

The City Connection

Volume 1, No. 22

July 2009



**Larry Rich
Mayor**

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Mayor's Message

Greetings fellow citizens! I hope you are enjoying the summer weather and all the many outdoor activities that Roseburg has to offer. This newsletter will give you an update of projects occurring within our community as well as what you can expect in the near future. As always, if you have questions, suggestions or comments, please give us a phone call at City Hall, 672-7701.

The question that seems to be asked the most has to do with Costco and whether or not it will be coming to our city. Yes, Costco still plans on coming to Roseburg. The next step in the process is a public hearing to be conducted at the Planning Commission level. Issues such as zoning and traffic impacts will be discussed at that time. As soon as all the necessary steps for approval are granted, Costco can start

building.

The public safety center building is coming along nicely. It should be finished by late summer. If you haven't had the chance to drive by and take a look, make sure you do. It is located downtown behind the former Safeway building.

Budget hearings were completed in May. A lot of hard work from City Staff and Budget Committee members went into preparing for this year's budget. I want to personally thank all of those that were involved for their service. We did have to make cuts in staff as well as materials and services. You will probably begin to notice some of these reductions real soon. This newsletter was also one of the items affected by the cuts. Instead of the newspaper print version of the City Connection, it will be offered on-line through our website and through email.



If you wish to be included in the distribution please notify Debi Davidson at ddavidson@cityofroseburg.org.

Enjoy your reading. I hope you find the information useful and helpful. Again, if you have questions, please give us a call.

Enjoy your summer,

Mayor Larry Rich



City Budget Approved—Belts Tightened!

As financial markets collapsed in September of 2008, Roseburg, like many cities throughout the United States, was impacted by rising unemployment and a national, state and local economy in recession. Our situation is much more acute as the Douglas County unemployment rate approaches 20%. We have also seen a significant decline in new building and land development and anticipate this trend will continue for some time. From a budgetary perspective, our response has and will continue to be to evaluate the need to replace employees that leave through attrition and attempt to maintain the level of services we currently offer. If this negative trend continues, we will most likely need to seriously consider reductions in services and additional measures to reduce our costs.

On a more positive note, the slow down in development has provided us an opportunity to consider the expansion of our Urban Growth Boundary. This expansion will provide the needed land (± 1200 acres) for development of residential housing for the next twenty years. The rebound from our current economic situation

will provide the demand for this land in the future. The work to expand the Urban Growth Boundary will position the City well for this future growth. The City Council will also be considering the annexation of property to the north. The strategy has the potential of increasing our population by an estimated 825 residents and expanding the City limits by 157 acres.

The Budget Committee approved and the City Council adopted a total budget of \$51,444,293 compared to \$63,443,896 for the 2008-2009 budget year. It is important to note, however, that the Budget Committee had considerable discussion regarding the Six Year General Fund Financial Forecast which foresees a continuation of General Fund expenses exceeding revenues. A commitment was made during the budget hearing process to address those concerns. Therefore, during the month of May, the Management Team worked to adjust the 2009-10 General Fund budget by approximately \$1 million, with minimal impact on current service and personnel levels. Those adjustments range from deferral of major equipment purchases, reductions in a variety of

material purchases and professional services, curtailment in filling vacant positions and changes in wages and insurance benefits for non-union personnel. Throughout the course of the fiscal year, we will continue to evaluate these and possible further adjustments.

I wish to extend my deep appreciation to the City Staff who began their work on the budget in January and to the Budget Committee volunteers who stayed late into the night (three nights running!) to review that work. Everyone clearly demonstrated their commitment to providing the best services possible to our community in the most efficient and cost effective manner.

Respectfully



P. Eric Swanson

City Manager



Obstructing Vegetation

Trees and bushes cool the city during hot weather, provide shade and create gracious neighborhoods. They also grow and often require pruning to keep them from causing a problem. The Municipal Code requires vegetation that overhangs sidewalks to be at

least 9 feet above the walkway, and vegetation that overhangs streets to be at least 15 feet above the pavement.

The Municipal Code requires individual property owners to maintain the vegetation in front of their property, even if it is in the right-of-way. This has always been the case in Roseburg, trading a little seasonal inconvenience for lower tax rates. In the coming months, please take a look at the street and sidewalk in front of your home. If bushes or trees are obstructing the right-of-way, please take a weekend to prune.

Remember, trees are healthier if branches are pruned to the trunk. If you are not familiar with pruning, information is available at http://www.treesaregood.org/treecare/pruning_mature.aspx or at the local extension office.



2009 Pavement Management Projects

As part of the City of Roseburg's Pavement Management Program, five streets will be getting "facelifts" this summer. This number is down significantly from previous years due to increased costs associated with fuel and oil prices. The Public Works Department works closely with the City's pavement consultant to provide the most cost-effective pavement management program possible. The goal of this program is to preserve existing streets within the City efficiently and economically.

The City uses three methods of pavement preservation. These are overlays, slurry seals and chip seals. An overlay is the addition of 1-1/2"—2-1/2" of asphalt over an existing paved surface. A slurry seal is a very thin layer of aggregate with an asphalt

emulsifier applied to a paved surface. A chip seal is a layer of asphalt liquid that is applied and then covered with rock to form a new surface. Overlays and slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface. Chip seals are used both for pavement longevity and to upgrade gravel sections. The degree of deterioration of a given street is evaluated to determine the method to be used.

