

**ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 23, 2015**  
City Council Chambers, City Hall,  
900 S. E. Douglas Avenue, Roseburg, OR 97470



**6:00 p.m. – Special Meeting**

1. City/County Insurance Services Risk Management and Ethics Presentation

**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
Marty Katz	Lew Marks	John McDonald	Tom Ryan

4. **Mayor Report**

5. **Commission Reports/Council Ward Reports**

- A. Resolution No. 2015-01 – Adopting Goals
- B. Resignation from Councilor Katz

6. **Audience Participation – See Information on the Reverse**

7. **Consent Agenda**

- A. Minutes of February 9, 2015 Meeting
- B. OLCC Ownership Change, Little Brothers Pub, 428 SE Main
- C. Removal of Parking Meters From Oak and Washington Avenues
- D. Intergovernmental Agreement RUSA – Washington/Oak Improvements

8. **Public Hearings**

- A. OLCC New Location, Downtown Market, 741 SE Jackson
- B. Exemption From Competitive Selection – Concrete Construction Services – Resolution No. 2015-02
- C. Withdrawal of .81 Acres of Property and .10 Acres of Right-of-Way at Stephens/Edenbower From Fire District No. 2, Ordinance No. 3425 – Annexation, Zone Change, Boundary Line Adjustment and Withdrawal

9. **Ordinances**

- A. 2<sup>nd</sup> Reading, Ordinance No. 3423 – Stewart Parkway Right-of-Way Vacation
- B. 2<sup>nd</sup> Reading, Ordinance No. 3424 –Commission Appointment Requirements

10. **Items From Mayor, Council or City Manager**

11. **Informational**

- A. Activity Report

12. **Adjournment**

13. **Executive Session ORS 192.660(2)(i) City Manager Quarterly Evaluation**

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

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

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

### **TIME LIMITATIONS**

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

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

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

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

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

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

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

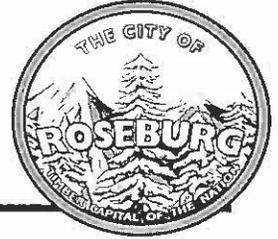
*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

***Thank you for attending our meeting – Please come again.***

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*JC*  
2/17/15



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## SPECIAL MEETING – RISK MANAGEMENT

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Meeting Date: February 23, 2015  
Department: Administration  
[www.cityofrosburg.org](http://www.cityofrosburg.org)

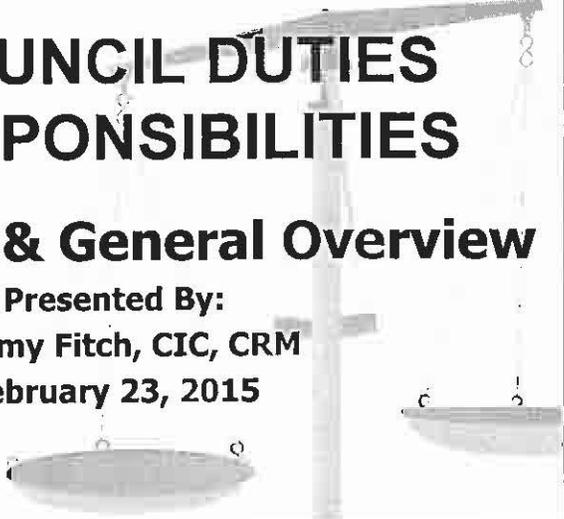
Agenda Section: Special Meeting  
Staff Contact: John VanWinkle, HR Director  
Contact Telephone Number: 492-6866

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### ISSUE STATEMENT AND SUMMARY

The City is participating in the City/Council Insurances Services "bonus program." Meeting certain criteria results in discounts from our insurance premiums. Those criteria include implementation of an Executive Risk Management Team, implementation of a learning plan, a volunteer management program and elected officials training.

For that final component, Tammy Fitch, representative from the City's insurance brokerage of Wilson-Heirgood Associates, will share a presentation regarding ethics and risk management as those subjects pertain to elected officials. In addition to her work with WHA, Tammy spent a number of years as a City Councilor for Springfield so should have some special insights into the topic.



# **CITY COUNCIL DUTIES AND RESPONSIBILITIES**

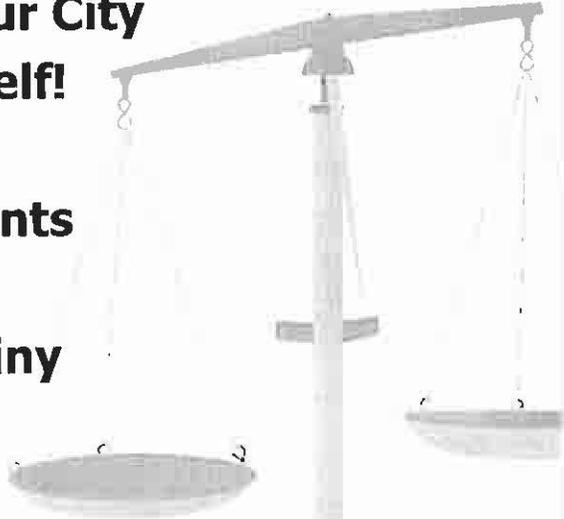
## **Challenges & General Overview**

**Presented By:**

**Tammy Fitch, CIC, CRM**

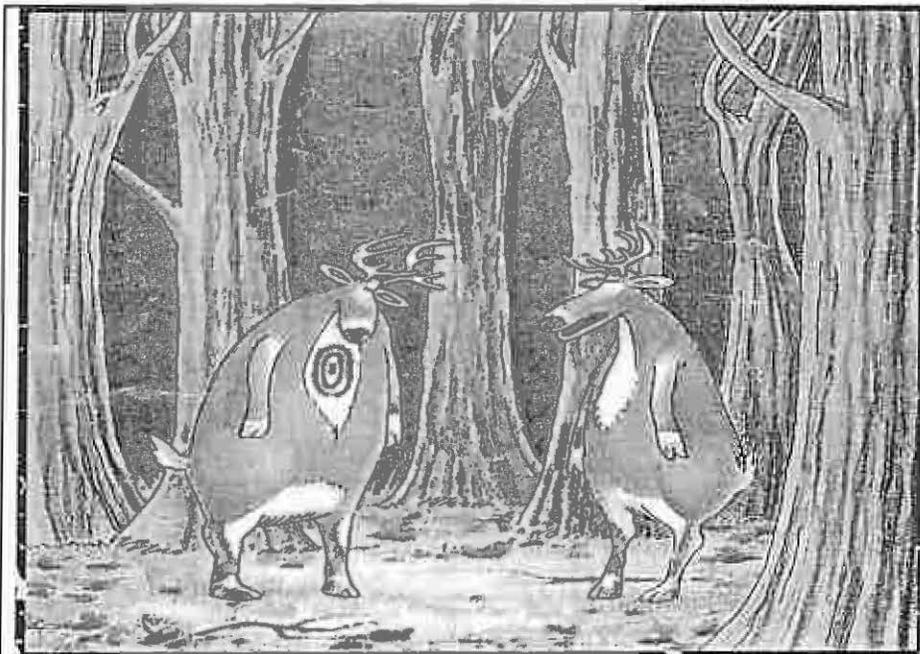
**February 23, 2015**

## **Why Are You in the Public Sector?**

- 
- **To Serve Your City  
– Not Yourself!**
  - **Public Servants**
  - **Public Scrutiny**

## Why Are We Here?

- Is it about the Law?
- Is it about the Law suits?
- Credit from CIS for education?
- Is it about the potential personal liabilities?
- ***MAYBE WE JUST WANT TO HAVE GREAT A CITY!!!!***

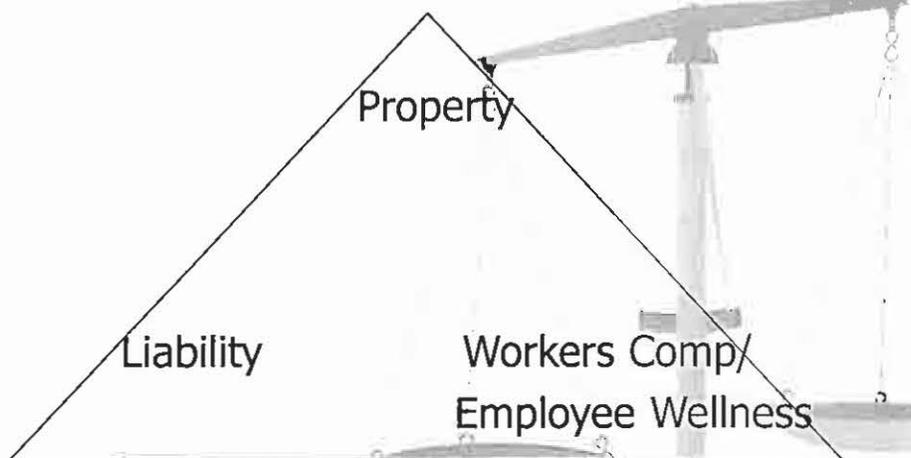


*"Bummer of a birthmark, Hal."*

**For Your Protection  
Work with your City Manager  
to....**

- **Understand City Exposures**
- **Review current policies and practices as requested**
- **Strengthen community relations**

**Risk Management**



A faint background image of a pair of scales of justice, symbolizing law and ethics.

## **Oregon's Government Ethics Law Rules and Definitions : ORS 244**

### **No Personal Gain**

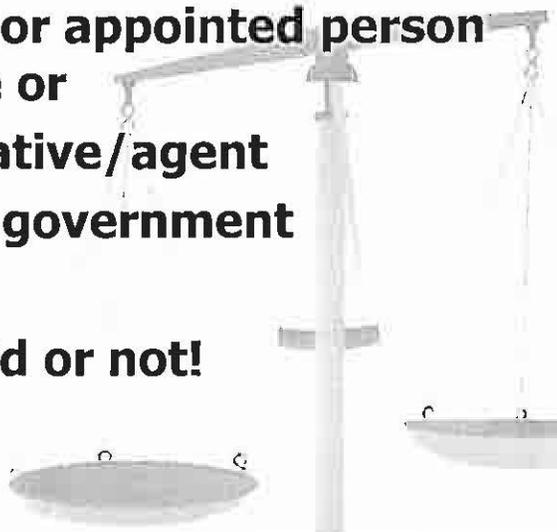
- **Can't use or attempt to use**
- **Your position**
- **To get money or avoid losing money**
- **For yourself or relative or member of your household**
- **If that opportunity would not be available BUT FOR your position**
- **Except: Compensation package+ reimbursement, unsolicited awards, or honoraria, or legal expense donations or gifts (very limited)**



*"What are you gonna tell your dad?"*

## Who Do The Rules Cover?

- Any elected or appointed person or employee or
- A representative/agent
- Serving any government
- In any way
- Whether paid or not!



## Learn Your Job

- **Get Orientation**
- **Facility tour**
- **Major issues review**
- **Budget review**
- **Review City's charter and your Council policies to understand your authority**

## Know Your Roles

**As an individual you have no authority to act, except with the express permission of the Council on a specific area granted in an open meeting!**

**You have "2" employees, your City Manager and Municipal Court Judge!**

## **Respect the Majority**

- You are a member of a team
- Once a decision is made, we need to put on a brave front
- Remember you are a policymaker, not administrator, that's the City Manager's JOB
- Insist complaints follow the chain of command
- Don't make promises as an individual.

