

ROSEBURG CITY COUNCIL AGENDA – JUNE 10, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Beverly Cole Bob Cotterell Alison Eggers Linda Fisher-Fowler
Ashley Hicks Brian Prawitz Tom Ryan Andrea Zielinski
4. **Mayor Reports**
 - A. Camp Millennium Week Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of May 13, 2019 Regular Meeting
 - B. OLCC Owner Change Applicant – GN Market at 508 NE Winchester Street
 - C. Resolution No. 2019-08 – Bank Signatories
8. **Public Hearing**
 - A. Resolution No. 2019-09 - 2019-2020 Budget Adoption
 - B. Ordinance No. 3525 - Pine Street Waterfront Overlay, First Reading
9. **Resolutions**
 - A. Resolution No. 2019-10 – Recreational Trails Grant Program Application
10. **Ordinances**
 - A. Ordinance No. 3524 – Regarding Donated Firearms, Second Reading
11. **Department Items**
 - A. Contract Award Recommendation for Destination Marketing Organization, Brand Development, and Visitor Information Services
 - B. 2019 Storm Cured-In-Place-Pipe (CIPP) Project Bid Award Recommendation
 - C. Secondhand Property Dealer Proposed Ordinance
 - D. Contract Renewal with the Downtown Roseburg Association for Parking Enforcement Services
12. **Items from Mayor, City Council**
13. **Adjourn**
14. **Executive Session ORS 192.660(2)**

Informational

- A. Activity Report

URBAN RENEWAL AGENCY BOARD MEETING IMMEDIATELY FOLLOWING

***** 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.

PROCLAMATION

CITY OF ROSEBURG, OREGON

CAMP MILLENNIUM WEEK

- WHEREAS:** Camp Millennium provides children, ages 5 – 16, dealing with a cancer diagnosis the opportunity to have an unforgettable week of fun at camp; and
- WHEREAS:** Camp Millennium is a place where children touched by cancer can gather in a supportive environment where they can simply be kids; and
- WHEREAS:** Camp Millennium combines the fun of summer camp with expert health care; and
- WHEREAS:** Children with cancer and their families have special needs and these needs are addressed by Camp Millennium through volunteer medical personnel and trained volunteers; and
- WHEREAS:** Camp Millennium is provided to eligible children at no cost to the family; and
- WHEREAS:** The success of Camp Millennium depends on the support of many individuals and organizations to provide monetary and volunteer support;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of June 23 through June 30, 2019 as

CAMP MILLENNIUM WEEK

and call upon the people of Roseburg to join their fellow citizens to participate in and support this event.

DATED this 10th Day of June, 2019.



Larry Rich

Mayor Larry Rich

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
May 13, 2019**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:08 p.m. on May 13, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Tom Ryan and Andrea Zielinski.

Absent: Councilor Brian Prawitz

Others Present: City Manager Pro-Tem Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Library Director Kris Wiley, Management Assistant Koree Tate, Kyle Bailey of KQEN Radio and Max Egener of the News Review.

NATIONAL HISTORIC PRESERVATION MONTH PROCLAMATION

Mayor Rich proclaimed May as National Preservation Month and called upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance. Councilor Zielinski accepted the proclamation as the Chair of the Historic Resources Review Commission and stated it was an honor to be chair and enjoys the volunteers. She explained there was a lot of rich history in the area and she would like to continue having more tours of historic homes. The Pine Street Waterfront Overlay project had recently received support from the Commission and a recommendation from the Planning Commission for City Council to adopt an ordinance that would establish alternative development standards to the "Pine Alley" neighborhood. She expressed excitement about future plans for restaurants, places to have a cup of coffee, Air bnb's and other growth that could take place in this area.

NATIONAL BIKE AND BICYCLE SAFETY MONTH PROCLAMATION

Mayor Rich proclaimed May as National Bike & Bicycle Safety Month with May 8th as Walk and Bike to School Day and May 17th as Bike to Work Day. He asked citizens to support bicycling, to participate in the events planned, and urged all road users to share the road safely with bicycles. Jessica Hand, Blue Zones Community Program Manager accepted the proclamation and stated that on behalf of Blue Zones Project Built Environment and Bike Month Committees, she was pleased to receive this declaration for Bike Month. It was her hope that together, with the City and community, they could continue to highlight the biking opportunities in the area, and the community would continue to value and prioritize projects and programs making the active choice the easy choice to get to school, work, shopping and for recreation. Ms. Hand thanked community partners and local clubs, volunteers that work tirelessly to offer programs to teach more individuals how to use bikes as a safe and reliable form of transportation and recreation for the whole family over a lifetime. Councilor Eggers said she began taking her bicycle to work on Fridays and enjoyed the experience.

EMS WEEK PROCLAMATION

Mayor Rich proclaimed the week of May 19-25, 2019 as Emergency Medical Services Week with the theme, "EMS Strong – Beyond the Call", and encouraged the community to observe this week with appropriate programs, ceremonies and activities. Ms. Kristi Caviness thanked the Mayor and provided a plaque recognizing the City of Roseburg for its continued support of Emergency Medical Services personnel in the City of Roseburg. She invited Council to Bay Cities Ambulance for a luau celebration and traditional Hawaiian meal.

CITY MANAGER HIRING PROCESS

Councilor Ryan moved to suspend the City Manager recruiting process to the first meeting in July. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Ryan and Zielinski voted yes. Councilor Hicks voted no stating the process had taken a long time since Mr. Colley announced his retirement a year in advance. She did not want to wait any longer and would like to move forward as soon as possible.

HISTORIC RESOURCES REVIEW COMMISSION APPOINTMENT

Councilor Zielinski reported Mr. James De Lap applied to fill the Historic Resources Review Commission vacancy. She and Mr. Cowie spoke with the applicant and decided he would be a good fit for the Commission. Councilor Zielinski moved to appoint Mr. James De Lap to the Historic Resources Review Commission. The motion was seconded by Councilor Ryan and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

COMMISSION/WARD REPORTS

Councilor Cotterell had a Public Works Commission meeting and said a few items would be discussed later in the meeting. He and Councilor Prawitz scheduled a Ward 3 community meeting for May 27, 2019 at 7:00 p.m. at the First United Methodist Church on Harvard Avenue and welcomed others to attend.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Special Meeting of April 17, 2019
- B. Minutes of April 22, 2019
- C. New OLCC Outlet – Hair Garage located 1035 SE Oak Street

Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2019-06 – GENERAL FEES AND 2019-07 – WATER RELATED FEES

Ms. Sowa reviewed fee adjustments that would be effective July 1, 2019. The proposed fee increases would help the City to offset the cost of special services. Each year the staff brings forward the annual fees to keep up with the cost of living. Most are based on the CPI-U West or the March Construction index. She explained that some fees remain the same while others were due for an adjustment to make them comparable with other cities.

Councilor Ryan moved to adopt Resolution No. 2019-06 amending Resolution No. 92-13 regarding fees. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

Councilor Cotterell moved to adopt Resolution No. 2019-07 amending Resolution No. 91.18 regarding water fees. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3524 – REGARDING DONATED FIREARMS, FIRST READING

Mr. Klopfenstein explained the Department continually seeks to develop goals and objectives to better meet Law Enforcement demands and community needs. They currently do not have a procedure to accept firearms from citizens who no longer wish to possess them. Firearms are relinquished to Law Enforcement for a variety of reasons, including but not limited to: when they were utilized in a suicide, a spouse or other family member dies and the surviving relative no longer wants the firearm(s), or the firearm(s) are unsafe due to neglect or disrepair.

Currently, the City Ordinance requires public notice and eventual auctioning of surrendered firearms. Staff is opposed to participating in auctioning firearms obtained under these circumstances, and following an ATF background check, would have them destroyed (the Department currently utilizes Covanta Energy for destruction of such items). Furthermore, they currently destroy firearms that are forfeited by the courts. He proposed to add a new subsection to the current Municipal Code:

3.16.010(C)(4) Donated Firearms. Firearms which are donated to the City by a person who City staff determines is the sole owner of such firearms may be destroyed or disposed of in accordance of Section 3.16.020, without further notice.

Mr. Klopfenstein explained they were not trying to take firearms from anyone. If someone wants to bring in a gun that is not wanted, this clarification with the Municipal Code would allow the Department to take the weapon to destroy. People have different reasons to no longer want a gun and he would rather see the Police Department receive guns rather than being sold because the cost is minimal for destruction. In response to Councilor Ryan, Mr. Klopfenstein confirmed a gun with historical relevance would not be destroyed and he would find an appropriate place for the gun to be kept, such as a museum.

In response to Councilor Hicks, Mr. Coalwell explained that previously, the City had been able to sell surplus property. Mr. Klopfenstein said he did not want to sell guns. He further explained he had researched other cities with a similar system. Councilor Ryan stated the former process was not in compliance with the ordinance and this would allow everything to be legal. Councilor Hicks wanted to know if the process was initiated by a group that wanted a different process. Mr. Klopfenstein said there was a local group, but his review of the City of Newberg helped him determine the best process. Councilor Zielinski confirmed there is a local group that promotes safety around firearms and children.

Council agreed for Ms. Sowa to proceed with a first reading of the Ordinance. Ms. Sowa read Ordinance No. 3524, entitled, "An Ordinance Adding Subsection 3.16.010(C)(4) To The Roseburg Municipal Code Regarding Donated Firearms," for the first time.

DOWNTOWN STREET LIGHTING IMPROVEMENTS, PHASE 3 PROJECT

Ms. Messenger stated the City had received construction bids for the Downtown Street Lighting Improvements Phase III Project. The project was bid with two schedules. Schedule A includes the following:

- Update existing non-LED antique style streetlighting downtown with LED fixtures.
- Replace the existing streetlighting on the alley east of the parking structure parallel to Jackson Street with new LED antique style lighting.
- Install new LED antique style streetlighting on Rose Street between Oak and Lane and on Cass and Lane Street from Rose to Stephens Street.

Schedule B bid includes the replacement of 3 poles and lighting fixtures at the City's public parking lot on Rose Street between Lane and Cass (aka the Penney's Lot). With the exception of the three lights in the parking lot, the contractor will supply the poles and fixtures.

Bids were opened on May 7, 2019 and the FY 19-20 Urban Renewal Budget included \$300,000.00 for this project. Total project costs was estimated at \$425,000.00 with the remainder expected to be spent in FY 2018-19. The intent was to utilize the Urban Renewal Funds to the full extent possible and any costs beyond the Urban Renewal resources would be paid from the Sidewalk/Streetlight Fund. Ms. Messenger wanted to add the Penney's lot, but it proved too costly. In response to Councilor Hicks, Ms. Messenger confirmed the lights with the orange colored bulbs would be removed and replaced with new energy efficient LED bulbs. Councilor Hicks was concerned about additional light pollution and wanted to know if the lights would have a hood and if more light would be added to the parking garage. Ms. Messenger explained the lights would be facing downward to avoid adding light pollution to the sky; better lighting would be included in the parking garage. She would check to see that when bulbs were changed, the fixtures could be cleaned.

Councilor Cotterell moved to award Schedule A of the Downtown Street Lighting Improvements Phase III Project to the lowest responsible bidder, Sims Electric, Inc. for \$424,072.00 upon expiration of the seven-day notice of intent to award period. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

RESIDENT OBSERVATION MASTER CONTRACT AWARD

Ms. Messenger stated last year, the City entered into a master contract with i.e. Engineering for inspection services support for 2018 construction projects and had positive results. The same skilled inspector is available this summer to assist engineering staff with the high volume of construction activities including the 2019 Pavement Management Projects, the Stewart Parkway Pavement Rehabilitation Project, slurry seals, downtown street lighting improvements, and the ARTs and Traffic signal interconnect projects. Total construction activities this summer exceed \$4,000,000.00 in budgeted CIP projects and many are under urban renewal funding deadlines.

Staff's intent was to execute a master contract with i.e. Engineering, Inc. for inspection services support. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. Hiring temporary support for inspection provides staff the ability to better manage higher volume and deadline oriented projects. Having additional inspection also better ensures projects would be constructed to the highest standards for materials and workmanship. If approved, each project that utilizes the additional staffing resource would require a separately negotiated task order and the services would be paid from the overall project budgets. The contract will have a not to exceed amount of \$100,000. Staff does not anticipate any task orders over \$50,000 that would require follow up with City Council and/or the Urban Renewal Board.

In response to Mayor Rich, Ms. Messenger stated the design group would have someone assigned for inspections during the evening. The company does the evening inspections while this contract would provide for a person during the day. In response to Councilor Hicks, Ms. Messenger explained the person hired typically moves to the area for the summer. Councilor Cotterell moved to award a master engineering contract for resident observation inspection services for various projects to i.e. Engineering, Inc. for an amount not to exceed \$100,000.00. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

STEWART PARKWAY PAVEMENT REHABILITATION EDENBOWER BOULEVARD TO AVIATION DRIVE BID AWARD

Ms. Messenger advised the Stewart Parkway project consisted of grinding and repaving roughly 2,600 lineal feet of roadway. The 2015 Pavement Condition Index (PCI) for this roadway was 56 out of a possible 100, indicating the need for a structural paving rehabilitation. The project will also include the replacement of six sidewalk access ramps to meet current Americans with Disabilities Act (ADA) standards and the replacement of a damaged storm drainage line.

The project was advertised in April and bids were opened on May 2, 2019 with one bid received from LTM, Inc. dba Knife River. The intent was to pay for as much of the project as feasible using Urban Renewal funding and if additional funding was required, the Transportation Fund would be used. One bid was received and would be finished by the end of August. In response to Councilor Hicks, Ms. Messenger described the location of the project and stated it was twenty years old and in need up an update to continue the longevity of the road.

Councilor Cotterell moved to award the construction contract for the Stewart Parkway Paving Rehabilitation Project to the lowest responsible bidder, LTM, Inc., dba Knife River Materials for \$564,535.40 upon expiration of the seven-day notice of intent to award period. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

STEWART PARKWAY – EDENBOWER BOULEVARD TO AVIATION DRIVE CONSTRUCTION MANAGEMENT TASK ORDER

Ms. Messenger discussed that Staff had recently negotiated a proposed scope and fee limited construction management and inspection (CM) services for the Stewart Parkway Rehabilitation Project. The proposed scope of work includes pre-construction services, request for

information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, preparation of record drawings, and other miscellaneous services. The intent is to utilize i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of six ADA ramps and the replacement of a damaged storm drainage line. MS would provide inspection during the nighttime paving work.

The design contract totaled \$49,334.00 with the proposed cost of the construction management task order at \$59,181.00. Estimated cost for additional inspection services through i.e. Engineering, Inc. had not yet been negotiated but was estimated to be under \$15,000.00 for the daytime inspection services. The intent was to start construction as quickly as practical in order to complete the project prior to expiration of the North Roseburg Urban Renewal District in September.

Councilor Cotterell moved to authorize a task order for construction management and inspection support of the Stewart Parkway Paving Rehabilitation Project with Murraysmith in an amount not to exceed \$59,181.00. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

CHATHAM HOUSE DEED TRANSFER

Ms. Sowa reported the City took possession of the Chatham House in September of 1993 in order to receive a Grant allowing for the rehabilitation of the site for use as a shelter facility for the Battered Persons Advocacy (BPA). In the early 1990's, the Oregon Housing and Community Services Department had grant funding available for moderate and low-income housing projects. The Battered Persons Advocacy was not eligible for this grant, but the City was eligible. The property was deeded to the City to apply for the grant.