Notice is generally given to affected residents a day or two in advance. A door hanger is left indicating all vehicles need to be removed from a section of street for a given amount of time. Residents whose streets are affected may be asked to park in their driveways or down the street and walk to their house for one

day. Cooperation in this process is greatly appreciated by everyone involved.

This year's program will focus on overlays and slurry seals. The following streets are scheduled for work this summer.

OVERLAYS

Stephens Street between Garden Valley Boulevard and Alameda Avenue

Stewart Parkway between Airport Road and Fairmount Street

SLURRY SEALS

Troost Street between Delridge Avenue and Sunberry Drive

Keasey Street between Harvey Avenue and Calkins Avenue

Valley View Drive between Kline Street and Keasey Street

Utility Billing System

The City has upgraded to a new utility billing system. The software, purchased from Tyler Technologies, replaces a system in service since 1990. Customers began receiving billing statements from the new system in March 2009.



One of the first things you might notice is that account numbers have been changed. The conversion process created the opportune time to change and correct account numbering to ensure meters are read in the most efficient manner possible, while maximizing availability for potential account growth.

The new software will allow customers to make average bi-monthly payments. Fluctuations created by higher summer and lower

winter usage can now be avoided by averaging usage. The AMP (average monthly payment) plan works similarly to other utilities' equal or level payment plans. To enroll or obtain more information, call water utility billing customer service. Also, be watching the bulletin board on your utility billing for information on future on-line payment options.

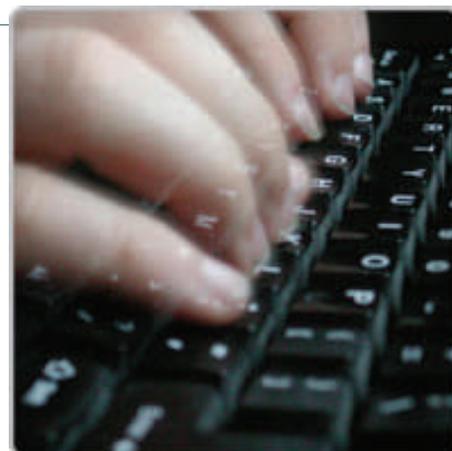
In these difficult economic times, some of our customers may need assistance with their water bills. There are a number of agencies within the community that will help with a payment under certain guidelines, circumstances and funding availability. Please call utility billing customer service for names and phone numbers of these agencies.

Another feature of our new billing system is the ability to contract with customers who may be unable to pay their current bill. Guidelines are being established to allow customers who have extenuating circumstances, such as a job loss or medical condition, to pay their billing over a number of months. The balance is divided and combined with the next two to

four cycle billings into an amount that is more manageable for the customer.

If you are going to be traveling or out of town for an extended period of time you may request that your water service be temporarily inactivated. The meter is read and locked, eliminating water usage while you're away. Upon your return, simply call us to reactivate your service. A \$15 fee is charged for this service.

Please feel free to call water utility billing customer service at 672-7701 about any of these features, or with any other questions about the new system.



Upcoming Construction Projects

The City of Roseburg has many exciting projects for the 2009 construction season. To date, there are several projects in various stages of design with construction planned in the near future. The following is a list of construction projects with a short description of each project.

Vine Street Reconstruction:

This project encompasses the reconstruction, widening and installation of curbs, gutters and sidewalks, storm system upgrades and upgrading of existing water lines on Vine Street between Alameda Street and Meadow Avenue. The contractor, Egge Sand & Gravel, is expected to begin this project in July.

Garden Valley Sidewalks:

This project includes installation of sidewalks, curbs, gutters, streetlighting and drainage improvements along Garden Valley Boulevard between Stewart Parkway and Kline Street. Currently, this section is the sole segment on Garden Valley Boulevard without sidewalks within Roseburg City limits, with the exception of a few hundred feet west of Troost Street. The contractor is Beckley Excavation Utility,

Inc. and construction is expected to begin in July, 2009.

Garden Valley Reconstruction:

This project will involve reconstructing the road surface of Garden Valley Boulevard between Stewart Parkway and Kline Street. This is funded by ODOT stimulus money and is expected to be completed this construction season.

During the last half of 2009...

- The new Water System Master Plan and Capital Improvement Plan guiding water system growth over the next 20 years should be almost complete and ready for public review.
- The City will prepare for final design and securing financing for the \$8 million Water Treatment Plant expansion to provide water for Roseburg's growth over the next twenty-five to thirty years.
- Water main in two blocks of Klamath Street between Denver and Fulton Streets will be replaced to correct excess leakage and provide fire protection for the area.

- The 4 million gallon water storage reservoir located on Bellview Court (Reservoir Hill) will be painted inside and out.
- The Dixonville Pump Station No. 2 located near the Dixonville Store will be completed, and Pump Station No. 3 located at Brumbach and Buckhorn Roads will be replaced and upgraded.



Rate Adjustments

Each year, City Staff reviews existing fees and provides recommendations regarding fees deemed necessary for adjustment. The Commissions responsible for reviewing appropriate fees then provide the recommendations to the Council for consideration. In June, the City Council reviewed these recommendations and approved multiple fee adjustments.

As previously approved by Resolution, annual adjustments to all System Development Charges (except for Parks) have been approved for an increase, based on the March Construction Cost Index. This year's annual review includes a 5% increase for storm, water and transportation fees.