## **Conflicts of Interest**

- Actual conflict of interest arises when a proposed action Will result in monetary benefit or detriment to the official, relatives and any business where there is association
- Potential conflict of interest is one that May result in the monetary benefit or detriment of the official or relatives, etc

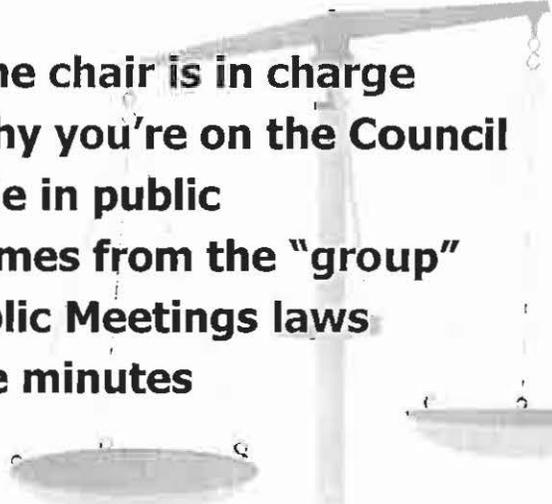
## **What Makes a Public Meeting?**

- **Any meeting where a quorum of the decision making body is present and is discussing or" deliberating toward" a matter of business**
- **Five members of eight member council must be present**
- **A majority of Councilors present is needed to pass any motion**

## **Types of Meetings**

- **Regular**
- **Executive Session**
- **Special**
- **Emergency**
- **Work Groups**

## Tips For Effective Meetings

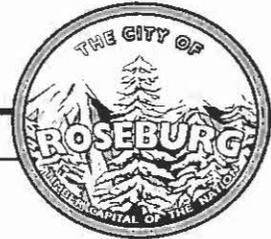
- Be prepared
  - Remember, the chair is in charge
  - Remember why you're on the Council
  - Don't squabble in public
  - The power comes from the "group"
  - Know the Public Meetings laws
  - Keep accurate minutes
- 

**Do the Right Thing...Always!**

**Our Greatest Asset is Our People:**

- Doing The Right Thing
  - At The Right Time
  - In The Right Way
  - With The Right Attitude
- 

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**GOAL ADOPTION**

**Meeting Date: February 23, 2015**  
**Department: Administration**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Council Reports**  
**Staff Contact: Lance Colley**  
**Contact Telephone Number: 492-6866**

**ISSUE STATEMENT AND SUMMARY**

In January, the City Council and Staff held a special meeting to establish short and long-term goals.

**BACKGROUND**

**A. Council Action History.**

- January 27, 2015 – City Council met to establish goals

**B. Analysis.**

On January 27, 2015, City Council and staff met to review the five existing goals and establish new goals. Although the meeting did not result in designation of specific goals, the general tenor indicated the Council wished to continue the existing goals, with some modification. Those modifications were identified as:

1. Addition of a communication strategy which would include use of social media outlets as an action item under a modified Goal C.
2. Action items which would address livability, community image and recreation opportunities as action items under a modified Goal C.
3. Clarification of business friendly/city image.
4. Update the goals related to infrastructure and urban renewal with action items that will have time frames and priorities.

**C. Financial and/or Resource Considerations.**

There are no immediate financial considerations. However, several of the goals relate to development and implementation of financial planning. The completion of those goals will significantly assist City Staff, the City Council and Budget Committee in ensuring appropriate budgeting to attain these and future goals.

**D. Timing Issues.**

Completion and implementation of these goals will evolve over the long and short-term. Therefore, timing of adoption is not issue.

**COUNCIL OPTIONS**

The City Council has the option to:

1. Adopt the goals as drafted.
2. Adopt the goals with amendment.
3. Provide Staff direction as to alternative goals/goal language.

**STAFF RECOMMENDATION**

Staff recommends the 2015 Goals be adopted as drafted. Once adopted, action plans will be developed for each goal with short-term and long-term completion dates. However, additional City Council input will be required to complete that aspect. Therefore, a work study session will be scheduled in April to discuss potential action items.

**SUGGESTED MOTION**

I MOVE TO ADOPT RESOLUTION NO. 2015-01 - ADOPTING GOALS.

**Attachment**

1. Resolution No. 2015-01

**RESOLUTION NO. 2015-01**

**A RESOLUTION ADOPTING THE GOALS FOR THE CITY OF ROSEBURG**

**WHEREAS**, goals set forth the City's vision, goals and objectives; and

**WHEREAS**, the City Council of the City of Roseburg met to consider goals; and

**WHEREAS**, the City Council wants to provide leadership and direction for Staff for the next one to four years;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Roseburg, Oregon, that the following Goals are hereby adopted. This Resolution shall become effective immediately upon its adoption.

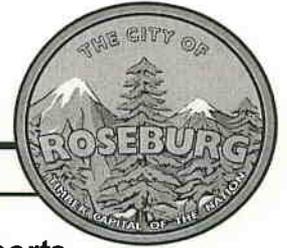
- A. Identify and Implement Long Term Infrastructure Funding Mechanisms to Ensure Infrastructure System Sustainability
- B. Implement the Urban Renewal Financial and Capital Improvement Plan; Evaluate Establishment of an Additional Urban Renewal Plan Area
- D. Initiate Community Livability Programs and Beautification Projects
- E. Define and Establish Business Friendly/Improved City Image

**APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 23<sup>rd</sup> DAY OF FEBRUARY 2015.**

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**Sheila R. Cox, City Recorder**

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



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**CITY COUNCILOR RESIGNATION – MARTY KATZ, WARD 2**

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**Meeting Date: February 23, 2015**  
**Department: City Manager's Office**  
**[www.cityofrosburg.org](http://www.cityofrosburg.org)**

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

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**ISSUE STATEMENT AND SUMMARY**

City Councilor Marty Katz has resigned his position on the Council effective immediately. Therefore, the City Council needs to accept the resignation, declare the position vacant and begin the process to fill the vacancy for City Councilor, Ward 2 - Position 2.

**BACKGROUND**

**A. Council Action History.**

No City Council action has been taken.

**B. Analysis.**

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

**Vacancy on Council or Planning Commission.**

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

**Candidacy and deadline.**

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

**Council interview and action.**

The Council shall interview the candidates during a public meeting. To the extent possible, the Council shall act to fill the vacancy at the same meeting in which it interviews candidates. Following the interviews, the Council may appoint the successful candidate or solicit additional candidates for consideration at a later meeting before making an appointment.

**C. Financial 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. Direct Staff to solicit applications from Ward 2 residents interested in serving in this position. Should this option be chosen, Staff would advertise the opportunity through the local news media and the City's website.

Staff recommends that applications be accepted through March 30, 2015, allowing at least one month for submission. Interviews would then be conducted in a special session immediately prior to the April 13, 2015 Council meeting.

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

**RECOMMENDED MOTION**

1. "I move to accept Marty Katz's resignation from the City Council, to declare City Council Position 2 in Ward 2 as vacant and direct Staff to solicit applications from persons interested in filling such vacancy."

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

**FEBRUARY 9, 2015**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:03 p.m. on Monday, February 9, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Hawks led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Lew Marks, Victoria Hawks, Steve Kaser and Tom Ryan.

Absent: Councilors Ken Fazio, Marty Katz and John McDonald.

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

PLANNING COMMISSION INTERVIEWS

Council interviewed Planning Commission candidates Kerry Atherton, Ashley Hicks, Duane Haaland and Brook Reinhard. Candidate Jessie Liebowitz had withdrawn her application. Recess was taken from 7:41 p.m. to 7:45 p.m. Discussion ensued as to the appropriate appointment for the current vacancy, with Planning Commissioners Ron Hughes and Scotty Ingeman also participating in that discussion. Ryan moved to nominate Brook Reinhard for the Planning Commission. Motion was seconded by Marks and carried with Hawks voting nay as she supported Atherton for the position.

NEIGHBORWORKS UMPQUA/SERVICE/DRA BRANDING PROJECT

Colley introduced Mickey Beach of NeighborWorks Umpqua, which along with the Downtown Roseburg Association and SERVICE, is working on a branding project for Historic Downtown Roseburg and Mill-Pine. Beach shared a presentation regarding that neighborhood marketing project.

MAYOR REPORTS

Rich expressed appreciation for the Council and Staff work on the Chamber of Commerce State of the City presentation earlier in the day. Marks complimented Rich, Ryan and Colley as well and noted the popularity and success of the K-9 program.

AUDIENCE PARTICIPATION

Jackie Pearson, 1698 NW Eden #A, expressed frustration with noise issues in her neighborhood. Rich noted that Staff is working on a noise ordinance amendment which may help with her situation.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of January 26, 2015 regular meeting.

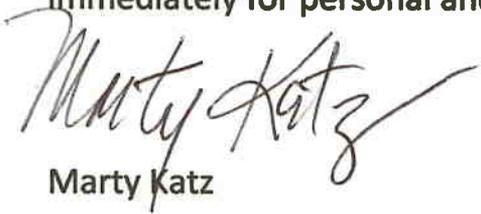
23 Feb 2015

Marty Katz  
1668 Le Mans Street  
Roseburg, OR 97470

Larry Rich, Mayor  
City Of Roseburg  
900 SE Douglas Street  
Roseburg, OR 97490

Dear Mr. Mayor:

I am resigning my position, Seat 2, Ward 2, on the Roseburg City Council effective immediately for personal and family reasons.

A handwritten signature in black ink that reads "Marty Katz". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Marty Katz

cc:

City Manager  
City Recorder  
City Council

B. Minutes of January 27, 2015 special meeting.

Motion was seconded by Marks and carried unanimously.

PUBLIC HEARING – PROPOSED VACATION OF A PORTION OF NW STEWART PARKWAY RIGHT-OF-WAY – ORDINANCE NO. 3423

At 8:29 p.m., Rich opened the public hearing regarding the proposed vacation of a portion of NW Stewart Parkway right-of-way. Cox reported Basco Bros, LLC requested the vacation of a 413 square foot area to realign property lines in conjunction with their abutting development. Given the small area involved, Staff recommended no appraisal be required for the property. Staff received no objections to the vacation but did reserve easements through the subject area. As no one else wished to speak, the hearing was closed at 8:33 p.m. Consensus was to agree with the waiver of a property appraisal. Cox read Ordinance No. 3423 for the first time, entitled: An Ordinance Vacating a Portion of NW Stewart Parkway Right-of-Way in the City of Roseburg.

ORDINANCE NO. 3424 – COMMISSION APPOINTMENT REQUIREMENTS

As directed by Council at the previous meeting, Staff prepared an ordinance which would no longer require current Commission members to submit written applications in order to be considered for reappointment. Cox read Ordinance No. 3424 for the first time, entitled: An Ordinance Amending Subsection 2.32.020(A) of the Roseburg Municipal Code Regarding Commission Appointments.

