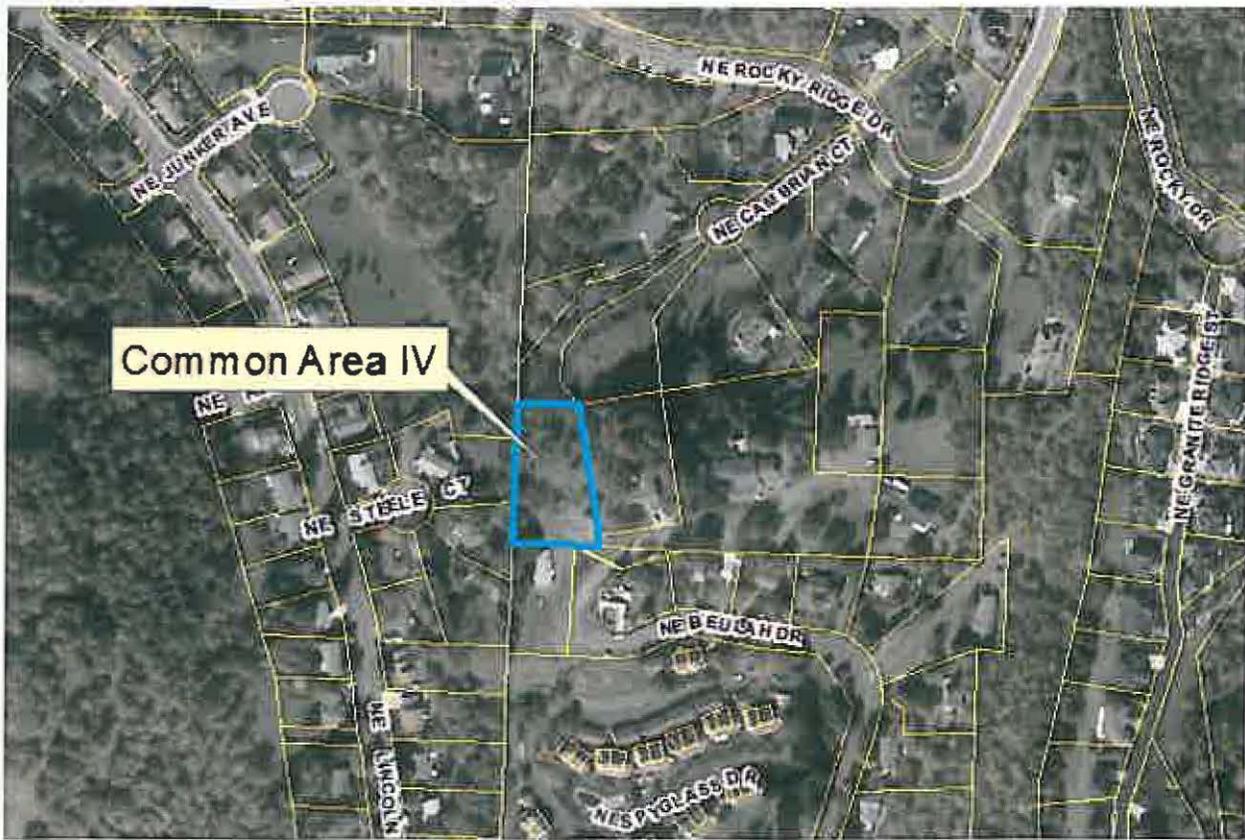
Appeal of Rocky Ridge PUD 1 Amendment

Meeting Date: April 13, 2015
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Brian Davis *Brian*
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Jillanne Michell, Donald Kitman, and Scott Fray have filed a joint appeal of the Planning Commission's decision to approve an amendment to Rocky Ridge PUD 1, which changes a previously-designated common area into a buildable lot. Rocky Ridge PUD 1 is composed of lots on Granite Ridge Street, Cambrian Court, and the subject property, otherwise known as "Common Area IV." Please see map below.



BACKGROUND

A. Council Action History.

None.

The Planning Commission's history is as follows:

On December 1, 2014, February 2, 2015, and March 2, 2015, the Planning Commission held public hearings and approved the amendment (AMD-14-2), finding that it adequately addressed the deficiencies of the 2002 proposal, which was denied.

On May 6, 2002, the Planning Commission denied a similar request on the grounds that it did not meet requirements of 1) access, 2) frontage, and 3) screening.

On December 7, 1998, January 2, 1999, and February 1, 1999, the Planning Commission held public hearings and approved Rocky Ridge PUD 1.

B. Analysis.

The appellant's appeal is based on the following grounds:

1) *We do not believe the current proposed screening plan adequately addresses the issue of "screening and buffering of sight."*

2) *We do not believe that the Planning Commission took into account other significant concerns outlined in the previous point of denial (PUD-98-1/AMD-02-1), including "the detrimental impact to neighboring properties," an impact that goes beyond issues of privacy to include a loss in property value.*

3) *While the City has stated that there is no specific language in the 1998 PUD approval documents [PUD-98-1] about common areas remaining undeveloped, the testimony of many homeowners strongly indicates that that was the original agreement and understanding.*

4) *We disagree with the City's interpretation of the 1998 PUD approval documents [PUD-98-1] and have found language in said documents that demonstrates that the original intention and understanding of the developers and the City was that certain areas of development would remain undeveloped and that a strong case can be made that Common Area IV is one such area.*

5) *Furthermore, language in the 1998 approval documents indicates a time limit for development of common areas, and that time limit has passed.*

The concerns raised in the appellants' appeal are similar to the testimonies given to the Planning Commission over the course of three meetings.

Despite what was approved in 1998, the proposal is an amendment—a change, alteration, revision, modification allowed by current code—to the 1998 decision. The simple question before the City Council is, can the subject property meet the requirements of a buildable lot today? The Planning Commission initially said that it did not meet one of those requirements: screening. The applicant submitted additional screening provisions, after which the Planning Commission agreed that it met all requirements and ruled in favor of the amendment. Therefore, Staff proposes no change to the Planning Commission's Findings of Fact and Order document (attached) and recommends the City Council affirm their decision.

B. Financial and/or Resource Considerations.

If either party wishes to appeal the Council's decision, their next step is the Land Use Board of Appeals. If the City Council concurs with the Planning Commission and denies the appeal (Staff's recommendation), the appellants would bear the cost of any further appeal to LUBA. If the City Council reverses the Planning Commission's decision and approves the appeal, the City would likely bear the cost of an appeal to LUBA.

D. Timing Issues.

The City must render a final decision no later than June 30, 2015.

COUNCIL OPTIONS

1. Affirm the Planning Commission Decision, thereby denying the appeal
2. Reverse the Planning Commission Decision, thereby approving the appeal
3. Remand the matter back to the Planning Commission

STAFF RECOMMENDATION

Staff recommends the City Council affirm the Planning Commission's decision.

SUGGESTED MOTION

"I move to affirm the Planning Commission's decision and adopt the Findings of Fact and Order for File No. AMD-14-2"

ATTACHMENTS

Appellants' Appeal

Planning Commission Findings of Fact and Order

Supplement Exhibits at <http://www.cityofroseburg.org/files/9814/2842/6073/AP-15-1 Exhibit Binder.pdf>

Exhibit 1: Appellants Appeal.....	Page 1
Exhibit 2: Notice of Decision and Findings of Fact for AMD-14-2	Page 4
Exhibit 3: Minutes of March 2, 2015 Planning Commission (Draft).....	Page 22
Exhibit 4: Staff Report for March 2, 2015 Planning Commission	Page 24
Exhibit 5: Minutes of February 2, 2015 Planning Commission	Page 26
Exhibit 6: Staff Report for February 2, 2015 Planning Commission.....	Page 30
Exhibit 7: Minutes of December 1, 2014 Planning Commission	Page 59
Exhibit 8: Staff Report for December 1, 2014 Planning Commission	Page 62
Exhibit 9: Letters of Remonstrance	Page 69
Exhibit 10: Notice and Map.....	Page 80
Exhibit 11: Application, Completeness, Time Extension.....	Page 85
Exhibit 12: Minutes from May 6, 2002 Planning Commission	Page 93
Exhibit 13: Findings of Fact for PUD-98-1/AMD-02-1	Page 101
Exhibit 14: Minutes from Planning Commission of 12/7/98, 1/4/99, 2/1/99...	Page 105
Exhibit 15: Findings of Fact for PUD-98-1	Page 117

March 10, 2015

Re: File AMD-14-2

To Brian Davis, Community Development Director:

Please consider this our Notice of Appeal regarding the decision of the City Planning Commission regarding the rezoning of Common Area IV of Rocky Ridge PUD Phase 1. The Planning Commission approved the proposed major amendment on March 2.