City property tax revenues are the primary source of funding for park facilities, and City taxpayers are



essentially subsidizing the park system for the larger community. Therefore, beginning July 1, 2009, an additional 25% fee differential will be included for non-resident park fees. Current facility rental fees have been increased 25% for City residents and 50% for non-residents. Golf Course related fees have also been increased based upon market comparables.



Storm Drainage monthly fees included on bi-monthly water billings were approved to be increased 3% in each of the next two fiscal years. On July 1, 2009, that rate will be increased from \$3.35 per ERU per month to \$3.45 per ERU per month. On July 1, 2010 that rate will then be increased to \$3.55 per ERU per month.

Water service rates are the fees paid for the amount of water used by a consumer. These fees are also being increased by 3% effective July 1, 2009. This would change the current per 100



cubic feet commodity charge from \$1.35 to \$1.39 on July 1, 2009 and then to \$1.43 on July 1, 2010.

Storm Drainage Stencils

In an effort to improve local water quality and to keep our creeks and rivers clean, the City has installed stencils to read "No Dumping! Drains to River." Storm drains are intended for rainwater only. Mud, leaves, grass clippings, concrete, soap, oils, grease and other toxins should not be deposited into gutters or dumped into the storm drainage system. Not only can these things clog storm drains and cause flooding, they can also have a negative effect on water quality. Water entering the storm drainage system is currently not treated prior to entering our local streams and rivers. It is essential to keep storm drainage inlets and pipes free from pollutants.

Parks & Recreation Division Offers Programs



Last month the first series of Movies in the Park made its debut at the Nichols Band Shell in Stewart Park. Through a partnership with US Cellular, the City was able to provide free movies on four weekend nights in June. The event was also supported by Pepsi Bottling of Roseburg and Express Employment Professionals who contributed popcorn and soft drinks free to the movie-goers. Ruth Rountree provided free face painting and Mercy Medical and the UCC Nursing program arranged for volunteers to staff a first aid booth. Additional volunteers assisted with the set up and operation of the movie equipment. Movies in the Park was a great success and it is anticipated the program will take place again next summer.

teach kids about bugs, critters, the water and weather cycle, animal habitats, gardening and more. The curriculum was provided through the generosity of Pacific Source Health Plans. The program runs from late June through July and will be offered again in the summer of 2010.



Still to come later this summer is a Disc Golf workshop and a Beginner's Skateboard class. The disc golf class will be held two times on Wednesday, July 22nd, with sessions at 10 a.m. and 6 p.m. Participants may sign up for either session and the class is open to all ages. The Disc Golf workshop covers the basic rules, throwing techniques and course etiquette for the sport and will be held at Riverfront Park in Roseburg. Pre-registration is required.



transportation, and a few basic tricks. Each week-long session runs Monday through Friday from 10 a.m. to 11:30 a.m. Pre-registration is required.

Museum in the Park is jointly sponsored with the Douglas County Museum. It offers opportunities for youth age six to twelve to have some fun in the sun and a little learning adventure, too! *Explorer's Camp* is Saturday, July 11th and *Pioneer Experience* is Saturday, August 8th. The free day camp programs are held in Stewart Park from 11 a.m. to 2 p.m. and pre-registration is required.

Future Parks and Recreation Division programming will include classes for families and seniors. For more information or to register for park programs please phone 440-1188.

Another new program offered this summer is titled "Wise Kids Outdoors". This five week program for youth age six to eleven offers children an opportunity to explore the world of nature while teaching about the importance of eating right and being physically active. This program is built around lessons, or adventure missions, which

Two separate sessions of the Beginner's Skateboard class is scheduled for the last two weeks of August. The class is for beginner riders age eight to twelve and will be held at the Roseburg Skateboard Park. The class will teach how to avoid injuries, the 'rules of the road' for using a skateboard as



Roseburg Regional Airport Serves the Community



What does the airport mean to Roseburg? I am sure many have asked this question. First, Roseburg Regional Airport is part of the National Plan of Integrated Airport Systems (NPIAS) in the United States. The NPIAS is a system of airports and aviation facilities important to national air transportation, which comprises approximately 3,400 airports throughout the United States. To put it in perspective, there are almost 20,000 airports and civil landing areas in the U.S., ranging from grass airstrips to major international airports. As a NPIAS airport, Roseburg accepts Federal grants under the Airport Improvement Program (AIP), which covers 95% of costs for approved improvements and maintenance to your airport.

General Aviation (GA) airports, such as the Roseburg Regional Airport, contribute over \$150 billion to the national economy. Roseburg Regional Airport is a significant contributor to the State of Oregon, but more importantly, to the local community. In the most recent Economic Impact Study, Roseburg Regional Airport equates to jobs, revenue, market and growth for the community. Your Airport:

- Supports over 100 jobs, \$2.3 million in wages, and \$7.4 million in regional business sales annually due to aviation activities;

- Draws outside money to the area, in the use of local goods and services;
- In recent years capital development supported by the Federal Aviation Administration AIP program, generated over \$10 million;
- Has experienced an increase in the assets of the airport and marketability;
- Serves as a primary gateway to the community for business executives and provides local companies the ability to compete beyond Roseburg and the region;
- Attracts tourism via GA airplanes to enjoy local attractions (fishing, hiking, hunting, wineries, etc.);
- Brings people together for charitable events held at the airport.