The grant was awarded to the City to relocate four single-family dwelling units with an agreement that the homes were to be used for housing moderate and low-income persons for a period of twenty-five (25) years. In addition, the Battered Persons Advocacy was to provide safe shelter for survivors of violence and their families, and specific services addressing the physical and emotional needs of those residents. At the end of the grant period, if all conditions had been met, the City would deed the property back to the Battered Persons Advocacy. All of the conditions have been met, and the City received notice from the OHCS confirming the Housing Development Grant Program Release of Project Use Agreement. The City now needs to transfer the deed for this property back to the Battered Persons Advocacy.

Councilor Ryan moved to approve the transfer of the deed of the Chatham House property to the Battered Persons Advocacy. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

CONTRACT RATIFICATION – RPEA

Mr. VanWinkle explained that after preliminary discussions, negotiations between the City and the Roseburg Police Employees Association (RPEA) opened on February 8, 2019 in advance of the June 30, 2019 Contract expiration date. A number of subsequent bargaining sessions

occurred and on May 8, 2019, the parties were able to tentatively agree to the terms of a successor collective bargaining agreement. To help address the costs of health care coverage, RPEA has agreed to incremental increases to employee medical insurance contributions for each of the three years of the agreement. Wage increases have been included for each year of the contract, as well as incentive adjustments for officers assigned as Detectives and School Resource Officers. Agreements on a number of operational issues were made, including clarification of the shift bidding process, uniform cleaning, probationary period for lateral officers and an update of the Master Officer program.

The tentative three-year agreement reached by the parties was expected to be ratified by union membership at their next meeting and was within the financial parameters set by Council on December 10, 2018. The tentative agreement for a three-year contract beginning July 1, 2019 included:

2019-2020

- 5% wage increase across the board, effective July 1, 2019
- \$10/mo. increase in employee health insurance cost share
- Incentive pay for CID increased from 7% to 9%
- Incentive pay for School Resource Officer increased from 6% to 8%

2020-2021

- 3% wage increase across the board, effective July 1, 2020
- \$10/mo. increase in employee health insurance cost share

2021-2022

- 3% wage increase across the board, effective July 1, 2021
- \$10/mo. increase in employee health insurance cost share

The three-year agreement had been incorporated into the six-year financial forecast and had been found to be sustainable. In response to Councilor Cotterell, Mr. VanWinkle confirmed it would be the employees who pay more for the insurance increase. Mayor Rich asked if there would be a change in shift bidding. Mr. Klopfenstein explained the officers rotate their shifts every four months and that seniority takes effect for preference.

Councilor Ryan moved to approve the tentative three-year contract agreement between the City of Roseburg and the Roseburg Police Employees Association. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

ALLIED HEALTH COLLEGE MEMORANDUM OF UNDERSTANDING

Ms. Messenger explained that for the past several years, the City had worked in coordination with the Oregonians for Rural Health (ORH) and a number of other organization to develop an Allied Health College in Roseburg. The issue for Council is whether to authorize a Memorandum of Understanding (MOU) outlining the City's commitment to the project. The City was recently approached by members of ORH requesting the City consider playing a bigger role in the development of the Allied Health College. Specifically, ORH is seeking a Memorandum of Understanding (MOU) with the City in which the City commits to helping fund

the project and serving as the conduit to get the project constructed. The City would receive all funds necessary to purchase and develop a site and would own the building and property upon completion. The City would then lease the site to George Fox University (GFU), who would occupy the site and run the programs.

The basic details, as they had been explained to Staff, included the following:

- Total project costs are estimated at \$30 million.
- The state is looking for a governmental entity to lead the project. Under this concept, the City would be the recipient of any state funding the legislature dedicates to the project. If funded, this is expected to be in the \$15M- \$20 million range.
- The City would agree to apply for a Special Public Works Fund loan or other funding mechanism for between \$5M and \$10 million, depending on what is required to complete the funding package.

All of this would be contingent upon at least the following:

- Funding package adequate to cover the project costs, including the commitment from the State for \$15 - \$20 million.
- Negotiation and execution of an acceptable long-term lease with George Fox University to ensure the City's annual debt service and other costs are covered.

The intent would be for this proposal to be revenue neutral to slightly positive for the City. Covering the debt service cost and any other costs the City would be expected to incur would be part of the long-term lease negotiation with GFU in the future. If this scenario comes to fruition and the City commits to delivering the project, additional Staff may be required for the duration of the project. The legislature was currently in session. As such, ORH was seeking an MOU as quickly as practical.

Kelly Morgan, Mercy Medical Center CEO, and Phillip Scheuers, PAC/WEST Account Manager/Lobbyist, came forward to provide further information regarding the Allied Health College. Mr. Scheuers explained there were many moving parts to the process. George Fox University had discussed a variety of programs that would be offered and the timeframe it would happen. The workforce shows data that there was a shortage in healthcare for Allied and Mental Health professionals and training programs in rural Oregon. The legislature had been receptive to this information and understood there was limited capacity so a program like this would meet the needs for professionals and attract students. He explained the importance to train students in rural Oregon and statistically 75% of people trained stay within 100 miles of where they obtained their education.

Mr. Scheuers discussed the funding request for the \$30 million dollar project. He explained that by 2024, the project would become profitable and debt free by 2029. The economic impact from this project would include 260 total jobs related to the construction, 148 total jobs for operations and \$3.7 million output annually for student spending. These projections show money would be spent at local restaurants, shopping, housing and more. A final report was expected to be available to Council by the end of the month.

The legislature was moving quickly due to the fact their session will adjourn shortly. He explained there needed to be contingencies such as adding language to the MOU that this would only take place after the legislature puts in the money and having a long-term lease agreement with George Fox University. In his conversation with George Fox he stressed that the payment source would be rolled into the payment net and part of the lease so it would not be a burden to the City.

Ms. Messenger was concerned the amount of money being asked of the City could have an impact with Urban Renewal Bonding for the new district. Mr. Harker explained that under state law, the current bonding capability for the City was up to \$81 million dollars. This matter would be contingent on the legislature, the long-term lease and on future Council to appropriate the money as it would take further action to make the appropriation. Mr. Scheuers added it was not the intention to have the City handle the full leftover amount and they would turn over every rock to reduce the amount of money the City would have to come up with in the end. Ms. Messenger alerted Council that an employee would most likely need hired to manage the project similar to what took place when building the Public Safety Center.

In response to Councilor Ryan, Mr. Scheuers agreed the City should not have a cost with the project based on provided details for State money, donations and payments for a lease. In response to Mayor Rich, Mr. Scheuers stated that if the legislature did not provide the full amount of money requested, they would look at cutting costs for the project. GFU would like to have a triple rate lease with an option to purchase at the end. Councilor Eggers wanted to know how many students would be attending the university. Mr. Scheuers explained the goal was 120 students with phase one to have a base program and move up from there. Mr. Morgan explained there was a shortage of positions and this program would bring people in from all over, which would help rural Oregon. In response to Councilor Fisher-Fowler, Mr. Scheuers explained a site had been chosen but they were remaining conservative and had not begun negotiations.

In response to Councilor Hicks, Mr. Scheuers confirmed the money received from the State would be used for land acquisition. Councilor Hicks wanted to know if the City had any other loans. Mr. Harker explained the City had little debt. As of 2017, the City had the capacity to obtain up to \$81 million. The risk would be defined in the lease agreement to secure debt repayment so regardless of the enrollment or payment, George Fox University would continue to pay.

Councilor Ryan moved to authorize Staff to negotiate and execute a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the Allied Health College contingent upon securing an adequate funding package and negotiation of an acceptable long-term lease with George Fox University. The MOU will also be contingent on future Council's deciding to make appropriations for funding. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR AND COUNCIL

06/10/2019

Councilor Hicks shared she had been receiving complaints about the portable toilet by i.e. Engineering that had been tipped over and set on fire. She suggested the option to discuss seeking a grant to have a permanent facility. She thought the portable toilets were short term, but they continue to be a nuisance to surrounding businesses. She would like something more sanitary and welcoming rather than looking like the City was enabling or contributing to something that was not sanitary. She wanted to know what the rest of Council thought about the idea and wanted to look at samples from Romtec.

Councilor Hicks stated she received a message from Donna Chavez on Sharon Avenue who explained she had been experiencing a significant amount of traffic speeding through the neighborhood due to new home construction taking place.

Councilor Hicks said she had previously sent a message to Staff regarding a pedestrian light on Oak Street Bridge where the glass fixtures were broken and glass was on the sidewalk. She was also concerned about the lights that were working but hanging down from the fixture. Ms. Messenger explained she had previously alerted ODOT to the issue and they were going to replace the whole head of the light, but due to using a different vendor, they would not just send the parts and so they were waiting for the replacement. Councilor Hicks suggested using a screen to help avoid this happening in the future.

Councilor Hicks alerted Staff the fencing under the bridge east of Riverside Park had been cut, open and noticed litter and people using the area under the Washington Bridge. She stated she appreciated the City taking the steps necessary to address the south pond at the Stewart Parkway Duck Pond area. She was concerned about the abundance of nutria in the area and the damage they caused. Ms. Messenger explained the Oregon Department of Fish and Wildlife was the appropriate place to contact since nutria were not native to Oregon. The City has a contract to remove the nutria a couple times a month but they have proven to be very prolific.

ADJOURNMENT

The meeting adjourned at 8:50 p.m. to enter into an Urban Renewal Agency Board Meeting.



Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC OWNER CHANGE GN MARKET LLC – 508 NE WINCHESTER STREET

Meeting Date: June 10, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Nachattar Singh and Gurdial Singh, owners of GN Market LLC, as a new owner granted for "Limited Off-Premises" sales. This location was formerly known as Shortcut Market.

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicants and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC OWNERSHIP CHANGE APPLICATION FOR GN MARKET LLC LOCATED AT 508 NE WINCHESTER STREET IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	_____
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	_____
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

OLCC USE ONLY
Date application received:
4/22/19
By: J.M.
Date application accepted as initially complete:
4/22/19
By: [Signature]
License Action(s): C/O & C/TN

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

~~G/N MARKET LLC~~
(Applicant #1)

~~Nichelle Syle~~ G/N MARKET LLC
(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
---------------	----------------------------------



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

3. Applicant #1 <u>G.N MARKET LLC</u> <u>Gurudial Singh</u>		Applicant #2	
Applicant #3		Applicant #4 <u>Nachatar Singh G.N MARKET LLC</u>	
4. Trade Name of the Business (Name Customers Will See) <u>G N MARKET</u>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <u>508 NE Winchester St.</u>			
City <u>Roseburg</u>	County <u>douglas</u>	Zip Code <u>97470</u>	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <u>P.O. box #46 Riddle OR 97469</u>			
City <u>Riddle</u>	State <u>OR</u>	Zip Code <u>97469</u>	
9. Phone Number of the Business Location <u>541-673-7052</u>		Email Contact for this Application <u>nachatar_singh@hotmail.com</u>	
Contact Person for this Application <u>Gurudial Singh</u>		Phone Number <u>510-774-9212*</u>	
Mailing Address <u>P.O. # 46</u>	City <u>Riddle</u>	State <u>OR</u>	Zip Code <u>97469</u>

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Gurudial Singh (Applicant #1) Nachatar Singh (Applicant #2)

____ (Applicant #3) _____ (Applicant #4)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION – BANK SIGNATORIES

Meeting Date: June 10, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Amy L. Sowa
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

With the retirement of City Manager Lance Colley and last year's retirement of City Recorder Sheila Cox, their names need to be removed as authorized signatories on the City's bank accounts, and replaced with the City Manager Pro-Tem, Nikki Messenger, and City Recorder, Amy Sowa.

BACKGROUND

A. Council Action History.

Council must take action on bank signatories whenever the designated appointed officials change.

B. Analysis.

The City Council must authorize, by resolution, individual(s) who may order checks, drafts, transfers or other orders for payment from City bank accounts. When a facsimile signature is used, one signature is required; when true signatures are used, two signatures are required.

C. Financial/Resource Considerations.

None

D. Timing Considerations.

To have appropriate designees with full authorization on the City's bank accounts, the signatories should be amended by June 10, 2019.

COUNCIL OPTIONS

Council's only option is to authorize updated signatories.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution which adds newly appointed City Manager Pro-Tem Nikki Messenger and City Recorder Amy L. Sowa to the authorized bank signatories.

SUGGESTED MOTION

"I move to Adopt RESOLUTION NO. 2019-08, DESIGNATING SIGNATORIES FOR BANK ACCOUNTS."

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-08

RESOLUTION 2019-08

A RESOLUTION DESIGNATING SIGNATURES FOR BANK ACCOUNTS

BE IT RESOLVED by the City Council of the City of Roseburg, Oregon, a municipal corporation of the State of Oregon, as follows:

Section 1. All banks in which the City maintains accounts are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the name of the City of Roseburg, including those drawn to the individual order of any person or persons whose name or names appear thereon when bearing or purporting to bear facsimile signatures of one or more or the true signatures of two or more of the following officials: City Manager, City Recorder and Finance Director:

<u>Title</u>	<u>Name</u>	<u>Facsimile</u>
City Manager Pro-Tem	Nicole A. Messenger	_____
Finance Director	David R. Harker	_____
City Recorder	Amy L. Sowa	_____

and such banks shall be entitled to honor and to charge the City of Roseburg for all such checks, drafts or other such orders, regardless of by whom or by what names the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimen duly certified to or filed with the above bank by the Recorder of the City of Roseburg.

Section 2. That the City of Roseburg does hereby adopt the facsimile signatures set forth as true and valid signatures by and of the City and agrees to save and keep the banks free and harmless from any and all claims or losses of any kind or character resulting from the payment of the checks, drafts or other orders bearing or purporting to bear such facsimile signatures made by stamp, machine or other mechanical device.

Section 3. The City Manager or the Manager's designee is authorized to direct inter-account and inter-bank transfers of City funds between established City accounts and to lawfully invest City funds in the name of the City through any depository of City funds or through any government official within the State.

Section 4. The City Manager is further authorized, pursuant to the City Charter, to sign and execute on behalf of the City of Roseburg, grant applications, bonds, contracts and other documents as may be required from time to time.

Section 5. That any other resolution in conflict herewith, is hereby repealed.

Section 6. The City Recorder is directed to deliver a certified copy of this resolution to each bank in which the City maintains any account.

Section 7. This resolution shall be effective on June 10, 2019, and remain in full force and effect until amended or repealed by action of the City Council.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON
AT ITS REGULAR MEETING ON THE 10TH DAY OF JUNE, 2019.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2019-09 2019-20 BUDGET ADOPTION

Meeting Date: June 10, 2019
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2019-20 budget as approved by the Budget Committee May 14, 2019, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

Finance Director Harker presented the budget document and message on May 7, 2019, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 14, 2019 with minor adjustments to the Hotel/Motel Tax Fund and the Economic Development Fund as proposed by staff.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

C. Financial/Resource Considerations.

Total requirements for 2019-20 are \$73,631,621.

The estimated revenue from State Revenue Sharing is \$257,500. The funds will be used to support General Fund services.

D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2019. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2019.

COUNCIL OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2019.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2019.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTION

I move to adopt Resolution 2019-09 adopting the 2019-2020 Budget as approved by the Budget Committee.