For a number of reasons, not limited to those mentioned here below, we believe that the Planning Commission came to the wrong decision. Those reasons include the fact that a precedent was set for denial of a similar proposed amendment in 2002 (PUD-98-1/AMD-02-1), and, while this new proposal addresses and eliminates a few of the previous reasons for denial, it does not eliminate them all. Specifically, while points 9 and 10 have been eliminated, point 11 still stands:

The Commission finds that the factors that are applied during the consideration of a PUD as specified in Section 5.050.c. are relevant to the consideration of this Major Amendment in that they include: (1) *Screening and buffering of sight, access, noise, light, vibration, etc., from neighboring properties, uses and rights-of-way.* **The Commission finds that the proposed conversion of the lot designated as Common Area IV from Private Open Space to a building lot would have a detrimental impact to neighboring properties in terms of these factors.**

We do not believe the current proposed screening plan adequately addresses the issue of “screening and buffering of sight.” Furthermore, we do not believe that the Planning Commission took into account other significant concerns outlined in this previous point of denial, including “the detrimental impact to neighboring properties,” an impact that goes beyond issues of privacy to include a loss in property value.

In addition, while the City has stated that there is no specific language in the 1998 PUD approval documents (PUD-98-1 plus the associated minutes) about common areas remaining undeveloped, the testimony of many homeowners strongly indicates that that was the original agreement and understanding. Moreover, we disagree with the City’s interpretation of the 1998 PUD approval documents and have found language in said documents that demonstrates that the original intention and understanding of the developers and the City was that certain areas of the development would remain undeveloped and that a strong case can be made that Common Area IV is one such area.

Furthermore, language in the 1998 approval documents indicates a time limit for development of common areas, and that time limit has passed.

For these, and many other reasons, we respectfully appeal to the City Council to reconsider the decision made by the Planning Commission.

Sincerely,

Donald Kitman, 1780 NE Beulah Dr., Roseburg,

Scott Fray, 1223 Steele Ct., Roseburg,

Jillanne Michell, 1231 NE Steele Ct., Roseburg

(The above individuals all have party status in this matter, and there are many others who are also opposed to the Planning Commission's decision.)

In the matter of the application) Major Amendment
by i.e. Engineering) File No. AMD-14-2

BEFORE THE ROSEBURG PLANNING COMMISSION

FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

The applicant is requesting approval of a Major Amendment (AMD) to Rocky Ridge PUD Phase 1. The requested action is to amend the final plat of Rocky Ridge PUD Phase 1 by converting Common Area IV (0.77 acres) to a buildable lot and consolidating with Parcel 2 of PP No. 2003-19 (formerly part of Lot 2 of Rocky Ridge PUD Phase 1 (0.46 acres) together to become Lot 40 of Rocky Ridge PUD Phase 1 (1.23 acres) for the future construction of a single family dwelling. Both lots are zoned Low Density Residential (R10) and designated Low Density Residential (LDR) by the Comprehensive Plan. The reconfiguration will give "Lot 40" frontage and access to NE Cambrian Court (a private road), identified in the map below. The applicant is proposing the Major Amendment in order to permit a dwelling to be constructed on Common Area IV.



II. PUBLIC HEARING

Public hearings were held on the application before the Roseburg Planning Commission on December 1, 2014, February 2, 2015 and March 2, 2015. At that hearing the Planning Commission reviewed Land Use File AMD-14-2 application for a Major Amendment and it was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance (LUDO) No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3408 on March 11, 2013, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing was mailed to all owners of property within 300 feet of the property in addition to all residents of Rocky Ridge PUD Phase 1, 20 days prior to the hearing.
3. The application consists of a request to a Major Amendment to Rocky Ridge PUD Phase 1 as it applies to two lots within the City of Roseburg.
4. The lots may be described as Tax Lots 1301, Section 18BA and Tax Lot 5600, Section 18BD in Township 27 South, Range 05 West; Willamette Meridian. Property ID Numbers R119207 & R122955.
5. The lots are designated Low Density Residential (LDR), zoned Low Density Residential (R10) and surrounded by properties with a Comprehensive Plan Land-Use Designation of Low-Density Residential (LDR) and Medium-Density Residential (MDR) as well as zoning consisting of Single Family Residential (R7.5) and Limited Multiple-Family Residential (MR14).
6. Both of the lots that are subject to the Major Amendment (1.23 acres) are vacant and undeveloped. Common Area IV is currently designated as open space (0.77 acres). Parcel 2 of PP No. 2003-19 (0.46 acres) is a narrow lot for access which is a part of the former Lot 2 of Rocky Ridge PUD Phase 1.

B. PROPOSAL

The proposal is to convert Common Area IV from open space and consolidate Parcel 2 of PP No. 2003-19 to become Lot 40 of Rocky Ridge PUD Phase 1. The current subject properties are not developable in their current configuration. The proposed amendment will allow the applicant to develop the property residentially, subject to LUDO Chapter 3 Site Review standards.

C. AGENCY COMMENTS

No agency comments were received as of the writing of this staff report.

D. PUBLIC COMMENTS

The Community Development Department notified all owners of subject properties per ORS 227.186 and LUDO 5.1.190 and received letters of remonstrance from Jillanne Michell for 1231 NE Steele Court, Scott Fray for 1223 Steele Court, Donald Kitzman for 1780 NE Beulah Drive, Todd Boyd for 1760 Beulah Drive, Rita Fleck for 1212 NE Steele Court, and Denny and Beverly Cumpston for 1251 NE Cambrian Court, Ibbi Brosi for 885 NE Sunset, Shelley Berberger for 1151 NE Garden Valley Blvd., Michelle Mousseau for 1451 NE Lincoln Street, Mary A. Kozial for 1214 NE Steele Court, Dori John for 1222 NE Steele Court, Tiffany and Levi Fouse for 1288 NE Lincoln Street, Judy A Chase for 1227 NE Lincoln Street, Jason Strickland for 1187 NE Lincoln Street, Laura Hampton for 1066 NE Lincoln Street, Wendy Grinstead for 1064 NE Lincoln Street, Joann M Denn for 1057 NE Lincoln Street, Marty Benton for 1037 NE Lincoln Street, and Kathleen Shayler for 1016 NE Lincoln Street as of the writing of this second supplemental staff report.

E. ANALYSIS

Major Amendment applications are required to be processed in accordance with Chapter 5 and satisfy approval criteria contained within Roseburg Land Use and Development Ordinance (LUDO) Sections 6.2.120 and 6.2.060, respectively.

F. REVIEW CRITERIA

Pursuant to LUDO Section 6.2.120, the following criteria must be demonstrated as being satisfied by the application for approval of the Major Amendment:

- a) A "major amendment" is any change which does not meet the definition of a "minor amendment".

Finding: The proposal changes the general location or amount of land within the PUD that is devoted to open space, which does not meet the definition of a "minor amendment". The proposal will change Common Area IV, a lot designated as open space on the Final Plat of Rocky Ridge PUD Phase 1, to Lot 40 of Rocky Ridge PUD Phase 1.

G. PUD CRITERIA

The applicant proposes to amend standards applied to a platted PUD, therefore, the appropriate standards found in LUDO Section 6.2.060 shall be evaluated as being satisfied by the application for approval of the Major Amendment:

- 1) Density Criteria. The number of dwelling units in a PUD shall not exceed the number that would be allowed on the gross acreage of the site by the Comprehensive Plan Land Use Designation.

Finding: The subject properties are both designated Low Density Residential which allows a density of 10,000 sq. ft. per dwelling. The original proposal of Rocky Ridge PUD Phase 1 was for 39 lots on 45.1 acres, establishing a density of one dwelling per 1.15 acres. The proposal will increase the density to one dwelling per 1.12

acres. Therefore, the increase in one dwelling will not exceed the gross acreage by site allowed by the plan designation.

2) Lot Sizes. Where lots are proposed, size and shape shall be determined with consideration given to the types of structures contemplated and the privacy and safety needs of the residents. Appropriateness shall be demonstrated.

Finding: The proposed lot consolidation will establish a new lot shape which combines Common Area IV with Parcel 2 of PP 2003-19. The portion of the newly consolidated Lot 40 that is Common Area IV will serve as the site for a future dwelling, whereas, the narrow Parcel 2 will serve and be appropriate for access and frontage to NE Cambrian Court. The applicant will be subject to providing a geotechnical report prior to development of proposed Lot 40 and will be subject to Site Plan review standards.

3) Building Spacing and Yard Requirements

- a) General Requirements. A preliminary development plan shall provide for reasonable light, ventilation, safety separation and visual and acoustic privacy for residences and other structures. Fences, insulation, walks, barriers, and landscaping shall be used, as appropriate, for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable views, and reduction of noise. High-rise buildings shall be located within a PUD in such a way as to avoid adverse impact on neighboring low-rise buildings and shall not invade the privacy of the occupants of such low-rise buildings.
- b) Yard Requirements - Detached Dwellings. Yard requirements (setbacks) for detached dwellings in a PUD shall be as established by the applicable zoning district, except that one side yard may be reduced or eliminated, providing the adjoining side yard of the abutting lot shall be increased by an amount equal to the reduction, or by 50% over the minimum side yard requirement of the applicable zoning district, whichever is less.

Finding: There is no reduction of setback proposed. The surrounding development is composed of single family residences. At the time of development, the applicable standards of Chapter 3, Site Plan review will be applied as a condition of this approval.

4) Open Space. Open space must be provided to an extent at least equal to that which would be provided in standard development in conformance with the underlying zone.