UPDATE – PROPOSED NOISE ORDINANCE AMENDMENT

Colley provided an update on the proposed amendments to the noise ordinance. A draft had been prepared eliminating time restrictions for excessive noise which would allow police to enforce noise amplification issues at any time of day. However, there were concerns expressed that a broader review should be made of all noise regulations including landscaping noise, home improvement, etc. Staff hoped to bring a revised agenda to Council within the next month.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

Colley thanked Rich and Ryan for their participation in the Chamber presentation.

Meeting adjourned at 8:42 p.m.



Debi Davidson  
Management Technician

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**

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2/10*



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**OLCC APPLICATION-CHANGE OF OWNERSHIP  
LITTLE BROTHERS PUB**

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**Meeting Date:** February 23, 2015  
**Department:** City Recorder  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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**ISSUE STATEMENT AND SUMMARY**

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

**BACKGROUND**

OLCC has received a change of ownership application for Little Brothers Pub, located at 428 SE Main. This is an "Full On-Premises and Off-Premises" sales license application submitted by Eva and Gary Chasteen.

- A. Council Action History.** Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.
- B. Analysis.** The Police Department conducted a background investigation on the applicant and found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

**COUNCIL OPTIONS**

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

*"I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNERSHIP APPLICATION FOR LITTLE BROTHERS PUB LOCATED AT 428 SE MAIN STREET."*

**ATTACHMENTS**

- A. Subject Application
  
- c: Applicant  
OLCC



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*JK*  
*2/18/15*



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## Removal of Parking Meters 1000 Block of SE Oak & SE Washington

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Meeting Date: February 23, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

In order to accommodate the changes to the parking associated with the Oak/Washington/Kane Street project there are fifteen parking meters that will need to be removed. The issue for Council is whether to authorize the removal of those meters.

### BACKGROUND

#### A. Council Action History

- On October 28, 2013, acting as the Urban Renewal Board (the Board) awarded the design contract to i.e. Engineering, Inc.
- On January 27, 2014, the Board approved the design concepts for the Washington/Oak Project and included keeping Rose Street as a two-way street.
- On March 10, 2014, the Board approved a contract amendment with i.e. Engineering for additional work including a traffic operations analysis.
- On March 17, 2014, the Board revisited the project and decided to:
  - Keep the parking at the Post Office head-in.
  - Proceed with a traffic study to evaluate the impacts of reducing one lane of traffic on Washington and Oak between Jackson and Kane Streets.
  - If the traffic study indicated that one travel lane was feasible, proceed with constructing back-in angled parking on Washington and Oak as proposed for a one-year trial period.
- On May 12, 2014, the Board directed staff to eliminate all back in parking and proceed with front in angled parking.
- On November 24, 2014, the Board approved a second contract amendment to the engineering design contract.

**B. Analysis.** Roseburg Municipal Code (RMC) Section 8.02.030 outlines the City Manager's powers as they relate to traffic control and parking regulations. RMC 8.02.030(F)(4) specifically exempts the establishment of parking meter zones or parking meter rates from the City Manager's authority. As such, removal of these parking meters will require Council action.

As previously discussed, the current parallel parking on Washington and Oak Avenues between Jackson Street and Kane Street is being converted to head in angled parking. There are currently parking meters on the eastern portion of the 1000 block, between Main Street and Kane Street. With the parking changes, all of the parking meters will need to

either be removed or relocated. Staff is recommending that the meters be removed. The meters will be salvaged for re-use by the Downtown Roseburg Association.

**C. Financial and/or Resource Considerations.** Staff does not believe that these meters provide a significant source of revenue.

**D. Timing Issues.** The Washington/Oak project is scheduled to go to bid in late March.

#### **COUNCIL OPTIONS**

- 1) Approve the request to remove the fifteen parking meters impacted by the parking changes; or
- 2) Direct staff to have the meters reinstalled in the new parking configuration; or
- 3) Request additional information.

#### **STAFF RECOMMENDATION**

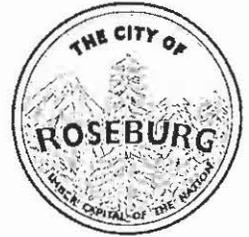
Staff has contacted the Downtown Roseburg Association to discuss this request. The DRA supported removing these parking meters. Staff recommends removing fifteen parking meters as part of the Washington/Oak/Kane Street Improvement Project.

#### **SUGGESTED MOTION**

***I move to allow the removal of fifteen parking meters on Washington and Oak Avenues between Main Street and Kane Street as part of the Washington/Oak/Kane Street Improvement Project.***

**ATTACHMENTS.** None.

*o/c*  
*2/18/15*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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**Intergovernmental Agreement  
Roseburg Urban Sanitary Authority  
Washington/Oak/Kane Street Improvement Project**

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**Meeting Date: February 23, 2015**  
**Department: Public Works**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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### ISSUE STATEMENT AND SUMMARY

Roseburg Urban Sanitary Authority (RUSA) is planning on replacing some aging infrastructure as part of the Washington/Oak/Kane Street Improvement Project. The issue for the Council is whether to authorize the City Manager to enter into an Intergovernmental Agreement (IGA) with RUSA and include this work in the City's contract.

### BACKGROUND

#### A. Council Action History.

- On October 28, 2013, acting as the Urban Renewal Board (the Board) awarded the design contract to i.e. Engineering, Inc.
- On January 27, 2014, the Board approved the design concepts for the Washington/Oak Project and included keeping Rose Street as a two-way street.
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- On May 12, 2014, the Board directed staff to eliminate all back in parking and proceed with front in angled parking.
- On November 24, 2014, the Board approved a second contract amendment to the engineering design contract.

**B. Analysis.** The Washington/Oak/Kane Street Project includes the construction of four decorative concrete intersections that will be flush with the surrounding sidewalks. RUSA would like to replace their facilities within these intersections to ensure that they do not have to disturb them in the future. The most economical and least disruptive way to accomplish this is to include the work in the City's contract. As such, the City Attorney has prepared an IGA that outlines RUSA's responsibilities for providing engineered drawings and specifications to include in the bidding documents, as well as their obligation for paying for the sanitary sewer improvements.

**C. Financial and/or Resource Considerations.** The estimated cost of the sanitary sewer work is \$50,000. This cost will be borne by RUSA, making this revenue neutral for the City.

**D. Timing Issues.** The Washington/Oak/Kane project is scheduled to go to bid in late March.

#### **COUNCIL OPTIONS**

Council has the options to:

- 1) Authorize the City Manager to enter into an Intergovernmental Agreement with RUSA to include the sanitary sewer improvements in the Washington/Oak/Kane Street Improvement Project; or
- 2) Not authorize the IGA and have the projects constructed separately; or
- 3) Request additional information.

#### **STAFF RECOMMENDATION**

Staff recommends entering into an IGA with RUSA and including the sanitary sewer work in the City's project.

#### **SUGGESTED MOTION**

*I move to authorize the City Manager to enter into an Intergovernmental Agreement with RUSA to include sanitary sewer improvements in the Washington/Oak/Kane Street Improvement Project.*

#### **ATTACHMENTS**

None.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*o/c  
2/10*



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### OLCC APPLICATION-NEW OUTLET DOWNTOWN MARKET

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**Meeting Date:** February 23, 2015  
**Department:** City Manager's Office  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Public Hearing  
**Staff Contact:** Sheila Cox  
**Contact Telephone Number:** 492-6866

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### ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration.

### BACKGROUND

We have received an application for a new outlet location for Downtown Market located at 741 SE Jackson Street. This is an "Off-Premises Sales" license application submitted by Maninderjit Kaur and Jit Singh.

- A. **Council Action History.** Council is required to hold a public hearing before recommending OLCC denial or approval of any application for a new outlet.
- B. **Analysis.** Notice of the public hearing was published and posted, and a background investigation was conducted on the applicants in accordance with Roseburg Municipal Code Chapter 9.12. Our office received no objections to issuance of the license, and the Police Department found no reason to deny the application as presented. Council is required to allow an opportunity for comment regarding the license during the public hearing.
- C. **Financial and/or Resource Considerations.** The applicants have paid the appropriate fee for City review of the application.
- D. **Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

**COUNCIL OPTIONS**

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

*"I MOVE TO RECOMMEND OLCC APPROVAL OF THE NEW LOCATION APPLICATION FOR AN OFF-PREMISES SALES LICENSE FOR DOWNTOWN MARKET LOCATED AT 741 SE JACKSON STREET.*

**ATTACHMENTS**

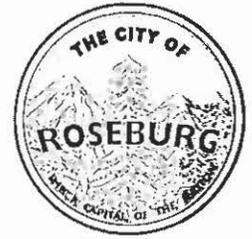
A. Subject Application

c: Applicant  
OLCC



*etc*  
*2/18/15*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Washington/Oak/Kane Improvements Pre-qualification of Concrete Contractors 13UR03

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Meeting Date: February 23, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

The Washington/Oak/Kane project is currently in design and about 95% complete. Due to the complex nature of the concrete work involved with the themed intersections, staff issued a Request for Qualifications to pre-qualify concrete contractors for the project. The issue for the Council is whether to adopt a resolution allowing only pre-qualified contractors to be included in the approved sub-contractor list.

#### BACKGROUND

##### A. Council Action History

- On October 28, 2013, acting as the Urban Renewal Board (the Board) awarded the design contract to i.e. Engineering, Inc.
- On January 27, 2014, the Board approved the design concepts for the Washington/Oak Project and included keeping Rose Street as a two-way street.
- On March 10, 2014, the Board approved a contract amendment with i.e. Engineering for additional work including a traffic operations analysis.
- On March 17, 2014, the Board revisited the project and decided to:
  - Keep the parking at the Post Office head-in.
  - Proceed with a traffic study to evaluate the impacts of reducing one lane of traffic on Washington and Oak between Jackson and Kane Streets.
  - If the traffic study indicated that one travel lane was feasible, proceed with constructing back-in angled parking on Washington and Oak as proposed for a one-year trial period.
- On May 12, 2014, the Board directed staff to eliminate all back in parking and proceed with front in angled parking.
- On November 24, 2014, the Board approved a contract amendment with i.e. Engineering for design elements that were modified from the original scope of work.

**B. Analysis.** The City has engaged a City Manager appointed Citizens Advisory Committee to assist staff and the design engineer develop concepts for the Washington/Oak/Kane Street Improvement Project. This has led to the inclusion of four themed intersections as outlined below.

<u>Intersection</u>	<u>Theme</u>
Oak/Jackson Street	Salmon
Oak/Main Street	Logging
Washington/Jackson	N. Umpqua River
Washington/Main	Cycling/N. Umpqua Trail

The aesthetic component of each of these designs is a critical element in the success of the project. Staff worked with the design engineer and the City Attorney to produce a prequalification process similar to a request for qualifications. The intent was to select concrete contractors that met the criteria and list them as eligible contractors and/or subcontractors in the bidding documents. Only pre-qualified contractors will be eligible to bid on the concrete work on the project. The criteria included the following:

1. Contractor must be licensed pursuant to state law and if awarded a contract pursuant to this RFQ, proposer must register to do business in the City of Roseburg prior to work being performed under the contract.
2. Contractor must not be disqualified by the City, the Department of Administrative Services or the State Contractor's Board from working on public contracts.
3. Contractor must show a minimum experience of successfully completing at least three (3) similar type decorative concrete projects over the past five years. Each listed project needs to have included at least \$75,000 of decorative concrete work and at least two of those projects should be either commercial or public in nature. Provide a reference for each of the projects listed.
4. Contractor must show the ability, resources, and staff to complete this size of a project in a timely manner.
5. Contractor must show that they have a minimum bonding capacity of \$500,000.00.