ATTACHMENTS:

Attachment #1 – Resolution 2019-09

Attachment #2 – Exhibit A

RESOLUTION NO. 2019-09

**A RESOLUTION ADOPTING THE 2019-2020 BUDGET; LEVYING AND
CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE
STATE REVENUE SHARING; AND MAKING APPROPRIATIONS**

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2019; and

WHEREAS, at a regular meeting of the City Council held on June 10, 2019, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. After a public hearing held on June 10, 2019, the Roseburg City Council hereby adopts the budget for the fiscal year 2019-2020 in the sum of \$73,631,621, a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2019-2020 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2019, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. This Resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
10TH DAY OF JUNE, 2019.**

Larry Rich, Mayor

Amy L. Sowa, City Recorder

PUBLIC HEARING A
EXHIBIT A

EXHIBIT "A"
2019-2020 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$ 2,663,778	
◆ Community Development	844,073	
◆ Library	429,026	
◆ Public Works	3,778,406	
◆ Parks and Recreation	1,854,153	
◆ Municipal Court	510,551	
◆ Police Department	7,807,772	
◆ Fire Department	7,227,977	
◆ Capital Outlay	70,000	
◆ Transfers	800,000	
◆ Insurance Deductibles	25,000	
◆ Operating Contingency	<u>1,000,000</u>	\$ 27,010,736

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services	<u>2,127,500</u>	2,127,500
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Hotel/Motel Tax

◆ Materials and Services	766,685	
◆ Transfers	<u>542,280</u>	1,308,965

Streetlight/Sidewalk

◆ Materials and Services	81,709	
◆ Capital Outlay	400,000	
◆ Operating Contingency	<u>242,462</u>	724,171

Bike Trail

◆ Materials and Services	10,000	
◆ Capital Outlay	150,000	
◆ Operating Contingency	<u>144,136</u>	304,136

Golf

Departments

◆ Maintenance	35,455	
◆ Capital Outlay	25,000	
◆ Operating Contingency	<u>75,542</u>	135,997

Economic Development Fund

◆ Materials and Services	283,006	
◆ Capital Outlay	<u>50,000</u>	333,006

Library Special Revenue Fund

◆ Materials and Services	146,000	
◆ Capital Outlay	125,000	
◆ Transfers	<u>35,000</u>	306,000

Stewart Trust- Special Revenue Fund

◆ Capital Outlay	<u>80,000</u>	80,000
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DEBT SERVICE FUNDS

Pension Bond Debt Service Fund

◆ Debt Service	<u>474,590</u>	474,590
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PUBLIC HEARING A
EXHIBIT A

EXHIBIT "A"
2019-2020 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

Transportation			
◆ Materials and Services	1,301,729		
◆ Capital Outlay	2,250,000		
◆ Transfers	10,000		3,561,729
 Park Improvement			
◆ Materials and Services	30,000		
◆ Capital Outlay	360,000		390,000
 Equipment Replacement			
◆ Materials and Services	314,900		
◆ Capital Outlay	763,000		1,077,900
 Assessment			
◆ Capital Outlay	1,000,000		1,000,000
 Facilities Replacement Fund			
◆ Materials and Services	35,097		
◆ Capital Outlay	125,000		160,097

ENTERPRISE FUNDS

Storm Drainage			
◆ Materials and Services	857,136		
◆ Capital Outlay	1,620,000		
◆ Operating Contingency	1,000,000		3,477,136
 Off Street Parking			
Departments			
◆ Enforcement	58,732		
◆ Operating Contingency	36,875		95,607
 Airport Fund			
Departments			
◆ Airport Operations	223,662		
◆ Capital Outlay	1,010,000		
◆ Debt Service	113,080		
◆ Operating Contingency	357,456		1,704,198
 Water Service Fund			
Departments			
◆ Production	1,236,264		
◆ Transmission and Distribution	1,561,098		
◆ General Overhead	1,680,351		
◆ Capital Outlay	4,927,500		
◆ Operating Contingency	1,000,000		10,405,213

INTERNAL SERVICE FUND

Workers Compensation			
◆ Materials and Services	417,726		
◆ Operating Contingency	648,803		1,066,529

TOTAL BUDGET APPROPRIATIONS			\$ 55,743,510
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PUBLIC HEARING A
EXHIBIT A

EXHIBIT "A"
2019-2020 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>
General	\$ -	\$ 5,769,332	\$ 5,769,332
Grant	72,305	-	72,305
Hotel/Motel Tax	288,968	-	288,968
Economic Development	70,263	-	70,263
Library Special Revenue	21,500	-	21,500
Stewart Trust	35,319	-	35,319
Pension Bond Debt Service	-	65,663	65,663
Transportation	2,045,866	-	2,045,866
Park Improvement	287,268	-	287,268
Equipment Replacement	1,086,622	-	1,086,622
Assessment Improvement	200,000	488,240	688,240
Facilities Replacement	118,861	-	118,861
Storm Drain	-	2,305,452	2,305,452
Water	-	5,032,452	5,032,452
	<u>\$ 4,226,972</u>	<u>\$ 13,661,139</u>	<u>\$ 17,888,111</u>
TOTAL BUDGET			<u>\$ 73,631,621</u>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS TEXT AMENDMENTS FILE NO. LUDR-19-002

Meeting Date: June 10, 2019
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Amend the Roseburg Municipal Code to incorporate a new zoning overlay titled Pine Street Waterfront Overlay (PSWO) comprised of architectural design standards and streetscape requirements to be applied to limited commercial uses being newly developed or redeveloped along SE Pine Street near the Floed-Lane House between SE Douglas Ave. and Deer Creek and the railroad tracks and the South Umpqua River.

BACKGROUND

A. Analysis.

In May of 2016, the City applied for and received a Code Assistance grant to fund a collaborative effort between the City, The State of Oregon's Transportation and Growth Program (TGM) and consulting firm Urbsworks to help the City of Roseburg address significant transportation and development hurdles that have prevented redevelopment of the commercially zoned Pine Street Waterfront area.

Over the past year and a half, the Community Development Department and Urbsworks have focused on developing new land use and transportation design regulations in order to create a multi-modal, human-scaled connection between the Downtown area and the parks system. The Pine Street Waterfront Overlay (PSWO) was developed to provide land owners and developers opportunities for redevelopment and to boost tourism along one of the only remaining undeveloped segments of commercial waterfront in Roseburg. This project was a collaborative process and included partnership between land owners, residents living in the PSWO study area, emergency personnel, engineers, planners and local advocates to name a few. During the many public meetings and workshops held throughout the project, a vision to preserve the historic character of the area and keep it pedestrian friendly was consistently presented by those involved. Unfortunately, the current code presents major hurdles for redevelopment as usable commercial waterfront. It requires developers to construct substantial road improvement and parking requirements that eliminate the elements of the multi-use path which we are seeking to enhance. In addition, rather than seek to enhance the historical nature of the area, the current code could unintentionally remove historical structures and enable the construction of structures that are incompatible with the existing developed neighborhood.

Therefore, the objective of this project is to create a new form based development code that addresses the Pine Street Waterfront's unique characteristics and development limitations to allow it to grow into an appealing commercial connection between Roseburg's Historic Downtown, the Parks system multi-use path, Highway 138, and the South Umpqua River Waterfront.

The attached Planning Commission's Findings of Fact and Order provides the criteria and justification for the zoning overlay.

Be aware that the proposed PSWO overlay, referenced as Section 12.04.140 of the Roseburg Municipal Code, as provided in draft ordinance no. 3525 (Exhibit #1) refers to the pattern book. The pattern book, although a separate document not housed within the Roseburg Municipal Code, accompanies the PSWO. The pattern book illustrates through figures, text, and tables, physical designs that comply with the PSWO standards. It follows the same order and structure of the Overlay and should be used as a supplement to the numerical standards found in the zoning code.

A copy of the pattern book can be viewed from the following link on the Community Development Department webpage: [Pine Street Waterfront Overlay Pattern Book](#)

B. Financial/Resource Considerations.

The grant received from the Department of Land Conservation and Development helped to fund \$88,000 worth of consulting work that went to form the PSWO overlay that is being proposed to you now. In addition, City staff provided a tremendous amount of work as required of the grant contract in order to complete the project.

C. Timing Considerations.

The City applied for the TGM grant in May of 2016. The grant was awarded and a contract was signed in September of 2017. The grant contract ended May 31, 2019, but a grant extension was obtained on May 3, 2019 extending the contract to August 31, 2019 with the hope of possible City adoption by that time.

COUNCIL OPTIONS

1. Adopt the Planning Commission's findings of fact and order for File No. LUDR-19-002 and proceed with first reading of the ordinance.
2. Modify the proposed action or continue the matter for further consideration.
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends the Council adopt the Planning Commission's Findings of Fact and Order for File No. LUDR-19-002.

SUGGESTED MOTION

"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. LUDR-19-002."

Proceed with first reading of Ordinance No. 3525. No motion is needed, only consensus to proceed by the Council.

ATTACHMENTS:

Attachment #1 – Draft Ordinance No. 3525

Attachment #2 – Planning Commission Findings of Fact and Order File No. LUDR-19-002

ORDINANCE NO. 3525

**AN ORDINANCE ADDING SECTION 12.04.140, "PINE STREET WATERFRONT OVERLAY"
TO THE ROSEBURG MUNICIPAL CODE**

SECTION 1. Roseburg Municipal Code Section 12.04.140, titled "Pine Street Waterfront Overlay" is hereby added to read as follows:

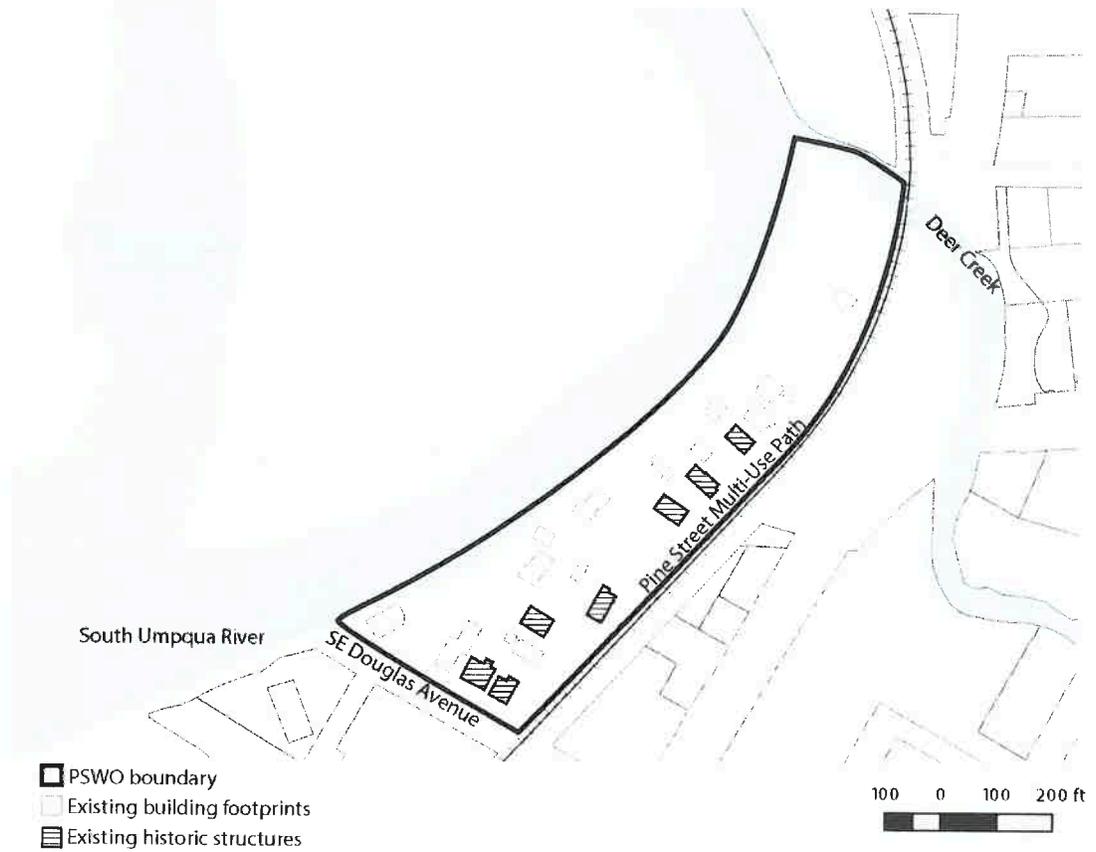
12.04.140 Pine Street Waterfront Overlay

A. Purpose. The Pine Street Waterfront Overlay (PSWO) promotes a unique riverfront commercial district along a shared multi-use path. The Overlay is intended to enhance the character of the district by improving multi-modal transportation through pedestrian-friendly and traffic-calming design standards. It will maintain compatibility with existing historic structures while promoting a mix of uses to encourage new small- and medium-scale development. Permitted uses are oriented toward maintaining and promoting the pedestrian character of the area and include residential dwellings with commercial uses, restaurants, sidewalk cafes, retail sales and professional offices, bed and breakfast facilities, and parks and playgrounds. The segment of Pine Street located within the Overlay connects to bike and walking trails around the city, and the Transportation System Plan identifies this area as a multi-use path rather than a street; this means that pedestrians and cyclists take priority.

B. Applicability. As illustrated in Figure 2-17 Pine Street Waterfront Overlay, the regulations of the PSWO apply to the area bounded by:

- To the north, the edge of Deer Creek;
- To the east, the edge of the railroad right of way;
- To the south, the edge of SE Douglas Avenue; and
- To the west, the edge of the S. Umpqua River

Figure 2-17: Pine Street Waterfront Overlay

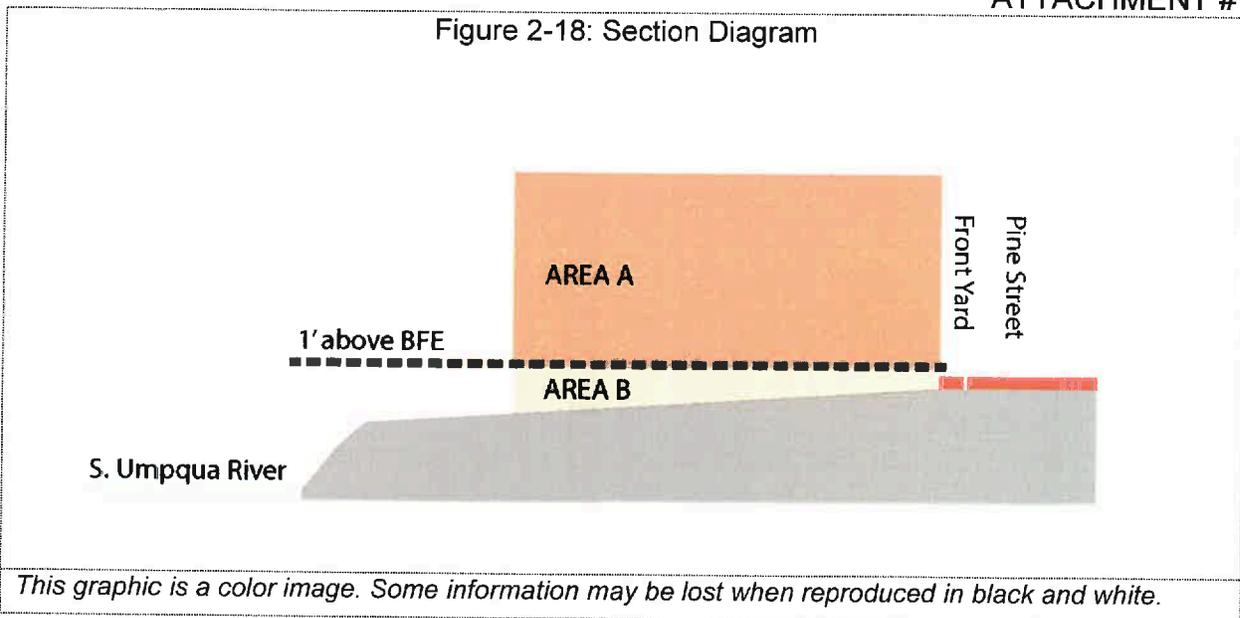


C. Pine Street Overlay Definitions. For the purpose of this Section only, the following definitions are established:

“AREA A” The building area that is 1 foot or greater above the Base Flood Elevation (BFE) level

“AREA B” The building area that is below 1 foot above the Base Flood Elevation (BFE) level

Figure 2-18: Section Diagram



This graphic is a color image. Some information may be lost when reproduced in black and white.