Finding: The existing average density of the Rocky Ridge PUD Phase 1 development is more than 10,000 sq. ft. per lot which exceeds the minimum density permitted in the underlying zone. In addition, the development currently provides a surplus of 17.34 acres of open space or "common area". The minimum requirement for open space for the original development was zero (0) acres of open space.

Therefore, the conversion of Common Area IV would reduce the amount of open space to 16.60 acres which exceeds the minimum requirement of zero (0) acres.

5) Perimeter Design.

- a) The preliminary development plan shall minimize adverse impacts of proposed uses and structures in the PUD on existing and anticipated uses and structures in the adjacent area.
- b) If topographical or other barriers do not provide reasonable privacy and the mitigation of potential adverse impacts on existing uses adjacent to the development, the approving authority shall require one (1) or more of the following:
 - i) A special setback or setbacks of residential and nonresidential structures located on the perimeter.
 - ii) Residential and nonresidential structures located on the perimeter of the development shall be screened by fencing, landscaping, or other natural or manmade materials.

Finding: The proposed development area of Lot 40 would be within former Common Area IV, which is adjacent to single family homes developed within an area with steep slopes. No special setbacks were proposed in the application as topographical barriers provide reasonable privacy and potential adverse impacts to existing residences.

G. PUBLIC HEARING COMMENTS

The following issues were raised by the parties speaking in opposition to the proposal and Staff has made findings addressing each issue as it pertains to the approval criteria:

- 1) Water runoff from development of the lot and storm water collection on Cambrian and/or Steele Court negatively affects adjacent properties downstream.

Finding: There are no proposed alterations that affect the natural drainage of the site. However, recognizing that the site may eventually be developed with a residence, adequate provisions will be installed as a condition of approval in accordance with the Site Development Standards of LUDO. LUDO requires adequate provisions to be made to ensure proper drainage of surface waters, and to prevent soil erosion and flooding. Site drainage provisions shall provide for acceptance of off-site drainage waters, and conveyance of all drainage waters, including crawlspace and roof drainage, such that they are discharged offsite at a location and in such a manner that they do not damage off-site properties, do not violate drainage Ordinances or laws, and are not increased in volume over natural or pre-project flows without said increase being in conformance with drainage law or first having obtained the approval of the downstream owner(s).

- 2) When the property is developed, erosion, soil stability and geologic hazards will be potential hazards to the development itself, as well as properties below the development.

Finding: The applicant did not submit a development proposal as a supplement to this application. However, recognizing that the site may eventually be developed with a residence, the conditions of approval in accordance with the Site Development Standards of LUDO shall require the applicant to submit a Geotechnical Report for lots within the Hillside Development/Geologic Review Overlay prior to any development, which includes excavation, cuts, fills, and the removal of trees.

- 3) Visual, acoustic privacy are desired by abutting landowners and screening would be necessary due to objectionable views being created due to the development of the lot.

Finding: Visual and acoustic privacy are provided by several large oak trees and other low growing vegetation existing on site. The existing trees and vegetation are characteristically similar to adjacent development found in the immediate vicinity. Additional trees, landscaping, or fencing may be provided by the applicant or adjacent property owner to provide additional screening if desired. As a condition of the development of the property, the LUDO Section 2.10.060 establishes that ground disturbances outside the established building pad are to be done in such a manner so that the maximum number of trees can be preserved. This provision will be addressed in the Geotechnical Report prior to development.

- 4) Common Area IV currently serves as a wildlife refuge and should remain common area. The property should have been commonly owned by the Homeowners Association if planned as Common Area by the developer. Furthermore, if the developer would have proposed the lot during the original platting of the Rocky Ridge PUD Phase 1, adjacent owners on Steele Ct. would have objected.

Finding: The City of Roseburg comprehensive plan does not identify the subject property, which is designated for urban use, as a protected wildlife habitat area. While Common Area IV may have been recognized as an open space as identified on the final plat, that area remained privately owned. As proposed in the application, the current owner proposes to remove the Common Area designation from the subject property and develop the property residentially. Furthermore, the developer of Rocky Ridge PUD Phase 1 could have originally proposed Common Area IV to be developed as residential lot as they exceeded the open space requirement. Staff cannot speculate as to the concerns, if any, the Steele Court residents would have raised at the time of the original Rocky Ridge PUD Phase 1 plat. However, staff provided notice on November 6, 2014 to owners of record as identified in the attached notice map and have received several comments in opposition.

- 5) Site Development issues such as setbacks and spacing, perimeter design standard, site clearing before construction, installation of driveway, water and sewer lines.

Finding: Future residential site development standards and the associated Geotechnical Report will address these issues as part of LUDO Chapter 2, Article 10 (Hillside Development) and Chapter 3 Article 1 (Site Plan Review). The developer will be responsible for installing and financing their own improvements to be consistent with residential zoning district standards and hillside development overlays or more restrictive standards as recommended in an approved Geotechnical Report.

- 6) Does the site have access? Fire access?

Finding: The site has access via NE Rocky Drive, thence via NE Cambrian Court, thence via a future private driveway through Parcel 2 of PP2003-19. Fire access standards shall be a condition of approval for the development of the parcel and meet the minimum standards as applied in the Hillside Development/Geologic Review Overlay. Monte J. Bryan, Deputy Fire Marshal, stated that Roseburg Fire Department has *"No objections to the submitted Major Amendment. However, when the site is submitted for review and prior to construction, the applicant must submit plans and information to satisfy the Oregon Fire Code requirements for adequate Fire Department Access and water supply for fire suppression. This may include, but shall not be limited to, requirements for Fire Department turnarounds and a residential sprinkler system."* The applicant, as a condition of the development of the site, will be required to satisfy Oregon Fire Code requirements, meet local fire access standards and supplemental fire suppression requirements.

- 7) NE Beulah Drive, in its current condition, does not meet access improvement standards. If the owner is accessing his property from NE Beulah Drive, than Beulah would need to be improved, as it was never finished by the city as promised.

Finding: NE Beulah Drive is not proposed as an access to the subject property. The improvement of Beulah Drive is not subject to the approval criteria.

- 8) Doug John claimed he did not receive notice of the proposal.

Finding: LUDO Section 5.1.070 states that the records of the Douglas County Assessor's Office shall be used for notice required by this Ordinance...*The failure of a person to receive notice shall not impair or invalidate the action if the City can demonstrate by affidavit that the prescribed notice was sent to the persons entitled thereto as shown by the Assessor's records.* A copy of the notice to adjacent property owners and affidavit of mailing is attached.

- 9) Rocky Ridge Developer promised this would remain as open space. City Documents should prove that.

Finding: Staff and City attorney reviewed the records of previous hearings and decisions and did not find anything directly related to the subject to remain and serve as a buffer area in perpetuity.

- 10)The lack of response from the HOA is not an indication of their neutrality.

Finding: Staff provided notice to the Granite Ridge and Rocky Ridge Homeowners Association. Staff did not receive any written response from either homeowners association prior to the hearing. David Littlejohn, President of Rocky Ridge Homeowners Association provided testimony at the December 1, 2014 hearing but did not provide support or opposition to the proposed request.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in LUDO 6.2.120 and 6.2.060.

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission **APPROVES** this application subject to the following conditions for future site development:

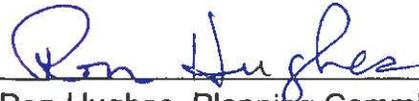
- 1) Excavation, fill placement, or removal of trees or ground cover shall require the applicant to provide a site development and grading plan illustrating and describing the following:
 - a. Proposed location of all improvements, including but not limited to structures, utilities, roads, storm drainage, and retaining walls.
 - b. Natural features, tree groupings, rivers, streams, wetlands, or other geographical features.
 - c. Proposed methods for bank stabilization, erosion control plan and measures (DEQ requirements), and land restoration.
 - d. General description and notation of trees and ground cover; general description of soils and characteristics.
 - e. Plan including cut and fill areas, existing and finish grades and slope height.
 - f. Drainage plan complying with the Storm Drainage Master Plan.
 - g. Proposed time schedule for excavation, land clearing, or fill placement, land restoration, bank stabilization and erosion control, and future development.

- 2) Any development associated with the excavation, fill placement or removal of trees or groundcover will require the applicant to obtain a permit from Community Development as described above. Said development shall, at minimum, meet the following criteria:
 - a. Each permit approval shall be subject to the requirement that all ground stabilization be maintained and not be allowed to deteriorate.
 - b. Removal of vegetation shall not occur more than 30 days prior to grading or construction.
 - c. If a building permit is issued as part of the project, the requirements of the excavation/land clearing permit shall be completed prior to framing or set-up. Erosion control and stabilization methods shall be in place prior to and during the entire construction phase of the project.

