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5:30-20B

CITY OF ROSEBURG PLANNING COMMISSION

Monday, June 5, 2023 at 7:00 pm

City Hall Council Chambers

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

City website at <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
Daniel Onchuck, Chair Matt Brady Emily Brandt Janelle James
Shelby Osborn Jaime Yraguen
- 3. APPROVAL OF MINUTES**
A. May 1, 2023 Planning Commission Meeting
- 4. AUDIENCE PARTICIPATION: See Information on the Reverse**
- 5. WORK STUDY SESSION**
A. UGB Swap
Link to draft UGB Swap Application Material:
<https://www.cityofroseburg.org/storage/app/media/CDD/UGB%20Exchange/Roseburg%20UGB%20Draft.pdf>
- 6. BUSINESS FROM STAFF**
- 7. BUSINESS FROM THE COMMISSION**
- 8. NEXT MEETING – TBD**
- 9. ADJOURNMENT**

The agenda packet is available on-line at:

<http://www.cityofroseburg.org/your-government/commissions/planning-commission/>

The Planning Commission meetings can also be viewed on the City website the next day at: <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>.

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act. TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg Planning Commission welcomes and encourages participation by citizens at all meetings. To allow the Commission to deal with business already scheduled, it is asked that anyone wishing to address the Commission follow these simple guidelines.

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 4:00 p.m. the day of the meeting to cdd@cityofroseburg.org
- Virtually during the meeting. Contact the Community Development Department by phone (541)492-6750 or email cdd@cityofroseburg.org by 4:00 p.m. the day of the meeting to get a link to the meeting.

Provide your name, address, phone number and which item on the agenda you wish to speak.

When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Commission 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 Commission. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

CITIZEN PARTICIPATION – AGENDA ITEMS

For items on the agenda you will be given an opportunity to address the Commission once the item is called. Agenda items typically begin with establishing those who have party status, (to be explained by the Chair), a report from staff, followed by Commission questions to staff, then the applicant along with anyone they wish to call as a witness on their behalf will be called to speak, followed by those with party status. After all initial testimony is completed there will be an opportunity for rebuttal. Everyone addressing the Commission is subject to questioning. After the hearing portion of the item is completed, the Commission will discuss the matter with a motion for consideration being presented and acted on.

Once final action is taken on Quasi-Judicial matters, the action of the Commission can be appealed to City Council within 14 calendar days of the decision by filing a Notice of Review with the Community Development Department. Action on Legislative matters is typically a recommendation to City Council and will be forwarded to them for final consideration.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

If you wish to address the Commission on a matter not on the agenda, at the appropriate time, speakers who attend in person will be called up to speak by the Chair in the order in which they signed up. Speakers on Zoom (video or phone only) will be called on to speak by the Chair in the order in which they signed up. Persons addressing the Commission must state their full name and address, including whether or not they are a resident of the City of Roseburg, for the record. All remarks are to be directed to the Commission. For items not on the agenda the presentation should be brief and be on a topic of interest to the Planning Commission, such as a general land use matter. These presentations are reserved for new material which has not been previously considered. The Commission will not be taking action on any item presented under Audience Participation and if needed will provide direction to staff for appropriate follow-up.

For further details or information please contact the Community Development Department Monday through Friday, 8:00 a.m. to 5:00 p.m., at Roseburg City Hall, 900 SE Douglas Avenue, Third Floor, Roseburg OR 97470, phone number 541-492-6750, or e-mail cmatthews@cityofroseburg.org.

**CITY OF ROSEBURG
PLANNING COMMISSION MINUTES
May 1, 2023**

CALL TO ORDER

Chair Onchuck called the meeting of the Roseburg Planning Commission to order at 7:01 p.m. on Monday, May 1, 2023 in the City Hall Council Chambers.

ROLL CALL

Present: Chair Dan Onchuck, Commissioners Andy Blondell, Matt Brady, Emily Brandt, Janelle James, and Jaime Yraguen.

Absent: Commissioner Shelby Osborn.

Others present: Community Development Director Stuart Cowie, Associate Planner Liam Bean, Department Technician Chrissy Matthews, and Jason Nolan from Parametrix via Zoom.

APPROVAL OF MINUTES

Commissioner Blondell moved to approve the April 3, 2023 minutes with the correction. The motion was seconded by Commissioner Brady and approved with the following vote: Chair Onchuck, Commissioners Blondell, Brady, Brandt, James, and Yraguen voted yes. No one voted no.

AUDIENCE PARTICIPATION - None.

PUBLIC HEARING –

CPA-23-001 (2023 Roseburg Bike Routes Plan)

Chair Onchuck read the procedures for the Legislative hearing, opened the public hearing and asked the Commissioners to identify any conflict of interest.

No conflict of interest was disclosed.

Cowie introduced Associate Planner Liam Bean who was assigned to assist with wrapping up the Bike Routes Plan project in conjunction with Parametrix. He acknowledged Denny Austin from the Roseburg School District who participated on the steering committee, as well as the Smith family who are community supporters. Executive Director, Thrive Umpqua Jessica Hand provided a letter of support.

Cowie provided a brief overview of the staff report. The City of Roseburg Community Development Department initiated an Amendment to the Comprehensive Plan (CPA) to adopt the 2023 Roseburg Bike Routes Plan in order to maintain consistency with Goal 12 of the Statewide Planning Goals and the Transportation Systems Plan (TSP). The Bike Routes Plan will complement the TSP and serve as an addendum to the transportation element as provided within the Comprehensive Plan.