“BULBOUT” Bulbouts or curb extensions are extensions of the sidewalk space into the roadway space. In the PSWO, they refer to the curbsless extensions into the Flex Zone that are delineated with vertical features, such as bollards. They visually and physically narrow the Pine Street Multi-Use Path, slowing motor vehicles while increasing the available space for street furniture, benches, plantings, parallel parking, and street trees.

“FLEX ZONE” Areas marked on the Pine Street Multi-Use Path, as shown in Figure 2-19 Plan Diagram, that are dedicated for use by parked cars, cafe seating, landscaping, and other permitted uses as listed in Table 2-17 Pine Street Multi-Use Path Standards. Flex Zones provide traffic calming through an alternating pattern and are located between the Pine Street Edge and the Railroad Edge on the Pine Street Multi-Use Path.

“FRONT YARD” The area abutting the Pine Street Edge where vertical elements, paving, and landscaping are required. See Figure 2-19 Plan Diagram. The provisions of the PSWO Front Yard definition prevail over all other definitions of Front Yard in this Code.

“LOT FRONTAGE” The edge of private property, called a Site, Lot, or Parcel, that is adjacent to Pine Street, a Through Connection, or the South Umpqua River. The provisions of the PSWO Lot Frontage definition prevail over all other definitions of Lot Frontage in this code.

“LOT LINE, FRONT” The Lot Line or lines common to the lot and a street or multi-use path. The Front Lot Line of a parcel is the Pine Street-facing edge, except for parcels fronting on SE Douglas Avenue, where the Front Lot Line is the Douglas Avenue-facing edge. For flag lots, the Front Lot Line is the flagpole end. For lots with more than one edge abutting Pine Street, both abutting edges shall be subject to frontage requirements. The Front Lot Line for all properties facing Pine Street is the edge that is created after the required Pine Street access dedication.

“LOT LINE, REAR” The lot line or lines opposite and most distant from the front lot line. For lots backing onto the river, the rear lot line will be defined by the riparian setback.

“PERGOLA” A structure supported by regularly spaced columns with roof or sides covered with open latticework, sometimes providing a framework for vines and climbing plants. Also called a “Trellis.” A Trellis or Pergola covers and frames an outdoor area or passageway.

“PINE STREET MULTI-USE PATH” A dedicated area between the Pine Street Edge and the Railroad Edge for use by all modes of transportation.

“PINE STREET EDGE” Where the Private Buildable Zone abuts the Pine Street Multi-Use Path. For lots on Pine Street, it is the same as the Lot Line, Front. See Figure 2-19 Plan Diagram.

“PRIVATE BUILDABLE ZONE” The area between the Pine Street Edge and the Riparian Setback where development occurs. See Figure 2-19 Plan Diagram.

“PORCH” A structure attached to a building to shelter an entrance or to serve as a semi-enclosed space; usually roofed and generally open-sided; it may be partially screened or glass-enclosed. It may be either recessed or projecting. See PSWO Pattern Book, page 44.

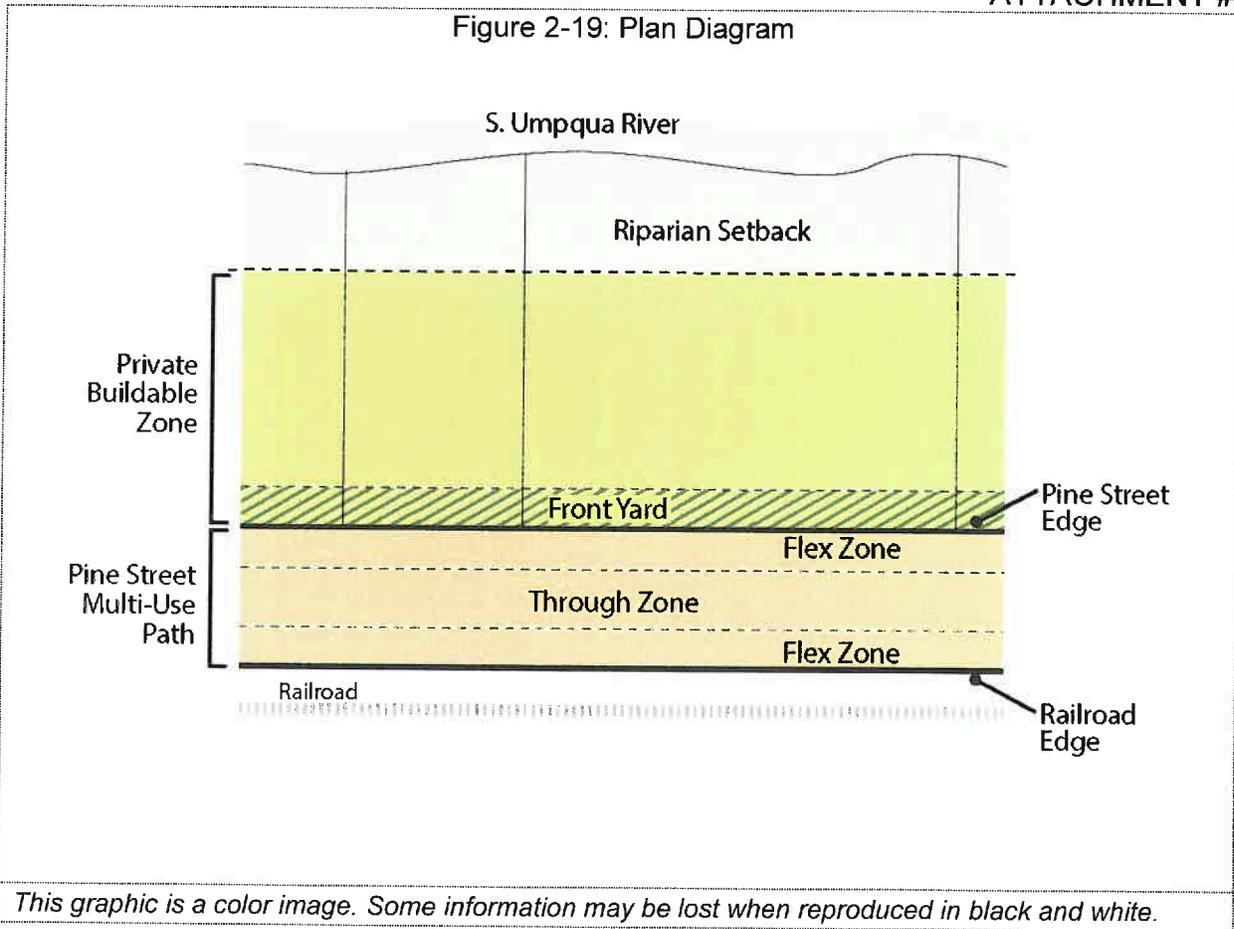
“RAILROAD EDGE” Where the Pine Street Multi-Use Zone abuts the railroad fence. See Figure 2-19 Plan Diagram.

“RETAIL SALES AND SERVICE” Retail Sales and Service firms are involved in the sale, lease, or rental of new or used products to the general public. They may also provide personal services or entertainment or provide product repair or services for consumer and business goods. Examples include sales-oriented uses such as furniture, garden supply, and art supplies; personal service-oriented uses such as photographic studios, hair, and personal care services; and repair-oriented services such as bicycles, clocks, and office equipment.

“THROUGH CONNECTION” A pedestrian passageway connecting the Pine Street Multi-Use Path to other parts of a site.

“THROUGH ZONE” On Pine Street, the unobstructed passage area for use by bicycles, pedestrians, and motorized vehicles. See Figure 2-19 Plan Diagram.

Figure 2-19: Plan Diagram



This graphic is a color image. Some information may be lost when reproduced in black and white.

D. Uses

- 1. Permitted Uses.** Uses identified with a “P” in Table 2-16 are permitted as-of-right in the PSWO District, subject to compliance with any other use standards identified in this section and all other applicable standards of this Code. Uses not specifically listed, but similar to other permitted uses, may be approved by the Director.
- 2. Conditional Uses.** Uses identified with a “C” in Table 2-16 may be allowed if reviewed and approved in accordance with the Conditional Uses Permit procedures of Section 12.10.080 of this Code. Conditional Uses are subject to compliance with any use standards identified in this section and all other applicable standards of this Code. Uses not specifically listed but similar to other conditional uses may be applied for through the Conditional Uses Permitting process as determined by the Director.

TABLE 2-16: Uses

Pine Street Waterfront Overlay		
USE CATEGORY	P – Permitted C – Conditional	Limitations and Qualifications
Specific Use		
RESIDENTIAL		
Dwelling units above commercial structures	P	(1) One dwelling unit per 800 square feet of lot area. (2) Prohibited in Area B of Figure 2-18 Section Diagram.
Dwelling units subject to Multiple-Family Residential (MR29)	C	(1) Prohibited in Area B of Figure 2-18 Section Diagram.
Boarding/Rooming Houses	C	(1) Prohibited in Area B of Figure 2-18 Section Diagram.
PUBLIC / CIVIC		
Library, museums, and galleries	P	
Parking lots or structures	C	
Parks and playgrounds	P	
COMMERCIAL		
Art, music, dance school/studio/gallery/supplies	P	
Bed and breakfast facility	P	
Business services or offices; professional offices	P	
Retail sales and service	P	
Restaurants, eating establishments, coffee houses, juice bars, delicatessens, taverns, and similar uses	P	
Sidewalk cafes	P	
Theaters, motion picture production/distribution/services	P	

3. Prohibited and Similar Uses. Uses not identified are prohibited.

a. The following uses and their similar uses are prohibited:

- i. Activities entailing movement of heavy equipment on and off the site except during construction
- ii. Agricultural supplies/machinery sales rooms

- iii. Ambulance service
- iv. Automobile body shop in conjunction with an auto sales agency; Automobile service station; Automobile, truck, and motorcycle dealers/garages/services stations/washes/detailers; Auto parts/tools supply stores; Mobile home and recreational vehicle sales
- v. Auto or truck storage as a primary use (auto or truck storage is limited by the Standards of Table 2-19 Private Property Standards, items y and z)
- vi. Builders supplies (including retail sale of lumber)
- vii. Commercial storage units
- viii. Crematory or mausoleum; Funeral home
- ix. Drive-up window service for permitted use
- x. Plumbing/heating/electrical/sheet metal shop
- xi. Police, fire, and rescue services
- xii. Printing and publishing
- xiii. Recreational vehicle parks
- xiv. Recycling or Waste Disposal center
- xv. Stadiums or coliseums
- xvi. Telecommunications facilities
- xvii. Homeless shelters; Residential homes; Nursing homes

E. Development Zone

1. **Site and Building Standards.** The Development Zone is illustrated in Figure 2-20 Pine Street Plan.

Figure 2-20: Pine Street Plan shows the developable area within the PSWO. It is bounded by the Riparian Setback (along the South Umpqua River) and the eastern edge of Pine Street. Within this area there are separate development requirements for:

- Pine Street Multi-Use Path (including the Flex Zones)
- Pine Street private properties. (private buildable zone Figure 2-19 Plan Diagram)

- a. **Pine Street Multi-Use Path Intent Statement.** The Pine Street Multi-Use Path has an overall width of 29 feet. The Through Zone provides a consistent 20-foot clear width, which is required for emergency vehicle access. Along both sides of the Through Zone are designated 9-foot wide Flex Zones. Vertical features such as bollards, planters, or poles are required in the Flex Zone, in an alternating pattern of bulbouts, creating a chicane path for motor vehicles. The staggered or offset pattern of bulbouts creates a visual narrowing of the Through Zone while preserving a consistent 20-foot width.

Upon redevelopment or a change in use, each property owner dedicates land for both the Flex Zones and the overall path width. The location and design of the bulbouts is determined by the width of the lot. Bulbout uses vary, and may include landscaping, parking, food carts, or outdoor dining at the discretion of each property owner. See Flex Zone Bulbouts on pages 20-23 of the Pattern Book and Vertical Features on pages 32-35 of the Pattern Book.

- b. Private Properties Intent Statement.** Buildings within the PSWO are small-scale with house-like forms that meet the edge of the Pine Street Multi-Use Path. Buildings may sit along the Pine Street Edge or be setback, allowing for semi-public activities in the Front Yard. Porches and plaza-like spaces in the Front Yard enhance the pedestrian experience.

The Development and Design Standards are listed in Table 2-17 Pine Street Multi-Use Path Standards and Table 2-18 Vertical Features and Landscaping Standards.

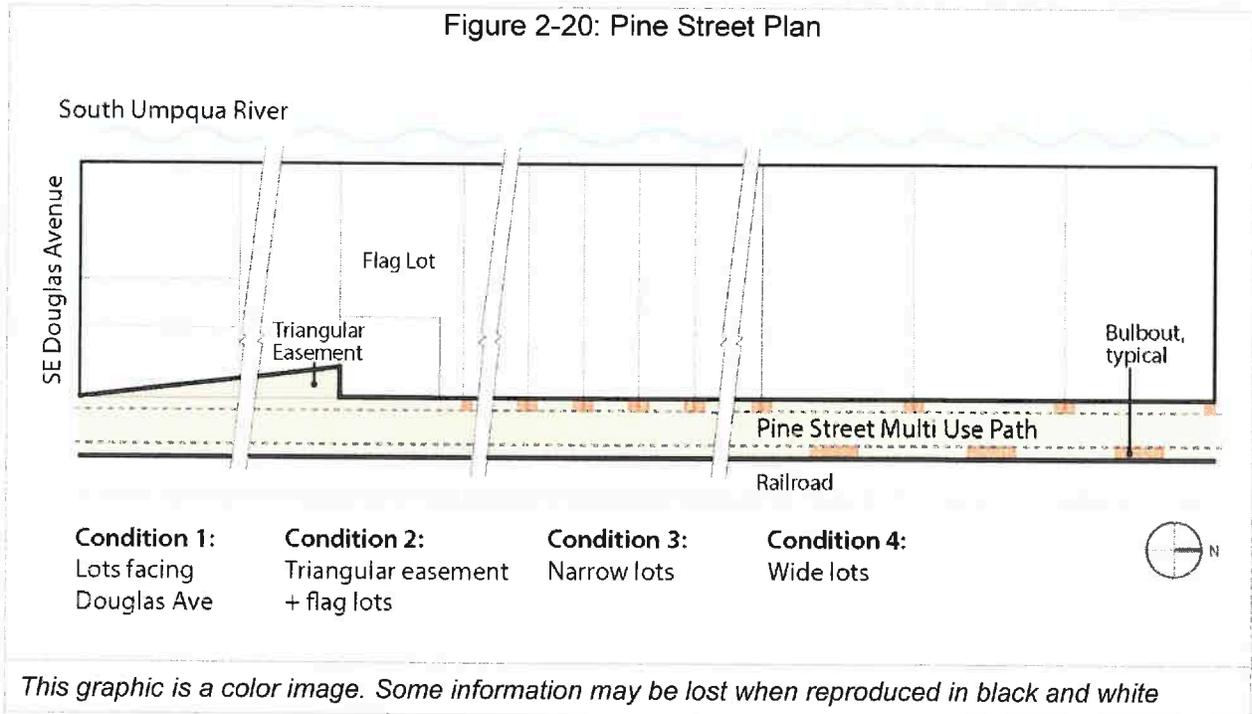


Table 2-17 – Pine Street Multi-Use Path Standards		
Requirement	Standard	Limitations & Qualifications
Pine Street		
a) Minimum required width	29 feet	(1) Width is measured from the existing railroad fence on the east edge of Pine Street.
b) Access dedication width	Varies based on property distance from railroad edge	(1) Required for each Pine Street-facing property. (2) To provide the required width of 27 feet, a dedication shall be required from each property. (3) Exempt from this standard are properties facing SE Douglas Avenue.
Through Zone		
c) Width, minimum	20 feet	(1) 28-foot inside radius required, per Oregon Fire Code. (2) Item (e) in Figure 2-21 Multi-Use Path Plan Diagram.
d) Clear height, minimum	13 feet, 6 inches	(1) For overhead banners or lighting, and vegetation (tree branches).
e) Surface materials		(1) Constructed of an asphalt, concrete or other approved driving surface capable of supporting the imposed load of apparatus weighing at least 60,000 pounds, per the Oregon Fire Code.
Flex Zone, General Bulbout		<i>See Pages 20-23 of The Pattern Book</i>
f) Permitted		(1) Parallel vehicle parking, bicycle parking, landscaping, outdoor tables and seating, permanent and temporary signage, lighting, and temporary / or daytime-only retail displays. (2) Fire hydrants may be installed in bulbouts where required by the Fire Marshal.
g) Surface materials		(1) Permitted materials include pavers, brick, flagstone, scored concrete, compacted crushed rock, wood deck, wood boardwalk. (2) An Accessible route with paving materials meeting current ADA standards shall be provided.
Flex Zone, Property-Adjacent Bulbout		
h) Width	9 feet	(1) Width is measured perpendicular to Pine Street Edge. See Figure 2-21 Multi-Use Path Plan Diagram.
i) Length, minimum	5 feet	(1) Length is measured parallel to Pine Street Edge. (2) Item (f) in Figure 2-21 Multi-Use Path Plan Diagram.
j) Clear height, minimum	13 feet, 6 inches	(1) For overhead banners or lighting, and vegetation (tree branches).
k) Location	Required for each parcel,	(1) Flag lots are exempt. (2) Shall abut the Front Lot Line.