Additionally, in order to be considered for pre-qualification, the contractor needed to submit photos, references and other evidence that they met the criteria listed above. Two contractors submitted SOQ's and were deemed to meet all the requirements necessary for pre-qualification. They are listed below.

- Guido Construction, Inc.                      Roseburg, OR
- Brown Contracting, Inc.                      Eugene, OR

The City Attorney has recommended that this process be treated as a special procurement exempt from competitive bidding. As such, staff has issued a notice of intent to use the Request for Qualifications process exempting the decorative concrete work from competitive selection requirements. This was accomplished with a 14 day notice prior to the public hearing scheduled at the February 23rd City Council meeting. The attached resolution outlines the findings related to the exemption from competitive selection.

**C. Financial and/or Resource Considerations. None.**

**D. Timing Issues.** It is staff's intent to bid the project in March and complete construction by the fall of 2015.

### **COUNCIL OPTIONS**

The Council has the options to:

1. Adopt the attached resolution and pre-qualify the selected contractors; or
2. Direct staff to bid the project with bidding open to all concrete contractors; or
3. Recommend that the City not bid the project.

### **STAFF RECOMMENDATION**

The Public Works Commission discussed this process at their January 8th meeting and expressed their support. Staff recommends that Council approve prequalification of the two approved contractors.

### **SUGGESTED MOTION**

***I move to adopt Resolution No. 2015-02, and authorize pre-qualification of Guido Construction, Inc. and Brown Contracting, Inc. for concrete construction services related to the Washington/Oak/Kane Improvement Project.***

### **ATTACHMENTS**

Resolution No. 2015-02, a Resolution adopting an exemption from competitive selection requirements for concrete construction services.

## RESOLUTION NO. 2015-02

### A RESOLUTION ADOPTING AN EXEMPTION FROM COMPETITIVE SELECTION REQUIREMENTS FOR CONCRETE CONSTRUCTION SERVICES TO BE PROVIDED AS PART OF THE OAK-WASHINGTON STREET IMPROVEMENT PROJECT (THE PROJECT)

**WHEREAS**, Section 3.06.035 of the Roseburg Municipal Code (RMC) states that the City Council may create special selection, evaluation and award procedures for, or may exempt from competition, for the award of a special public contract or class of public contracts; and

**WHEREAS**, the City wishes to create a special selection process to exempt specialized decorative concrete portions of the Project from competitive low bid selection requirements of ORS Chapter 279C; and

**WHEREAS**, pursuant to the City's previous RFQ No. PW-15-03, two concrete subcontractors responded to the RFQ and requested to be prequalified as approved subcontractors on the Project, namely 1) Guido Construction, Inc. and 2) Brown Contracting, Inc. and both of said interested companies have now been prequalified by the City; and

**WHEREAS**, The City proposes to require that general contractor/bidders on the Project use only said prequalified concrete subcontractor(s) for concrete work on the Project. Use of other subcontractor(s) not prequalified, or use of the contractor/bidder's own forces, for such work would render the bid nonresponsive and would be a violation of the contract specifications. All other usual competitive public contracting requirements for public improvement projects would apply;

#### **NOW, THEREFORE, THE ROSEBURG CITY COUNCIL FINDS AS FOLLOWS:**

**A.** Requiring use of only said prequalified concrete subcontractors would have the public benefit of ensuring that the decorative concrete work is of the quality planned and also would result in cost savings by reducing costs of overseeing the work and addressing deficiencies in the work.

**B.** Requiring use of said subcontractors would substantially promote the public interest in a manner that could not be realized by complying with the low bid selection requirements otherwise applicable in RMC Chapter 3 and ORS Chapter 279C.

#### **THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, AS FOLLOWS:**

**Section 1.** Based on the above findings, which are incorporated herein by this reference, under authority of Roseburg Municipal Code Section 3.06.035, the Council

hereby approves and adopts the exemption from competitive selection requirements as set forth hereinabove for concrete construction services on the Project.

**Section 2.** This resolution shall take effect immediately.

**ADOPTED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS  
REGULAR MEETING ON THE 23rd DAY OF FEBRUARY, 2015.**

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Sheila R. Cox, City Recorder

*o/c*  
*2/18/15*



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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**Annexation, Zone Change, Boundary Line Adjustment, and  
Withdrawal from DC Fire District #2 – File Nos. AN-14-1, ZC-14-3, BLA-14-5**

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**Meeting Date:** February 23, 2015  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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## **ISSUE STATEMENT AND SUMMARY:**

Applicant Pinnacle Western, Inc. has requested the annexation of 0.81 acres of property into the City near the intersection of Stephen St. and Edenbower Blvd. Concurrent with the application is Zone Change, Boundary Line Adjustment, and Withdrawal from Douglas County Fire District #2. With the applicant's approval, the City included 0.10 acres of Edenbower Blvd. in the proposal in order to complete a contiguous annexation and to prevent the creation of a non-City island (see map below).



## **BACKGROUND:**

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

None.

### **B. Analysis:**

The annexation is required to satisfy ORS 222.125, and conform to the Roseburg Annexation Policies in Resolution 2006-04. Zone Changes and Boundary Line Adjustments are required to satisfy approval criteria contained within Roseburg Land Use and Development Ordinance Sections 5.4.030 and 6.1.210, respectively. The Findings of Fact and Order document, together with the Ordinance (all attached) provide the analysis for the proposal.

### **C. Financial and/or Resource Considerations:**

The proposed annexation is less than an acre located at the intersection of two major arterial streets. The financial gain is negligible, as is the demand on city resources needed to serve the property.

### **D. Timing Issues:**

None.

## **COUNCIL OPTIONS**

1. Adopt Planning Commission's Findings of Fact for approval and proceed with first reading of the ordinance
2. Continue the matter for further consideration
3. Remand the matter back to Planning Commission
4. Adopt Findings of Fact denying the proposal

## **STAFF RECOMMENDATION**

Staff recommends Option 1.

## **SUGGESTED MOTION:**

*"I MOVE TO ADOPT THE FINDINGS OF FACT APPROVED BY THE PLANNING COMMISSION FOR FILE NOS. AN-14-1, ZC-14-3 and BLA-14-5."*

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

## **ATTACHMENTS:**

Planning Commission Findings of Fact and Order  
Ordinance  
February 2, 2015 Planning Commission Minutes

In the matter of the application  
by Pinnacle Western, Inc.

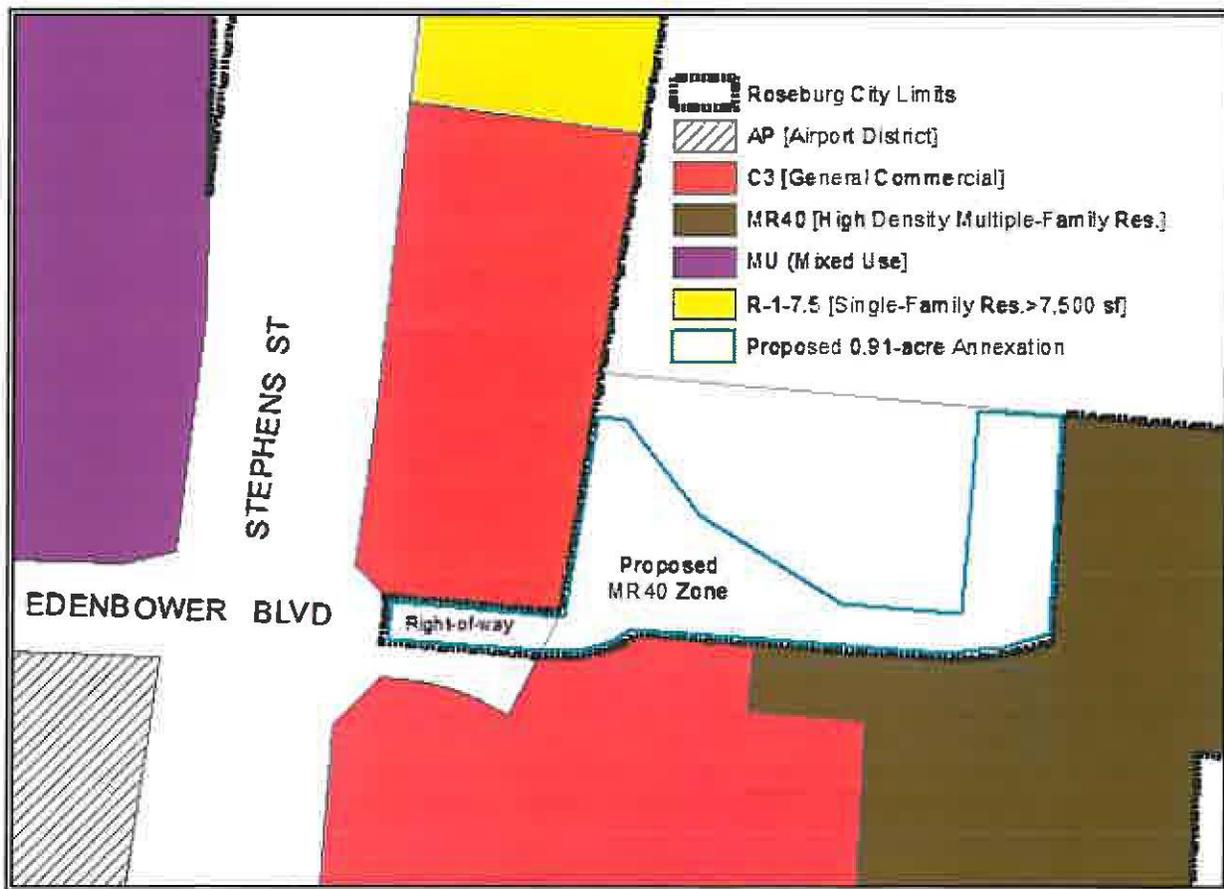
- ) Annexation: AN-14-1
- ) Boundary Line Adjustment: BLA 14-5
- ) Zone Change: ZC-14-3

## BEFORE THE ROSEBURG PLANNING COMMISSION

### FINDINGS OF FACT AND ORDER

#### I. NATURE OF APPLICATION

The applicant, Pinnacle Western, Inc., requests an Annexation and concurrent Zone Change, with a Boundary Line Adjustment, for 0.81 acres of property east of the intersection of Stephens St. and Edenbower Blvd. The Annexation also includes a 0.10 acre portion of Edenbower Blvd. east of Stephens St (see map below).



## II. PUBLIC HEARING

A public hearing was held on the application before the Roseburg Planning Commission on February 2, 2015. The Planning Commission reviewed Case No. AN-14-1 / BLA 14-5 / ZC-14-3, an application for an Annexation, Boundary Line Adjustment, and Zone Change, and it was made part of the record.

