

**ROSEBURG CITY COUNCIL AGENDA – OCTOBER 10, 2016**  
City Council Chambers, City Hall,  
900 S. E. Douglas Avenue, Roseburg, OR 97470



**6:30 p.m. – Special Meeting**

1. **Planning Commission Interviews**
  - A. Elias Minaise
  - B. Christopher Griffith

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

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Alison Eggers	Ken Fazio	Victoria Hawks	Steve Kaser
Lew Marks	John McDonald	Tom Ryan	Andrea Zielinski
4. **Mayor Report**
  - A. Power of Pink for Breast Cancer Awareness Proclamation – Tammy Hagedorn
5. **Commission Reports/Council Ward Reports**
  - A. Planning Commission Resignation – Brook Reinhard
  - B. Planning Commission Appointment
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of September 26, 2016 Regular Meeting
  - B. Authorization to Apply for Critical Oregon Airport Relief Program Grant through Oregon Department of Aviation
  - C. Prosecution Services Agreement
8. **Public Hearing**
  - A. Convey Property Zone Change, Ordinance No. 3477
9. **Department Items**
  - A. ISO Public Protection Classification Rating
  - B. ISO Floodplain Classification Rating
10. **Items From Mayor, Council or City Manager**
11. **Informational**
  - A. Activity Report
12. **Executive Session ORS 192.660(2)**
13. **Adjournment**

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

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

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

### **TIME LIMITATIONS**

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

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

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

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

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

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

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

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

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

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

90  
10/3/16 10-10-2016

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**PLANNING COMMISSION INTERVIEWS**

**Meeting Date: October 10, 2016**    **Agenda Section: Special Mtg/Council Reports**  
**Department: Administration**    **Staff Contact: Debi Davidson**  
**www.cityofroseburg.org**    **Contact Telephone Number: 492-6866**

**ISSUE STATEMENT AND SUMMARY**

Due to the recent resignations of Matthew Powell and Patrick Parson, there are two vacancies on the Planning Commission which may be filled by a resident of the City or a resident within the Urban Growth Boundary.

**BACKGROUND**

**A. Council Action History.**

Council accepted Matthew Powell's resignation on August 22, 2016 and Patrick Parson's resignation on September 26, 2016.

**B. Analysis.**

Upon Council's acceptance of Mr. Powell's resignation, Staff advertised the Planning Commission vacancy through the local news media and the City's website. Applications have been received from two City residents, Elias Minaise and Christopher Griffith. Those applications are attached.

The Roseburg Municipal Code requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidate and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which it interviews candidates. Following the interview, the Council may make an appointment or solicit additional candidates for consideration at a later meeting before making appointment. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make an appointment.

**C. Timing Issues.**

Inasmuch as a third resignation was recently received, in order to be better able to meet quorum requirements, it is recommended appointments be made as soon as practical.

**COUNCIL OPTIONS**

- A. Proceed to interview the two applicants and make an appointment.
- B. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make one or two appointments.
- C. Choose to continue solicitation for additional applicants.

**STAFF RECOMMENDATION**

Pursuant to the Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

**ATTACHMENTS**    A.    Applications and Questions

## PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background,
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?



Application for Appointment to PLANNING  
(Commission)

PLEASE PRINT

Name MINAISE ELIAS  
Last First

Home Address [REDACTED] ROSEBURG 97470  
Street City Zip Home Phone

Occupation BUSINESS OWNER / SIGNCRAFT  
Place of Employment

Business Address 20 ROYAL OAKS DR. ROSEBURG, OR 97471  
Phone

- 1. Do you reside within the Roseburg city limits? X         
Yes No
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? X         
Yes No
- 3. Do you own property or a business within the City?        X  
Yes No
- 4. How did you learn about this vacancy?

Newspaper        Word of Mouth         
Notice in the Mail        Other (Specify) **CITY COUNSEL MEETING SYNOPSIS**

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am)        Early Afternoon (1:30 -3:30) **(POSSIBLE)**  
Late Afternoon (3:30-5:00) X Evening (7:00 p.m.) X

6. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? X         
Yes No

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

**For the last 7 years I have personally assisted clients in procuring permits and ensuring project code compliance. I look forward the the opportunity to continue assisting my community through my service as a member of the Planning Commission by helping to ensure consistent information and streamlined processes are provided to the public in order that our community is able to grow and develop in an organized fashion.**

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

**I have served as a committee member on both the Downtown Roseburg Association (2012) and the City Budget Committee (2015). I have involved myself and my company in multiple community projects including volunteer work for the Stewart Park Bike Path project providing way-finding signs and assisting volunteer installation crews.**

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

**General awareness of land use ordinances and public involvement in the development of these ordinances seem to be lacking. I have noticed a lack of willingness in our community by the general population to leverage the municipal resources available to them.**

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

**I have always expressed an interest in offering my time and resources, when possible, to serving our community. The Planning Commission deals with many topics of which I am knowledgeable, and seems to offer a good opportunity for me to utilize my experience and skills in a manner that is beneficial to my community while continuing to learn and increase my understanding.**

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

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

**Elias Minaise** **8/26/2016**  
Signature of Applicant Date

E-Mail Address: [REDACTED]@g[REDACTED]

SEP 15 2016

CITY OF ROSEBURG  
City Administration Office



Application for Appointment to Planning Commission  
(Commission)

PLEASE PRINT

Name Griffith Christopher  
Last First

Home Address [Redacted] [Redacted]  
Street City Zip Home Phone

Occupation Attorney / Yockim Carollo LLP  
Place of Employment

Business Address 430 S.E. Main St. Roseburg, OR 97470  
Phone ( [Redacted] )

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

2. Do you reside within the Urban Growth Boundary or School District Boundary?  
Yes No

3. Do you own property or a business within the City?  
Yes X  
No

4. How did you learn about this vacancy?

Newspaper X Word of Mouth \_\_\_\_\_  
Notice in the Mail \_\_\_\_\_ Other (Specify) \_\_\_\_\_

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) X Early Afternoon (1:30 -3:30) X  
Late Afternoon (3:30-5:00) X Evening (7:00 p.m.) X

6. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement?  
Yes X No \_\_\_\_\_

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

PLEASE SEE ATTACHED SHEET

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

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

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

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

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

C.T. Griffith 9/15/2016  
Signature of Applicant Date

E-Mail Address: [REDACTED]

## **Answers to Questions on Planning Commission Application**

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

I am an attorney at Yockim Carollo LLP in Roseburg. I have assisted local governments in other parts of the state with land use issues, including: analyzing claims of reverse condemnation, processing land use applications, identifying land use requirements, and advising planning departments on their duties and obligations. I worked for the City of Wilsonville during law school where approximately 50% of my work related to land use planning. My relevant coursework includes: Property Law, Local Government Law, Land Use Planning, Property Transactions, and many others.

I would appreciate the opportunity to volunteer my knowledge and skills in order to help Roseburg continue its development into a vibrant and successful community.

### **8. Please give a brief description of your involvement in community groups and activities.**

I am a member of the Board of the Cobb School.

I am a member of the Administrative Council at St. Joseph's Catholic Church.

I am involved with the Knights of Columbus at St. Joseph's.

### **9. Please list community topics of particular concern to you that relate to this appointment.**

I am interested in the redevelopment of downtown.

I am concerned that the needs of our citizens are not always being met. I believe that development in the City is essential for the region's economy to stabilize and grow.

I hope that the vibrancy of Roseburg's neighborhoods increases.

### **10. Please list your reasons for wishing to be appointed.**

I believe that civic involvement is critical for the health of communities. Serving on the planning commission would make good use of my skills in order to maximize the value I can provide to my fellow citizens. In addition, it is a great way to learn about the challenges and opportunities facing our community.