Table 2-17 – Pine Street Multi-Use Path Standards

Requirement	Standard	Limitations & Qualifications
	adjacent to each side lot line	(3) The side boundary of the Flex Zone shall be an extension of the side lot line, perpendicular to the front lot line. (4) Property-adjacent Flex Zones are not permitted in front of buildings.
l) Additional standards		(1) Per Table 2-18 Vertical Features and Landscaping Standards.
Flex Zone, Railroad-Adjacent Bulbout		
m) Width	9 feet	(1) Width is measured perpendicular to Pine Street Edge. See Figure 2-21 Multi-Use Path Plan Diagram.
n) Length, minimum	6 feet	(1) Length is measured parallel to Pine Street Edge. Item (b) in Figure 2-21 Multi-Use Path Plan Diagram.
o) Length, maximum		(1) Maximum length is determined by the overall width of the property that is adjacent to the multi-use path. See Figure 2-21 Multi-Use Path Plan Diagram. (2) Shall comply with Through Zone Width, minimum in Table 2-17 Pine Street Multi-Use Path Standards.
p) Clear height, minimum	13 feet, 6 inches	(1) For overhead banners or lighting, and vegetation (tree branches).
q) Location, minimum	37 feet from each side lot line	(1) Railroad-adjacent Flex Zones shall be located 37 feet from the edge of each side lot line, perpendicular to the front lot line. Item (d) in Figure 2-21 Multi-Use Path Plan Diagram. (2) Lots less than 80 feet wide are exempt from railroad-adjacent Flex Zone. Lots 80 feet or greater are required to have a railroad-adjacent Flex Zone.
r) Additional standards		(1) Per Table 2-18 Vertical Features and Landscaping Standards.

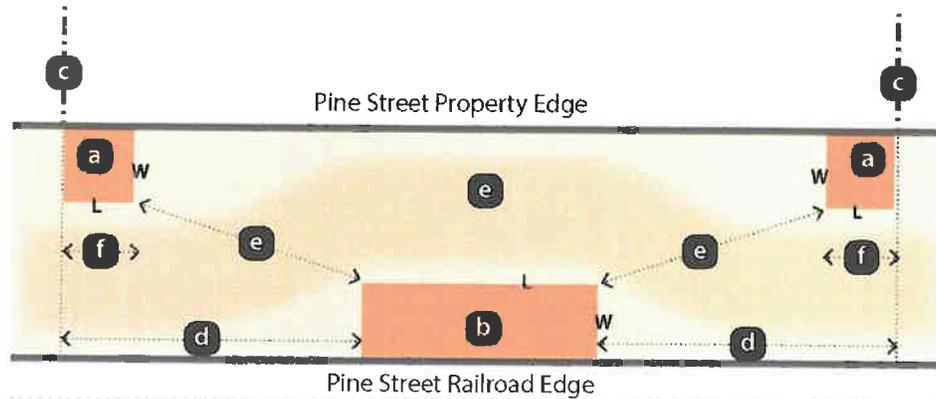
Table 2-18 –Vertical Features and Landscaping Standards		
Requirement	Standard	Limitations & Qualifications
Universal Standards	<i>See Pages 32-35 of The Pattern Book</i>	
a) Applicability		(1) Applies to Front Yards and Flex Zone Bulbouts.
b) Required vertical features		(1) Shall include furnishings, vertical landscaping, trees, or a low free-standing wall or fence that provide visual and physical separation of the Flex Zone and Front Yard from the Through Zone.
c) Height, minimum	24 inches	
d) Height, maximum		(1) Vertical features (including trees and vegetation) must not encroach on the Through Zone below 13'-6" height.
e) Location		(1) A minimum of one vertical feature is required at each corner of the Flex Zone, set back no more than one foot from the edge of the Flex Zone. (2) Except where a bulbout abuts the Front Yard Zone, the Pine Street Edge of the Front Yard must be defined by vertical features that are set back no more than 1 foot from the edge of the Through Zone.
f) Placement		(1) Vertical features may include a continuous edge or a series of at least two individual elements. (2) Gaps between the vertical features must not exceed 20 linear feet.
g) Furnishings		(1) Furnishings include, but are not limited to: ornamental bollards, bike racks (with required clear spaces), benches or other fixed seating, fixed tables, planters, ornamental boulders (e.g., basalt columns), sculptures, permanent signage, pergolas, banner poles, trellises, or light poles. (2) Movable tables and chairs and overhead string lights are permitted but do not fulfill the vertical feature requirement. (3) A projecting porch can count as a vertical feature to fulfill this requirement if it is within 5 feet of the Pine Street Edge.
h) Vertical landscaping		(1) Vertical landscaping includes, but is not limited to: trees, woody shrubs at least 24 inches tall, plants or trees in a pot or planter, or trellised vines. (2) Planted pots or planters must be at least 24 inches tall.

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		<ul style="list-style-type: none"> (3) Trellised vines must be on a trellis at least 4 feet tall. (4) Pergolas and trellises must not exceed 8 feet in height. (5) Planters and potted plants can count toward minimum landscape areas.
i) Walls and fences		<ul style="list-style-type: none"> (1) Acceptable materials for free-standing walls and fences include, but are not limited to: wood, stone, brick, ornamental CMU masonry, or metal picket. (2) Chain link fences are not allowed. (3) All free-standing walls or fences must not exceed 3 feet in height.
j) Trees		<ul style="list-style-type: none"> (1) Trees are required in the Flex Zone Bulbouts or in the Front Yard within 10 feet of the Pine Street Edge. One tree is required for every 50 linear feet (or fraction thereof) of frontage on Pine Street. <i>Example: for 60 linear feet of frontage, two street trees would be required.</i> Existing trees within 10 feet of the Pine Street Edge may count toward the Vertical features requirement. Trees may be clustered. (2) Trees shall be a minimum of 6 feet in height. (3) Prohibited trees: Refer to Table 3.8 Prohibited Street Trees in Section 12.06.020(T).
k) Lighting		<ul style="list-style-type: none"> (1) No light trespass is allowed across the Side Lot Lines or the Riparian Setback Line.
l) Bicycle parking		<ul style="list-style-type: none"> (1) The required clear space for any bike parking provided shall be protected on the sides facing motorized vehicle parking stalls by: vertical features, minimum 4 feet width of landscaping, or concrete wheelstops. (2) Additional clearance and maneuvering space requirements per section 12.06.030(l)1 may apply.
m) Vehicular Parking		<ul style="list-style-type: none"> (1) Minimum length: 22 feet long, full width of bulbout. (2) Where a concrete wheelstop is required, the minimum length is measured to the face of the wheelstop. (3) Provide minimum 3 feet clearance between bike racks and vertical features or landscaping, or minimum 5 feet clearance to wheelstops. (4) Vehicle parking is not permitted in the Front Yard. (5) No more than 2 adjoining parking spaces are permitted without being separated by a minimum 9 feet by 4 feet landscaped area.
n) Construction and Maintenance		<ul style="list-style-type: none"> (1) Property owners are responsible for construction and on-going maintenance of

Front Yards and Flex Zone Bulbouts
associated with their property.

Figure 2-21: Multi-Use Path Plan Diagram



- a** Property-adjacent Bulbout (L = length, W = width)
- b** Railroad-adjacent Bulbout (L = length, W = width)
- c** Side Lot Line
- d** Clear distance from Side Lot Line to edge of railroad-adjacent Bulbout
- e** Through Zone Minimum Width
- f** Length measured from Side Lot Line to edge of property-adjacent Bulbout

This graphic is a color image. Some information may be lost when reproduced in black and white.

Table 2-19 – Private Property Standards		
Requirement	Standard	Limitations & Qualifications
Applicability		
a) Existing buildings		(1) Unless stated otherwise, existing buildings are exempt from these standards.
b) Alterations to existing buildings		(1) Unless stated otherwise, these standards apply to alterations that exceed 30% of the square footage of the existing building.
Setbacks <i>See Pages 24-27 of The Pattern Book</i>		
c) From Pine Street Edge, minimum	0 feet	(1) New buildings or additions may encroach into the Front Yard only when they are fronted by a porch.
d) From Pine Street Edge, maximum	15 feet	(1) New buildings or additions may not exceed maximum setback.
e) From Riparian Rear Lot Line	0 feet	
f) Side	5 feet	
g) Existing buildings		(1) Existing buildings are permitted to encroach into the Front Yard or exceed the maximum setback.
h) Minimum distance between buildings	10 feet	
Buildable Area <i>See Pages 24-27 of The Pattern Book</i>		
i) Maximum percentage	70%	(1) Maximum buildable area applies to the lot area after the area for the Front Yard, Side Yards, and the Riparian Setback are deducted and, if required, Through Connection links rear buildings to Pine Street.
j) Multiple buildings		(1) When multiple buildings occupy a lot, a Through Connection is required to connect them to Pine Street. (2) The Through Connection must meet standards for accessible route(s) with appropriate paving materials meeting current ADA standards.
k) Maximum building footprint	3,600 square feet	(1) Maximum footprint for a single building.
Building Height		
l) Maximum height	30 feet	(1) Measured to the highest roof surface. (2) The highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior

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		wall, or the top of parapet walls, whichever is greater. (3) Additional height shall be negotiated with Fire Marshall and Fire Chief.
m) Maximum number of stories	3	(1) Per 12.02.090 Definitions, a Story is defined as "that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling above."
n) Maximum height of a story	15 feet	
o) Roof pitch		(1) Buildings shall have a pitched roof, with a slope of at least a nominal 8 feet in height for each 12 feet in width. (2) Porches are exempt from this standard.
Front Yard <i>See Pages 28-31 of The Pattern Book</i>		
p) Minimum depth	15 feet	(1) 5 feet minimum Front Yard depth where a building faces a Through Connection.
q) Required width	Width of lot	
r) Clear height, minimum	10 feet	(1) For overhead banners, lighting, and vegetation.
s) Paved area, minimum	25%	
t) Landscaped area, minimum	25%	(1) Required landscaping shall comply with standards in Table 2-18 Vertical Features and Landscaping Standards. (2) The minimum landscaped area shall be a minimum of 90% covered by shrubs (including ornamental grasses) or groundcover plants within 3 years. (3) Lawn and open areas of bark mulch are not allowed in required landscaped areas.
u) Permitted		(1) Bicycle parking, landscaping, outdoor tables and seating, permanent and temporary signage, light, and temporary / or daytime-only retail displays. (2) Driveways permitted in Front Yard. (3) Fire hydrants may be installed in Front Yards where required by the Fire Marshal.

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v) Surface materials		<p>(1) Permitted materials include pavers, brick, flagstone, scored concrete, compacted crushed rock, wood deck, wood boardwalk.</p> <p>(2) A porch may count toward the minimum paved area. The porch may be recessed or projecting.</p> <p>(3) Accessible route(s) with appropriate paving materials meeting current ADA standards shall be provided.</p>
w) Vertical features	Required for each Front Yard	Required vertical features shall comply with spacing and other standards in Table 2-18, Vertical Features and Landscaping Standards and additional standards below.
Ground Floor Standards		
x) Height of floor level, maximum	3 feet	(1) Maximum number of feet above Base Flood Elevation (BFE).
Parking Required		
y) Required motorized vehicle parking, minimum	none	
z) Residential vehicular parking, maximum	2 per lot	
aa) Commercial vehicular parking, maximum	3 per lot	
bb) Required bicycle parking	Residential	(1) 2 per unit.
	Public/Civic	(1) No requirement.
	Commercial	(1) 1 per 300 square feet (2) Bed and Breakfast: 2 plus 1 space per guest room.
Bicycle Parking Standards <i>See page 23 of The Pattern Book</i>		
cc) Facility design		(1) Refer to section 12.06.030(I)1.
dd) Locational standards		(1) Refer to section 12.06.030(I)2.
Vehicular Parking Location		
ee) Setback from Pine Street Edge	25 feet	(1) Refer to section 12.06.030(J) for accessible parking standards.
ff) Setback from Rear Lot Line	25 feet	(1) Per definitions, the Rear Lot Line shall be defined by the riparian setback.
gg) Setback from Side Lot Line	10 feet	
Lighting <i>See pages 46-49 of The Pattern Book</i>		
hh) Flex Zone	Optional	<p>(1) Lighting may be provided overhead or low-height.</p> <p>(2) Low-height lighting may count toward the vertical features requirement.</p>

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ii) Front Yard	Required	<ul style="list-style-type: none"> (1) May be either overhead lighting, building-mounted lighting, low-height lighting, or a combination. (2) Minimum of two lights are required in the Front Yard of each property. (3) String lights count as one light. (4) Lighting may be incorporated into a porch. (5) Low-height lighting may count toward the vertical features requirement. (6) Exempt from this standard are properties facing SE Douglas Avenue and flag lots.
jj) Overhead lighting	Optional	<ul style="list-style-type: none"> (1) May be strung between poles or mounted on buildings, or both. (2) Light poles may count toward the vertical features requirement.
kk) Light cutoff	Required	<ul style="list-style-type: none"> (1) All lighting shall comply with Section 12.06.030(E) Lighting.

2. **Architectural Standards.** The purpose of this section is to ensure that alterations to historic structures and new development are consistent with the vision for Pine Street. New buildings and historic building alterations should retain the character of the Pine Street Waterfront Overlay and promote small-scale, pedestrian-oriented development. The Overlay, combined with the Pattern Book, addresses detailed building design standards for new construction and design guidelines for historic structures.