- 3) Development shall comply with Chapter 2, Article 10 (Hillside Development/Geologic Review Overlay & the recommendations addressed in the Geotechnical Report for the development of the subject property. The following requirements are generally the minimums that apply to lands shown on the City of Roseburg Slope Map or having a slope of greater than 12%; however, based on information provided by an accepted and approved Geotechnical Report verifying that the intent and purpose of this Ordinance is being carried out and appropriate mitigations are identified and in place, the Director of Community Development is authorized to allow for the recommendations contained in said report that may differ from the strict application of the following:
- a. Setbacks shall be consistent with the underlying zoning or those recommended in the approved Geotechnical Report.
 - b. Split pad or stepped footings shall be used when possible to allow the structure to more closely follow the slope.
 - c. Foundations shall be in conformance with the requirements of Geotechnical Report and if required designed by a Geotechnical or Professional Engineer as provided by ORS 672.002 to 672.325.
 - d. Split-level foundations are encouraged when appropriate for the site contours.
 - e. When appropriate, based on recommendations included in the Geotechnical Report, multi-level building footprint shall be used to reduce scarring.
 - f. Driveways used to access onsite parking shall comply with the following criteria as further defined by Figure 2-12: Hillside Driveway Access:
 - i. Maximum grade of driveway from property line to face of garage shall not exceed 15% at any point and shall be graded to allow clearance to pass an automobile 18 feet in length, except as provided otherwise herein.
 - ii. Maximum grade of driveway between the back of curb to the property line, within the right-of-way, shall not exceed five percent (5%) and shall be graded to allow for clearance to pass an automobile 18 feet in length.
 - iii. When determined necessary at the time of site plan review, to provide for emergency apparatus access, access drives exceeding 20 feet in length may need to provide a minimum 20 feet wide paved area back from the face of the garage/parking not exceeding five percent (5%) grade.
 - iv. Landscape features, retaining wall, fences, and other elements shall comply with clear vision requirements and shall be located solely behind the property line.
 - v. Unless otherwise approved, in the cases of a curved driveway, the inside turning radius and outside turning radius shall not be less than

- 28 feet and 48 feet respectively, measured from the center point to provide for emergency apparatus access.
- vi. With the approval of the Fire Chief, driveways that are greater than 100 feet in length may have intermittent sections of grades up to a maximum of 20% provided that:
 - 1. The 100 foot distance back from the structure maintains the 15% grade described herein.
 - 2. Travel widths, turnouts, and level pad areas are provided as determined necessary for fire protection and emergency access purposes.
 - 3. An approved fire apparatus turnaround area having a grade no greater than ten percent (10%) is provided.
 - vii. Driveways shall conform to the width requirements of Section 3.2.100; however, the Director of Public Works and the Fire Chief may require additional width in order to meet the purpose and intent of this Ordinance.
 - viii. Parking shall meet the requirements of Section 3.2.010; in addition, when driveways exceed 150 feet in length, one additional on-site paved parking area shall be provided for each additional 50 feet up to a maximum of five (5) spaces.
- g. Grading, drainage improvements, or other ground disturbances on slopes of greater than 12% shall occur from April 15 to October 15; however, nothing in the Ordinance shall preclude immediate action to be taken in cases of emergency.
- h. Steep cut or fill slopes greater than two-to-one (2:1) shall be retained with engineered retaining structures, such as stacked rock, retaining walls, rock buttresses or a functional equivalent engineered structure to control erosion and stabilize slope.
- i. Cut faces on terraced sections shall not exceed a maximum height of 15 feet.
 - ii. Retaining structures greater than four (4) feet in height, as measured from the bottom of the footing to the highest point, are required to be engineered. Retaining structures at the toe of a slope or within six (6) feet of a foundation shall be engineered regardless of height.
- i. Prior to the removal of vegetation, including trees, and in conjunction with the required Geotechnical Report, an analysis shall be submitted to identify the slope stability with and without such plantings. Based on the information contained in the report, measures shall be implemented to assure that the intent and purpose of this Ordinance is met, including tree replacement.
- i. Ground disturbances outside the established building pad are to be done in such a manner so that the maximum number of trees can be preserved with care taken to preserve specimen trees.

- 4) The applicant shall provide a landscape screening plan that provides a visual barrier between the development and abutting properties to the west at the time of development. The screening plan shall be consistent with the design and intent of the proposed landscaping plan Exhibit "A" and "B".
 - i. Prior to occupancy of the development, the developer shall plant a variety of evergreen tree species in a mixed, staggered layout in order to provide adequate year round screening between the property and adjacent neighbors to the west and southwest.
 - ii. Trees shall be planted a minimum of 20 feet from all buildings on the property.
 - iii. Trees planted shall be chosen from healthy nursery stocks with full branching and planted between the months of September to May.
 - iv. All varieties shall be purchased at a minimum of 6 feet tall and planted and staked for at least 12 months as shown in the Proposed Landscape Screening Plan detail.
- 5) The property owner shall provide a minimum of 2 off-street parking spaces.
- 6) The driveway shall not be located closer than 5 feet from side lot lines.
- 7) When it is determined necessary at the time of site plan review to provide emergency apparatus access, access drives exceeding 30 feet in length are to provide a minimum 20 feet-wide paved area back from the face of the garage/parking not exceeding five percent (5%) grade.
- 8) Driveway shall be paved with asphalt, concrete, or pavers brick a minimum 2.5 inches over 4 inches of aggregate or 4 inches of Portland cement.
- 9) Architectural features (including eaves) shall not project more than 25 inches into a required yard.
- 10) Utilities shall be underground where available.
- 11) Adequate provisions shall be made to ensure proper drainage of surface waters, and to prevent soil erosion and flooding. Site drainage provisions shall provide for acceptance of off-site drainage waters, and conveyance of all drainage waters, including crawlspace and roof drainage, such that they are discharged offsite at a location and in such a manner that they do not damage off-site properties, do not violate drainage Ordinances or laws, and are not increased in volume over natural or pre-project flows without said increase being in conformance with drainage law or first having obtained the approval of the downstream owner(s).



Ron Hughes, Planning Commission Chair

3/3/15

Date



Brian Davis, Community Development Director

3/2/15

Date

Planning Commission Members:

Ron Hughes, Chair

Patrick Parson

Scotty Ingeman

Matthew Powell

Dan Onchuck

Jesse McLean

Brook Reinhard

EXHIBIT B

PROPOSED LANDSCAPE SCREENING SECTIONS

Proposed Landscape Screening Plan

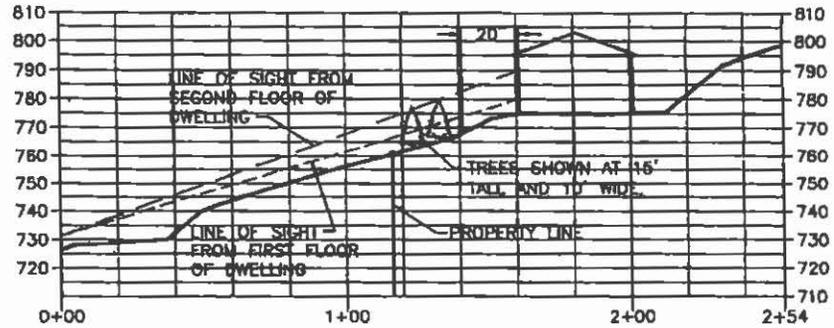
Layout and Tree Selection: The proposed landscape plan provides a recommendation for planting a variety of evergreen tree species in a mixed, staggered layout in order to provide adequate year round screening between the property and adjacent neighbors to the west and southwest. Planting a variety of trees for the screened area is recommended over a monoculture in order to prevent die off of the entire screened area in the event of disease or pest problems. Staggering the layout and providing adequate spacing between trees is essential and will eliminate overcrowding which leads to shading out of the lower branches or can cause issues with poor air circulation, therefore increasing the possibility of disease occurrence.

The trees on the Proposed Landscape Screening Plan sheet are shown at mature spreads which will be achieved if the owner fosters a suitable environment for the establishment and long term survival for the screening area. Achieving healthy and full heights and spreads will rely on the correct planting, spacing, and irrigation of the trees.

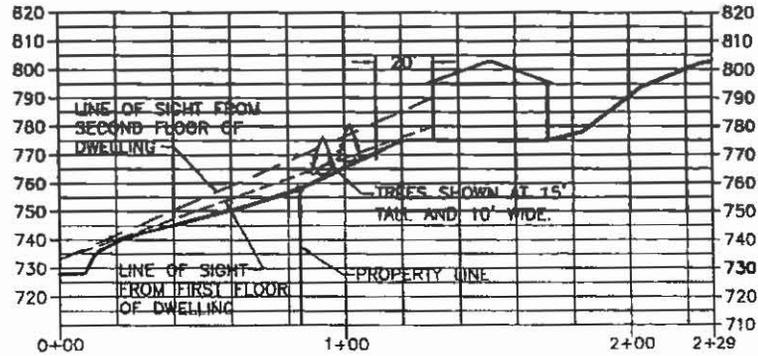
Owners shall also adhere to fire wise best management practices by planting the screening area a minimum of 20' from all buildings on the property. This distance from the proposed house site is shown in both the plan view and section sheets.