## III. FINDINGS OF FACT

### A. EXISTING CONDITIONS

1. The City Council 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 before the Planning Commission 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 before the Planning Commission was mailed to all owners of property within 300 feet of the property 20 days prior to the hearing.
3. Notice of the public hearing and proposed land use regulations was sent to affected property owners per LUDO 5.1.190.
4. The property may be described as a 0.81-acre portion of Tax Lot 201 of Township 27 South, Range 06 West, Section 1DA, Willamette Meridian, and an adjacent 0.10-acre portion of Edenbower Blvd. The property is being annexed by way of Boundary Line Adjustment with the property to the east in a consolidated application per LUDO 5.1.060. Therefore, the subject property, after Boundary Line Adjustment and Annexation, will become part of Tax Lot 202 of Township 27 South, Range 06 West, Section 1DA, Willamette Meridian, currently addressed as 3353 NE Stephens Street.
5. The subject property has a Comprehensive Plan Land Use Designation of High-Density Residential (HDR) and a Douglas County Zoning of Single-Family Residential (R-1).
6. The land subject to the annexation proposal is not developed. Because it is in the Urban Growth Boundary, it is – or can be – served by all utilities and urban services.

### B. PROPOSAL

The proposal is to annex 0.81 acres of private property and rezone it to High-Density Multi-Family Residential MR40. The proposal also includes the annexation of 0.10 acres of Edenbower right-of-way. The 0.81 acres of private property would be added to a parcel to the east already in the City Limits by way of a Boundary Line Adjustment. The Zoning of the newly added and annexed land would change from County R-1 to City MR40.

C. AGENCY COMMENTS

ODOT: "We reviewed the proposed project and determined it does not significantly affect state transportation facilities under the State Transportation Planning Rule (OAR 660-012-0060) or State Access Management Rule (OAR 734-051-000)."

Roseburg Urban Sanitary Authority: Ensure the existing building sewer at 3357 & 3367 NE Stephens Street is within the proposed utility easement."

D. PUBLIC COMMENTS

The Community Development Department notified all owners of surrounding properties per and LUDO 5.1.190. No comments were received.

E. ANALYSIS

The annexation is required to satisfy ORS 222.125, and conform to the Roseburg Annexation Policies in Resolution 2006-04. Zone Changes and Boundary Line Adjustments are required to satisfy approval criteria contained within Roseburg Land Use and Development Ordinance (LUDO) Sections 5.4.030 and 6.1.210, respectively.

F. REVIEW CRITERIA

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

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

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

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

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

*Annexation to the City should be encouraged:*

- 1. For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;*
- 2. Where the availability of infrastructure and services allows for the development of urban densities.*

**Finding:** The subject property can logically be served by the City given that it is surrounded on three sides by incorporated land. Infrastructure and services

necessary for urban densities can be provided when approval is granted for development consistent with the proposed Zoning.

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

**Finding:** The City did not initiate this annexation.

- c) **Full-Range of City Services in Timely Manner.** *The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.*

**Finding:** Surrounding properties of the subject property are already served by municipal water and sewer. Extending services to the subject property can be provided within three years, depending on development activity.

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

**Finding:** The location of the subject property is at the intersection of two city arterial streets and is less than 2,000 feet from Interstate 5. The property has, or can have, urban services provided to it in a cost-effective manner consistent with logical growth patterns.

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

**Finding:** The property is not an island.

- f) **Properties Now Served by Municipal Water But Located Outside Existing City Limits.** *Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.*

**Finding:** Properties surrounding the subject property are currently served by municipal water service.

- g) **New Consent to Annexation Agreements Prohibited.** *After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.*

**Finding:** While surrounding properties are served with city water service, the land proposed for annexation does not. It is therefore being annexed prior to receiving city water service.

**3. Pursuant to LUDO 5.4.030 the following criteria must be demonstrated as being satisfied by the application for approval of the zone change:**

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

**Finding:** The proposed MR40 Zone conforms to the Comprehensive Plan under the High-Density Residential map and applicable written policies.

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

**Finding:** Public health, safety and welfare can be adversely impacted by uses with significant external impacts, dangerous activities, and unsafe or inadequate transportation facilities that provide access to a site. The proposed Zoning District is compatible with the existing development, and as such is presumably no less suitable than the existing County Zoning.

- c) *The rezone is consistent with the safety and performance measures of the transportation system.*

**Finding:** The locally-classified street network that serves the existing residential development is consistent with the safety and performance measures of the transportation system. The property is served by Edenbower Blvd., an arterial street. Any future development would be required to meet access standards determined by the Transportation System Plan, LUDO and Public Works standards.

**4. Pursuant to LUDO 6.1.210 the following criteria must be demonstrated as being satisfied by the application for approval of a common boundary line adjustment:**

- a) *The [application] information required by [LUDO] has been provided*  
b) *The design and development standards of [LUDO] and the Comprehensive Plan have been met*  
c) *All adjusted lots will be no more non-conforming than the original lots with respect to minimum lot area, dimensions, and building set back requirements for the given zone*  
d) *All adjustments are within a given zone and not among differing zones*  
e) *No substandard lots shall be created*  
f) *The adjustment will not affect or impede the public right of way or any recorded easement*

**Finding:** The application as submitted satisfied these criteria. Approval of the boundary line adjustment shall be subject to approval conditions set forth in LUDO 6.1.210.

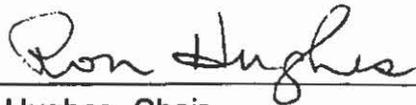
#### IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in ORS 222.125, Resolution 2006-04, and LUDO 5.4.030 and 6.1.210.

#### V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends **APPROVAL** of his application to the City Council with following conditions:

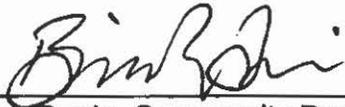
1. Upon signature by the Community Development Director, the Final Plat of the Boundary Line Adjustment shall be filed with the County Surveyor's Office
2. The applicant shall provide to the City copies of filed maps and deeds pertaining to the Boundary Line Adjustment upon recordation.



Ron Hughes, Chair

FEB 2, 2015

Date



Brian Davis, Community Development Director

2/2/15

Date

Planning Commission:

Ron Hughes, Chair

Scotty Ingeman

Jesse McLean

Dan Onchuck

Patrick Parson

Matthew Powell

## Exhibit A

### ANNEXATION AND ZONE CHANGE DESCRIPTION:

Beginning at a 5/8 inch iron rod from which the Northwest Corner of Donation Land Claim Number 39, Township 27 South Range 6 West bears North 6°51'55" East 521.22 feet and North 89°32'07" West 345.38 feet; thence South 83°15'55" East 35.63 feet; thence South 42°33'34" East 82.12 feet; thence South 65°44'26" East 117.36 feet; thence South 85°39'24" East 85.04 feet; thence North 03°07'28" East 157.23 feet; thence South 87°15'11" East 63.05 feet; thence South 00°00'08" East 171.46 feet; thence South 72°34'36" West 40.80 feet; thence South 82°09'46" West 33.13 feet; thence North 88°23'34" West 75.18 feet; thence North 86°56'25" W 64.97 feet; thence North 87°16'14" W 98.15 feet; thence South 55°33'11" W 13.91 feet; thence South 71°35'43" W 29.87 feet; thence South 87°57'28" West 28.30 feet; thence North 87°11'20" West 5.23 feet; thence North 21°41'09" East 36.61 feet; thence North 06°51'55" East 128.25 feet to the POINT OF BEGINNING, all situated in Parcel 2 of the Major Land Partition recorded in Book 6, Page 26 of the official plat records of Douglas County, Oregon, containing 0.81 acres more or less.

### ANNEXATION DESCRIPTION OF EDENBOWER BLVD:

Beginning at a point from which the Northwest Corner of Donation Land Claim Number 39, Township 27 South Range 6 West bears North 6°51'55" East 649.47 feet and North 89°32'07" West 345.38 feet; thence North 87°08'01" West 132.49 feet; thence South 47°48'03" East 3.58 feet; thence South 04°39'11" West 32.51 feet; thence South 87°11'20" East 118.93 feet; thence North 21°41'09" East 36.61 feet to the POINT OF BEGINNING, situated in the Right of Way of Edenbower Blvd. dedicated in Deed Record Number 2008-02568 and 2008-02582 of the records of Douglas County, Oregon, containing 0.10 acres more or less.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ANNEXING 0.91 ACRES OF PROPERTY AND ASSOCIATED RIGHT-OF-WAY LOCATED EAST OF THE INTERSECTION OF NE STEPHENS STREET AND EDENBOWER BOULEVARD; WITHDRAWING THE PROPERTY FROM DOUGLAS COUNTY FIRE DISTRICT 2; AMENDING THE ROSEBURG ZONING MAP; ADJUSTING THE BOUNDARY LINE**

**THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, finds:**

1. The proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals.
2. This proposal includes annexation of land and concurrent Zone Change and Boundary Line Adjustment for said land which came before the Roseburg Planning Commission as a Quasi-judicial matter considered at a public hearing after due and timely notice.
3. The annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent.
4. Owner of the subject property consents to annexation into the City as a logical extension of the city boundary.
5. The territory to be annexed is a part less than the entire area of a rural fire protection district - Douglas County Fire District No. 2.
6. The annexation and withdrawal of the property from the Douglas County Fire District No. 2 is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies, and it is in the best interest of the City that the area be annexed and withdrawn.
7. The City is willing to assume the responsibilities and indebtedness previously contracted by the District proportionate to the part of the District that has been annexed to the City upon the effective date of the withdrawal.
8. The City Council takes note of the Roseburg Urban Area Comprehensive Plan as adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996.
9. The City Council takes note 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.

10. The subject land is zoned County Single Family Residential (R-1), and annexation will cause a Zone Change to a City designation of High-Density Residential (MR40).
11. All public facilities and services are within distance to serve the subject property.
12. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.
13. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the city in accordance with ORS 222.010.
14. The following criteria exist:
  - a. The Annexation complies with ORS 222.125 and City Council Annexation Policies of Resolution 2006-04.
  - b. The Zone Change and Boundary Line Adjustment comply with Land Use and Development Ordinance Sections 5.4.030 and 6.1.210, respectively.

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

**SECTION 1.** The foregoing findings are hereby approved and incorporated herein.

**SECTION 2.** The subject real property was known as Tax Lot 201 of Township 27 South, Range 06 West, Section 1DA, Willamette Meridian. The property is annexed by way of Boundary Line Adjustment with the property to the east in a consolidated application per LUDO 5.1.060. Therefore, the subject property, with Boundary Line Adjustment and Annexation, is hereby annexed into the City of Roseburg and is now part of Tax Lot 202 of Township 27 South, Range 06 West, Section 1DA, Willamette Meridian, addressed as 3353 NE Stephens Street. The subject property annexation, also known as DOR File #10-P486-2015, is described in attached Exhibit "A" and shown on the map in attached Exhibit "B."

**SECTION 3.** This annexation and concurrent Zone Change and Boundary Line Adjustment have been processed pursuant to Roseburg Land Use and Development Ordinance.

**SECTION 4.** The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated February 2, 2015 and by reference incorporated herein.