Table 2-20 – Architectural Standards, New Buildings and Alterations			
Requirement	Standard		Limitations & Qualifications
	Pine Street Edge or SE Douglas Avenue	Required Through Connection and Riparian Edge	
Applicability			
a) Existing buildings	Unless stated otherwise, existing buildings are exempt from these standards.		
b) Alterations to existing buildings	Unless stated otherwise, these standards apply to alterations and change in use.		
Front Porch <i>See pages 42-45 of The Pattern Book</i>			
c) Front Porch	Required	–	(1) Exempt from this standard are properties facing SE Douglas Avenue.
c) Minimum width	15 feet	–	(2) An attached porch may count toward the minimum paved area. See Table 2-18 Vertical Features and Landscaping Standards. (3) The porch may be recessed or projecting.
d) Minimum depth	8 feet	–	
Ground Floor <i>See pages 42-45 of The Pattern Book</i>			
e) Ground floor windows	60%	50%	(1) Applies to linear feet of façade
f) Primary building entrance	Required	Required	(1) Required for each building façade facing Pine Street. (2) Shall be located on the Pine Street façade or facing a required Through Connection. (3) Shall be directly connected to Pine Street.
g) Weather protection	Required	–	(1) Required at primary building entrance. (2) Building shall provide awning or canopy 40 square feet minimum, 4 feet minimum depth from face of façade. (3) A covered porch at the primary entrance can count towards this standard.

Table 2-21 – Historic Building Options		
Action	Requirement	Limitations and Qualifications
Rehabilitate, Remodel or Alter a Historic Building Book		<i>See pages 36-41 of The Pattern Book</i>
<ul style="list-style-type: none"> · Alter or remodel a historic structure so that it complies with Chapter 12-040.090 Flood Plain Overlay. · Move a historic structure to another location on the same site so that it complies with Chapter 12-040.090. · Move a historic structure to another site within the PSWO so that it complies with Chapter 12-040.090. · Add a substructure to lift the historic building out of the flood plain. 	<p>Alterations and new construction shall comply with architectural design guidelines of the Pattern Book, which address:</p> <ul style="list-style-type: none"> · Building shape and projections (massing and composition) · Roof shape · Details, including eaves, windows and doors, and porches · Materials 	<ul style="list-style-type: none"> (1) Permitted without Historic Resource Review Commission (HRRC) approval as long as alterations or new construction meet standards set out in Pattern Book. (2) Minor projects, as defined in the HRRC Minor Project Review Standards, shall be reviewed by staff.
<ul style="list-style-type: none"> · Relocate a historic structure to a site not within the PSWO. 	-	Requires Historic Resource Review Commission (HRRC) approval.
<ul style="list-style-type: none"> · Demolish a historic structure 	-	
New Construction		
<ul style="list-style-type: none"> · Build a new structure on a vacant site. 	New construction shall comply with Table 2-21 from Design Standards of this Chapter.	Permitted without HRRC approval.
<ul style="list-style-type: none"> · Add a new structure to a site occupied by a historic structure. · Attach a new structure to a historic building. 	New construction shall comply with Table 2-21 from Design Standards of this Chapter.	<ul style="list-style-type: none"> (1) Requires HRRC approval. (2) Minor projects, as defined in the HRRC Minor Project Review Standards, shall be reviewed by staff.

F. **Signage.** The following language addresses signage within the PSWO.

1. **Pine Street Edge Signage.** While SE Douglas Avenue is the front door of the district, the Pine Street Edge is intended to have a uniquely different character. Controlling the size and appearance of signs will contribute to the small-scale, pedestrian-oriented character of Pine

Street. Signs shall be scaled primarily for bike and pedestrian traffic and shall be visible from a distance of 100 feet.

2. **Riparian Setback Signage.** Signage along the riparian setback should be scaled for pedestrians, with a focus on double-sided signs.
3. **Through Connection Signage.** Signage along pedestrian paths serving multiple buildings on deep lots should be scaled for pedestrians, with a focus on double-sided signs.
4. **Standards and Criteria.**
 - a. The standards of Section 12.08.020 Signs apply, except as modified below.
 - b. Logos. Logos are allowed in addition to the permitted wall signs listed above, provided that the total square footage of the permitted wall signs and the logos do not exceed a combined area of three square feet per lineal foot of building wall for first story businesses and one and one-half square feet per lineal foot of building wall for second story businesses. A permit is required for each logo that is being installed based on the square footage of the proposed logo.
 - c. Illumination from Signs. External illumination shall be shielded so that the light source elements are not directly visible from residential uses within the Pine Street district.
5. **Exempt Signs.** Refer to section 12.08.020(C).
6. **Prohibited Signs.** Refer to section 12.08.020(D).
7. **Permit Procedures.** Refer to section 12.08.020(E).

Table 2-22: Sign Standards by Type		<i>See Pages 52-53 of The Pattern Book</i>
Sign Type	Freestanding , Projecting or Attached Signs	Wall (including window signs) (1)
Where Permitted	Pine Street Edge (2) Douglas Street Through Connections (3) Riparian setback	Pine Street Edge Douglas Street Through Connections (3)
Maximum Width	3 feet	(1)
Maximum Height	12 feet	(1)
Maximum Sign Area per Face of Sign	5 square feet	15 square feet for Wall Sign (1)
Maximum Total Sign Area	30 square feet (4) (5)	50 square feet (4) and (5)
Notes		
<p>(1) In the PSWO, Wall Signs refers to a sign painted on or attached to a building wall. Any hanging sign attached to a building eave, overhang or awning is limited to the same maximum width and maximum area as Freestanding or Projecting Signs.</p> <p>(2) Permitted in Front Yards facing the Pine Street Edge, and on buildings or in front setbacks facing Douglas Street.</p> <p>(3) Signs facing Through Connections shall not encroach into path width necessary for ADA access.</p> <p>(4) First Story Businesses facing Pine Street Edge, Douglas Street, or a Through Connection shall be permitted signage of 3 square feet per linear foot of building wall.</p> <p>(5) Second Story Businesses facing Pine Street Edge, Douglas Street, or a Through Connection shall be permitted signage of one and one-half square feet per linear foot of building wall.</p>		

SECTION 3. All other sections and subsections of Chapter 12.04 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 24TH DAY OF JUNE, 2019.

APPROVED BY THE MAYOR THIS 24TH DAY OF JUNE, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

In the Matter of the Legislative Action
by the City of Roseburg

) Text Amendment
) File # LUDR-19-002

**BEFORE THE ROSEBURG PLANNING COMMISSION
FINDINGS OF FACT AND ORDER**

I. NATURE OF AMENDMENTS

The Community Development Department proposes changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) in an effort to enhance the historic character of the Pine Street district by promoting mixed-use development, multi-modal transportation, and enacting supplemental urban design standards and guidelines.

II. PUBLIC HEARING

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on May 6, 2019. At the hearing, the Planning Commission reviewed Land Use File LUDR-19-002 for legislative text amendments 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 # 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance # 2363, as originally adopted July 1, 1982, and most recently updated in Ordinance #3497 on May 1, 2018, 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. Opportunities were provided for all interested parties to be involved in the planning process through the public hearing.
3. The proposal is to legislatively amend text within the Land Use Development Regulations in the Roseburg Municipal Code.

B. PROPOSAL

The full text of the changes made in this amendment are attached to the implementing Ordinance, a summary of which is below.

Summary of 2019 LUDR-19-000 Proposed Amendments to create the Pine Street Waterfront Overlay		
Amendment	Summary	Effect
Design overlay district	Establish the Pine Street Waterfront Overlay (PSWO) in RMC 12.04.140.	New design overlay district
Street design	The PSWO is intended to enhance the character of Pine Street through the use of pedestrian-friendly and traffic-calming design standards.	Multi-modal street design
Land use	The PSWO allows a mix of uses to encourage new small- and medium-scale development in the district.	Mixed-use development
Urban design	Design standards and guidelines to maintain compatibility between new development and the historic character of the district.	Land use compatibility

C. AGENCY COMMENTS

No agency comments were received prior to the hearing.

D. PUBLIC COMMENTS

No public comments were received prior to the hearing.

E. ANALYSIS

Text Amendments are required to satisfy approval criteria contained within RMC Section 12.10.020.

F. REVIEW CRITERIA

Pursuant to RMC Section 12.10.020(F)(2) all legislative action proposals shall be analyzed for consistency with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Code.

Comprehensive Plan

Pertinent policies that apply to the proposal have been evaluated as follows:

Economic Element

Objective 5: *Supply an adequate amount of land having the appropriate qualities to accommodate projected industrial and commercial needs.*

Finding:

The PSWO district is zoned C3 General Commercial. The area has been underutilized, and existing development in the district often displays nonconforming characteristics. In addition, the C3 requirements make it challenging for properties to redevelop. The proposed PSWO amendments to the Roseburg Land Use and Development Regulations (LUDR) along with the companion Pattern Book will apply context-sensitive design standards that will facilitate a mix of commercial and residential development, which is consistent with the historic waterfront character of this area and the mix of uses allowed in the C3 district.

Objective 7: Encourage and promote the expansion of existing businesses.

Finding:

As noted above, the current C3 district requirements are inhibiting new development and redevelopment in the Pine Street area, and the proposed LUDR amendments and Pattern Book will provide development standards that are more flexible and better suited to the context of this unique area of the City, which is within easy walking distance of downtown.

Objective 11: Increase the potential for convention and tourist-related economic activities.

Policy 9: The City shall encourage the development of convention and tourist related facilities in the urban area.

Finding:

The potential scope of new development and redevelopment will be relatively modest due to the small size of the district and floodplain-related constraints. Therefore, convention-related benefits are not expected. However, the PSWO and Pattern Book allow uses and include development standards and design guidelines to encourage tourist-related businesses, such as bed and breakfast accommodations, restaurants, and other small-scale tourism businesses. The PSWO and Pattern Book also include a comprehensive design solution to transform Pine Street into an inviting multi-modal connection to complement the Umpqua River Greenway trail system.

Policy 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 (businesses) and the establishment of new economic enterprises throughout the urban area.

Finding:

The PSWO area is predominately residential in development with a mix of some undeveloped commercial lots, and the planned buildout for the area has not been achieved. The PSWO and Pattern Book are specifically designed to foster new development and redevelopment in the district, through the creation of development standards and guidelines. The new standards and guidelines are customized to make development and redevelopment feasible, while retaining

the area's unique historic character. As a result, land will be easier to develop and more available for business creation and expansion.

Energy Conservation Element

Objective 1: Encourage the minimization of energy consumption in determining the placement, density and design of all urban area land uses.

Finding:

The multi-modal design for Pine Street called for by the PSWO and Pattern Book will have a small, but positive, impact by encouraging increased walking and bicycling within and through the district.

Policy 2: The City shall incorporate into its land use ordinance provisions which encourage new development to utilize density and location, in balance with the requirements of other planning policies, in order to reduce the need to travel, increase access to transit, and permit building configurations which increase the efficiency of space heating in residences.

Finding:

The historic, mixed-use, and pedestrian- and bicycle-friendly characteristics expected of future development and redevelopment in the district will foster greater utilization of this district, which is centrally located and within easy walking distance of many destinations within the central city.

Parks and Recreation Element

Objective 7: Provide alternative transportation modes, including mass transit and bicycle trails, to area parks and recreation facilities wherever possible.

Policy 4: The development of park and recreation facilities shall optimize existing and planned transportation facilities and services and shall allow for choice in using alternative transportation modes.

Finding:

The PSWO and Pattern Book include design standards and guidelines for a multi-modal Pine Street. In addition to providing improved walking and bike access to the properties within the district, the improved Pine Street will provide a critical link in the Umpqua River Greenway trail system.

Policy 7: The City shall evaluate existing park and recreation facilities for possible modification to accommodate the special needs of handicapped persons and senior citizens. Future parks and recreation facilities shall be designed to accommodate the special needs of these individuals.

Finding:

The PSWO and Pattern Book include design standards and guidelines for a multi-modal Pine Street that will comply with applicable ADA requirements.

Historic Preservation Element

Objective 2: *Encourage preservation and restoration of sites, structures, objects and areas of cultural, historic or archaeological significance for the enjoyment and knowledge of present and future generations.*

Objective 5: *Consider the various impacts of land use decisions on identified historical resources during the planning process.*

Policy 2: *The City shall explore and consider the use of various incentives to encourage individuals to identify, restore, maintain, and utilize historic resources.*

Finding:

A key element of the proposed LUDR amendments for the district is to create standards and design guidelines that will support and encourage the preservation of existing historic buildings and offer alternatives for redevelopment/reuse, which will honor the historic character of the area.

Policy 6: *For the protection and preservation of historic resources, the City should consider the application of performance standards, density bonus and density transfer techniques, as well as site plan reviews, to minimize the adverse impacts of proposed development on identified cultural and historic resources.*

Finding:

The PSWO and Pattern Book include development standards and design guidelines, which encourage the protection and preservation of historic resources. In particular, the Pattern Book contains detailed design guidelines to ensure that remodeled and new buildings will be consistent with the historic character, scale, and architecture of the district.

Housing Element

Objective 5: *To provide for compatible and functional mixed use development (residential and nonresidential).*

Finding:

The PSWO and Pattern Book allow for a range and mix of uses, while also including design standards and guidelines to ensure compatibility between different developments in the district.

Land Use and Urbanization Element

Objective 6: *Direct development away from flood plains, hazard areas, stream banks, places with unique natural value, and other desirable permanent public open spaces.*

Finding:

Much of the district is within the 100-year floodplain of the South Umpqua River. The PSWO and Pattern Book respond to this reality with clear development standards and guidelines to promote responsible development within the floodplain, which will minimize flooding risk. The Pattern Book provides a number of

appropriate design options for building or redeveloping structures in a manner that will satisfy applicable Floodplain Overlay requirements (RMC 12.04.090).

Objective 9: *Protect existing and proposed residential areas from conflicting nonresidential land uses while providing for compatible and functional mixed use development (residential and nonresidential).*

Finding:

The PSWO and Pattern Book allow for a range and mix of uses, while also including design standards and guidelines to ensure compatibility between different developments in the district.

Transportation System Plan (TSP)

The TSP contains a number of relevant goals and objectives, which are supported by the PSWO and Pattern Book as described below:

Goal 2. Enhanced Livability. Objective A: *Enhance the livability of Roseburg through proper location and design of transportation facilities. Design streets, highways, and multi-use paths to be compatible with the existing and planned characteristics of the surrounding built, social, and natural environment.*

Goal 2. Enhanced Livability. Objective B: *Locate and design recreational and multi-use paths to balance the needs of human use and enjoyment with resource conservation and social attractions in areas identified in the Comprehensive Plan.*

Finding:

The PSWO and Pattern Book include design standards and guidelines for a multi-modal Pine Street, which is consistent with the scale of adjoining development and the very low existing and anticipated vehicular traffic volumes. In addition to providing improved walking and bike access to the properties within the district, the improved Pine Street will provide a critical link in the Umpqua River Greenway trail system.

Goal 2. Enhanced Livability. Objective C: *Design roadways to enhance livability by ensuring that aesthetics and landscaping are an integral part of Roseburg's transportation system.*

Finding:

The PSWO and Pattern Book include design standards and guidelines for a multi-modal Pine Street, which is consistent with the scale of adjoining development and the very low existing and anticipated vehicular traffic volumes. Landscaping and streetscape standards and guidelines are also provided to enhance the aesthetic character of Pine Street and to reinforce its intended multi-modal purpose.

Goal 2. Enhanced Livability. Objective G: *In order to improve the health of Roseburg's citizens and reduce the dependence on automobiles for all travel, development or improvement plans will promote walking or cycling for many trips.*

Finding:

In addition to providing improved walking and bike access to the properties within the district, the improved Pine Street will provide a critical link in the Umpqua River Greenway trail system.