Your airport provides a vital tool in local transportation for the community. While most of the aircraft are small compared to the large passenger aircraft, Roseburg Regional Airport is still the 16th busiest airport in Oregon. According to the Oregon Aviation Plan, there are over 16,000 visitor arrivals and over 23,000 aircraft operations at Roseburg annually. Not only does Roseburg provide a means of transportation to our general aviation passengers, but your airport provides an efficient and quick means of transporting goods and services to and from the region. For example, FedEx and UPS fly to Roseburg almost daily bringing in packages and letters for delivery to residents throughout the region.

Your airport is also important for the

protection of life and property for Roseburg and the region. As a local and regional transportation node, Roseburg Regional Airport can provide disaster and emergency response agencies immediate access to the community in the event of an emergency situation. Aircraft can be used to deliver emergency food and medical supplies, rescue people who are trapped or injured, transport personnel and monitor progress of cleanup and recovery operations. The local air ambulance service regularly transports critically wounded patients to life saving medical facilities. The airport can be used for search and rescue and law enforcement operations, as necessary. Annually, there are government and private organizations that position aircraft at your airport to protect life and property fighting wildfires in the region.

But what is most impressive about your airport is the people! Your airport is a great place for learning and generosity. The aviators at your airport and organizations such as the Experimental Aircraft Association and the Marion Carl Foundation are giving back to the community and affecting people in ways that cannot be quantified.

Roseburg Regional Airport is here to serve this community and region. This quote nicely sums up what an airport provides, "Build a mile of road and you go a mile. Build a mile of runway and you can go anywhere."



Ordinances

The following are the Ordinances passed by the Roseburg City Council during the first six months of calendar year 2009.

“ORDINANCE”: A written directive or act of a governing body. Ordinances have the full effect of law within the local government’s boundaries, provided that they do not conflict with a state statute or constitutional provision. An ordinance has two readings at Council prior to being voted on by the Council. An ordinance becomes effective 30 days after the second reading, unless an emergency is declared which enables the Ordinance to become effective immediately.

Ordinance No. 3300: “An Ordinance Granting to Qwest Corporation a Franchise, Retroactive to January 1, 2009, to Use the Public Ways of the City of Roseburg for Purposes of Providing Telecommunications Services in Accordance With Applicable Provisions of the Roseburg Municipal Code,” adopted January 12, 2009.

Ordinance No. 3301: “An Ordinance Amending Ordinance No. 3299 Which Granted Charter Communications a Cable Television Franchise, to Correct a Scrivener’s Error and Declaring a Retroactive Effective Date of January 1, 2009,” adopted January 26, 2009.

Ordinance No. 3302: “An Ordinance Granting 1-800-Reconex, Inc., a Franchise Retroactive to January 1, 2009, to Use the Public Ways of the

City of Roseburg for Purposes of Providing Telecommunications Services in Accordance With Applicable Provisions of the Roseburg Municipal Code,” adopted January 26, 2009.

Ordinance No. 3303: “An Ordinance Granting Douglas Services, Inc., a Franchise Retroactive to January 1, 2009, to Use the Public Ways of the City of Roseburg for Purposes of Providing Telecommunications Services in Accordance With Applicable Provisions of the Roseburg Municipal Code,” adopted January 26, 2009.

Ordinance No. 3304: “An Ordinance Amending Sections 7.06.020 and 7.06.040 of the Roseburg Municipal Code to Provide for the Removal and Disposal of Items Creating a Public Nuisance,” adopted April 13, 2009.

Ordinance No. 3305: “An Ordinance Amending Section 7.02.010 and Repealing Section 7.02.040 of the Roseburg Municipal Code Regarding Possession of Marijuana,” adopted April 13, 2009.

Ordinance No. 3306: “An Ordinance Granting Qwest Corporation a Telecommunications Franchise Retroactive to January 1, 2009,” adopted April 13, 2009.

Ordinance No. 3307: “An Ordinance Granting Lightspeed

Networks, Inc. dba LS Networks a Telecommunications Franchise Retroactive to January 1, 2009,” adopted April 13, 2009.

Ordinance No. 3308: “An Ordinance Granting Integra Telecom of Oregon, Inc., dba Integra Telecom, a Telecommunications Franchise Retroactive to January 1, 2009,” adopted April 13, 2009.

Ordinance No. 3309: “An Ordinance Granting First Communications, LLC a Telecommunications Franchise Retroactive to January 1, 2009,” adopted April 13, 2009.

Ordinance No. 3310: “An Ordinance Granting UIDC Telecom dba Rio Networks a Telecommunications Franchise Retroactive to January 1, 2009,” adopted June 8, 2009.

Ordinance No. 3311: “An Ordinance Granting Preferred Long Distance, Inc. a Telecommunications Franchise Retroactive to January 1, 2009,” adopted June 8, 2009.

Ordinance No. 3312: “An Ordinance Amending Sections .005, .010, .020 and .040 of Chapter 3.20 of the Roseburg Municipal Code Regarding Disposal of Real Property,” adopted June 22, 2009.

Resolutions

The following are the Resolutions passed by the Roseburg City Council during the first six months of calendar year 2009.

“RESOLUTION”: An order of a governing body; requires less legal formality than an Ordinance. Statutes or City Charter specify which actions must be by Ordinance and which may be by Resolution. For cities, revenue-raising measures such as taxes, special assessments and service charges are always imposed by Ordinance; fee amendments, however, are made by Resolution. Prior to adoption, a Resolution only needs to be read before the City Council once (by title only, if no member of the Council objects).