# Proclamation

## CITY OF ROSEBURG, OREGON

### POWER OF PINK MONTH

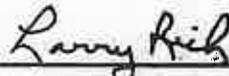
- WHEREAS:** October has been nationally declared as "Breast Cancer Awareness Month"; and
- WHEREAS:** Breast Cancer is the second leading cause of cancer deaths for women in Oregon; and
- WHEREAS:** The medical community is committed to the health and well-being of the citizens and believes in promoting cancer risks awareness and healthy lifestyles as a method of cancer prevention; and
- WHEREAS:** Businesses and individuals throughout Douglas County have joined together to support the "Power of Pink" campaign and promote breast cancer risks awareness; and
- WHEREAS:** The "Power of Pink" campaign actively unites businesses, individuals and the medical community in the fight against breast cancer and the promotion of awareness and local resources for early screening; and
- WHEREAS:** A continued visual reminder of breast cancer awareness, throughout the month of October each year, in the form of a virtual parade promoting the "Power of Pink". Businesses may show their support with the display of the Proud Sponsor of the "Power of Pink" vinyl cling and individuals may show their support with the public display of a "Power of Pink" vinyl cling. And, together the "Power of Pink" will promote breast cancer awareness throughout October.

**NOW, THEREFORE:** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of October as

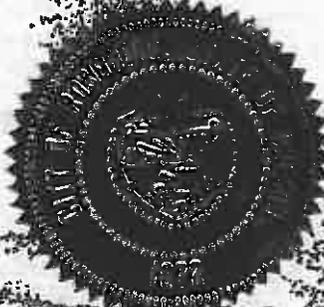
### POWER OF PINK MONTH

and encourage the businesses and citizens of Roseburg to publically display the Power of Pink vinyl cling during the month of October in support of breast cancer awareness and thus creating a Power of Pink virtual parade for awareness.

**DATED:** this tenth day of October, 2016



THE HONORABLE MAYOR



*De*  
10/3/16

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PLANNING COMMISSION RESIGNATION

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Meeting Date: October 10, 2016  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Planning Commission member Brook Reinhard submitted his resignation from the Planning Commission due to his relocation to the Eugene area.

### BACKGROUND

#### A. Council Action History.

No action has been taken on this issue in the past.

#### B. Analysis.

Mr. Reinhard provided notice of his resignation effective immediately per the attached letter. We already have two vacancies on the Commission with interviews and potential appointment scheduled for October 10, 2016. Staff will again solicit for applications through the local news media and via the City's website. An appointee to this position would need to reside either within the City limits or the Urban Growth Boundary.

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

D. **Timing Issues.** It is recommended action be taken as soon as practical to accept the resignation and take steps to fill the position.

### STAFF RECOMMENDATION

Staff recommends the City Council accept Mr. Reinhard's resignation.

### SUGGESTED MOTION

I MOVE TO ACCEPT BROOK REINHARD'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS.

### ATTACHMENTS

Resignation Notice

## Debi R. Davidson

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**From:** Brian R. Davis  
**Sent:** Monday, October 03, 2016 10:59 AM  
**To:** Debi R. Davidson; Lance Colley  
**Subject:** FW: Notice of resignation

**From:** [breinhard@gmail.com](mailto:breinhard@gmail.com) [mailto:[breinhard@gmail.com](mailto:breinhard@gmail.com)] **On Behalf Of** Brook Reinhard  
**Sent:** Monday, October 03, 2016 10:56 AM  
**To:** Brian R. Davis  
**Cc:** John K. Lazur; Daniel Onchuck; Duane Haaland; Kerry Atherton; Patrick Parson; Ron Hughes  
**Subject:** Notice of resignation

Brian, John, and fellow commissioners,

I'm writing to tell you that I must regretfully tender my resignation from the Roseburg Planning Commission because I have relocated to Lane County for a new job. I put this off as long as possible because I've loved being on the planning commission, and I wasn't sure when my home purchase would go through, but now that I am officially a Lane County resident I need to step aside so a Roseburg resident can take my place. I thought telling you now would also be helpful as I understand there are interviews taking place later this week for one vacancy on the planning commission already.

I've enjoyed working with you and the entire commission this last year and a half. Thank you for the great experience.

Sincerely,

-Brook Reinhard  
Executive Director  
Public Defender Services of Lane County

**MINUTES OF THE REGULAR MEETING  
OF THE ROSEBURG CITY COUNCIL  
September 26, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, September 26, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Hawks led the Pledge of Allegiance.

**ROLL CALL**

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

**Absent:** Councilors Tom Ryan and Lew Marks.

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

**MAYOR REPORTS**

Rich proclaimed October 5, 2016 to be "Walk & Bike to School Day." Eastwood Elementary School Principal Nicki Opp noted this will be the sixth year that Eastwood has participated in the international event. Everyone was invited to meet at the Diamond Lake Abby's Pizza at 8:40 a.m. and walk to Eastwood with approximately 150 students and teachers.

**COMMISSION/COUNCIL WARD REPORTS**

McDonald reported FAA is enforcing restrictions on night landings at the airport due to a recent accident in the Midwest. Staff is working to meet regulations to allow for night landings. The Airport Commission discussed this issue and financial sustainability. An Airport Master Plan update will begin next year.

Hawks reported the Historic Resources Review Commission approved alterations for the Main Street side of the Professional Center which is being converted into an event center.

**MAIN STREET PROGRAM AWARD**

Davis presented the Mayor with an award for excellence in downtown rehabilitation. The State Historic Preservation Office awarded the Oak/Washington improvements for "Best Street Scape Project." Honorable mention was received for façade improvements on the Arneson Law Offices on Jackson Street which was funded in part by Urban Renewal. Colley commended Messenger, City Engineer Jim Maciariello and the design engineers for their work on the project.

**PLANNING COMMISSION RESIGNATION – PATRICK PARSON**

Kaser moved to accept Patrick Parson's resignation from the Planning Commission with regrets. Motion was seconded by Fazio and carried unanimously.

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

Colley presented an update on the City Council Goals and Action Items, along with material to begin the annual City Manager evaluation process. Colley will complete a self-evaluation which will be distributed to the Mayor and Council. Individual appointments will be scheduled with each elected official prior to completion of their written evaluations.

AUDIENCE PARTICIPATION

Russell Surkamer, 730 SE Cass #408, spoke to the following: 1) demolition of the former post office to provide additional downtown parking; 2) dissatisfaction with how traffic is being flagged for the Highway 138 construction project; 3) homeless people gathering in Eagles Park; 4) parking lot security; and 5) crosswalk safety.

CONSENT AGENDA

Fazio moved to approve the following Consent Agenda item:

- A. Minutes of September 12, 2016 regular meeting.

Motion was seconded by McDonald and carried unanimously.

ORDINANCE NO. 3475– ANNEXATION, ZONE CHANGE, SUBDIVISION, VARIANCE AND WITHDRAWAL OF TABOR PROPERTY FROM FIRE DISTRICT NO. 2

Cox read Ordinance No. 3475 for the second time, entitled: An Ordinance Annexing 5.89 Acres of Property at the 1400 Block of NW Troost Street, Withdrawing the Property From Douglas County Fire District 2, Amending the Roseburg Zoning Map and Approving a 26-Lot Subdivision With a Variance to Block Standards. Fazio moved to adopt the ordinance, seconded by Hawks. Kaser noted he would abstain from the vote since he was not present for the public hearing. Roll call vote was taken and motion carried with Kaser abstaining. Rich proclaimed the adoption of Ordinance No. 3475.