**SECTION 5.** This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

**SECTION 6.** The subject property shall be withdrawn from Douglas County Fire District No. 2 on the effective date of the annexation; at which time, the City shall assume the obligations referred to in ORS 222.520(2) and shall commence the procedure for division of assets provided in ORS 222.530. The particulars of said assumption of

liabilities and division of assets shall be accomplished hereafter as provided in an Intergovernmental Agreement between the City and Douglas County Fire District No. 2 dated September 23, 2013.

**SECTION 8.** Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

**SECTION 9.** The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit "A") and accurate map showing the annexed territory (attached hereto as Exhibit "B") to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

**SECTION 10.** On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the identified zones to the subject properties, as shown by the list herein made part of this ordinance.

**SECTION 11.** Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the city in accordance with ORS 222.010.

**ADOPTED BY THE CITY COUNCIL THIS 23RD DAY OF FEBRUARY, 2015.**

**APPROVED BY THE MAYOR THIS 23RD DAY OF FEBRUARY, 2015.**

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
SHEILA R. COX, CITY RECORDER

## EXHIBIT A

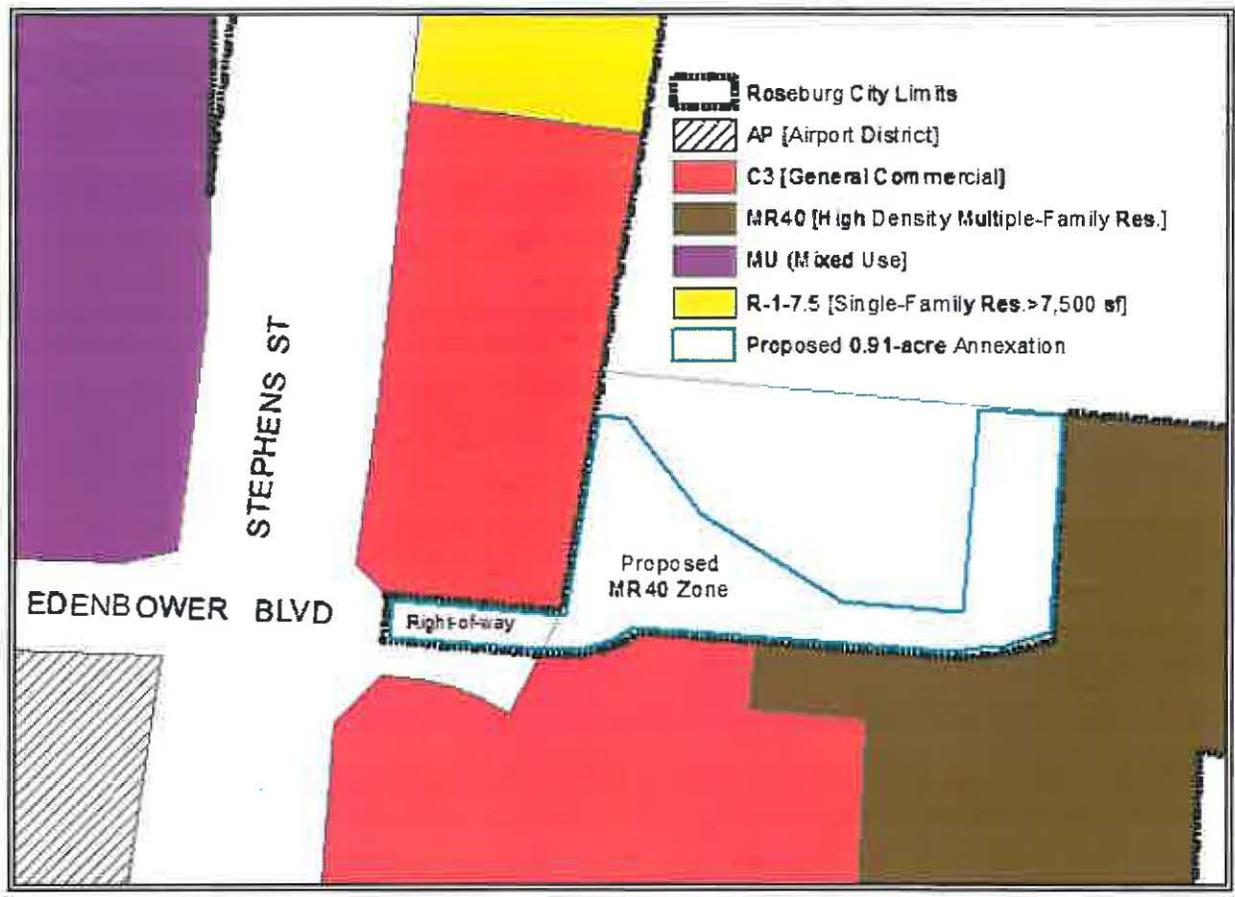
### ANNEXATION DESCRIPTION:

Beginning at a 5/8 inch iron rod from which the Northwest Corner of Donation Land Claim Number 39, Township 27 South Range 6 West bears North 6°51'55" East 521.22 feet and North 89°32'07" West 345.38 feet; thence South 83°15'55" East 35.63 feet; thence South 42°33'34" East 82.12 feet; thence South 65°44'26" East 117.36 feet; thence South 85°39'24" East 85.04 feet; thence North 03°07'28" East 157.23 feet; thence South 87°15'11" East 63.05 feet; thence South 00°00'08" East 171.46 feet; thence South 72°34'36" West 40.80 feet; thence South 82°09'46" West 33.13 feet; thence North 88°23'34" West 75.18 feet; thence North 86°56'25" W 64.97 feet; thence North 87°16'14" W 98.15 feet; thence South 55°33'11" W 13.91 feet; thence South 71°35'43" W 29.87 feet; thence South 87°57'28" West 28.30 feet; thence North 87°11'20" West 5.23 feet; thence North 21°41'09" East 36.61 feet; thence North 06°51'55" East 128.25 feet to the POINT OF BEGINNING, all situated in Parcel 2 of the Major Land Partition recorded in Book 6, Page 26 of the official plat records of Douglas County, Oregon, containing 0.81 acres more or less.

### ANNEXATION DESCRIPTION OF A 0.10-ACRE PORTION OF EDENBOWER BLVD:

Beginning at a point from which the Northwest Corner of Donation Land Claim Number 39, Township 27 South Range 6 West bears North 6°51'55" East 649.47 feet and North 89°32'07" West 345.38 feet; thence North 87°08'01" West 132.49 feet; thence South 47°48'03" East 3.58 feet; thence South 04°39'11" West 32.51 feet; thence South 87°11'20" East 118.93 feet; thence North 21°41'09" East 36.61 feet to the POINT OF BEGINNING, situated in the Right of Way of Edenbower Blvd. dedicated in Deed Record Number 2008-02568 and 2008-02582 of the records of Douglas County, Oregon, containing 0.10 acres more or less.

**EXHIBIT B**



incorporated into this approval to require screening and then what type of screening is most effective.

*Powell made a motion to have City Staff prepare language identifying a method for screening the properties to the west of the subject property and to approve the proposed development subject to a condition outlining potential/method of screening plan for this lot prior to commission approval. McLean seconded. Motion passed with Onchuck voting nay and all others in favor. Staff will return to the next meeting with draft findings including a screening plan on the west side of the property that would satisfy LUDO conditions for screening of the neighbors below elevation and consistent with other developments that have such screening in the City.*

Hughes closed the public hearing and advised there would be another meeting on March 2<sup>nd</sup> to consider adoption of the revised Findings of Facts. Staff will provide copies of the proposed Findings to the opponents prior to the March meeting. The opponents will then be permitted to submit comments in writing within the seven (7) days prior to the March 2<sup>nd</sup> meeting and will also have the ability to appeal the decision to the City Council.

Break 9:20 p.m. – 9:28 p.m.

**AN-14-1/ZC-14-3/BLA-14-5, Pinnacle Western, Inc.**

Hughes read the public hearing procedures into the record and opened the public hearing. Upon questioning for declaration of ex-parte contact, Parson declared that he updates mapping for Douglas County but it would not affect his ability to make an impartial decision. Hughes also declared that he has known the applicant, Dave Leonard, for many years but it would not affect his ability to make an impartial decision.

Davis presented the Staff Report advising the applicant has requested annexation of property near the intersection of Edenbower Blvd. and Stephens Street. This application also includes a request for a Boundary Line Adjustment and concurrent Zone Change from County R-1 to City MR40. Discussion followed. The applicant submitted a letter advising that he was not able to attend the meeting tonight but concurs with Staff's recommendation. Hughes closed the public hearing and discussion followed.

***Parson moved to adopt proposed Findings of Fact and Order recommending City Council APPROVAL of File No. AN-14-1, BLA-14-5, and ZC-14-3, Pinnacle Western, Inc. Powell seconded; motion passed unanimously.***

**BUSINESS FROM STAFF** – Davis advised that Council will interview Planning Commission candidates to fill the existing vacancy at 7:00 pm on Monday February 9. A formal list of the questions will be forwarded to the Commission prior to the interviews.

**BUSINESS FROM COMMISSION** – none

**ADJOURNMENT** - The meeting adjourned at 9:45 p.m. The next regularly scheduled meeting is March 2, 2015.

SANDY COOK, Staff Assistant

**ORDINANCE NO. 3423  
AN ORDINANCE VACATING A PORTION OF NW STEWART PARKWAY  
RIGHT-OF-WAY IN THE CITY OF ROSEBURG**

**WHEREAS**, pursuant to Roseburg Municipal Code Chapter 4.06, upon receipt of a report from the Community Development Department, the City Recorder initiated proceedings to vacate a portion of NW Stewart Parkway right-of-way in the City of Roseburg, more particularly described in Section 1 of this ordinance and shown on the map attached hereto as Exhibit "A" of this ordinance; and

**WHEREAS**, the City Recorder published a notice of a public hearing on the proposed vacation to be held before the Roseburg City Council on February 9, 2015, in The News-Review, a newspaper of general circulation in the City of Roseburg, Oregon, on January 28 and February 1, 2015, posted said notice at or near each end of the vacation area and mailed the same to all affected property owners, not less than 14 days prior to the date of the hearing, all of which more fully appear in the proof of publication, posting and mailing on file in the City Recorder's Office; and

**WHEREAS**, such public hearing was duly held before the Roseburg City Council on the above-mentioned date, and all persons desiring to be heard on said matter were heard;

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

**Section 1.** A portion of NW Stewart Parkway Right-of-Way, further described as follows:

A portion of that land conveyed to the City of Roseburg by the State of Oregon in Instrument Number 2004-20954, Douglas County deed records, lying in the Northwest Quarter of Section 12, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon; said portion being more particularly described as follows:

Beginning at the Southeast corner of Lot 3, Green Way Subdivision, as recorded in Volume 18, Page 38, Douglas County plat records; Thence along the Westerly boundary of said Instrument Number 2004-20954, South 2°21'02" West, 63.60 feet to a 5/8" iron rod on the Easterly boundary of that land described as Adjusted Unit 1 in Instrument Number 2013-9995, Douglas County deed records; Thence along said Easterly boundary of Adjusted Unit 1 of Instrument Number 2013-9995, North 63°32'22" East, 15.25 feet to a 5/8" iron rod; Thence leaving said Easterly boundary, along the arc of a 530.00 foot radius curve to the right (the chord of which bears North 11°46'17" West, 23.85 feet) 23.85 feet to a point; Thence North 10°28'56" West, 33.97 feet to the point of beginning and containing 413 square feet, more or less.