Resolution No. 2009-01: “A Resolution Regarding Exemption From Competition in Public Contracting for the Garden Valley Boulevard Improvement Project (Between Stewart Parkway and Kline Street),” adopted January 12, 2009.

Resolution No. 2009-02: “A Resolution Adopting 2008-2009 Supplemental Budget and Making Appropriations,” adopted January 12, 2009.

Resolution No. 2009-03: “A Resolution Supporting Census 2010,” adopted January 12, 2009.

Resolution No. 2009-04: “A Resolution Regarding Exemption From Competition in Public Contracting for the 2009 Pavement Management Projects,” adopted January 26, 2009.

Resolution No. 2009-05: “A Resolution Regarding Exemption From Competition in Public Contracting for the Vine Street Improvement Project (Between Alameda Street and Meadow

Avenue), adopted January 26, 2009.

Resolution No. 2009-06: “A Resolution Authorizing and Supporting Application for a Special Public Works Fund Planning Project Grant,” adopted February 9, 2009.

Resolution No. 2009-07: “A Resolution Authorizing and Supporting Application for an Oregon Parks and Recreation Department Local Government Grant,” adopted March 9, 2009.

Resolution No. 2009-08: “A Resolution Regarding Exemption From Competition in Public Contracting for the South Stewart Parkway Improvement Project (Between Garden Valley Boulevard and Harvard),” adopted April 27, 2009.

Resolution No. 2009-09: “A Resolution Supporting 2009-2010 Resource Assistance to Rural Environments (RARE) Application,” adopted April 27, 2009.

Resolution No. 2009-10: “A Resolution Adopting a Policy Regarding Attendance at Executive Sessions of the Roseburg City Council,” adopted April 27, 2009.

Resolution No. 2009-11: “A Resolution Adopting the 2009-2010 Budget; Levying and Categorizing Taxes for Said Tax Year; Electing to Receive State Revenue Sharing; and Making Appropriations,” adopted June 8, 2009.

Resolution No. 2009-12: “A

Resolution Forming the Garden Valley Boulevard Local Improvement District (From Kline Street to Stewart Parkway); Stating Estimated Maximum Assessable Costs to be Levied as an Assessment to Each Benefitted Parcel Within the District and Awarding a Construction Contract,” adopted June 22, 2009.

Resolution No. 2009-13: “A Resolution Regarding Exemption From Competition in Public Contracting for Construction Engineering for the Vine Street Improvement Project,” adopted June 22, 2009.

Resolution No. 2009-14: “A Resolution Amending Resolution No. 91-18 Regarding Water Fees,” adopted June 22, 2009.

Resolution No. 2009-15: “A Resolution Amending Resolution No. 92-13 Regarding Fees,” adopted June 22, 2009.

Resolution No. 2009-16: “A Resolution Supporting A Rebuild of I-5 Exit 129 Interchange,” adopted June 22, 2009.

Resolution No. 2009-17: “A Resolution Supporting Designation of Oregon Vertical Housing Development Zone,” adopted June 22, 2009.

Complete copies of, or more information regarding City Ordinances and Resolutions may be obtained through the City Recorder’s Office on the third floor of City Hall, 900 SE Douglas Avenue, Roseburg; by calling 541/672-7701 or requested via e-mail sent to scox@cityofroseburg.org.

Business Registration

Having to register your business with the City Recorder's office has been a requirement since the early 1980's. A person or business who offers a service, product or trade and receives money for it in the city limits is required to register. There is a \$130 non-refundable registration fee. If you plan to operate your business from your home inside the City limits, you must also complete a "Statement of Compliance for Home Occupations".

If operating your business in the City limits, your application will be forwarded to the Fire, Police and Community Development Departments for review. Pursuant to Roseburg Municipal Code Section 9.100.020, a business registration cannot be issued to: anyone who has ever been convicted of a felony; or anyone who has been convicted of a misdemeanor within the last 5 years relating to fraud or theft or any law or statute where the elements of such relate to the business activity to be conducted, unless the applicant demonstrates that the offense has no bearing on the applicant's fitness to undertake the licensed activity without endangering property or public health, safety or welfare.

The Community Development Department ensures the selected property is zoned to permit the proposed business. Typically, this review is quick

and simple and done without any need for direct contact. Some helpful topics to consider before applying for a business license are:

CITY OF ROSEBURG BUSINESS REGISTRATION

805 SE DOUGLAS
ROSEBURG, OR 97470 (541) 672-7701
\$130.00 One-Time Fee

SR: RECEIVED
RETURN BY: _____

Entire application must be completed - If a question is not applicable, write N/A

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (if different than above): _____

TYPE OF BUSINESS (Description of goods/services offered for sale): _____

WILL YOUR BUSINESS BE SELLING OR PREPARING FOOD? YES _____ NO _____

DAYS & HOURS OF OPERATION: _____

IF TEMPORARY, DATES OF OPERATION: _____

The following information must be completed for all persons having an ownership interest in the business, including owner, partner, associate or leasee - but not including a shareholder in a publicly owned corporation. List additional persons on separate page in the following format. If not completed, the application will not be processed.