ENGINEERING CONTRACT – ADA TRANSITION PLAN

Messenger reported that the City completed an initial ADA Transition Plan in 1996; however it must be updated due to code changes and to ensure compliance with the Americans With Disabilities Act. Phases of the transition plan will include City buildings, park facilities and sidewalks. A consultant will assist the City in the update by conducting surveys to identify physical barriers, describing methods to remove those barriers, prioritizing the barrier removal improvements and developing a proposed budget and schedule to implement the improvements. Improvements will include curb ramps, commercial/industrial driveways with radius curb returns, transit stops and signalized intersections. Funds are budgeted for the Plan in the Street Light Sidewalk Fund. Kaser moved to award the engineering design contract for the ADA Transition Plan for accessibility in public rights-of-way to Century West Engineering for an amount not to exceed \$98,356.75. Motion was seconded by Zielinski and carried unanimously.

ITEMS FROM MAYOR, COUNCILORS OR CITY MANAGER

Colley noted the inclusion of an informational report outlining the process to be followed for the Transportation System Plan Update. A citizen advisory committee will need to be appointed; Councilors were encouraged to volunteer. While Staff time dedicated to this

project will be significant, the project will be funded entirely through ODOT's Planning Fund. McDonald and Stewart Liebowitz spoke to the importance of public participation on the committee.

Colley noted that since the last meeting, the proposed purchasers of the Willis House withdrew their offer.

Zielinski thanked all those that participated in the "Challenge of the Heroes" fundraiser and asked everyone to perform acts of kindness this week in honor of the anniversary of the October 1<sup>st</sup> UCC event.

Meeting adjourned at 7:31 p.m.



Debi Davidson  
Management Technician

*efc*  
*10/15/16*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### AUTHORIZATION TO APPLY FOR CRITICAL OREGON AIRPORT RELIEF PROGRAM GRANTS

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Meeting Date: October 10, 2016  
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

The Oregon Department of Aviation is accepting applications for its Critical Oregon Airport Relief (COAR) grant program. The issue for Council is whether to authorize staff to apply for grants through this program.

#### BACKGROUND

**A. Council Action History.** None

**B. Analysis.** In 2015, the Oregon State Legislature passed House Bill 2075 to increase the fuel tax on Aviation Gas (AV Gas) and Jet Fuel by .02 cents per gallon to invest in aviation for specific purposes. The fuel tax increase became effective January 1, 2016 and currently has a sunset date of January 1, 2022. Fifty percent of the amounts from the fuel tax increase shall be distributed for the following purposes:

- (A) To assist airports in Oregon with match requirements for Federal Aviation Administration (FAA) Airport Improvement Program grants.
- (B) To make grants for emergency preparedness and infrastructure projects, in accordance with the Oregon Resilience Plan, including seismic studies, emergency generators, etc.
- (C) To make grants for:
  - 1. Services critical or essential to aviation including, but not limited to, fuel, sewer, water and weather equipment.
  - 2. Aviation-related business development including, but not limited to, hangars, parking for business aircraft and related facilities.
  - 3. Airport development for local economic benefit including, but not limited to, signs and marketing.

Staff anticipates receiving two FAA grants in the current federal fiscal year. The first is for obstruction removal and/or lighting and the second is to complete an update to the Airport Master Plan and Airport Layout Plan (ALP). The obstruction removal/lighting project is currently estimated at \$300,000, which would require a match of \$30,000. The Master Plan/ALP update is estimated at approximately \$278,000 which would require a \$28,000 match.

In addition to the two FAA funded projects, staff is proposing to have a Runway Justification Study completed in conjunction with the Master Plan/ALP update. In 2009, the City received a ConnectOregon grant to extend the runway. In order to have the FAA assist

in long-term maintenance of this extended runway and consider funding the associated taxiway extension, the City must "justify" the additional length. This entails studying and documenting the type of aircraft using the runway and the number of arrivals and departures that require the additional length. The estimated cost of Runway Justification Study is \$60,000.

**C. Financial and/or Resource Considerations.** Staff is proposing to apply for three grants. The COAR program requires a ten percent match. If the FAA and COAR grants are awarded, the funding breakdown would be as follows:

	<u>Total</u>	<u>FAA</u>	<u>COAR</u>	<u>City/UR</u>
Obstruction Removal/Lighting	\$300,000	\$270,000	\$27,000	\$3,000
Master Plan/ALP Update	\$277,778	\$250,000	\$25,000	\$2,778
Runway Justification Study	\$ 60,000	\$ 0	\$54,000	\$6,000
<i>Total</i>	<i>\$637,778</i>	<i>\$520,000</i>	<i>\$106,000</i>	<i>\$11,778</i>

Without the COAR grants, the City and/or Urban Renewal would be responsible for \$117,778.

**D. Timing Issues.** The COAR grant applications are due on October 14<sup>th</sup>. Money must be obligated within one year and projects must start within two years.

**COUNCIL OPTIONS**

Council has the following options:

1. Authorize staff to apply for three COAR grants totaling \$106,000; or
2. Not authorize the grant applications.

**STAFF RECOMMENDATION**

Because this program has moved fairly quickly, staff was not able to include this as a formal agenda item for the Airport Commission at their last meeting. Staff did inform the Commission of the intent to utilize the funding program. Consensus from the Commission (informal nodding of the heads) was to proceed with applying for the grants. Therefore, staff is recommending that the Council authorize staff to apply for funding through the COAR program.

**SUGGESTED MOTION**

*I move to authorize staff to apply for grant funding through the Critical Oregon Airport Relief Program.*

**ATTACHMENTS**

None

*Handwritten signature and date: 10/6/16*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Prosecutor Personal Services Contract

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**Meeting Date:** October 10, 2016  
**Department:** Finance  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Consent  
**Staff Contact:** Ron Harker  
**Contact Telephone Number:** 541-492-6710

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#### ISSUE STATEMENT AND SUMMARY

The current Prosecutor Services Contract is set to expire December 31, 2016 after exhausting two one-year extensions authorized under the contract. Under City procurement rules the City may directly negotiate for attorney services and as Jim Forrester, of Dole, Coalwell, Clark, Mountainspring & Mornarich, P.C., is agreeable to continue to provide prosecuting services under the current terms of the contract and City staff is pleased with the services provided by Mr. Forrester, it is proposed that the City renew its contract with Jim Forrester for Prosecutor services under the same terms as the existing contract.

#### BACKGROUND

- A. Council Action History.** Council has not taken action on this matter previously.
- B. Analysis.** The current professional services contract for Prosecutor services is set to expire on December 31, 2016 after exhausting two one-year extensions that were authorized under the contract. Under City procurement rules the City may directly negotiate for attorney services or go through a Request for Proposals (RFP) process to secure Prosecutor services. Discussions with Jim Forrester of Dole, Coalwell, Clark, Mountainspring & Mornarich, P.C., current City Prosecutor, have established his willingness and desire to continue to provide prosecuting services to the City under the current terms of the existing contract. Furthermore, City staff has been complimentary of the service that Mr. Forrester has provided the City in the past and endorses his continued tenure as the City Prosecutor.

By directly entering into a contract with Mr. Forrester, which is permitted under City procurement rules, the City can save time and expense from going through a RFP process and avoid any disruptions in services that would result in a potential change of service providers.

- C. Financial and/or Resource Considerations.** The current contract stipulates a monthly fee of \$6,000 or \$72,000 annually. As Mr. Forrester has agreed to continue to provide services under the same terms, the monthly fee will not change and remains within budgetary constraints.

- D. Timing Issues.** The current professional services contract for Prosecutor services expires December 31, 2016, which means the City has until the end of the year to secure subsequent Prosecutor services.