Tree Purchase and Installation: Trees shall be chosen from healthy nursery stocks with full branching and are to be planted between the months of September and May. All proposed varieties shall be purchased at a minimum of 6' tall and planted and staked per the detail provided on the Proposed Landscape Screening Plan sheet. Staking the tree for the first 6-12 months will aid the upright growth of the tree. A staking detail is also provided on the Proposed Landscape Plan sheet.

Irrigation: Avoid excessive overwatering as this will often lead to fungal root rots and eventually harm and kill the trees. Overwatering can be avoided by providing drip irrigation on an as-needed basis during the dryer hot months and by reducing or eliminating irrigation during the rainy winter months. When the trees are first planted, the property owner shall follow a regular watering schedule during the first growing season in order to establish a deep, extensive root system necessary for the health and long term survival of the landscaped area.



SECTION A-A



SECTION B-B



i.e. INCORPORATED
 200 SE Pine Street
 Portland, Oregon 97202
 PHONE (503) 873-8288
 FAX (503) 440-8282

PROJECT NO. 2637-01
 DWG BY: ANV

Feb 19, 2013
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 EmlyO



ORDINANCE A
04-13-15
3/31/15

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO RINGCENTRAL, INC.

Meeting Date: April 13, 2015
Department: City Recorder
www.cityofroseburg.org

Agenda Section: ORDINANCES
Staff Contact: Sheila R. Cox
Contact Telephone Number: 541/492-6866

SR

ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunication franchise from RingCentral, Inc. located in San Mateo, California.

BACKGROUND

A. Council Action History. Council has not acted on this particular application.

B. Analysis. The subject application was not received until March 25, 2015 and the application fee was not received until March 31, 2015; however the company has been providing services in Roseburg since January 1, 2014 and has paid the appropriate fees since that date.

C. Financial and/or Resource Considerations. As a non-carrier provider of telecommunication services within Roseburg, RingCentral is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Issues. As noted above, the application was submitted just recently, but service to Roseburg customers began on January 1, 2014. Therefore, Staff is requesting that the franchise be granted retroactively to that date. Such effective date will make the initial term of the franchise 3 years, with an expiration date of December 31, 2016. The ordinance will also allow renewal options of three years each, for a total of five terms.

STAFF RECOMMENDATION Staff recommends that Council proceed with first reading of the ordinance, followed by second reading and adoption at the April 13, 2015 meeting to avoid further delay in issuing the franchise.

SUGGESTED MOTION If Council concurs with Staff's recommendation, Council will need to request first reading of Ordinance No. 3444, granting a telecommunications franchise to RingCentral, Inc. effective retroactively to January 1, 2014; after which the following motions would be appropriate:

#1 *"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3444."*

#2 *"I MOVE TO ADOPT ORDINANCE NO. 3444."*

ATTACHMENTS Proposed Ordinance

cc: RingCentral, Inc.
Attn: Derek Gee, Tax Manager
c/o E-ZTax Services
8675 W. 96th Street, Ste. 220
Overland Park, KS 66212-3382

RingCentral, Inc.
Attn: Derek Gee, Tax Manager
1400 Fashion Island Blvd. #700
San Mateo, CA 94404

Subject Franchise File
Chrono File

ORDINANCE NO. 3444
AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE
TO RINGCENTRAL, INC. EFFECTIVE RETROACTIVELY TO JANUARY 1, 2014

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called "City", hereby grants RingCentral, Inc., hereinafter called "Franchisee", the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years beginning retroactively to January 1, 2014 and ending December 31, 2016, following Franchisee's acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code ("RMC"), entitled "Telecommunications Providers", and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit "A". It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The "Franchise Territory" is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee's annual use of the City's public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg

by check or money order delivered to the address of the City for notices as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Sheila R. Cox, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: scox@cityofroseburg.org
Phone: 541/492-6866

If to Franchisee:

RingCentral, Inc.
ATTN: Derek Gee, Tax Manager
1400 Fashion Island Blvd. Ste. 700
San Mateo, CA 94404
E-mail: derk.gee@ringcentral.com
Phone: 650/472-4100

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Derek Gee, Tax Manager
Mailing Address: 8675 W.96th St. Ste. 220, Overland Park, KS 66212
Telephone: 650/472-4100
Email: derek.gee@ringcnenral.com

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There

are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee began serving Roseburg customers on January 1, 2014; submitted an application requesting a telecommunications franchise on March 25, 2015 and paid the application fee on March 31, 2015. The Roseburg City Council approved such request at its meeting on April 13, 2015; and hereby authorizes this Franchise to take effect retroactively on January 1, 2014 and expire on December 31, 2016, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS 13th DAY OF APRIL, 2015.

APPROVED BY THE MAYOR ON THIS 13th DAY OF APRIL, 2015.

MAYOR LARRY RICH

Larry Rich

ATTEST:

Debi Davidson, Acting City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. 3444

This Ordinance is hereby accepted by RingCentral, Inc. on this _____ day of _____, 2015.

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2015 by, _____ as _____ of RingCentral, Inc.

Notary Public for _____

Name: _____

My commission expires on: _____

.....
Acceptance received by City Recorder on _____, 2015.

Sheila R. Cox, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CJC
4/13/15

ORDINANCE B
04-13-2015

AN ORDINANCE AMENDING RMC SECTION 7.02.014 (A) REGARDING NOISE DISTURBANCES

Meeting Date: April 13, 2015
Department: Police & Administration
www.cityofrosburg.org

Agenda Section: Ordinances
Staff Contact: Jim Burge/Lance Colley
Contact Telephone Number: 492-6760

ISSUE STATEMENT AND SUMMARY

Council will be considering an ordinance amending Roseburg Municipal Code (RMC) Section 7.02.014 (A) to the City's Noise Disturbance Ordinance.

BACKGROUND

A. Council Action History. After presenting a proposed noise ordinance amendment at the November 24, 2014 and the December 8, 2014 City Council meetings, Council directed Staff to present an amended noise ordinance for consideration.

B. Analysis. Staff previously presented examples of several citizen and community complaints about excessive noise that disturbed the peace and quiet of their respective neighborhoods. At least two additional complaints of excessive daytime noise were received by the Police Department or presented to the Council since Staff first presented options to Council for an amendment to the Noise Disturbance ordinance.

In summary, in addition to previously adopted language regulating noise between the hours of ten p.m. to seven a.m., the amended proposal declares a noise disturbance to exist when:

- the offending noise is plainly audible within two separate dwelling units that are not the source of the sound between the hours of seven a.m. and ten p.m...
- any motor vehicle causes unreasonable noise or sound that is simultaneously audible within two separate dwellings anytime of the day or night (excludes commercial vehicles and associated commerce operations).
- use of powered tools and equipment for home maintenance or repair, or as part of a home occupation, or for lawn and garden maintenance, in a residential zone between the hours of ten p.m. and seven a.m., if the noise produced is plainly audible within a dwelling unit that is not the source of the noise. Powered tools and equipment for home use or lawn and garden maintenance include but are not limited to power saws, sanders, grinders, trimmers, vacuums, mowers, blowers, air compressors and similar devices.

The amended ordinance, as it pertains to sound producing or reproducing equipment and motor vehicles, requires an increased threshold of complainants (two or more) before a noise disturbance shall be declared during daytime hours.

The amended ordinance creates a new subsection in order to clarify appropriate and reasonable times for the operation of home equipment and power tools so as to maintain the peace and quiet of a residential zone and neighborhood.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues. None

CITY COUNCIL OPTIONS

The Council may:

1. Direct Staff to proceed with first reading of the proposed ordinance, or
2. Ask for further explanation of the request, or
3. Deny the requested amendment.

STAFF RECOMMENDATION

Staff recommends Council proceed with first reading of the proposed ordinance.

RECOMMENDED MOTION

If Council concurs with Staff's recommendation, only a consensus to proceed with first reading will be required.

ATTACHMENT: Proposed ordinance amending RMC 7.02.014 (A)

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ROSEBURG MUNICIPAL CODE SECTION 7.02.140
REGARDING NOISE DISTURBANCES**

SECTION 1. Roseburg Municipal Code Section 7.02.140 shall be amended to read as follows:

7.02.140 Noise disturbances.

A. No person shall make, continue, cause or permit to be made or continued, any noise disturbance as described herein. It is unlawful to make any excessive, unreasonable or unusually loud sound which disturbs the peace and quiet of any neighborhood or which injures or endangers the comfort, repose, health, peace or safety of any person. The following are declared to be noise disturbances in violation of this Section, but this enumeration is not exclusive:

1. Sound Producing or Reproducing Equipment.

a. Use of sound producing or reproducing equipment anywhere within the City between the hours of ten p.m. and seven a.m. that is plainly audible within a dwelling unit that is not the source of the sound, or use of such equipment on public property or on a public right-of-way so as to be plainly audible fifty feet or more from the source of the sound.

b. Use of sound producing or reproducing equipment anywhere within the City between the hours of seven a.m. and ten p.m. that is plainly audible simultaneously within two separate dwelling units that are not the source of the sound.

c. Sound producing or reproducing equipment includes but is not limited to: any radio, television set, musical instrument, phonograph, stereo, loudspeaker, horn, bell or chime.