1. FIRST MD INITIAL LAST NAME SEX BIRTH DATE PLACE OF BIRTH DRIVER LIC # & STATE JOB TITLE

2. FIRST MD INITIAL LAST NAME SEX BIRTH DATE PLACE OF BIRTH DRIVER LIC # & STATE JOB TITLE

IF INCORPORATED: CORPORATION NAME, REGISTERED ADDRESS & PHONE NUMBER: _____

NAME, ADDRESS & PHONE NUMBER OF CORPORATION'S PRESIDENT OR EXECUTIVE OFFICER: _____

NAME, ADDRESS & PHONE NUMBER OF CORPORATION'S REGISTERED LOCAL AGENT: _____

Last past business experience (including any suspension, revocation or details of other business licenses) of persons with ownership interest in the business: _____

Last known consumer complaints made to local or state consumer agencies in Oregon or in any other state: _____

Has any person with ownership interest in the business ever been convicted of a felony? Yes ___ No ___ If yes, whom? _____

Has any person with ownership interest in the business ever been convicted of a misdemeanor within the past five years relating to fraud, theft or any activity connected to the business to be conducted? Yes ___ No ___ If yes, Whom? _____

As applicant for a City of Roseburg business registration, I hereby certify that I have received, read and understand the requirements of RMC 9.02 and complied with all state and federal bonding and licensing requirements in connection with my business.

Applicant's Signature: _____ Date: _____

Office Use Only: RECEIPT # _____ HOME OCCUPATION: _____ DOUGLAS COUNTY: _____

To Dept: _____ Zoning Designation: _____ Prior BR # & date: _____

Comments: _____

Approval: Yes ___ No ___ (If No, attach memorandum outlining denial) Department Signature: _____

THIS APPLICANT HAS MET THE REQUIREMENTS FOR BUSINESS REGISTRATION PURSUANT TO THE ROSEBURG MUNICIPAL CODE.

Roseburg City Recorder or Designee Date: _____

YOU MUST NOTIFY THE CITY RECORDER'S OFFICE OF TELEPHONE NUMBER CHANGE OR IF THE BUSINESS CLOSES. CHANGE OF OWNERSHIP OR RELOCATION REQUIRES A NEW REGISTRATION.

- Check with the Community Development Department before signing a lease or purchasing a property to make sure the zone is right for your business.

- In some limited cases, the zone classification may require obtaining a land use approval. These types of approvals take time to process, may require a public notice mailing and have to be approved prior to commencing the business.

- Before installing signs, approval and permits are required. This does not apply to signs painted directly on the walls of the building or to signs inside the building.

Development standards for your

business may differ from those of the previous business at your location and you may have to provide site improvements to accommodate your business, which may include parking areas, driveway and landscaping.

Site Plan Review and building permits are required before doing any structural improvements or significant interior remodeling to a commercial building or prior to doing any exterior changes to a building designated as a Historic Resource or located in a Historic District.

The Fire Department reviews your business registration application and then calls you to arrange for a fire and life safety inspection. This inspection is free of charge and needs to be conducted before your business registration is issued.

Business registrations do not have an expiration or yearly renewal. A re-registration is required when the business moves to a new location or is purchased by a new owner. You can obtain further business registration information by viewing our website at www.cityofroseburg.org and clicking on 'New Business' under Community Resources or calling the City Recorder's Office at 672-7701 extension 222.

Community Development Department

Roseburg continues to see positive growth opportunities. Officials from Costco are planning to annex property along NE Stephens by the former Perry's Electric and potentially build a new store there. A wholesale retailer like Costco can provide a much needed economic boost to the community. New jobs, new services and new goods come with a new Costco. New traffic comes with it as well, so the City is working closely with Costco and other interested parties to make sure the NE Stephens location will work. With effective coordination and public input, this development will be very positive for Roseburg, Douglas County and the region.



Other annexations are scheduled throughout next year. The Broad Street area, Newton Creek Road, and NE Stephens areas near the proposed Costco may be added to the City by early next year. These neighborhoods will add nearly 1,000 new residents to Roseburg's population. Also related to growth, the Urban Growth Boundary is close to expanding after numerous meetings. With over 1,000 acres added to the urban area, new opportunities for housing and parks become available.

The City also continues to grow within. The West Avenue Neighborhood and the Mill-Pine Neighborhood are undergoing plans to improve redevelopment opportunities. These plans are part of the City's goal to achieve the "Great Neighborhoods" goal outlined in the Strategic Plan.

A Bicycle-Pedestrian Plan is nearing completion. The plan takes the City's bike and pedestrian strengths and makes them stronger through enhanced routes, new connections and improved safety.



Downtown Roseburg recently welcomed the Oregon Main Street Program. The Main Street Program, designed to revitalize downtowns, will assist the community in determining the needs and direction of downtown. The City is working closely with the Downtown to redevelop several properties. Most notable are the former Safeway and Rite-Aid properties. A possible redevelopment plan for those properties includes a new signature building on the Safeway property with a public plaza to serve as a gateway and gathering place for downtown patrons. The former

Rite-Aid building has approved plans that would renovate the interior for a mixture of uses. The City also is exploring a suitable site for a new downtown grocery store. Possibilities include the former Hansen Chevrolet property, ideally located and easily accessible between the Stephens-Pine couplet and across from Village Station.

The City is growing positively, out and up. Despite gloomy state and national forecasts, the future is bright for Roseburg.

Summer Fire Safety Tips

For Fire Pits, Outdoor Fireplaces and Chimineas



Just like an indoor fireplace, a fire pit, outdoor fireplace or chiminea creates a warm and inviting atmosphere for families or friendly gatherings. However, just like an indoor fireplace, there are important safety issues to consider when using one of these appliances.