Goal 2. Enhanced Livability. Objective H: *The design of Roseburg, its neighborhoods, and transportation systems shall encourage walking, bicycling, or other activities that would help more residents reach the recommended 30 minutes each day of moderately intense physical activity.*

Finding:

Through the application of bicycle- and pedestrian-friendly design and development standards, the proposed Pine Street improvements will establish a better link for the Umpqua River Greenway trail system and encourage walking and bicycling to nearby destinations along the trail and in the downtown.

Goal 3. Transportation and Land Use. Objective A: *Facilitate development or redevelopment on sites that are best supported by the overall transportation system and that reduce motor vehicle dependency by promoting walking, bicycling, and transit. This may include altering land use patterns through changes to types, density, and design.*

Finding:

The creation of the PSWO and Pattern Book support this goal through standards that prohibit auto-oriented businesses and require development to be appropriate scale along the Umpqua River Greenway trail system and within walking distance of downtown.

Goal 3. Transportation and Land Use. Objective C: *Support mixed-use development.*

Finding:

The PSWO and Pattern Book are specifically designed to promote mixed-use development that is a compatible in scale and intensity with the historic character of the district.

Goal 4. Street System. Objective C: *Balance the needed street function for all travel modes with adjacent land uses through the use of context-sensitive street and streetscape design techniques.*

Finding:

Pine Street is not a public street, and it does not have a functional classification in the TSP. The PSWO and Pattern Book include a unique design for the multi-use path to make it safe and functional for pedestrians, cyclists, and vehicles.

Goal 5. Balanced Transportation System. Objective C: *A Develop a safe, complete, attractive, efficient, and accessible system of pedestrian way and bicycle ways including bike lanes, shared roadways, multi-use paths, and sidewalks.*

Goal 5. Balanced Transportation System. Objective E: *Construct multi-use paths where they can be developed with satisfactory design components that address safety, security, maintainability, and acceptable uses.*

Finding:

The PSWO and Pattern Book include a unique design for the street to make it safe and functional for pedestrians, cyclists, and vehicles while allowing appropriate emergency access for police, fire, and ambulance.

Bike and Pedestrian Plan

This document provides updates to the TSP, and also has a *Bicycle and Pedestrian Plan Support Document*. The two relevant plan objectives are addressed below:

Objective: Support land use and transportation patterns. *Provide for the expansion and enhancement of the transportation system to create a bike and pedestrian network that complements existing land use and circulation patterns. Identify reasonable and feasible bicycle and pedestrian transportation routes including Americans with Disabilities Act (ADA) accessibility.*

Objective: Enhance and preserve the livability of Roseburg. *Development and maintain aesthetically pleasing bicycle and pedestrian facilities. Provide people-friendly streets, paths, trails, and activity centers available to everyone. Support sustainable community development.*

Finding:

The proposed improvement of Pine Street will provide an enhanced link in the Umpqua River Greenway trail system. The PSWO and Pattern Book include design standards and guidelines for multi-modal transportation options. Though the application of the aforementioned standards, Pine Street will be safe, convenient, and will bring the area into compliance with applicable ADA requirements.

Comprehensive Parks Master Plan

This plan does not contain any goals, policies, or objectives, but rather provides several recommendations in Chapter 4 that are pertinent to the PSWO district.

Chapter 4 Recommendations

Umpqua River Greenway recommendation: *Recognizing the desire from the community to accent the park system's relationship to the South Umpqua River, this plan recommends a conceptual overlay to all park and open space properties within the city limits that are adjacent to the river. Individual parks along the river will retain their own identities and particular uses, but these sites should also be*

considered as a whole to acknowledge their important role in maintaining the health and recreational value of the river.

Establish policies for the maintenance of riverbank areas to preserve and enhance the natural functions of the river, including salmon habitat.

Complete the trail system along the east bank of the river by adding missing links through multiple parks and neighborhoods. Consider riverbank stability, flooding, and resource conservation when determining the best route for these trails.

Collaborate with Community Development Department on Comprehensive Waterfront Master Plan to address the natural, scenic, recreational and economic development values of Roseburg's waterfront.

Finding:

The PSWO and Pattern Book contain development standards and design guidelines that will transform Pine Street into a multi-modal link for the trail system on the east side of the South Umpqua River.

Deer Creek Park Recommendations: *Develop a site master plan that considers the unique position of this park in the Roseburg system. Based on public comments obtained during the planning process, site development should consider the following:*

- *Parking, internal pathways, site amenities and equipment that are universally accessible, regardless of ability.*
- *Picnic area(s).*
- *Play area.*
- *Improved trail connection under Stephens.*
- *Trail extensions along Deer Creek.*
- *Monitor nearby properties for future acquisition to expand the recreation opportunities at this park site.*

Finding:

The Pine Street improvements called for in the PSWO and Pattern Book will provide enhanced access to Deer Creek Park.

Trails Recommendations: *Complete the Umpqua River Greenway trail from Deer Creek Park to Micelli Park.*

Finding:

The Pine Street improvements called for in the PSWO and Pattern Book will provide enhanced access to Deer Creek Park to the north and Micelli Park to the south.

Non-Capital Projects, Signage Recommendations: *High quality signage in the park system will not only inform residents and visitors about where Roseburg's parks are located, but also will provide identity to the parks and can inform users about the cultural, historical, and natural significance of a park. These projects*

consist of both a non-capital (design and research) and capital (physical signs) component, but due to the system-wide nature of the projects described in this section. The signage projects recommended in this plan include:

- *Develop consistent signage and install at all city park sites to create system identity.*
- *Provide wayfinding signage from adjacent streets for parks not located on a major street.*
- *Develop interpretive signage for parks with significant historical interest or natural resources.*

Finding:

The PSWO and Pattern Book include standards for signage in the district, which is of a pedestrian scale and consistent with its historic character. With Pine Street representing a segment of the park trail system, the PSWO and Pattern Book support this plan recommendation.

Waterfront Master Development Plan

The stated purpose of the 2010 Waterfront Master Development Plan was to "...provide a plan that reconnects the community to one of its greatest resources, the South Umpqua River. The City sought to outline a broad vision for the opportunities available with appropriate waterfront development, realizing the potential economic benefits for the community."

Of the key City plans and documents, the Waterfront Master Development Plan provides the most detailed description of what the city hopes to achieve in the PSWO. The relevant plan recommendations are addressed below:

The Concept's Core Elements – 4. Interconnect waterfront parks & open spaces with improved streets and trail systems: *This plan envisions a system of waterfront public space, complementing and restoring existing parks, while adding a small amount of new parkland to the City's holdings. Building on the recommendations of the Parks Master Plan, the concept aims to link all these spaces with a consistent Riverfront Loop Trail, ideally running close to the river's edge, but alternatively routed along city streets.*

Finding:

The design standards and guidelines in the PSWO and Pattern Book were developed to allow Pine Street to serve as a critical and inviting link in the Riverfront Loop Trail envisioned in the Roseburg Waterfront Master Development Plan. The PSWO and Pattern Book standards and guidelines were specifically formulated to support the Waterfront Master Development Plan and this core element in particular.

North Waterfront Improvements, including Deer Creek Park, South Umpqua Greenway and Pine Street. Pine Street Recommendations include:

1. *Improved paving, with unit pavers preferred instead of asphalt.*

2. *At very least, the corridor should be delineated with pavement markings to guide cyclists and pedestrians and perhaps delineate a lane for cars to use when accessing riverfront properties.*
3. *The existing fence separating northern Pine from the railroad is stark and unattractive. Replace the fence, with at least a black chain link fence or a metal railing fence and add plantings.*
4. *New lighting should be installed on the corridor, consistent with light standards on other sections of riverfront and tying to downtown.*
5. *Properties along the corridor are zoned C3, which allows them to redevelop as small-scale retail. One vision imagines this corridor becoming a district with local arts and crafts shops, along with bed and breakfast-type accommodation.*
6. *Redevelopment should be required to locate close to the trail corridor, to create a sense of activation and direct observation of the corridor.*
7. *A future trail connection directly on the riverbank could be realized as willing sellers make their property available and the City responds by purchasing these properties or access rights to create a public parcel.*
8. *It is not anticipated that additional right-of-way acquisition is required for the improvements above.*

Finding:

The allowed uses along with the design standards and guidelines in the PSWO and Pattern Book were developed to be consistent with the recommendations and guidance provided by this specific guidance in the Waterfront Master Development Plan. Many of the recommendations listed above are incorporated into the PSWO and Pattern Book including 1,2, and 4-7. Recommendation 3 was partially addressed by softening the railroad edge with greenery.

Item 8, which is not a recommendation, is not possible. Land will need to be dedicated for the multi-use path improvements in order to widen the easement and meet the needs of emergency response.

Statewide Planning Goals

Pertinent Statewide Planning Goals that apply to the proposal have been evaluated as follows:

Oregon Statewide Planning Goals

The relevant Statewide Planning Goals are satisfied as indicated below:

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 zoning overlay was created with citizen input. The development of the PSWO and Pattern Book was dependent from the start on input and participation by

residents, property owners, partner agencies, Planning Commission, and City Council. The City of Roseburg provided public notice of this proposal as mandated through ORS and Municipal Code requirements, as well as publishing the notice in the News-Review, a newspaper of general circulation. A public hearing was held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues and provide technical information.

Goal 2 - Land Use Planning: *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

Finding:

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 Code. The Land Use and Development Regulations Chapter of Roseburg Municipal Code 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. 3497 on May 1, 2018.) The PSWO and Pattern Book represent an amendment to the Code, which is consistent with relevant statewide planning goals and City plans as noted in these findings.

Goal 5 - Open spaces, scenic and historic areas, and natural resources: *To conserve open space and protect natural and scenic resources.*

Finding:

A central purpose of the PSWO and Pattern Book is to encourage the preservation of existing historic buildings and promote a mix of uses to promote new small- to medium-scale development, which is compatible with the district's historic character. In addition, the PSWO will continue to retain appropriate development setbacks from the South Umpqua River and associated riparian habitat.

Goal 6 - Air, water and land resource quality: *To maintain and improve the quality of the air, water, and land resources of the state.*

Finding:

As noted under Goal 5 above, existing open space and natural resource areas will continue to be regulated and protected as they are today. A major theme of the PSWO and Pattern Book is to maintain and enhance natural resources and sensitive lands and to improve walking and bicycling connections to promote fewer car trips.

leading to a modest beneficial effect on air quality. In addition, parking requirements for the area were reduced, which will reduce the amount of future paved area and lead to less storm water runoff with new development.

Goal 7 – Areas Subject to Natural Hazards: *To protect property from natural hazards.*

Finding:

The identified hazard area is related to the South Umpqua River flood plain. The PSWO and Pattern Book continue to only allow development that conforms with the City's floodplain regulations and other development techniques that will not exacerbate potential flood damage or raise flood levels.

Goal 8 - Recreational Needs: *To satisfy the recreation needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

Finding:

Implementation of the PSWO and Pattern Book will enhance the City's network of parks, greenspaces, and trails by improving the Pine Street Multi-Use Path, which traverses the district between SE Douglas Avenue and Deer Creek.

Goal 9 - Economy: *To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

Finding:

An important focus of the PSWO and Pattern Book is to encourage a variety of business opportunities appropriate to the scale of the historic homes and current uses. Urban design aspects of the PSWO and Pattern Book promote a pedestrian-friendly appearance and character to encourage a vibrant mix of commercial and residential activity. Once implemented, these actions are expected to improve the economic viability and success of the district and surrounding area.

Goal 10 - Housing: *To provide for the housing needs of citizens of the state.*

Finding:

The PSWO allows a range of housing types, including medium to high density and mixed-use residential and commercial. The PSWO allows for the retention of existing single family residences.

Goal 11 - Public Facilities and Services: *To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

Finding:

This area is currently served by urban infrastructure. The PSWO and Pattern Book promote the improvement of Pine Street to serve all transportation modes, thereby improving access within and through the district.

Goal 12 - Transportation: *To provide and encourage a safe, convenient and economic transportation system.*

Finding:

A primary objective of the PSWO and Pattern Book is to provide balanced transportation access by accommodating all modes of travel within and through the district. In particular, the PSWO will enhance walking and bicycling along the Pine Street Multi-Use Path while maintaining and accommodating the need for personal and emergency vehicle access.

Goal 13 - Energy Conservation: *To conserve energy.*

Finding:

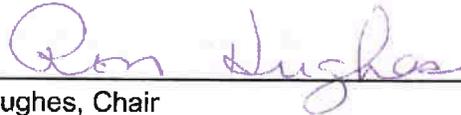
The promotion of active transportation and allowing a greater degree of mixed-use development in the district are expected to help replace a modest number of short vehicular trips with walking or bicycling. This will help reduce energy use.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in RMC 12.10.020(F)(2).

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends approval of this application to the City Council.



Ron Hughes, Chair

MAY 6, 2019
Date



Stuart Cowie, Community Development Director

05/06/2019
Date

Planning Commission Members:
Ron Hughes, Chair
Dan Onchuck, Vice Chair
Charlie Allen
Kerry Atherton
Ronald Sperry
Victoria Hawks
Shelby Osborn

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION No. 2019-10 RECREATIONAL TRAILS GRANT PROGRAM APPLICATION

Meeting Date: June 10, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Oregon Parks and Recreation Department (OPRD) is accepting grant applications for the Recreational Trails Program (RTP). The issue for Council is whether to adopt the attached resolution authorizing and supporting a grant application.

BACKGROUND

A. Council Action History.

On May 14, 2018, the Council adopted Resolution No. 2018-12 authorizing and supporting a grant application for this same project.

B. Analysis.

The Oregon Parks and Recreation Department offers a grant opportunity through their Recreational Trails Program (RTP). The grant funding is intended to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. Grants require a 20% match.

The City's last project constructed using RTP funding was the renovation of a section of multi-use path that runs from the VA entrance eastward up through the wooded area to the intersection with the path that runs north/south parallel to I-5. Construction of that project is currently wrapping up.

This year's proposed project will include reconstruction of approximately 1600' of the multi-use path located primarily north of Deer Creek. The existing 10' wide section is raveled and cracked and has poor transitions on both approaches to the Deer Creek footbridge. There is also an approximately 225' section with some heavy damage and undermining due to erosion. This section will get drainage upgrades to allow the water to flow away from the path to eliminate future undermining. An aerial photograph is included to identify the location of the potential project.

C. Financial/Resource Considerations.

Preliminary cost estimate for this project is \$165,000 with a minimum 20% match of \$33,000 coming from a combination of in-house labor and the Bike Trail Fund.

D. Timing Considerations.

The application is due June 15, 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing and supporting a grant application for the RTP program; or
2. Request additional information; or
3. Not adopt the attached resolution and direct staff to forgo applying for funding this year.

STAFF RECOMMENDATION

The Parks Commission discussed this grant application at their June 5th meeting. The Commission recommended that Council adopt the attached resolution supporting and authorizing an RTP grant application. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-10, "A Resolution Authorizing and Supporting Application for an Oregon Parks and Recreation Department Recreation Trails Program Grant".