2. ~~Motor Vehicles with Motor or Auxiliary Equipment in Operation.~~

a. Parking a motor vehicle with the motor or auxiliary equipment in operation on a public right-of-way or on private property between the hours of ten p.m. and seven a.m., if the noise so produced is plainly audible within a dwelling unit.

b. Operating upon any highway any motor vehicle so as to cause any greater noise or sound than is reasonably necessary for the proper operation of the vehicle. In lieu of other sufficient evidence of a violation, evidence of an unreasonable noise or sound shall be sufficient if the noise

or sound produced is audible simultaneously within two separate dwelling units in the vicinity.

c. This Subsection 2 shall not apply to the normal operation of vehicles designed and used for commercial transportation of passengers, or to other commercial vehicles being loaded or unloaded.

3. Commercial Construction Activities. Alteration, demolition, erection or repair of any structure or building, or development of, or improvements to, any real property in a manner so as to produce noise plainly audible within a dwelling unit in the proximity of such work as outlined herein. The intent of this Subsection 3 is to protect residential neighborhoods from excessive noise generated by commercial construction activities. It is not, however, intended to prohibit individual homeowners or occupants from performing home improvements, maintenance projects or similar activities on privately owned property within a residential neighborhood, except as limited elsewhere in this Code.

a. Residential zones and commercial zones adjacent thereto: Before seven a.m. and after seven p.m., Monday through Friday, before eight a.m. and after six p.m. on Saturday; or at any time on Sunday or any state or federal holiday;

b. Commercial zones not adjacent to a residential zone: Before seven a.m. and after nine p.m.

4. Home Equipment and Powered Tools. Use of powered tools and equipment for home maintenance or repair, or as part of a home occupation, or for lawn and garden maintenance, in a residential zone between the hours of ten p.m. and seven a.m., if the noise produced is plainly audible within a dwelling unit that is not the source of the noise. Powered tools and equipment for home use or lawn and garden maintenance include but are not limited to power saws, sanders, grinders, trimmers, vacuums, mowers, blowers, air compressors and similar devices.

B. Exemptions. The following activities are exempt from the regulations set forth in this Section:

1. The use of emergency equipment required to protect life or property;
2. Any construction project or public improvement authorized by a government entity;
3. Reasonable use of public or private property or right-of-way to broadcast music or speech authorized by a loud speaker permit issued by the Police Chief upon payment of a loud speaker permit fee as set by Council resolution; and

4. Construction activity authorized by permit issued by the Community Development Director when special circumstances beyond a contractor's control requires continuous work or work beyond the times authorized in Subsection A(3) and the Community Development Director has approved the work due to such special circumstances.

C. **Enforcement.** The Police Chief shall have the authority to administer and enforce the regulations set forth in Subsections A(1), ~~and~~ A(2), and A(4). The Community Development Director and/or the Police Chief shall have the authority to administer and enforce the regulations set forth in Subsection A(3) and may issue a stop work order demanding that any commercial construction activity found in violation of such regulations shall be stopped immediately upon receipt of such stop work order or citation.

SECTION 2. All other Sections and Subsections of Roseburg Municipal Code Chapter 7.02 shall remain in full force and effect as written.

ADOPTED BY THE CITY COUNCIL ON THIS ____ DAY OF _____, 2015.

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2015.

LARRY RICH, MAYOR

ATTEST:

SHEILA R. COX, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

4/6/15

INFORMATIONAL A
04-13-15



ACTIVITY REPORT

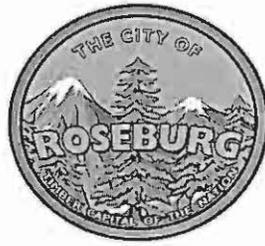
Meeting Date: April 13, 2015
Department: City Manager
www.cityofroseburg.org

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 April 13, 2015, meeting, I provide the following items:

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



Agenda
Department Heads Meeting
March 24, 2015 – 10:00 a.m.

1. Review March 23, 2015 Council Agenda
2. Review Tentative April 13, 2015 Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
5. Department Items



Agenda
Department Heads Meeting
April 6, 2015 – 10:00 a.m.

1. Review Tentative April 13, 2015 Council Agenda
2. Tentative Future Agenda
3. Document Signing/Grants
 - Wine Tour Right-of-Way Permits
 - Battered Persons' Advocacy Walk A Mile in Her Shoes Permit
4. Granicus' Citizen Engagement Solutions Software Demonstration
5. UCC Career After College Event - April 29th
6. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- Community Development Block Grant Process
- IAFF Collective Bargaining Contract Ratification
- LUDO Update – Part 2
- Parking Enforcement Agreement
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

April 27, 2015

Special Presentation

- A. Douglas County Commission – County Budget Impacts

Mayor Reports

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. Minutes of April 13, 2015 Meeting
- B. Cancel May 25, 2015 Meeting – Memorial Day Holiday

Ordinances

- A. 2nd Reading, Ordinance No. _____, Amending Noise Ordinance

Items From Departments

- A. Parking Structure Improvement Design/Construction Management Contract

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended March 31 – ARTS Grant Application)

May 11, 2015

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 27, 2015 Meeting
- B. U-TRANS Services Contract

Department Items

- A. Washington/Oak Improvement Bid Award

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation



June 8, 2015

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Ride to Work Day Proclamation

Consent Agenda

- A. Minutes of May 11, 2015 Meeting
- B. Fee Amendment Resolutions

Public Hearing

- A. Resolution No. 2015-____, 2015/16 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2015/16 Budget Adoption, Resolution No. UR-15-01

June 22, 2015

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

Executive Session – Municipal Judge Evaluation

July 13, 2015

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

July 27, 2015

Consent Agenda

- A. Minutes of July 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended June 30)

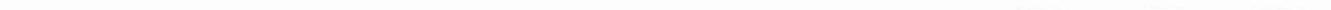
August 10, 2015

Consent Agenda

- A. Minutes of July 27, 2015 Meeting

Informational

- A. Activity Report



August 24, 2015

Consent Agenda

- A. Minutes of August 10, 2015 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

September 14, 2015

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- a. Minutes of August 24, 2015 Meeting

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 28, 2015

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Informational

- A. Activity Report

October 12, 2015

Consent Agenda

- A. Minutes of September 28, 2015

Informational

- A. Activity Report

October 26, 2015

Consent Agenda

- A. Minutes of October 12, 2015

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended Sept 30)

November 9, 2015

Consent Agenda

- A. Minutes of October 26, 2015

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

November 23, 2015

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Informational

- A. Activity Report

December 14, 2015

Consent Agenda

- A. Minutes of November 23, 2015

Informational

- A. Activity Report

December 28, 2015

Consent Agenda

- A. Minutes of December 14, 2015

Informational

- A. Activity Report

Friday March 20, 2015

Good Friday afternoon and welcome to the first day of spring 2015! It looks like our late winter weather may hit this weekend and next week which could bring us a little rain and maybe even some snow in the cascades. That would be great news for the forest fire danger that is approaching. As a reminder, Mayor Rich and Council President Ryan will be on well-deserved vacation time so Councilor Kaser will be running the meeting Monday night. We look forward to seeing everybody else! On a "Council" note, we received an application from Beverly Brandt for the position formerly held by Marty Katz. Ms. Brandt is a retired college administrator who served as the Vice President for Economic and Administrative Services for UCC during the last five years of her thirty year career in the field.



The Historic Resources Review Commission met on Wednesday and held a couple of public hearings regarding exterior renovations and window replacement projects. Neither project met our criteria very well so the HRRC asked both property owners to consider additional options and return to the commission at later meetings. In addition, the Commission was informed that we are moving forward with design options for the parking structure located in the downtown historic district. While the structure is not a historical building or "contributing" structure in the district, our process still requires a review by the HRRC. After the April 2nd open house on design options, staff will schedule another

presentation to the Commission. We will also need additional Council approval if we move forward with final design and construction management services as well as the bid award for construction.

Last weekend the Taylor/Hatfield Foundation, with help from DRA, held their 17th annual St. Paddy's Grub and Pub Crawl which is a fundraiser for Douglas County youth with special needs. From all indications, despite the rain, the event went off pretty well, was well attended, raised some money for kids and was enjoyed by those who attended. A nice addition to this year's event was a food court that was set up in the City parking lot at Rose Street across from the Willis House. Any time you have a couple thousand people visiting downtown, it is nice to make sure there is food available. I appreciate the organizers who worked with City and DRA staff to address concerns that were raised in the past and who put on a very well attended event again this year.

On the project front, our contractor finished their second week of night work on Oak Avenue where water line replacements and upgrades are being done in advance of the 138 Corridor project. We also received notice from our airport "apron" paving contractor that they will begin the second phase of the apron rehab work in a couple weeks. You

will see an item on your Monday Council agenda relating to a task order to complete a transportation "pavement management evaluation". The work product will provide us with information to help us prepare our five year pavement management program as well as help us determine our current "pavement investment" requirements. We are currently spending approximately \$800,000 in transportation fund resources on pavement management, but our long term investment needs are much higher than that. The final report will allow us to have a meaningful discussion about transportation infrastructure sustainability. As part of our "Goal" we will then need to determine if we can meet the future needs of the system.