**COUNCIL OPTIONS**

- 1) Approve the terms of the proposed professional services contract for Prosecutor Services and authorize the City Manager to execute the contract with Mr. Jim Forrester of Dole, Coalwell, Clark, Mountainspring & Mornarich, P.C.; or
- 2) Instruct staff to engage an RFP process to secure Prosecutor services.

**STAFF RECOMMENDATION**

Staff recommends that the proposed professional services contract for Prosecutor services be approved and that the City Manager be authorized to execute the contract with Mr. Jim Forrester of Dole, Coalwell, Clark, Mountainspring & Mornarich, P.C.

**SUGGESTED MOTION**

***I move to approve the proposed professional service contract for Prosecutor services and authorize the City Manager to execute the contract with Mr. Jim Forrester of Dole, Coalwell, Clark, Mountainspring & Mornarich, P.C.***

*Handwritten:* 10/15/16



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

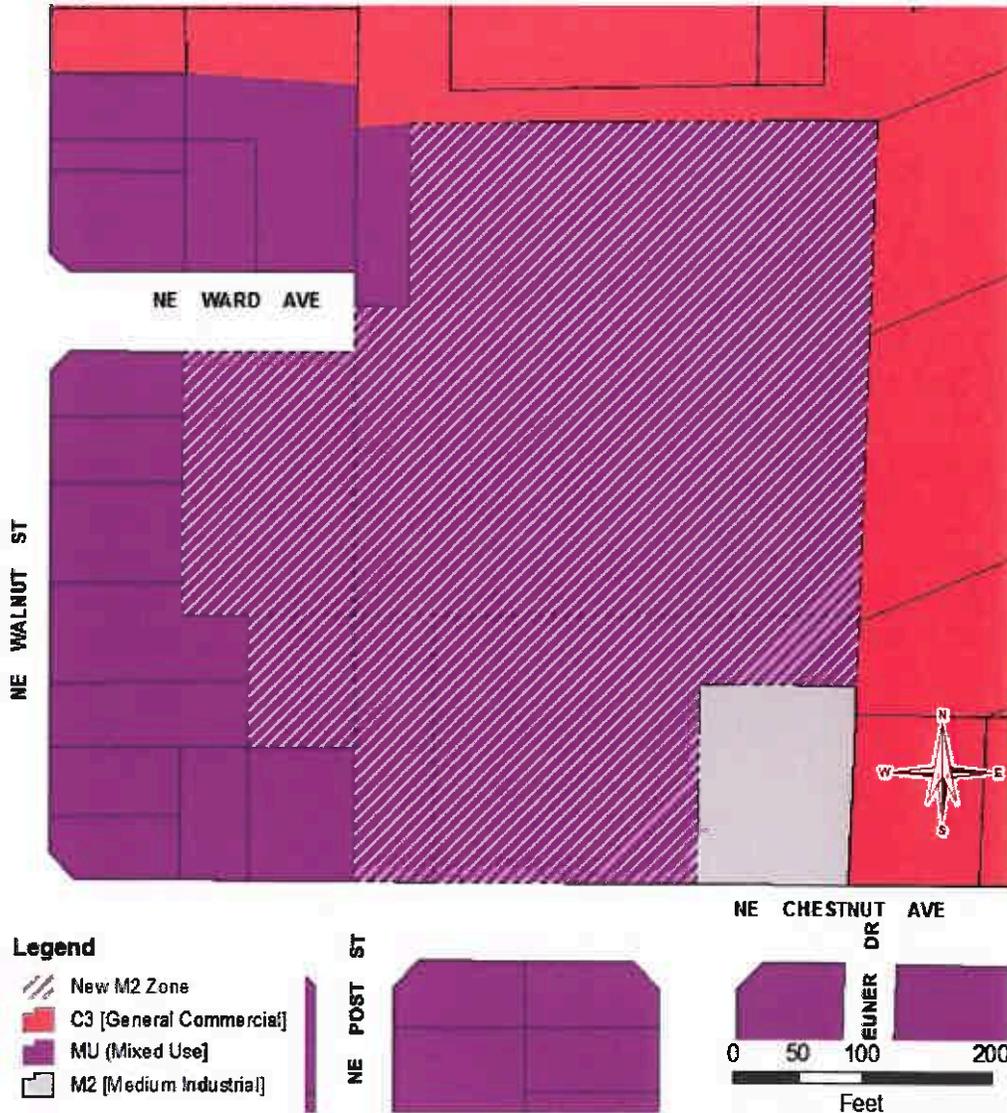
## Zone Change for 526 NE Chestnut to M2 File No. ZC-16-3

**Meeting Date:** October 10, 2016  
**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

### ISSUE STATEMENT AND SUMMARY:

The City of Roseburg is proposing a legislative zone change of a 5.92-acre site located at 526 NE Chestnut Avenue, to have a Medium Industrial (M2) zone. The lot is currently zoned Mixed Use (MU) and houses ConVey Keystone, a machinery manufacturing facility.



## **BACKGROUND:**

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

April 2016: Accepted offer from Con-Vey Keystone to purchase 468, 485, 487 and 488 NE Ward Avenue properties for \$150,000 less job retention incentives of \$50,000.

### **B. Analysis:**

Zone Changes are required to satisfy approval criteria contained within Roseburg Land Use and Development Ordinance Section 5.4.030. As of this memo, no objections to this proposal have been submitted to the City.

The Findings of Fact and Order document, together with the Ordinance (all attached) provide the analysis and justification for the recommended approval.

The Planning Commission held a public hearing on September 19 and unanimously recommended approval of the proposal.

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

None.

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

None.

## **COUNCIL OPTIONS**

After conducting the public hearing, the Council may:

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 adopting the Planning Commission's Findings after holding a public hearing and proceeding with first reading of the ordinance.

## **SUGGESTED MOTION:**

*"I MOVE TO ADOPT THE FINDINGS OF FACT APPROVED BY THE PLANNING COMMISSION FOR FILE NO. ZC-16-3."*

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

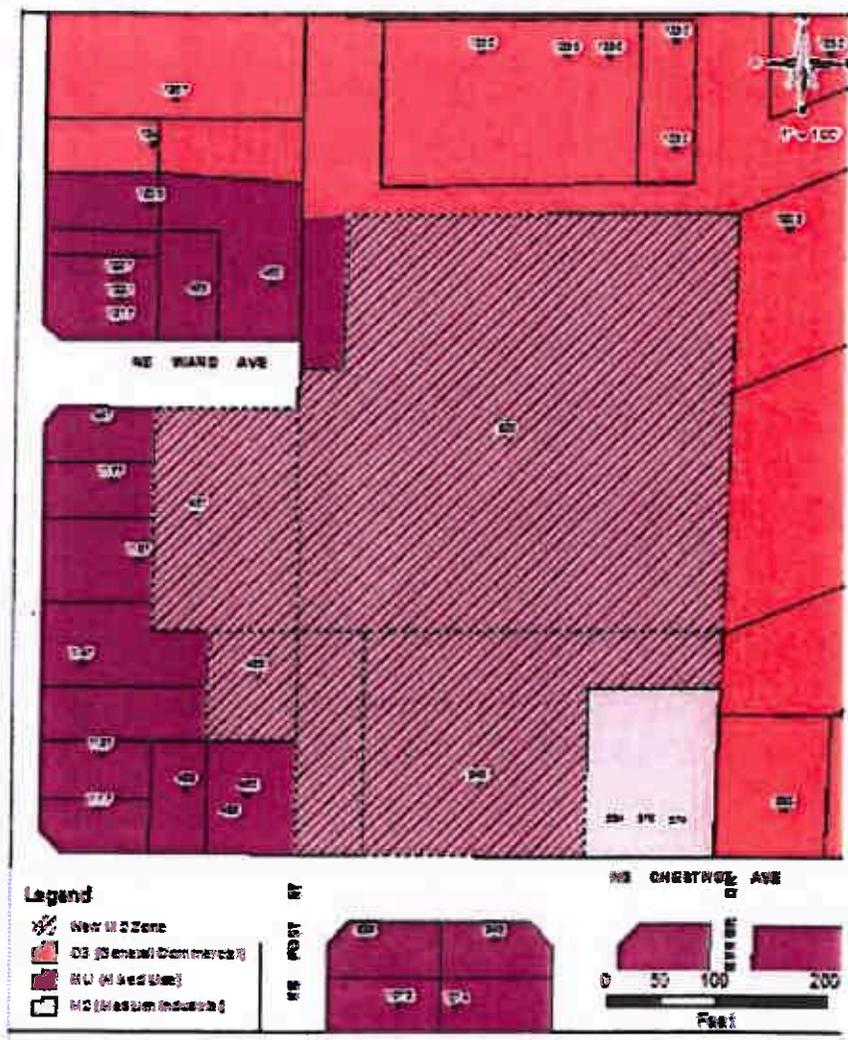
In the matter of the application ) Zone Change  
to amend the zoning of a 5.33 acre tract ) File No. ZC-16-3  
occupied by ConVey Keystone within the )  
City of Roseburg. )