**Section 2.** A public and private utility easement shall be granted and reserved over the entire property described in the above Section 1, and being vacated by this ordinance, to allow for possible future utility installation and to accommodate a slope easement for Stewart Parkway right-of-way.

**Section 3.** The title to the property being vacated by this ordinance shall attach to the lands bordering on such equal portions in accordance with ORS 271.140.

**Section 4.** Pursuant to ORS 271.150, the City Recorder is hereby directed to file a certified copy of this ordinance and the map attached hereto as Exhibit "A" with the Douglas County Clerk, Douglas County Assessor and Douglas County Surveyor.

**ADOPTED BY THE CITY COUNCIL THIS 23rd DAY OF FEBRUARY, 2015.**

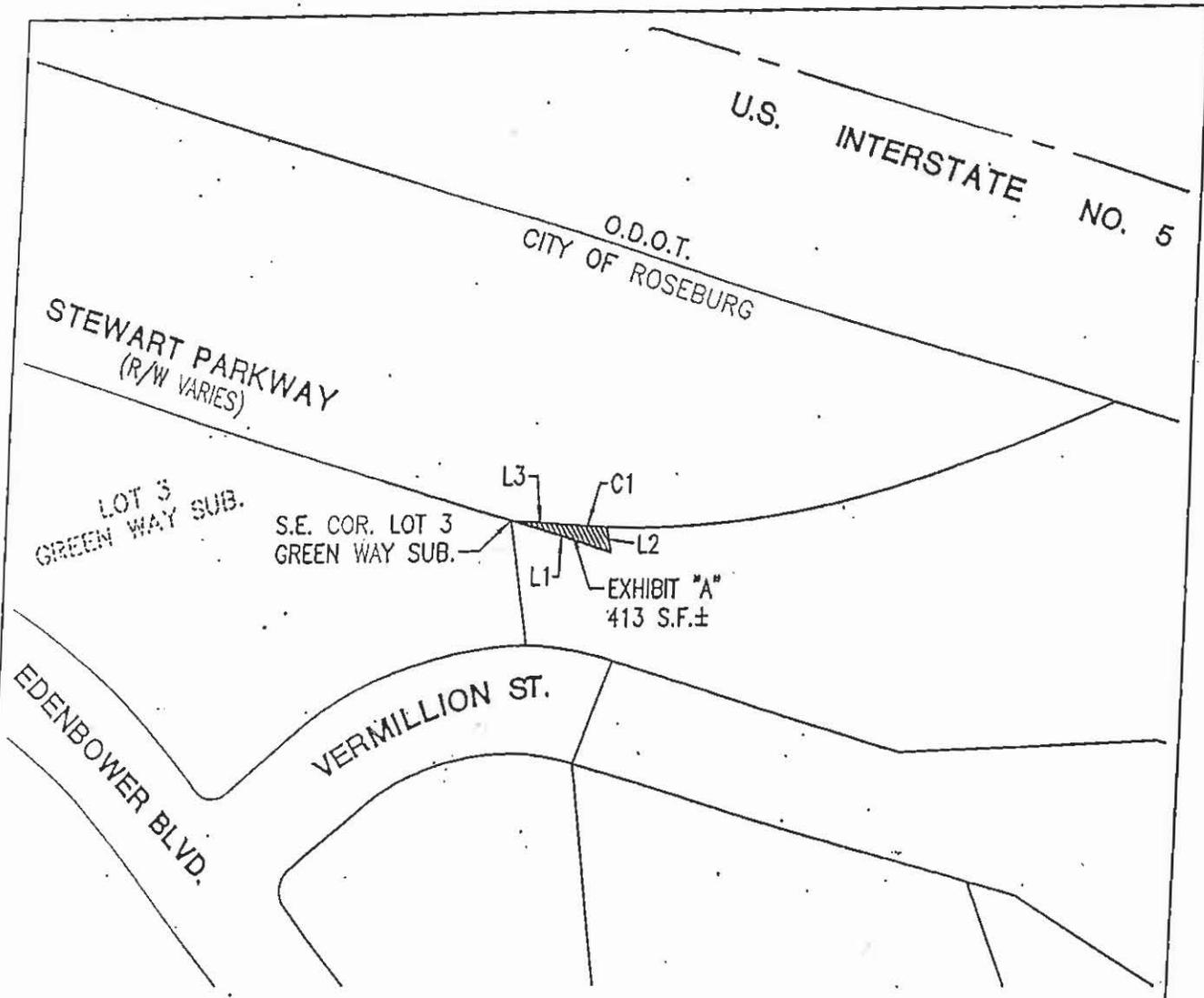
**APPROVED BY THE MAYOR THIS 23rd DAY OF FEBRUARY, 2015.**

\_\_\_\_\_  
**Larry Rich, Mayor**

**ATTEST:**

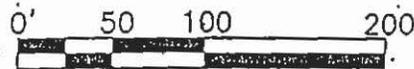
\_\_\_\_\_  
**Sheila R. Cox, City Recorder**

EXHIBIT "A"



LINE TABLE		
LINE	BEARING	LENGTH
1	S2°21'02"W	63.60'
2	N63°32'22"E	15.25'
3	N10°28'56"W	33.97'

CURVE TABLE					
CURVE	CHORD BEARING	CHORD LENGTH	RADIUS	CURVE LENGTH	DELTA
C1	N11°46'17"W	23.85'	530.00'	23.85'	2°34'42"



SCALE: 1" = 100'



PROJECT NO. 1733-13  
 DWG BY: DAF

**ORDINANCE NO. 3424**

**AN ORDINANCE AMENDING SUBSECTION 2.32.020(A) OF THE ROSEBURG  
MUNICIPAL CODE REGARDING COMMISSION APPOINTMENTS**

**SECTION 1.** Subsection 2.32.020(A) of the Roseburg Municipal Code, regarding General Commission Provisions, shall be amended to read as follows:

**2.32.020 Commission organization.**

**A. Appointments.** Any individual who wishes to serve on a City Commission, except those individuals who wish to continue serving on a Commission after their term expires, shall complete an application as provided by the City Manager's office. The City Manager shall submit all applications to the Mayor and Commission Chair, with a copy provided to Council. After reviewing all applications, the Commission Chair shall recommend to the Mayor persons to fill any vacancies on the Commission. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person, subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote. The Chair of each City Commission shall be appointed annually at the first Council meeting of each year and shall be either the Mayor, if he so desires, or a City Councilor appointed by the Mayor. The Chair may be removed by the Mayor with concurrence of the Council. Each Commission member, excluding the Chair, shall serve a three-year term. The position of Chair shall be considered when determining the number of non-City residents that are allowed to serve on a Commission.

**SECTION 2.** All other Sections and Subsection of Chapter 2.32 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE CITY COUNCIL THIS 23<sup>rd</sup> DAY OF FEBRUARY, 2015.**

**APPROVED BY THE MAYOR THIS 23<sup>rd</sup> DAY OF FEBRUARY, 2015.**

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

**ATTEST:**

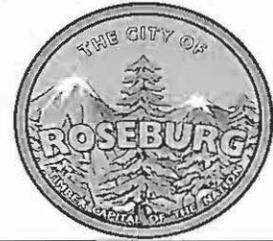
\_\_\_\_\_  
**SHEILA R. COX, CITY RECORDER**

**ORDINANCE NO. 3424**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*CL*  
*2/17/15*

INFORMATIONAL A  
02-23-15



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## ACTIVITY REPORT

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**Meeting Date:** February 23, 2015  
**Department:** City Manager  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

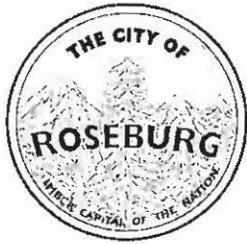
**Agenda Section:** City Manager Reports  
**Staff Contact:** C. Lance Colley  
**Contact Telephone Number:** 492-6866

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### 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 February 23, 2015, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages
- Urban Renewal Agency Annual Report



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

1. Review February 9, 2015 Council Agenda
2. Review Tentative February 23, 2015 Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
  - Veterans Day Parade Permit
  - Simplex-Grinnell Fire Testing/Inspection Contract
  - Simplex-Grinnell Annual Monitoring Contract
  - Pivot Architecture – Parking Garage Feasibility Study Contract
5. Social Media
6. Future Purchasing Procedures
7. I.T. Budgeting Needs
8. Food Drive Results
9. Department Items

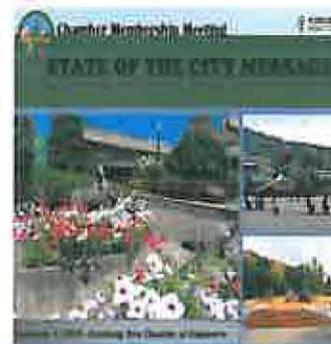


Agenda  
Department Heads Meeting  
February 17, 2015 – 10:00 a.m.

1. Review Tentative February 23, 2015 Council Agenda
2. Tentative Future Agenda
3. Document Signing/Grants
  - Little Brothers Pub Retirement Party Permits
  - Sawmill Pub Crawl Permits
  - Wild Rose Pub Crawl Permits
  - Pub Crawl Special Liquor License
  - Kittelson & Associates Contract – Stewart Parkway Traffic Conditions Analysis
  - Blue Sky Solar Project Agreement
  - i.e. Engineering Contract – Indianola Street Storm Drainage Improvements
4. Hwy 138 Corridor Solutions Artwork
5. Department Items

Friday February 6, 2015

Good Friday afternoon everyone! I hope you all had a great week. Please remember that Mayor Rich, Council President Ryan and I will be presenting the "summary" version of the State of the City Address at Monday's Roseburg Area Chamber of Commerce membership meeting at the fairgrounds. The meeting starts 11:30 a.m. with lunch and will go until about 1:00 p.m. I hope you can all make it. We will have a table or two for staff and Council. This is a paid event, so if you haven't let Koree know you are attending, we do not have a place saved for you. Please let Koree know if you want to attend and have not already contacted her.



On Monday I attended the Partnership meeting. The Board is drafting a work plan to provide direction to staff regarding next year's priorities. The draft work plan is included in the attached Partnership Board packet. The Board is particularly interested in work force development for local business job retention and expansion. We have been very successful over the last few years helping local businesses stay and prosper. Attracting new large businesses has become a national and international competition, and with limited resources, we have not been very successful in this area. The Board asked our Director to consider working directly with "site selectors" rather than the more generic process of hiring "lead generators". We hope to attract some site selectors to the area in the next six to twelve months.



Another important task for the next year will be completion of a grant related project outlining the strengths and weaknesses of our agri-tourism program. This is primarily a wine region related project that will identify the strengths that central Douglas County has in the wine tourism business and also what may be missing from our program, and how we might attract the missing link(s). Much of this work will be contracted out to industry professionals, but Partnership staff will have an active role in the project as well. We will also be working on the reauthorization of

enterprise zones currently in place and the Medical Education facility planning will continue.