First, look around your outdoor area. Are there any low-hanging branches to watch out for? Are there patches of dry grass, piles of brush or other material that might catch a spark? Which direction will the smoke blow? Make sure your fire pit is on safe ground, away from potential fire hazards. Concrete or stone patios with open space above are perfect for fire pits and chimineas. Be sure to keep a fire extinguisher or a charged garden hose nearby just in case.

If you have a wooden porch or deck, you can still put your fire pit or chiminea on your deck, but be sure to use a fire pit pad, bricks or stone slabs to ensure your fire pit or chiminea does not drop ashes directly onto your wooden deck. Fire pit pads or flagstones can be found at many hardware stores. The Roseburg Fire Department recommends an area of 3 to 4 feet around the base of your fire pit or chiminea, depending on the size of the piece.

If a fire pit features a stone, mosaic or granite top, the fire bowl itself will often be made from metal. With any metal fire pit, you need to be extra careful of heat. Metal is a very conductive element and can hold heat for longer than many other materials. Use thick gloves and fireplace tools to ensure that you do not burn yourself while using your fire pit. Fire pits often come with special screen-lifting tools. Be absolutely sure your metal fire pit has cooled down before touching it.

The City of Roseburg Municipal Code specifically addresses year-round burning in fire pits, which are exempted from the restrictions of our yearly burn seasons (April 15th – May

15th and Oct. 1st – 31st). The following requirements must be met to assure both your code compliance and personal safety:

- a. An adult must be in attendance at all times when the fire is burning;
- b. A garden hose must be connected to a water supply and readily available to extinguish the fire if it gets out of control;
- c. No open flames are allowed within 15 feet of any structure or fence; and
- d. The total fuel area must be 3 feet or less in diameter and 2 feet or less in height.

If you are preparing food on a barbeque grill or a similar appliance specifically designed and recognized by a standard listing agency such as Underwriters Laboratory (UL), you can do so within 15 feet of your house. The Roseburg Fire Department still urges you to have an adult present at all times and keep a fire extinguisher or hose handy in case there is a problem.

When choosing fuel for your fire pit or chiminea, make sure the wood is dry and well-seasoned. Do not burn pressure-treated wood or manufactured fire logs. Although these can help start nice fires, they release toxic gases which can be harmful. Do not burn wood that has been treated with paint, stain creosote, or other chemicals. Do not burn pellets in your chiminea, as they are manufactured specifically for pellet stoves and they tend to burn very hot and leave a lot of ash. Most chiminea manufacturers do not recommend burning charcoal in them. NEVER use gasoline or petroleum-based accelerants to help start a fire! Finally, do not burn trash in your chiminea or fire pit. Not only does this produce toxic smoke and release

harmful chemicals, burning trash is strictly forbidden by the Roseburg Municipal Code.

If you want a more aromatic fire, try using pinion (pine) wood, apple wood, hickory, mesquite (especially if you will be using your outdoor fire for grilling), or pine cones. The smoke from pine can help ward off mosquitoes, and creates a very pleasant aroma for those enjoying the fire.

Please consider these safety tips when enjoying our lovely summer nights in the Umpqua Valley. As always, if you have any questions or concerns, contact the Roseburg Fire Department Fire Prevention Bureau at (541) 673-4459, or e-mail us at fireprevention@cityofroseburg.org.



Calendar of City Meetings

City Commissions conduct regular public meetings according to the following schedule:

| | | | |
|---------------------------|---|------------|------------------|
| Airport | 1 st Monday | noon | Conference Room |
| City Council | 2 nd & 4 th Monday | 7:00 p.m. | Council Chambers |
| Economic Development | 2 nd Tuesday | noon | Conference Room |
| Historic Resources Review | 2 nd & 4 th Wednesday | noon | Conference Room |
| Parks & Recreation | 1 st Wednesday | 8:00 a.m. | Conference Room |
| Planning | 1 st & 3 rd Monday | 7:00 p.m. | Council Chambers |
| Public Works | 2 nd Thursday | 11:30 a.m. | Conference Room |
| Visitors & Convention | 3 rd Tuesday | 4:00 p.m. | Conference Room |

Depending upon the number of issues needing attention by the Commissions, special meetings may be scheduled or regular meetings may be cancelled. Upon final preparation, summaries of meeting agendas are forwarded to the News Review for inclusion in the public meeting calendar, are available at City Hall and on the City of Roseburg website at www.cityofroseburg.org. Prior to attending a meeting, you may wish to call City Hall to ensure the meeting is going to be held.

City Staff

Located at 900 SE Douglas unless otherwise noted:

Web Page: www.cityofroseburg.org

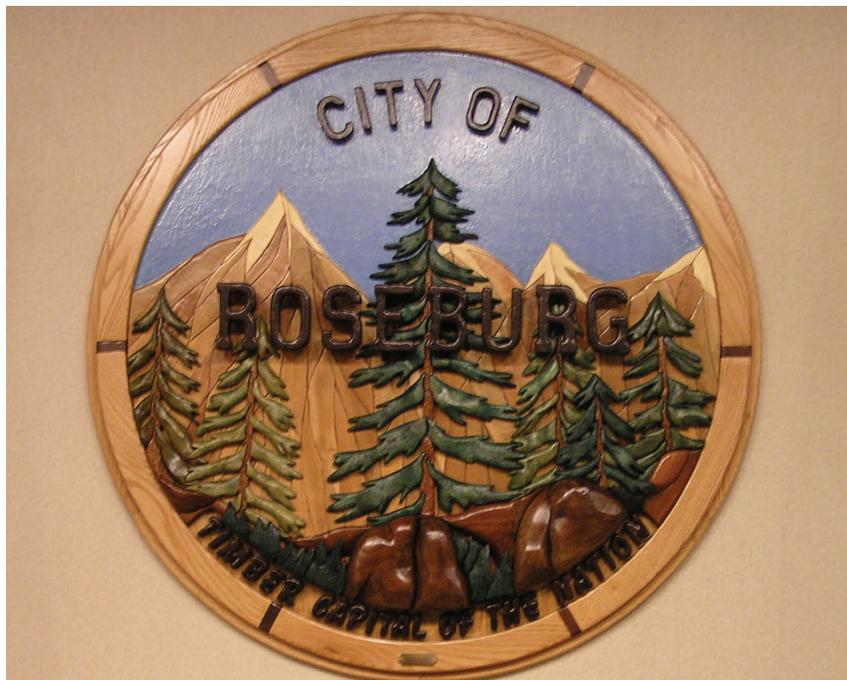
| | <u>Phone</u> | <u>Email Address</u> |
|---------------------------------------|------------------|--|
| City Manager Eric Swanson | 672-7701 ext 222 | eswanson@cityofroseburg.org |
| Airport Manager Tony Bunch | 672-4215 | tbunch@cityofroseburg.org |
| Airport FBO (Ocean Air) | 672-4425 | |
| City Recorder Sheila Cox | 672-7701 ext 222 | scox@cityofroseburg.org |
| Community Development | 440-1177 | |
| Acting Director Brian Davis | 440-1177 | bdavis@cityofroseburg.org |
| Planning Division | 440-1177 | lgibbs@cityofroseburg.org |
| Zoning Line | 440-1176 | lgibbs@cityofroseburg.org |
| Finance Director Cheryl Guyett | 672-7701 ext 212 | cguyett@cityofroseburg.org |
| Fire Chief Jack Cooley, 774 SE Rose | 673-4459 | jcooley@cityofroseburg.org |
| Emergency | 9-1-1 | |
| Human Resources Director | | |
| Barbara Gershon | 672-7701 ext 222 | bgershon@cityofroseburg.org |
| Jobline | 440-1199 | ddavidson@cityofroseburg.org |
| Parks & Recreation | 440-1188 | |
| Program Manager Barbara Taylor | 440-1188 | btaylor@cityofroseburg.org |
| Park Facility Reservations | 440-1188 | crogers@cityofroseburg.org |
| Stewart Park Golf Course | 672-4592 | |
| Tennis Court Facility | 673-3429 | |
| Police Chief Mark Nickel | 673-6633 | mnickel@cityofroseburg.org |
| 205 SE Jackson | | |
| Emergency | 9-1-1 | |
| Police Officer (Non-Emergency) | 440-4471 | |
| Public Works Director Nikki Messenger | 440-1182 | nmessenger@cityofroseburg.org |
| Maintenance Concerns | 677-9672 | vtower@cityofroseburg.org |
| Water After Hours Emergency | 673-0397 | |

Citizens Guide to City Council Meetings

Regular City Council meetings are held the second and fourth Monday of each month at 7:00 p.m. in the City Hall Council Chambers at 900 SE Douglas Avenue. Agendas for upcoming Council meetings are available on our website and in the City Recorder's Office the Friday prior to the meeting. Current agendas are also available at the meeting. In rare instances, the Council may deal with agenda items out of order.

Citizens attending Council meetings may speak on any item on the agenda, unless the item is the subject of an executive session or a public hearing where comments have been taken and the hearing has closed. Citizens may speak when recognized by the chair and will be required to give their name and address for the official record. A minimum of 12 copies should be provided if you are submitting handouts to Council.

Time is set aside for **Public Participation** toward the beginning of each meeting. At this time, anyone wishing to address the City Council concerning items of interest not included in the agenda may do so for 6 minutes. The person addressing the Council shall, when recognized, give his/her name and address for the record, including whether or not they are a resident of the City. All remarks shall be directed to the whole City Council. The Council reserves the right to delay any action, if required, until such time when they are fully informed on the matter.



Mayor and City Council

Mayor—Larry Rich



Councilor Ward 1
Position 1
Verna Ward



Councilor Ward III
Position 1
Chris Spens



Councilor Ward 1
Position 2
Ken Averett



Councilor Ward III
Position 2
Rick Coen



Councilor Ward II
Position 1
Tom Ryan



Councilor Ward IV
Position 1
Steve Kaser



Councilor Ward II
Position 2
Steve Tuchscherer



Councilor Ward IV
Position 2
Mike Baker

Voting Precincts

Ward I:

Voting

Precincts

38, 39, 40

Ward II:

Voting

Precincts

36, 37

Ward III:

Voting

Precincts

44, 45, 46, 47

Ward IV:

Voting

Precincts

41, 42, 43

CITIZEN SUGGESTION BOX

What suggestions do you have to share with your elected and appointed City officials?

Please return suggestions to: City Manager's Office, 900 SE Douglas Avenue Roseburg, OR 97470
Phone: (541) 672-7701 / Fax: (541) 673-2856 Email: ddavidson@cityofroseburg.org