**BEFORE THE ROSEBURG PLANNING COMMISSION**

**FINDINGS OF FACT AND ORDER**

**I. NATURE OF APPLICATION**

The proposal is to change the Zoning Map from Mixed Use (MU) to Medium Industrial (M2), identified in the map below.



**II. PUBLIC HEARING**

A public hearing was held on the application before the Roseburg Planning Commission on September 19, 2016. At that hearing the Planning Commission reviewed Land Use File

ZC-16-3 application for a Zone Change and it was made part of the record.

### III. FINDINGS OF FACT

#### A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance (LUDO) No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3459 on July 1, 2016, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 10 days prior to the hearing.
3. The proposed action consists of an amendment to the Zoning Map as it applies to a tract owned and occupied by ConVey Keystone within the City of Roseburg.
4. The lot may be described as Tax Lot 1200, 1300, 1400, 1500 & 2400 in Township 27 South, Range 06 West, Section 13AD, Willamette Meridian.
5. The lot is surrounded by properties with a Comprehensive Plan Land-Use Designation of Commercial (COM) and Industrial (IND) as well as zoning consisting of General Commercial (C3), Mixed Use (MU) and Medium Industrial (M2). The lot has dual Land-Use Designations of COM and IND, and corresponding zoning of C3 and MU.
6. The 5.33 acre property is zoned MU is developed with administrative offices, a welding/fabrication and machine shop and equipment yard.

#### B. PROPOSAL

The proposal is to change the Zone Map affecting the MU zoning of the lot in order to coincide with the current and historic fabrication/manufacturing use.

#### C. AGENCY COMMENTS

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

#### D. ANALYSIS

Legislative amendments to the Zoning Map are required to satisfy approval criteria contained within Roseburg Land Use and Development Ordinance (LUDO) Sections Chapter 5 Article 2 (Legislative Amendments), Section 5.4.030, and other applicable policies and goals.

#### E. REVIEW CRITERIA

Pursuant to LUDO 5.4.030 the approving authority may grant a zone change only if the following circumstances are found to exist:

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

**Finding:** The parcel is located within the Roseburg Growth Boundary in an area that is designated Industrial in the Comprehensive Plan. The parcel borders other Industrial land to the south and west. The parcel will be accessed via NW Chestnut Avenue, a Minor Collector and NE Ward Avenue, a local street. The proposed M2 zone conforms to the Comprehensive Plan under the Industrial designation on the Zoning 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:** The subject property contains machinery fabrication, welding shops, and administrative offices. This existing use is not a permitted use in the MU zone which does not allow the existing use to add or expand uses to other portions of the property. The vacant portions of the subject property, also zoned MU, will be used as an expansion of the administrative offices along with an expansion of the machinery fabrication shop. Applying the M2 zone to the subject property will allow this existing use to expand as a conforming use. It is unknown why the MU zone was applied to the property. With respect to the safety and welfare of the surrounding area, the expansion of the offices and shop space will allow parking and circulation to be improved by moving a majority of the staff parking to an adjacent mixed use zoned property adjacent to NE Ward Ave, which will shift access to the lower classified street, improving access.

At the time of development of the vacant lots, the applicant shall ensure compatibility with Chapter 3 (Site Plan Review) of the Land Use and Development Ordinance (LUDO). The proposal by the applicant to develop the vacant portion as administrative offices and additional shop, and utilizing the newly purchased parking area staff vehicles will include standards such as paving, screening, and landscaping site plan review standards.

Therefore, the required development standards of LUDO Chapter 3 and the existing uses of the surrounding neighborhood relative to the current mix of commercial and industrial zoned properties, it is found that the site is suitable for the proposed zone with respect to the public health, safety and welfare of the surrounding area.

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

**Finding:** NE Chestnut Avenue is a minor collector and NE Ward Avenue is classified as a local street in the Transportation System Plan and serve the subject site. Both streets serve both Commercial and Industrial developments and are built to meet the safety and performance measures of the transportation system. Any future development would be required to meet access standards determined by the Transportation System Plan, LUDO and Public Works standards. The site would likely not be granted additional access from NE

Chestnut Avenue to the south as access is primarily granted from the street with the lowest classification (NE Ward Avenue).

Pursuant to LUDO 5.2.060(2) all legislative action proposals shall be analyzed for consistency with the policies of the Plan, Statewide Planning Goals, and other provisions of this Ordinance:

**Statewide Planning Goal 1 – Citizen Involvement – To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process**

**Finding:** The City of Roseburg and Douglas County have an adopted and acknowledged Comprehensive Plan for the Roseburg Urban Area. The Comprehensive Plan is implemented via the adopted LUDO, in which the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City as well as through provisions that meet Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that has the responsibility to act as the conduit to the City Council on land use matters. The Planning Commission is selected through an open public process and the Commission may include one member who resides outside the city limits. All meetings were advertised to local media.

The City of Roseburg provided notice of this proposal as mandated through ORS and LUDO requirements, as well as publishing the notice in the News-Review, a newspaper of general circulation. A public hearing(s) is held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues, provide technical information, and/or provide information regarding conditional approval.

**Statewide Planning Goal No. 2 - Land Use Planning - To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.**

**Finding:** As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan 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.) Implementation of the Comprehensive Plan is accomplished through the adopted LUDO. LUDO has been acknowledged by the State of Oregon and has been amended from time-to-time in order to comply with ORS. (Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984, and most recently updated in Ordinance No.

3459 on July 1, 2016.) Both the Comprehensive Plan and LUDO have been amended from time-to-time.

**Statewide Planning Goal No. 9 - Economy of the State - To diversify and improve the economy of the state.**

**Finding:** The Roseburg Urban Area Comprehensive Plan was designed to satisfy this goal, specifically to provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies. The requested action would allow the application of the appropriate zone to the existing use and allow the existing use to expand to undeveloped portions of the site. The site is deemed appropriate due to its adequate size (approximately 5 acres), location (surrounded by Industrial and Commercial uses), topography (flat), and service levels (adjacent to NE Chestnut Avenue, a minor collector) for a longstanding community and regional business to expand. The proposed zone change will not decrease economic opportunities.

**Compliance with Applicable Comprehensive Plan Policies**

**Economic Growth Policy No. 1**

*The City of Roseburg shall encourage economic growth by demonstrating a positive interest in existing and new industries, especially those providing above-average wage and salary levels, an increased variety of job opportunities, a rise in the standard of living, and utilization of the resident labor force.*

**Finding:** The proposal to change the zone from MU to M2 will reclassify the existing machinery manufacturer as a conforming use and will allow the existing business and/or similar businesses in the future to grow and expand.