Earlier today, Brian Davis, Ron Harker and I attended a software demonstration online which could provide us with a much more "interactive" web presence and link to social media as part of a communications strategy. The system can interface with Facebook and Twitter but provides better interactive feedback and reporting. The company offers two separate options that we will be considering at in the near future. One is primarily a community interface module and the other includes programming that would allow video streaming of all Council and Planning Commission meetings complete with agenda item coordination and archiving. We do not have pricing yet, and, depending on that, I think we might look at rolling out the communications piece first and then continue to evaluate the cost/benefit of the second option. It was a very interesting demo and we all thought it could be very helpful in sharing information about City activities and receiving constructive feedback. Stay tuned. We hope to demo the software with the rest of the department heads soon.

A number of us have or will be attending annual conferences and training this week and the next few weeks. I will be at the City Manager's 2015 West Coast Regional Summit next Thursday and Friday and then taking a short vacation until Tuesday. Have a great weekend everyone! We will see you Monday evening.

Friday March 27, 2015

Good Friday afternoon everyone. As I indicated last week, I am at training today and then taking a long weekend (short vacation) through Monday and will return on Tuesday. Sheila is finishing up this week's message and is available if you have any questions in my absence. Once again, thanks to those of you who were in town Monday and attended the Council meeting. I hope Tom and Larry are enjoying their "spring break" time away.

Tuesday afternoon we had an opportunity to meet with Councilor McDonald for new Councilor orientation. Department heads had an opportunity to talk with John about their duties and responsibilities and City Attorney Bruce Coalwell and I had an opportunity to convey Council and City Manager duties and responsibilities. It was a great chance to share information and perspectives about local government and each of our roles in the process of policy making and operational activities. All of us appreciate John's enthusiasm and look forward to working with him and the rest of Council as we move forward.

As you might imagine, in addition to the construction work that is going on, spring is an incredibly busy time in our parks and public works maintenance divisions. With the early warm weather, grass is growing faster and earlier than normal and with over 400 acres of park land, there is a lot of mowing to be done. We recently called back three of our regular seasonal park maintenance folks and have interviewed candidates for the temporary seasonal positions that are included in the budget. Our parks are an important component of our community livability and our maintenance crews do a great job of keeping things in shape. Spring is the toughest time to keep up as wet grounds and growing grass are a difficult combination.

Next week Nikki and I will be talking to a group of local community advocates, the Good Governance group, about the upcoming Highway 138 Corridor Project, the Oak/Washington Project and other activities that the community will see during the next two construction seasons. I have spoken with the group about annually about the City and community topics and they have been very supportive of what the City has accomplished over the last few years and are looking forward to hearing from us about the next two years.

We are also holding an open house regarding potential improvements to the parking structure on April 2nd from 5:30-7:00 in the Council Chambers. We have invited all of the businesses downtown to attend so I hope we get a good turnout from business owners and operators as well as folks who park in the parking structure. The architects have come up with great options to consider as a potential project to provide a safer and more attractive facility for customers and downtown employees to park in.

**Washington, Oak and Kane Streets
Improvement Project**

Open House



**Thursday, December 18, 2014
Umpqua Room at Public Safety Center
6:00 pm - 7:00 pm**

**For more information call City of Roseburg
Public Works Department at 541-492-6730**



Friday April 3, 2015

Good Friday afternoon everyone! Since we had five Mondays this month, we are still two weeks removed from our next Council meeting, so you all get a brief respite from your Monday commitment. However, we do have a Council Goal work session scheduled for Tuesday April 7th from 4:30 p.m. to 6:00 p.m. in the Council Chambers. We are looking forward to having the conversation about the activities involved in carrying out your goals for the next two years.

Our contractor on the water line project in the Oak/Washington/Spruce area is making good progress on that project. The night work tends to make following the project less conspicuous, but the Sunday night through Thursday night schedule has really reduced the impact on the travelling public. Public Works advertised for bids this week on the downtown streetscape/lighting project we have referred to as the Oak/Washington project. As we moved forward with the design process, it became clear we needed to attempt to expand the sidewalk, street light and tree replacement components of the project. While the overall project cost will likely be higher in this first phase, we hope the economy of scale will allow us to finish more this summer in a single disruption rather than completing a portion of the project now, and then a larger second phase in a year or two. We will utilize Urban Renewal funding as well as allocating some components of the project to the Water Utility, Storm Drainage Utility and the Street Light/Sidewalk fund.

Wednesday morning the Parks Commission met to discuss the active field space user fees for the second time. Last month the Commission reviewed the fees in some detail with staff. After making a recommendation regarding the fees, user groups were invited to this meeting to discuss the recommended fee structure. Representatives from adult and youth softball as well as the horseshoe association attended the meeting and provided input. At the conclusion of the public input process, the Parks Commission unanimously recommended including an amended fee proposal in the annual fee resolution which will be in front of Council at your first meeting in June.

On Thursday evening the Roseburg Police Department kicked off this year's Citizen Police Academy for the class of 2015. Twenty four interested citizens joined representatives from our department at the Public Safety Center for the first class in a ten week series. The Citizen Academy has been a very successful community outreach program for over ten years and allows individuals to really get involved in seeing how public





safety and community policing works in Roseburg. Thanks to Chief Burge and his staff for organizing and carrying out this very successful program.

Also on Thursday evening, we held an open house to receive public input on a couple of different proposals for potential improvements to the parking structure located on Rose Street between Oak and Washington Avenues. Representatives from Pivot Architects as well as City staff presented different options to those attending relating to safety, security and aesthetics. Those in attendance generally seemed to agree the highest priority should be safety and security features and leaned towards opening up the stairwells and enhancing lighting. A copy of the PowerPoint is attached for your review. Thanks to the Mayor and Councilors Hawks and McDonald for their attendance and participation in the discussion. The next steps will be to refine and cost out options and then present Council with a personal services contract to allow Pivot to move forward with design of selected improvements and then bid the project. The project is included in the recently adopted CIP and the budget. We hope to get the project constructed this summer. Thanks to Ryan Herinckx and Jim Maciariello for their work on getting us to this stage so we can consider these improvements.

I had an opportunity attend all three Fire Department shift meetings this week to talk about a number of community safety issues and to discuss what work has gone into addressing concerns that have been raised by public safety and parks staff. It was great opportunity to share our concerns and support for our employees. I greatly appreciate the opportunity to sit in on departmental meetings periodically and engage with all our employees. I have scheduled attendance at a couple more department meetings for April and hope to get through each department again in the next two months.

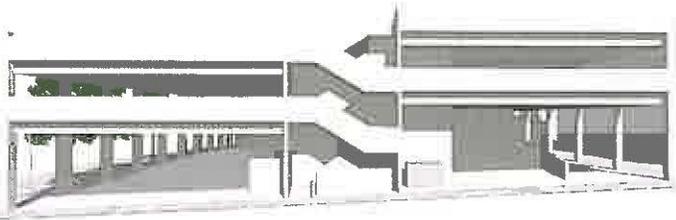
Have a great weekend everyone. We will see most of you at the goal session on Tuesday!

Address actual and perceptual safety concerns
Improve the lighting [with reasonable cost/benefit analysis]

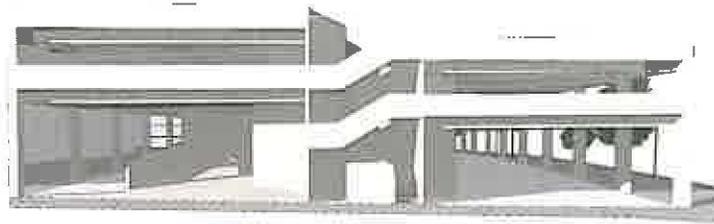
SAFETY SECURITY TRANSPARENCY ACCESS

Provide a more attractive face for downtown
Create a separation between permit and visitor parking areas

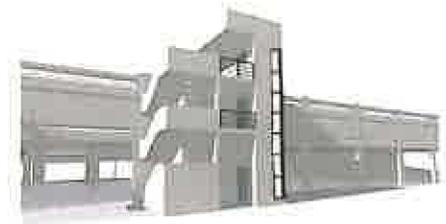




SOUTH
EXISTING ELEVATION



NORTH
EXISTING ELEVATION



EAST
EXISTING ELEVATION

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

Crime Prevention Through Environmental Design (CPTED) is defined as a multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts by affecting the built, social and administrative environment. It is pronounced sep-ted and is known by various labels or names around the world such as Designing Out Crime and other acronyms.

1 Natural Surveillance

"**SEE AND BE SEEN**" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in CPTED.