- January 27, 2020 City Council held a public hearing for adoption of the TSP. July 15, 2020 City Council adopted the TSP. The resolution authorized the City of Roseburg to apply for a Transportation Growth Management (TGM) grant to fund a bicycle systems plan to determine designated bicycle routes, make recommendations for new bicycle routes signage, and to establish a better connected and safer bicycle routes network.

September 24, 2020 the City was awarded the TGM grant. Funding was used to hire the consultant Parametrix to produce the 2023 Roseburg Bike Routes plan as an addendum to the TSP. This Bike Routes Plan was developed between the summer of 2021 and the spring of 2023.

Staff determined the comprehensive plan amendment as reviewed within the findings of fact satisfied the criteria for approval. Staff recommended the Planning Commission refer the requested comprehensive plan amendment to City Council as submitted and contained within file CPA-23-001, with a recommendation of approval based on the findings of fact - Exhibit A.

Nolan presented a power point presentation on the following:

- Implementation plan for designated bicycle route system
 - Address gaps and connections
 - Improve safety
 - More comfortable on existing assets
- Bike Route Implementation Phases
- Bicycle Boulevards
- Facility Types
- Reviewed the routes through the web map
- Planning a Bike Network – Additional plan elements
 - Intersection toolkit
 - Traffic calming toolkit (speedbumps/narrower streets as options)
 - Mapping
 - Wayfinding
 - Bike parking
 - Promotional Activities

Cowie stated parallel routes will connect to the Umpqua River Trail utilizing the multi-use path to get cyclist to parallel routes.

Commissioner Brady asked if there will be cross connections through neighborhoods so riders do not have to ride on main arterial streets and how will this affect future development for the city.

Cowie showed some areas on the map where riding on the sidewalks is utilized but for a limited duration. A long term idea would be to create a separate path next to the sidewalk to avoid going over the access entrances on the sidewalks. In other areas riders will have access to a bike lane, multi-use path or on a road identified as a boulevard or a sharrow. He further shared the SW-71 W Harvard connection and other plans to improve the cross walk and funnel through to the neighborhoods to Fir Grove School and the multi-use path and upgrade specific crosswalks.

Commissioner Brandt asked about the implications of riding on the sidewalks and if there is a plan in place for another alternative.

Nolan stated biking on sidewalks is not ideal as there are conflicts with the driveways and pedestrians; however, people are already riding on the sidewalk where there is no parallel route. The idea is to create a short-term routes while the long term goals can be achieved. A long term plan is to build a multi-use path on the north side of Harvard in the next 10-20 years and the city is looking to add bike lanes.

A discussion ensued regarding bike routes and improvements.

Commissioner Yraguen inquired about property owners working with the city to promote bike paths through private property.

Cowie stated the Bike Routes Plan will allow for adjustments as the routes are implemented.

Commissioner James asked if there is a plan in place so the 20 year Bike Routes Plan stays up to date.

Cowie stated the short term plans will be achieved by working with Public Works. The medium and long term plans will be looked at to establish as future capital improvements, as well as look for funding.

No further questions or comments.

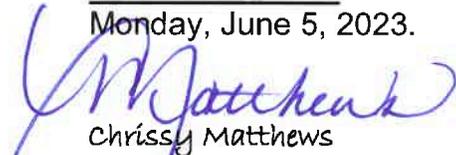
Commissioner Brady moved to adopt the Findings of Fact as presented, and recommended City Council approve the requested comprehensive plan amendment, referenced as file no. CPA-23-001. The motion was seconded by Commissioner Brandt and approved with the following votes: Chair Onchuck, Commissioners Blondell, Brady, Brandt, James, and Yraguen voted yes. No one voted no.

BUSINESS FROM STAFF –

Cowie stated 3J Consulting was hired to finalize the Urban Growth Boundary Swap application. A Planning Commission work session will be scheduled to review the application and inform the commission. An open house will be scheduled for the community at a later date, and a joint meeting with the County and City Planning Commissions may be possible.

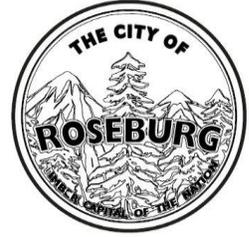
BUSINESS FROM COMMISSION – None.

ADJOURNMENT - The meeting adjourned at 8:02 p.m. The next meeting is scheduled for Monday, June 5, 2023.



Chrissy Matthews
Department Technician

CITY OF ROSEBURG PLANNING COMMISSION AGENDA ITEM REPORT



Meeting Date: June 5, 2023

To: Roseburg Planning Commission

From: Stuart Cowie, Community Development Director

Request: Draft UGB Swap Application Material/Staff Report and Findings

Staff with the assistance of 3J Consulting has prepared a draft staff report and findings in order to submit an application for an Urban Growth Boundary (UGB) swap. A UGB swap is formally referred to as an Urban Growth Boundary Exchange. The purpose of the work-study session will be to bring the Planning Commission up to speed on the work staff has been doing in order to prepare for the future UGB swap application. The plan will be to review the staff report and findings provided in the link below, outlining how the City has worked to address the necessary criteria.

This meeting is to present the Planning Commission with information only. No public hearing is scheduled and no decisions will be made.

The draft UGB swap application material is a sizable document that can be found at:
<https://www.cityofroseburg.org/storage/app/media/CDD/UGB%20Exchange/Roseburg%20UGB%20Draft.pdf>