**Economic Growth Policy No. 3**

*The City shall encourage economic activities which strengthen the urban area's position as a regional distribution, trade, and service center.*

**Finding:** The application of the M2 zone, which was previously applied prior to the existing MU zone will allow the existing use to conform as a permitted use and allow it to expand. The existing use designs and builds custom machinery for the wood products industry among others would strengthen Roseburg as a trade center in the region.

**Economic Growth Policy No. 4**

*Through the planning process, the City and County shall continue to monitor the supply of developable commercial and industrial sites to ensure opportunity for the expansion of existing and the establishment of new economic enterprises throughout the urban area.*

**Finding:** Economic Development Policy No. 4 is intended to ensure that the urban area's developable industrial land is not diminished to the point that

existing businesses are precluded from expanding, or new businesses are precluded from being established. The proposed Zone Change will improve the economic potential of land that is suitable and available to immediately accommodate new and the expansion of existing industrial manufacturing uses in the community. This amendment will allow the applicant to expand existing operations on the site in which it is presently located. The proposed amendment will be consistent with the intent of Economic Development Policy No. 4.

**Industrial Development Policy No. 1**

*Sufficient land in large parcels should be zoned industrial to insure a competitive market for industrial sites.*

**Finding:**

The subject property is approximately 5 acres in size and has supported the existing industrial use for over 30 years. Before the mixed use zone designation was applied, the property was zoned M2. It is unknown when or why the MU zone was applied. Nevertheless, applying the original M2 zoning to the property will add a greater supply of M2 zoned land to the neighborhood.

**Industrial Development Policy No. 3**

*The zoning ordinance shall allow appropriate on-site employee services and facilities in industrial areas. Traffic generated by industrial uses should be diverted away from residential areas, and should have convenient access to arterial or collector streets. Wherever practical, outdoor storage areas shall be screened from adjacent residentially designated properties.*

**Finding:** The required development standards of LUDO Chapter 3 apply to industrial properties and at the time of development of the vacant lots, the applicant shall ensure compatibility with LUDO. The proposal by the applicant to develop the vacant portion as administrative offices and additional shop, and utilizing the newly purchased parking area staff vehicles will include standards such as paving, screening, and landscaping site plan review standards.

NE Chestnut Avenue is a minor collector and NE Ward Avenue is classified as a local street in the Transportation System Plan and serve the subject site via NE Stephens, an arterial. Both streets serve Commercial and Industrial developments and do not divert traffic into residential areas.

#### **IV. CONCLUSION**

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in 5.4.030 and other applicable comprehensive plan policies and statewide planning goals.

#### **V. ORDER**

Based on the Findings and Conclusions above, the Planning Commission recommends

**APPROVAL** of this application to the City Council.

  
\_\_\_\_\_  
Ron Hughes, Chair

9/19/16  
Date

  
\_\_\_\_\_  
Brian Davis, Community Development Director

9/20/16  
Date

**Planning Commission Members:**

**Ron Hughes, Chair**

**Dan Onchuck**

**Patrick Parson**

**Brook Reinhard**

**Kerry Atherton**

**Duane Haaland**

**ORDINANCE NO. 3477**

**AN ORDINANCE AMENDING THE ZONING OF 5.92 ACRES OF PROPERTY AT 485, 526, AND 546 NE CHESTNUT AVENUE, AND 487 NE WARD AVENUE FROM MIXED USE TO MEDIUM INDUSTRIAL**

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

1. 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.
2. 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.
3. Zoning for the subject property will change from Mixed Use to Medium Industrial.
4. The Zone Change complies with Land Use and Development Ordinance 5.4.030.

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

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

**SECTION 2.** The lot may be described as Tax Lot 1200, 1300, 1400, 1500 & 2400 in Township 27 South, Range 06 West, Section 13AD, Willamette Meridian.

**SECTION 3.** This Zone Change has been processed pursuant to LUDO.

**SECTION 4.** The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated September 19, 2016 and by reference incorporated herein.

**SECTION 5.** On the effective date this ordinance, the City shall amend the Roseburg Zoning Map by applying the identified zone to the subject properties, as shown in the Findings of Fact and Order.

**ADOPTED BY THE CITY COUNCIL THIS 10TH DAY OF OCTOBER 2016.**

**APPROVED BY THE MAYOR THIS 10TH DAY OF OCTOBER 2016.**

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

**ATTEST:**

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

*Jc*  
*10/15/16*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### Insurance Services Organization Rating

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Meeting Date: October 10, 2016  
Department: Fire / Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Gregg Timm  
Contact Telephone Number: 541-492-6770

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#### ISSUE STATEMENT AND SUMMARY

Insurance Services Office Inc. (ISO) is an independent rating service providing information to insurance agencies regarding structural fire delivery systems to the public. ISO has recently completed their evaluation of the City of Roseburg Fire Department and provided us with a public protection classification of 2.

#### BACKGROUND

A. **Council Action History.** None

B. **Analysis.** ISO collects information on municipal fire-protection efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data using the Fire Suppression Rating Schedule (FSRS). Using this rating schedule, the ISO assigns a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria.

The program provides an objective, countrywide standard that helps fire departments in planning and budgeting for facilities, equipment, and training. And by securing lower fire insurance premiums for communities with better public protection, the PPC program provides incentives and rewards for communities that choose to improve their firefighting services.

ISO evaluations typically occur every four years. The Roseburg Fire Department was last evaluated in 2011, at which time we received a classification of 3. The department is very excited to have raised our rating to a Class 2. This higher rating may positively impact insurance rates for our citizens and reflects the City's commitment to both public safety and having a reliable water system.

#### SUGGESTED MOTION

This memo is informational only and does not require any action by Council.

#### ATTACHMENTS

ISO Cover page summary

RECEIVED

SEP 27 2016

CITY OF ROSEBURG  
City Administration Office

1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929



September 26, 2016

Mr. Lance Colley, City Manager  
Roseburg  
700 SE Douglas Avenue  
Roseburg, Oregon, 97470

RE: Roseburg, Douglas County, Oregon  
Public Protection Classification: 02  
Effective Date: January 01, 2017

Dear Mr. Lance Colley,

We wish to thank you Mr. Tony Dietrich and Chief Gregg Timm for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Dominic Santanna*

Dominic Santanna

Manager -National Processing Center

cc: Mr. Tony Dietrich, Superintendent, Roseburg WD  
Chief Gregg Timm, Chief, Roseburg Fire Dept.  
Ms. Lori Jackson, Operations Manager, Douglas Co. Emergency Communications 911



# ROSEBURG CITY COUNCIL AGENCY AGENDA ITEM SUMMARY

*ejc*  
*10/15/16*

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## 2015-2016 Community Rating System Recertification

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**Meeting Date:** October 10, 2016  
**Department:** Community Development  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Brian Davis  
**Telephone Number:** 541-492-6750

*Brian*

### ISSUE STATEMENT AND SUMMARY

The National Flood Insurance Program's (NFIP's) Community Rating System (CRS) is a voluntary incentive program that recognizes communities for implementing floodplain management practices that exceed the Federal minimum requirements of the NFIP to provide protection from flooding. In exchange for a community's proactive efforts to reduce flood risk, policyholders can receive reduced flood insurance premiums for buildings in the community. These reduced premiums reflect the reduced flood risk resulting from community efforts toward achieving the three CRS goals:

1. Reduce flood damage to insurable property
2. Strengthen and support the insurance aspects of the NFIP
3. Encourage a comprehensive approach to floodplain management

### BACKGROUND

#### A. Council Action History.

October 1994: City of Roseburg enters the CRS program

October 2016: City receives recertification of program at level 8, resulting in 10% flood insurance rate discount

#### B. Analysis.

The City of Roseburg voluntarily participates in the CRS which provides incentives to exceed minimum floodplain management requirements in exchange for insurance premium discounts for citizens. Communities enter the program as Class 10 with no discount in premiums. For every improvement of Class rating by a community, premiums decrease by 5%. Class 1 requires the most credit points and results in a 45% premium reduction. Currently, Roseburg citizens enjoy a 10% discount from its Class 8 rating.