2 Natural Access Control

Natural Access Control is more than a high block wall topped with barbed wire. CPTED utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to **DIRECT THE FLOW OF PEOPLE WHILE DECREASING THE OPPORTUNITY FOR CRIME.**

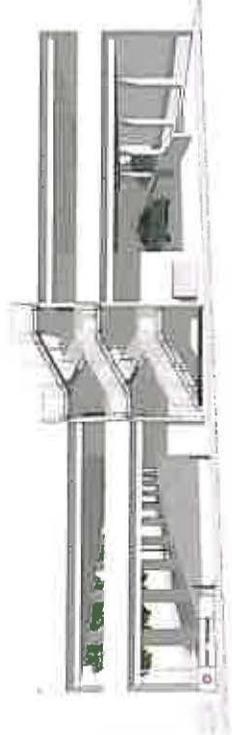
3 Territorial Reinforcement

Creating or extending a "**SPHERE OF INFLUENCE**" by utilizing physical designs such as pavement treatments, landscaping and signage that enable users of an area to develop a sense of proprietorship over it, is the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.

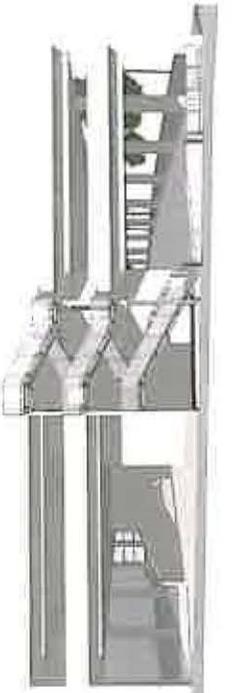
4 Maintenance & Activity Support

CPTED and the "**BROKEN WINDOW THEORY**" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected and poorly maintained properties are breeding grounds for criminal activity.

Activity support **INCREASES THE USE OF A BUILT ENVIRONMENT FOR SAFE ACTIVITIES** with the intent of increasing the risk of detection of criminal and undesirable activities. Natural surveillance by the intended users is casual and there is no specific plan for people to watch out for criminal activity. The citizens of that area will be more involved in what is happening around them. They will be more tuned into to who is and who isn't supposed to be there and what looks suspicious on a day-to-day basis.



SOUTH
PROPOSED ELEVATION



NORTH
PROPOSED ELEVATION

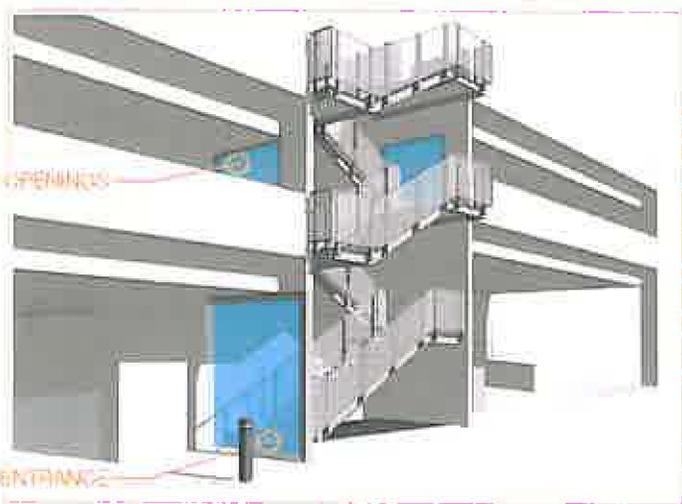


EAST
PROPOSED ELEVATION



RENOVATION FEATURES | CPTED Principles

- NEW STAIRS - NORTH AND SOUTH SIDE 1 2 3 4
- ENLARGED OPENING AT GROUND LEVEL 1 2
- ENLARGED OPENINGS AT 2ND AND 3RD LEVELS 1 2
 - UPGRADED LIGHTING IN STAIRS 1 2 3 4
- GROUND LEVEL ENTRANCE SIGNAGE 2 3



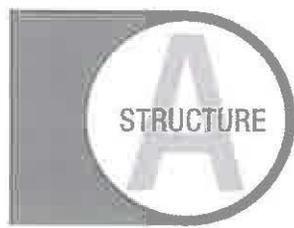
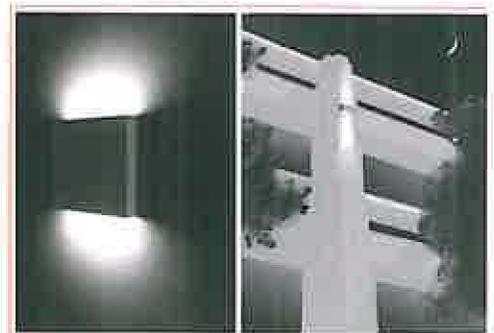
RENOVATION FEATURES | CPTED Principles

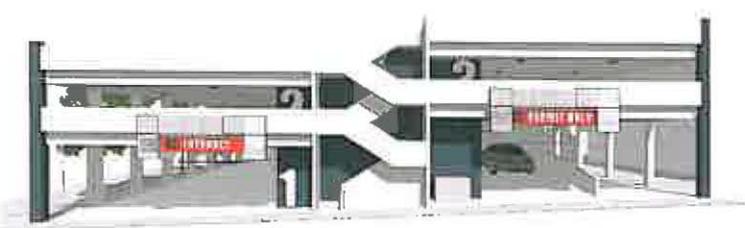
- NEW INTERIOR AND EXTERIOR PAINT 3 4
- ACCENT PAINT ON EXTERIOR AND FLOOR LEVELS 3 4
 - UPGRADED INTERIOR LIGHTING 1 3 4
 - UPGRADED LIGHTING IN STAIRS 1 2 4
 - NEW ACCENT LIGHTING 1 3 4
 - OVERHEAD ENTRANCE SIGNAGE 2 3

PROPOSED INTERIOR LIGHTING

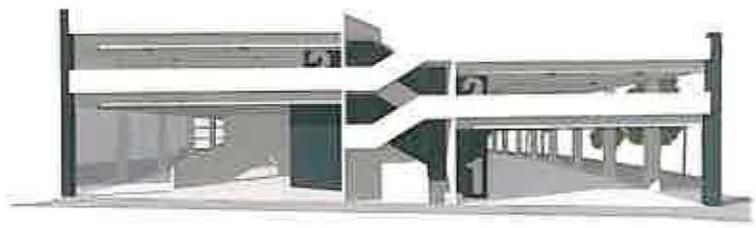


PROPOSED ACCENT LIGHTING





SOUTH
PROPOSED ELEVATION.



NORTH
PROPOSED ELEVATION



EAST
PROPOSED ELEVATION





**CITY OF ROSEBURG
BUDGET COMMITTEE
NOTICE**

APRIL 20, 2015

NOTICE IS HEREBY GIVEN that a local budget law orientation session will be held from 4:30 p.m. to 6:00 p.m. on April 20, 2015 in the Third Floor Conference Room of Roseburg City Hall, 900 SE Douglas Avenue, Roseburg. Although a quorum of the Budget Committee may be present for the orientation, no deliberation on City matters will occur and no formal action will be taken.

Anyone desiring more information regarding this notice may contact the City Manager's Office by calling 541-492-6866.

Sheila R. Cox, City Recorder
Dated: January 20, 2015

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

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

Distribution:

City Council
Committee
Staff
News Media

**CITY OF ROSEBURG
NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING
ON POSSIBLE USES OF STATE REVENUE SHARING FUNDS**

NOTICE IS HEREBY GIVEN, pursuant to ORS 294.426 that a meeting of the City of Roseburg Budget Committee will be held in the Council Chambers of City Hall, 900 SE Douglas, Roseburg, Oregon, on Tuesday, April 28, 2015, at 7:00 p.m. for the purpose of receiving the budget message and document; and in accordance with ORS 221.770, holding a public hearing on the possible uses of State Revenue Sharing Funds for the Fiscal Year 2015-2016. The Budget Committee will take public input on the City's budget document at this meeting, and subsequent meetings, if necessary.

During the 2015-2016 budget year, the City will receive approximately \$228,500 in State Revenue Sharing Funds. Public testimony, regarding possible uses for these funds, may be given during this public hearing. Written suggestions for use of these funds may be addressed to the Budget Officer, City of Roseburg, 900 SE Douglas, Roseburg, Oregon 97470.

All meetings of the City of Roseburg Budget Committee are open public meetings and any citizen of Roseburg may attend. This notice will also be posted on the City's website at www.cityofroseburg.org.



Sheila R. Cox, City Recorder

Dated, posted at City Hall and on the City's website and distributed to all news media, Budget Committee Members, Mayor, City Manager and Department Heads, on this 24th day of March, 2015. Published in The News-Review on April 12, 2015.

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**ROSEBURG URBAN RENEWAL AGENCY
NOTICE OF BUDGET COMMITTEE MEETING**

NOTICE IS HEREBY GIVEN, a meeting of the Roseburg Urban Renewal Agency Budget Committee will be held in the Roseburg City Council Chambers of City Hall, 900 SE Douglas, Roseburg, OR, on Tuesday, April 28, 2015, at 7:00 p.m. for the purpose of receiving the 2015-2016 budget message and document. The Budget Committee will take public input on the Urban Renewal Agency's budget document at this meeting, and subsequent meetings, if necessary.

All meetings of the Roseburg Urban Renewal Agency Budget Committee are open public meetings and any citizen of the City of Roseburg may attend. Notice of this meeting shall also be posted on the City of Roseburg's website site: www.cityofroseburg.org.



Sheila R. Cox, City Recorder

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