Last Thursday, Partnership Director Alex Campbell and Chair Kelly Morgan presented an update to a number of local business leaders relating to our progress on the Med Ed project and where we hope to go next. We have reached two decision making points that could have led us to abandon the project, but all of our research and analysis has continued to be encouraging so we continue to move the project forward. We hope to form a more formal alliance with an existing accredited university and will provide council a formal update once the next decision point is reached.

In personnel news, Tyler Vancil was sworn in on Monday as the newest member of the Roseburg Police Department. Tyler is a graduate of North Douglas High School and the desire to return his family to Douglas County brought him to us from the Medford Police Department. In January, Waylon Faulkner started as our newest Fire Department employee. Waylon also has Douglas County roots, graduating from South Umpqua High School and completing coursework at UCC. Previously, Waylon worked with Douglas County Fire District #2 as an EMT. Internally, Shawn Tew was recently promoted to an operator position at our water treatment plant. Shawn has been with the City since 1995, has worked for both Street and Water Maintenance crews, and also brings experience from his time serving in the US Navy. The position at the treatment plant became available when Ben Hester retired after 31 years of service to the City. We are currently recruiting for a new Street Maintenance employee to re-staff due to Shawn's promotion.

The fire department hosted regional training from DPSST (Department of Public Safety Standards and Training) at the Public Safety Center this week. Seven departments from throughout Douglas County attended, obtaining the latest information on the process of certification for firefighters. Fire department staff recently secured a partnership with the local chapter of the American Red Cross to provide 150 smoke detectors to Roseburg area citizens. The tentative campaign/installation date is June 13<sup>th</sup> and volunteers are encouraged to participate in the program. Fire department staff will be participating with the installation. The regional manager (Michelle Taylor) is excited about the partnership. As this partnership progresses, future thoughts include a community fire prevention workshop and some other outreach services.

On Tuesday, Nikki and I were invited to Kyle Bailey's Inside Douglas County radio show. We talked primarily about the parks projects that were completed at Micelli and Eastwood Parks and the projects that will be moving forward this spring and summer including the Oak/Washington bridge project, the Oak/Washington downtown project and the Highway 138 corridor project. It is always nice to go on Kyle's show and talk about good things happening in Roseburg.

The HRRC met on Wednesday to hold two public hearings related to the proposed construction of two new homes in the Mill/Pine Historic District. Both homes will be constructed for the purposes of housing low income veterans as owner occupied dwellings. NeighborWorks Umpqua will be building the homes and then identifying appropriate buyers. They are applying for grants and working with volunteers to keep the cost of homes consistent with pricing in the neighborhood. The hearings were required for new construction in the historic district to insure consistency with the character of the neighborhood so new construction fits in. Both homes were approved with some minor restrictions. The HRRC will tour the Hamilton House on February 18<sup>th</sup>.

The Downtown Roseburg Association and a number of individual businesses downtown have asked us to consider placing smoking restrictions on City owned parking lots in the core area similar to the smoking restrictions we have placed on City park property. I think it is appropriate from a health and cleanliness standpoint. The properties currently

identified include the parking structure and walkway area, the City owned parking lot behind Downtown Fitness, the Flegel Center lot and the Phillips lot on Stephens Street. Council adopted a resolution in 2010 prohibiting the use of tobacco in City parks after significant public input and Council evaluation. I believe that restricting smoking on other City of Roseburg property open to the public for public use would be a logical extension of the prohibition, but I would appreciate your input before staff spends too much time on the issue. We may also need to update that "park rule" with the advent of e-cigarettes, legalized marijuana and other forms of smoking at the same time we look at this issue if you want to consider the proposed change.

Have a great weekend everyone. We will see some of you at 11:30 a.m. Monday and everyone else Monday evening!

Friday February 13, 2015

Good Friday afternoon everyone. I hope you all had a great week. It hardly seems possible that our State of the City presentation and City Council meeting were only five days ago. I would once again like to thank Mayor Rich and Council President Ryan for working on the presentation to the Roseburg Area Chamber of Commerce. If you would like to view the power point presentation in a pdf format you can go to our City website at <http://www.cityofroseburg.org/your-government/city-manager/city-manager-links/>. This annual opportunity to chat with the business community about where we have been and where we are going is a great forum for communicating our issues and also to get questions and feedback from a large group. I have received a lot of positive feedback since the meeting and I thought the majority of attendees were both interested and engaged in the presentation.



As you are all aware, the Oregon State Legislature is in full swing and we are tracking a number of pieces of legislation that could impact our operations. Bills ranging from PERS benefit changes to transportation packages to public employee collective bargaining are all on our radar. John VanWinkle and I attended the first legislative conference call held by the Chamber of Commerce on Wednesday morning. Senator Kruse, Senator Prozanski, Representative Heard and Representative Hayden were all available via conference from Salem. There were also a few local business representatives here at the Chamber to ask questions and hear status reports from our delegation. We will meet every other Wednesday throughout the session to stay up to date on the happenings from the Capitol.

Also on the legislative front, Councilor Steve Kaser has signed up for the City Day at the Capitol activity sponsored by the League of Oregon Cities on February 26<sup>th</sup>. Steve will join a group of other City Councilors from around the State at a presentation hosted by LOC staff and lobbyists and then move on to the Capitol for brief meetings with Senator Kruse and Representative Heard. The Capitol is certainly an interesting place during the session. On our phone conversation Wednesday, Senator Kruse outlined his "committee schedule" which on some days runs from 8:00 in the morning until around 6:00 at night. They then have workgroup meetings and subcommittee meetings outside those hours, so we greatly appreciate his and their willingness to set aside an hour every other week to chat about local issues with us.

On Thursday night about 20 employees and family members got together for bowling and dinner sponsored by the City's Wellness Committee. It's always great to be able to provide employees with opportunities to interact in a more casual non-work environment. We had some very talented (and not



so talented) bowlers, and all seemed to have a lot of fun and not get too competitive. Special thanks to Val Ligon for taking the time to organize and run the event.

Project work is beginning to ramp up. We signed contract documents this week to get Cradar Enterprises going on the water line work that will precede the Highway 138 corridor project work. We are also working through the process to select engineering consultants for the Spruce/Parrot Street project and the completion of the Stewart Parkway - Harvey to Valley View project. A lot of interim work has been done on the Stewart Parkway project and we need to complete alignment work and design on this project so we can make some final decisions.

City offices are closed Monday in observance of President's Day. Have a great weekend everyone!

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

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March 9, 2015

Consent Agenda

- A. Minutes of February 23, 2015 Meeting

Ordinances

- A. 2<sup>nd</sup> Reading, Ordinance No. 3425, Annexation, Zone Change, Boundary Line Adjustment Located East of the Stephens/Edenbower Intersection Withdrawal of the Same from Douglas County Fire District No. 2

Informational

- A. Activity Report

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March 23, 2015

Consent Agenda

- A. Minutes of March 9, 2015 Meeting

Ordinances

- A. Ordinance No. \_\_\_\_\_, Amending Noise Ordinance
- B. Resolution No. 2015-\_\_\_\_ - Reauthorizing Roberts Creek Enterprise Zone

Department Items

- A. The Partnership Annual Report
- B. Visitors Bureau Annual Report

Informational

- A. Activity Report

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April 13, 2015

Mayor Reports

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 23, 2015 Meeting
- B. 2015 OLCC License Renewal Endorsement

Ordinances

- A. 2<sup>nd</sup> Reading, Ordinance No. \_\_\_\_\_, Amending Noise Ordinance

Informational

- A. Activity Report
- B. Budget Calendar Reminder

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**April 27, 2015**

Consent Agenda

- A. Minutes of April 13, 2015 Meeting

Department Items

- A. Washington/Oak Improvement Bid Award

Informational

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

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**May 11, 2015**

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

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

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**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

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**June 22, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

Executive Session – Municipal Judge Evaluation

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**July 13, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

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**July 27, 2015**

Consent Agenda

- A. Minutes of July 13, 2015 Meeting

Informational

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

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**August 10, 2015**

Consent Agenda

- A. Minutes of July 27, 2015 Meeting

Informational

- A. Activity Report

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**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

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**September 28, 2015**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

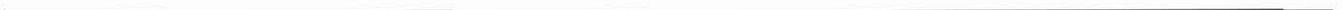
Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Informational

- A. Activity Report

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**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)

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**November 9, 2015**

Consent Agenda

- A. Minutes of October 26, 2015

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

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**November 23, 2015**

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Informational

- A. Activity Report

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**December 14, 2015**

Consent Agenda

- A. Minutes of November 23, 2015

Informational

- A. Activity Report

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**December 28, 2015**

Consent Agenda

- A. Minutes of December 14, 2015

Informational

- A. Activity Report

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**CITY OF ROSEBURG  
URBAN RENEWAL AGENCY ANNUAL REPORT  
FISCAL YEAR 2013-14**

Each year an Urban Renewal Agency must prepare a report for the governing body and the general public in accordance with ORS 457.460. The following information complies with the reporting requirements of the statute. A copy of the report is on file at Roseburg City Hall, 900 S.E. Douglas, Roseburg, Oregon.

An analysis of the impact of carrying out the Urban Renewal Plan on tax collections for all taxing districts is included in the following table:

<b>Taxing District</b>	<b>Taxes Levied on Total AV</b>	<b>UR as %</b>
Douglas County	\$ 9,073,856	2.80%
Douglas ESD	4,076,280	2.97%
Roseburg School District	14,967,017	6.16%
Umpqua Community College	3,504,021	2.97%
City of Roseburg	14,465,039	13.39%
SV 4H Extension Service	470,053	2.92%

**URBAN RENEWAL AGENCY STATEMENT OF RESOURCES AND EXPENDITURES**

	<b>CAPITAL IMPROVEMENT</b>		<b>GENERAL FUND</b>		<b>DEBT SERVICE</b>	
	2013-14 Actual	2014-15 Budget	2013-14 Actual	2014-15 Budget	2013-14 Actual	2014-15 Budget
<b>RESOURCES</b>						
Beginning Balance	\$ 2,238,712	\$ 1,879,726	\$ 365,207	\$ 473,207	\$ 892,175	\$ 892,175
Tax Increment			3,369,422	3,400,000		
Intergovernmental	74,963	126,000				
Transfer from UR General	700,000	800,000				
Transfer from UR Debt Service		892,175				
Interest Income	10,137	10,000	13,113	13,000		
Other Revenues	75,000					
<b>Total Resources</b>	<u>3,098,812</u>	<u>3,707,901</u>	<u>3,747,742</u>	<u>3,886,207</u>	<u>892,175</u>	<u>892,175</u>
<b>EXPENDITURES</b>						
Capital Outlay	708,327	3,335,500				
Debt Service:						
Principal						
Interest						
Intergovernmental				2,769,500		
Financing/Administration	144,599	215,889	2,613,200			
Transfers			700,000	800,000		892,175
Contingency, Reserves		156,512		316,707		-
<b>Total Expenditures</b>	<u>852,926</u>	<u>3,707,901</u>	<u>3,313,200</u>	<u>3,886,207</u>	<u>-</u>	<u>892,175</u>
<b>Ending Balance</b>	<u>\$ 2,245,886</u>	<u>\$ -</u>	<u>\$ 434,542</u>	<u>\$ -</u>	<u>\$ 892,175</u>	<u>\$ -</u>