Activities such as public outreach and higher regulatory standards are recognized as measures to eliminate exposure to flood losses. Each activity a city accomplishes compiles earns credit toward lowering the rating through annual certification. The City is making efforts to improve to a Class 7 rating in the next recertification. The attached page from the NFIP Manual shows maximum possible credit for each activity. Recent changes to our Floodplain Ordinance and adoption of our Storm Drainage Master Plan may add points for

next year. Even without those, the City has over 1,400 credit points as a Class 8; once we reach 1,500 points we would be rated a 7.

Information from Roseburg's Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) are available, including flood risk zone and base flood elevation for properties within the city limits. Citizens are also encouraged to contact Teresa Clemons, CFM (Certified Floodplain Manager) at Roseburg Community Development Department 541-492-6877 with questions regarding Flood Plain regulations within the City of Roseburg. Find them online here: <http://www.cityofroseburg.org/departments/community-development/floodplain-safety/>

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

10% discount for flood insurance premiums for 276 policyholders in the City of Roseburg

**D. Timing Issues.**

None - recertification complete

**COUNCIL OPTIONS**

No City Council action is required at this time.

<b>Table 110-2. Credit points awarded for CRS activities.</b>				
<b>Activity</b>	<b>Maximum Possible Points <sup>1</sup></b>	<b>Maximum Points Earned <sup>2</sup></b>	<b>Average Points Earned <sup>3</sup></b>	<b>Percentage of Communities Credited <sup>4</sup></b>
<b>300 Public Information Activities</b>				
310 Elevation Certificates	116	116	45	100%
320 Map Information Service	90	70	50	93%
330 Outreach Projects	350	175	72	89%
340 Hazard Disclosure	80	57	19	71%
350 Flood Protection Information	125	98	39	92%
360 Flood Protection Assistance	110	65	49	41%
370 Flood Insurance Promotion <sup>5</sup>	110	0	0	0%
<b>400 Mapping and Regulations</b>				
410 Floodplain Mapping	802	585	64	50%
420 Open Space Preservation	2,020	1,548	463	70%
430 Higher Regulatory Standards	2,042	784	213	99%
440 Flood Data Maintenance	222	171	87	89%
450 Stormwater Management	755	540	107	84%
<b>500 Flood Damage Reduction Activities</b>				
510 Floodplain Mgmt. Planning	622	273	167	46%
520 Acquisition and Relocation	2,250	1,701	165	24%
530 Flood Protection	1,600	632	45	12%
540 Drainage System Maintenance	570	449	212	77%
<b>600 Warning and Response</b>				
610 Flood Warning and Response	395	353	129	37%
620 Levees <sup>6</sup>	235	0	0	0%
630 Dams <sup>6</sup>	160	0	0	0%

1 The maximum possible points are based on the 2013 Coordinator's Manual.

2 The maximum points earned are converted to the 2013 Coordinator's Manual from the highest credits attained by a community as of May 2013. Growth adjustments and new credits for 2013 are not included.

3 The average points earned are converted to the 2013 Coordinator's Manual, based on communities' credits as of May 2013. Growth adjustments and new credits for 2013 are not included.

4 The percentage of communities credited is as of May 2013.

5 Activity 370 (Flood Insurance Promotion) is a new activity in 2013. No community has earned these points.

6 Activities 620 and 630 were so extensively revised that the old credits cannot be converted to the 2013 Coordinator's Manual.



# INSURANCE SERVICES OFFICE, INC.

1000 Bishops Gate Blvd, Suite 300, P.O. Box 5404, Mt. Laurel, New Jersey 08054  
Phone: (856) 787-0412 or (800) 444-4554 FAX 1-800-777-3929

September 30, 2016

Please send all correspondence to:

Ms. Teresa L. Clemons  
Community Planner  
900 SE Douglas Avenue  
Roseburg, Oregon 97470

Marlene Jacobs, CFM  
Senior ISO Floodplain Specialist  
1177 E Virginia Street  
Stayton, Oregon 97383

Dear Ms. Clemons:

This is to acknowledge receipt of the 2016 Community Rating System (CRS) Recertification for the City of Roseburg, Oregon. The completed and signed CC-213 and requested enclosures have been reviewed and everything appears to be in order. This completes the Recertification process for 2016 and your community remains in good standing as a CRS Class 8 community for the next year.

Thank you for your cooperation in completing the annual CRS Recertification form. Please do not hesitate to contact me when I can be of future assistance.

Yours sincerely,

*Marlene Jacobs*

Marlene Jacobs, CFM  
ISO/CRS Specialist

Cc: Mr. Lance Colley, City Manager  
Ms. Karen Wood-McGuinness, DHS/FEMA Region X  
Ms. Roxanne Pilkenton, DHS/FEMA Region X  
Ms. Christine Shirley, Oregon State NFIP Coordinator  
Ms. Sherry Harper, ISO Planning Technical Coordinator  
Ms. Cristina Martinez, ISO Floodplain Technical Coordinator

*JLC*  
*10/3/16*

INFORMATIONAL B  
10/10/2016

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ACTIVITY REPORT

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**Meeting Date:** October 10, 2016  
**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 October 10, 2016, meeting, I provide the following items:

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



**Agenda**  
**Department Heads Meeting**  
**September 27, 2016 – 10:00 a.m.**

1. Review September 26, 2016 Council Meeting
2. Review Tentative October 10, 2016 Council Meeting
3. Tentative Future Agenda
4. Document Signing/Grants  
    Stewart Park Restroom Renovation Grant Agreement
5. Prosecution Services
6. Intercom Codes
7. UCC Remembrance Events
8. Department Items



**Agenda**  
**Department Heads Meeting**  
**October 3, 2016 – 10:00 a.m.**

1. Review Tentative October 10, 2016 Council Meeting
2. Tentative Future Agenda
3. Document Signing/Grants
  - Traffic Control Device Request – Nash Street Parking
  - Notice of Acceptance of 2016 Slurry Seals
  - PIVOT Architecture Contract - 2<sup>nd</sup> Floor City Hall Space Plan Study
  - Century West Engineering Contract – ADA Transition Plan
  - T-Hangar Lease Agreement
4. Door Lock Codes
5. Insurance Services Office Floodplain Rating
6. Insurance Services Office Fire Insurance Rating
7. Legislative Offices Candidate Forum
8. Employee Acknowledgements
  - 10 Years – Ryan Herinckx, Engineering Technician
9. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- Roadside Memorial Policy
- Playground Equipment Purchase
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

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October 24, 2016

Special Presentation: Douglas County Commissioner Chris Boice – Library Discussion

Consent Agenda

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

Department Items

Umpqua Basin Urban Services Agreement

Informational

- A. Activity Report (Quarterly Reports)

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November 14, 2016

Special Presentation: Roseburg Disposal Company – Rate Reduction

Consent Agenda

- A. Minutes of October 24, 2016

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

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November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Black Street Extension Engineering Design Contract

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December 12, 2016

Mayor Reports

- A. Richard Weckerle Proclamation
- B. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

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**January 9, 2017**

Mayor Report

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

Council Ward Reports

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

Consent Agenda

- A. Minutes of December 12, 2016

Informational

- A. Activity Report

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**January 23, 2017**

Consent Agenda

- A. Minutes of January 10, 2017

Informational

- A. Activity Report – Municipal Court Quarterly Report

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**February 13, 2017**

Special Presentation

- A. CAFR Review – Auditor Scott Cooley
- B. Quarterly Financial Report – Quarter Ended December 31, 2016
- C. 2017-18 Budget Calendar

Consent Agenda

- A. Minutes of January 2, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**February 27, 2017**

Consent Agenda

- A. Minutes of February 14, 2017

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

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**March 13, 2017**

Consent Agenda

- A. Minutes of February 28, 2017

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

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**March 27, 2017**

Consent Agenda

- A. Minutes of March 14, 2017

Informational

- A. Activity Report

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**April 10, 2017**

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 28, 2017
- B. 2017 OLCC License Renewal Endorsement

Informational

- A. Activity Report – Budget Calendar Reminder

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**April 24, 2017**

Consent Agenda

- A. Minutes of April 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

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**May 8, 2017**

Consent Agenda

- A. Minutes of April 25, 2017
- B. U-TRANS Services Contract

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**May 22, 2017**

Consent Agenda

- A. Minutes of May 9, 2017
- B. Fee Amendment Resolutions

Informational

- A. Activity Report

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**June 12, 2017**

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2017

Public Hearing

- A. Resolution No. 2017 – 2017/18 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2017/18 Budget Adoption

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**June 26, 2017**

Consent Agenda

- A. Minutes of June 13, 2017

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

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**July 10, 2017**

Consent Agenda

- A. Minutes of June 27, 2017

Informational

- A. Activity Report

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**July 24, 2017**

Consent Agenda

- A. Minutes of July 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

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**August 14, 2017**

Consent Agenda

- A. Minutes of July 25, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**August 28, 2017**

Consent Agenda

- A. Minutes of August 8, 2017

Informational

- A. Activity Report

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**September 11, 2017**

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2017

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

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**September 25, 2017**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2017

Informational

- A. Activity Report

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**October 9, 2017**

Consent Agenda

- A. Minutes of September 26, 2017

Informational

- A. Activity Report

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**October 23, 2017**

Consent Agenda

- A. Minutes of October 10, 2017
- B. Cancellation of December 26, 2017 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

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**November 13, 2017**

Consent Agenda

- A. Minutes of October 24, 2017
- B. Cancel December 25, 2017 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Report

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**November 27, 2017**

Council Report

- A. City Manager's Contract

Consent Agenda

- A. Minutes of November 14, 2017

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**December 11, 2016**

Mayor Reports

- A. Election Results
- B. Outgoing Councilor Acknowledgements

Consent Agenda

- A. Minutes of November 28, 2017

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Friday September 23, 2016

Good Friday afternoon everyone. If you did any driving around this week, you can certainly see the project work going on around town. The Highway 138 project has created bottlenecks around Oak and Washington on Stephens and Pine as they begin the switch over to the new intersections. Until recently traffic has moved along pretty well, but this is the most construction intensive time in the intersections and it requires some complete stoppage for time periods. I had Koree forward the ODOT updates weekly to each of you to keep you informed. Please be sure and let us know if you need more information on the project and its impact. Again, the ODOT project link can be found at [www.roseburg138.com](http://www.roseburg138.com).

The City's summer grind/inlay resurfacing project is well underway with new asphalt being put down on Edenbower, Aviation and Stewart Parkway. Much of the work is being done at night to try and avoid major traffic issues, but there has been some impact. A portion of the funding for that project is coming from Urban Renewal and our Transportation Fund. Resurfacing of Garden Valley at Fairmont Street where the recent storm drainage project work was taking place was completed this week. The final work on Fairmont will take place after the entire project is complete. Work on Spruce Street is continuing, but is a little behind schedule. The new street section looks great and should provide much better commercial access into the neighborhood, which will then allow Parrott Street to return to a neighborhood street. We know the congestion has gone on for a long time, but the improvements for the future should be great for our community.

And while we are on the infrastructure topic, Brian Davis attended the Main Street conference on the 15<sup>th</sup> and while there, accepted the below referenced award for the City of Roseburg Urban Renewal Agency....



**Best Streetscape Project:**

- **The award goes to: The City of Roseburg Urban Renewal Agency for the Oak/Kane/Washington street improvements.**

*This \$2 million project included streetscape improvements in the heart of downtown Roseburg. The design improved accessibility and function of the district, but took it a step farther than most projects of this scope. The intersection designs were public art in themselves representing the culture, history, and assets that are personal to Roseburg. It is one of the most interesting and unique streetscape projects I have ever seen – well worth a trip to check it out!*

The award application was submitted by the Downtown Roseburg Association and to our knowledge, is the first Main Street infrastructure award ever presented to the City of Roseburg. Thank you DRA for submitting the project, and thank you once again to all of

our staff who were instrumental in the project process, our design team and our contractors who worked on the project.

Monday the Chamber monthly membership meeting provided a forum for candidates running for City Council to discuss issues, primarily of importance to the Chamber. Candidates Ashley Hicks and Todd Boyd from Ward IV and candidates Brian Prawitz and Juliete Palenshus from Ward III were present to provide information to those attending and to answer questions from Chamber members regarding issues of local and statewide concern. Incumbent Lew Marks from Ward IV was unable to attend as he was out of the area on vacation.



On Tuesday I attended a steering committee meeting at NeighborWorks Umpqua to start wrapping up the “arts integration” grant project NeighborWorks received from Rural LISC, the City’s EDC and The Ford Family Foundation. The consultant report is almost complete and should be published in October. We will take the report to the Economic Development Committee on October 18<sup>th</sup> and share the findings and next steps to try to pick off some low hanging fruit.

Thursday evening, many of our local fire and police department employees participated in the “Challenge of the Heroes”, a local fundraising effort to provide resources to combat child abuse in our community. Uniformed fire and police employees worked in local restaurants as “wait staff” for the evening and all tips went to Up2Us Now child abuse prevention coalition. I was humbled to see the number of RPD and RFD staff who attended on their own time to give back to the community for this very important program. I think we had over fifteen folks “waiting tables” last night for this great cause. I would also like to thank the owners of Alexanders Greek Cuisine, Brix, Salud and Loggers Tap House for inviting our local heroes to participate in the event at their restaurants in Roseburg. Other restaurants in Myrtle Creek, Winston, Sutherlin and Glide also participated. In addition to our City staff, staff from Douglas County Fire District 2, Bay Cities Ambulance, the Sheriff’s office and the Oregon State Police also participated.



Friday I attended a meeting with representatives from our Healthy Housing Coalition to discuss some cutting edge opportunities to provide affordable housing without significant state and federal funding. This tends to make things much more costly, time consuming and regulatory. Representatives from UCAN, Douglas County Housing Authority, City of Roseburg, Coos County and Curry County met with representatives from HomeFirst Development from the Portland area who are working on lowering the cost of affordable housing throughout Oregon. Their focus is to cut red tape, utilize efficient contractors and professionals, use standard designs and specifications that can be replicated easily in any area and work with an interested financial institution to cut financing costs. The results so far with a number of projects under their belts is unit cost for housing that is roughly 40-45% of the cost of "government" subsidized housing that truly is affordable to build and operate. Given our current near zero vacancy rate, attracting affordable housing development to the community has become a high priority for agencies dealing with homeless, low income and moderate income citizens. This appears to be a mechanism that could impact all levels of available housing in Douglas County, and for us in Roseburg.



We will look forward to seeing you all Monday evening at 7:00 p.m.. Have a great weekend everyone!