ATTACHMENTS:

Attachment #1 - Resolution No. 2019-10

Attachment #2 - Aerial photo

RESOLUTION NO. 2019-10

A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

WHEREAS, the adopted City of Roseburg Parks Master Plan indicates the need for improvements to the City's bicycle/pedestrian paths; and

WHEREAS, the existing path has reached the end of its useful life, does not meet current standards, and is in need of renovation; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on June 5th, 2019, the Parks and Recreation Commission recommended proceeding with a grant application to renovate a section of the multi-use path; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time; and

WHEREAS, the City is committed to the future maintenance of the multi-use path system in the City parks,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that:

Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the renovation of the multi-use trail.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE _____ DAY OF _____, 2019.**

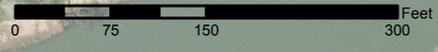
Amy L. Sowa, City Recorder



1 in = 150 ft

WRIGHT AVE

STEPHENS ST



Project Site Plan
City of Roseburg
RTP Deer Creek Trail Renovation 2019

 Proposed Trail Project

Printed on 5/29/2019

ORDINANCE NO. 3524

**AN ORDINANCE ADDING SUBSECTION 3.16.010(C)(4) TO THE ROSEBURG
MUNICIPAL CODE REGARDING DONATED FIREARMS**

SECTION 1. Chapter 3.16, Subsection 3.16.010 of the Roseburg Municipal Code is hereby amended by adding subsection 3.16.010(C)(4) as follows:

3.16.010(C)(4) Donated Firearms. Firearms which are donated to the City by a person who City staff determines is the sole owner of such firearms may be destroyed or disposed of in accordance of Section 3.16.020, without further notice.

SECTION 2. Chapter 3.16, Subsections 3.16.010 (C)(4), (C)(5), (C)(6) and (C)(7) will be renumbered as 3.16.010 (C)(5), (C)(6), (C)(7) and (C)(8).

SECTION 3. All other Sections, Subsections and Paragraphs of Chapter 3.16 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 10TH DAY OF
JUNE, 2019.**

APPROVED BY THE MAYOR ON THIS 10TH DAY OF JUNE , 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT AWARD RECOMMENDATION FOR DESTINATION MARKETING ORGANIZATION, BRAND DEVELOPMENT, AND VISITOR INFORMATION SERVICES

Meeting Date: June 10, 2019
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Following notice of termination of the current Visitor and Tourism Services agreement with the Roseburg Area Chamber of Commerce, the City published a Request for Proposals for Destination Marketing Organization, Brand Development and Visitor Information Services.

BACKGROUND

A. Council Action History.

February 11, 2019: Council voted to terminate the Personal Services Agreement for Visitor and Tourism Services with the Roseburg Area Chamber of Commerce, with a termination date of May 29, 2019.

B. Analysis.

On April 11, 2019, Staff published a Request for Proposals for Destination Marketing Organization, Brand Development and Visitor Information Services. Four proposals were received. A review committee comprised of the Community Development Director, Public Works Director, City Recorder, Human Resources Director, Finance Director, and Economic Development Commission Chair interviewed all four agencies who submitted proposals.

Following the initial interviews, the review committee selected two of the agencies to be in the Competitive Range: Roseburg Destination Management Corporation/AHM Brands and Anvil Northwest. Second interviews for those two agencies were held on Thursday, May 23 and Friday, May 24.

Upon completion of the second interviews, the review committee agreed to recommend the City Council award the contract for Destination Marketing Organization, Brand Development and Visitor Information Services to Anvil Northwest.

C. Financial/Resource Considerations.

Awarding of this contract does not negatively impact the City's finances at this time. The proposed contract provides for a minimum of \$450,000 per year and a maximum of \$550,000 per year from transient room tax funds. Last fiscal year 2017-2018, the City paid \$580,368 for these services. This fiscal year 2018-2019, as a result of the contract being terminated only 3 quarters of the yearly payment were required to be paid totaling \$451,478.

D. Timing Considerations.

The previous Visitor and Tourism Services agreement ended May 29, 2019. To maintain tourism outreach, authorizing award of this contract now is imperative.

COUNCIL OPTIONS

The City Council could choose to:

1. Award the contract for Destination Marketing Organization, Brand Development and Visitor Information Services to Anvil Northwest for a three-year period with a not to exceed amount of \$550,000 per year; or
2. Request additional information; or
3. Reject all proposals and direct Staff to issue a new Request for Proposals.

STAFF RECOMMENDATION

Staff recommends Council award the contract for Destination Marketing Organization, Brand Development and Visitor Information Services to Anvil Northwest for a three-year period with a not to exceed amount of \$550,000 per year upon final negotiation and expiration of the seven-day notice of intent to award period.

SUGGESTED MOTION

"I move to award the contract for Destination Marketing Organization, Brand Development and Visitor Information Services to Anvil Northwest for a three-year period with a not to exceed amount of \$550,000 per year upon final negotiation and expiration of the seven-day notice of intent to award period."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 STORM CIPP PROJECT BID AWARD RECOMMENDATION

Meeting Date: June 10, 2019
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the 2019 Storm CIPP Rehabilitation project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. **Council Action History.** None

B. **Analysis.**

In December of 2015, staff identified a failing storm drainage pipe on Harvard Avenue. The pipe was aluminized spiral rib steel piping and the bottom had corroded out of it prematurely. As a result of that failure, staff began investigating all of the aluminized steel piping that had been previously installed within the City and found similar issues with pipe installed in the late 1980's and early 1990's. In order to address this issue, the City has been installing Cast-In-Place-Piping (CIPP) within the existing pipes to restore the structural integrity of the pipe and extend its useful life.

This project consists of rehabilitation of approximately 3400 lineal feet of storm pipe ranging from 24-inch to 48-inch diameter. The existing pipe is spiral wound aluminum pipe and has severe corrosion in the flow line. Construction will take place in the following locations:

- Black Avenue from Patricia to Crouch Street (this work will tie into work accomplished as part of the Black Avenue Improvements constructed last year)
- Crouch Street from Black Avenue to and across Garden Valley Boulevard
- Cedar Street from north of Ward to Ward and west to the railroad tracks
- Hickory Street from Lorraine south to dead end, then west in an easement that runs under Old Melrose to the outfall at the South Umpqua River
- Lorraine from Lookingglass 570 feet east.
- In an easement on Lithia property east of Willow Street

The project was advertised on April 17th. Five bids were received on May 16th and are outlined below.

Bidder	Insituform	Iron Horse LLC	Allied Trenchless	Michels Corporation	Whitaker Construction	<i>Engineer's Estimate</i>
Bid Total:	\$ 888,566	\$ 905,767	\$1,072,340	\$1,279,108	\$1,288,971	\$1,230,340

C. Financial/Resource Considerations.

The draft FY 2019-20 Storm Drainage Fund includes \$1,425,000 for the 2019 Storm CIPP project. The project was designed in-house and staff will be providing construction management. Total project costs are estimated below.

Construction	\$888,566
Contingency (10%)	<u>\$ 88,856</u>
Total	\$977,422

D. Timing Considerations.

The City has 45 days to accept or reject bids. If approved, the project will be constructed this fall during low flow conditions.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsive bidder, Insituform Technologies, LLC for \$886,566; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The bids appear to be both responsive and responsible. Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their May 23rd meeting. The Commission recommended awarding the project to the lowest responsible bidder, Insituform Technologies, LLC for \$888,566. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the 2019 Storm CIPP Project to the lowest responsible bidder, Insituform Technologies, LLC for \$888,566.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SECONDHAND PROPERTY DEALER PROPOSED ORDINANCE

Meeting Date: June 10, 2019
Department: Police
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

For many years, the Roseburg Police Department has sought better methods to increase identification of criminal activities in the secondhand industry through timely collection and sharing of transaction record information. Many surrounding municipalities regulate thriving secondhand businesses in their jurisdictions.

Staff is seeking direction from Council regarding a potential ordinance related to this issue. The primary purpose of the proposed ordinance would be to prevent secondhand businesses from being used as facilities for the commission of crimes, and to ensure that such businesses comply with basic consumer protection standards.

BACKGROUND

A. Council Action History.

- August 12, 2013. Council directed Staff to move forward with an ordinance regulating secondhand dealers. Police reached out to secondhand storeowners and dealers in an effort to develop language acceptable and beneficial to both dealers and law enforcement.
- December 16, 2013. Staff presented a draft ordinance regulating secondhand property dealers to the Council. Council directed Staff to work further with business owners and bring the matter back at a later Council meeting.

B. Analysis.

While secondhand dealers provide a valuable service to citizens, they also provide the opportunity for criminals to sell stolen property, which can be easily received and quickly disposed of. When property is stolen, it may often be sold for a profit. Since secondhand stores are in the business of buying goods, thieves view them as a potential outlet for stolen items. The proposed ordinance is designed to protect shoppers and secondhand owners from becoming victims and aid law enforcement in recovering stolen property and apprehending criminals.

According to the National Pawnbrokers Association website, a low percentage of stolen goods are sold at secondhand stores when owners adhere to a strict requirement of

identification verification and completely document descriptions of merchandise. The City of Roseburg has seen substantial secondhand business growth and we can only assume that the number will increase.

To ensure the City's secondhand ordinance does not create undue burden on secondhand stores, the Roseburg Police Department has entered into a contract with LeadsOnline; the Police Department has paid for this service, making it free for reporting businesses. The only financial requirement will be for secondhand stores to have a computer and internet service, or iPad and data, etc. Cities such as Salem, Eugene, Medford, and Grants Pass, to name a few, utilize LeadsOnline's secondhand/pawn software.

Letters were mailed to all registered secondhand businesses in Roseburg. Those letters contained a copy of the proposed secondhand ordinance, advised of the City's purchase of LeadsOnline, and of the intended use for all secondhand businesses in the city. Additionally, the letter advised the Police Department would be holding a town hall meeting for stakeholders at the Public Safety Center to address any questions/concerns about the proposed ordinance. That meeting was held on May 29th and concerns brought forth were addressed.

Upon implementation of this ordinance:

- Secondhand businesses would need to log into LeadsOnline via the internet and register as a Roseburg business.
 - Registration setup takes less than two minutes.
- LeadsOnline will contact the businesses with easy instructions for electronically uploading daily transactions.
 - Uploading is a very simple and secure process.
- Secondhand businesses would need to upload all required purchased (as listed in the Ordinance) secondhand items to LeadsOnline.
- Secondhand businesses would need to follow the requirements listed in the ordinance.

C. Financial/Resource Considerations.

Implementing, reporting, and other requirements will assist Police officers in locating and returning stolen property, saving time and resources for our Police Department.

D. Timing Considerations.

There is no timing consideration regarding this ordinance.

COUNCIL OPTIONS

Discussion only at this time.

STAFF RECOMMENDATION

Staff recommends bringing this item before Council at a future meeting for a first reading.

SUGGESTED MOTION

No motion required at this time. Staff is seeking to gauge Council's interest in pursuing an ordinance.

ATTACHMENTS:

1. Draft Ordinance

DRAFT ORDINANCE

AN ORDINANCE ADDING CHAPTER 9.04 REGULATING SECONDHAND PROPERTY DEALERS TO THE ROSEBURG MUNICIPAL CODE

SECTION 1. Chapter 9.04, entitled *Secondhand Property Dealers* is hereby added to the Roseburg Municipal Code to read as follows:

CHAPTER 9.04 - SECONDHAND PROPERTY DEALERS

Sections:

9.04.005	Definitions.
9.04.010	Purpose.
9.04.020	Business Registration Required.
9.04.030	Location and Hours of Business.
9.04.040	Record Keeping Requirements.
9.04.050	Restriction on Certain Sales.
9.04.060	Prohibited Purchases.
9.04.070	Penalties.

9.04.005 Definitions. For the purpose of this Chapter, the following words and phrases are defined as follows:

“Peace officer” means a law enforcement official as defined in Oregon Revised Statutes 133.005.

“Personal identification” means an identification card or document issued by a recognized governmental agency which bears the full name, signature, photograph, date of birth, and physical description of the issued person.

“Non-valuable metals” are limited to metals not regulated by state law, such as dental gold, unrefined metal ore, gold or silver coins, or bullion in any form.

“Secondhand property” means merchandise which was previously owned by a private individual.

“Secondhand property dealer” means a person who operates, conducts, manages, or engages in any business which, as part or all of the business, purchases or sells secondhand property.

“Secondhand store” means a place of business which buys and/or sells secondhand property.

9.04.010 Purpose.

A. The intent of this Chapter is to regulate the buying and selling of secondhand property by businesses located within the City of Roseburg. Nothing within this Chapter is intended to supplant the State of Oregon’s Pawnbrokers Act contained in Chapter 726 of the Oregon Revised Statutes (ORS), which relates to pawnbrokers licensed by the state to loan upon the

security of secondhand property, nor the Precious Metals Act enacted within ORS Chapter 99 applying to gold of eight karats or higher, silver, platinum, and palladium.

B. Nothing in this Chapter applies to charitable, non-profit organizations or to persons or businesses dealing exclusively in automobiles, farm implements and machinery, used books or audiobooks, secondhand clothing, or commercial and industrial scrap metal recycling.

9.04.020 Business Registration Required. No person shall engage in, conduct or operate a secondhand store without first registering such business pursuant to Chapter 9.02 of the Roseburg Municipal Code.

9.04.030 Location and Hours of Operation. Secondhand property dealers must operate out of an established storefront located at the address enumerated upon their business registration, conduct all sales from that business, and maintain business hours that fall between the time(s) of 5:00 AM and 9:00 PM.

9.04.040 Record Keeping Requirements.

A. Secondhand property dealers shall require, inspect and record the personal identification of all persons from whom they purchase secondhand property except for that purchased from and upon the premises of a privately held yard sale, estate sale, auction, or charitable event. Such records shall include the seller's full name, date of birth, address, type of personal identification used and signature. Such identification shall not be required if the customer's identity was previously recorded by the dealer from prior patronage or the customer is unequivocally known to the dealer as a personal friend or family member, provided such personal knowledge is documented in each individual transaction.

B. Secondhand property dealers shall inspect and document all items of secondhand property purchased and keep a record of each purchase with the following identifiers, at a minimum for each item:

1. The identity of the seller as required in the above Subsection A;
2. Date of purchase;
3. Property type;
4. Make and model;
5. Color;
6. Owner-applied number(s) or identifiers;
7. Serial number(s);
8. For jewelry: the weight, color, number of stones, setting and precious metal type;
9. For collectible coins and stamps: a description of the amount and type;
10. For non-valuable metals not covered by the Precious Metals Act: a description of the type, weight, and color of the metal(s);
11. For all items: the purchase price of the secondhand property transaction; and
12. The name of the representative of the secondhand property dealer who purchased the property.

Photographs may serve as a basic description of the property so long as identifying numbers are documented in addition to the basic description, and records may be kept electronically rather than in writing provided the record contains all the required information.

C. The records required in the above Subsections A and B shall be created and maintained in chronological order by the date of purchase, retained upon the business premises for a minimum of one (1) year from the date the property was purchased and available for inspection upon request by a peace officer during the operating hours of the secondhand property dealer.

D. In the event the City utilizes an electronic secondhand property reporting system, written notice shall be given to all secondhand property dealers. Within 90 days of the date of such notice, all secondhand property dealers must maintain their secondhand property records in a digital or electronic format compatible with the system utilized by the City. Such form of documentation must comply with all requirements set forth in this Subsection 9.04.040 and the secondhand property dealer must submit such records electronically to the system utilized by the City within 72 hours of each individual purchase of secondhand property in addition to maintaining purchase records as described in (C), above.

E. Items of secondhand property which are high in volume and low in value such as secondhand clothing, used paperback books, non-valuable metals, vinyl albums, and cassette tapes may be entered into the purchase record more generally so long as the identity of the seller and volume and/or number of items are documented.

9.04.050 Restriction on Certain Sales.

A. Secondhand property dealers are prohibited from selling any secondhand property item for a period of seven (7) days after their purchase of such item. During such time, the secondhand property shall be maintained in the same form as purchased, kept on the business premises for potential inspection by peace officers and segregated from other merchandise for sale.

1. Exceptions to the waiting period of seven (7) days prior to selling the secondhand property may be made so long as the purchase record(s) as described in 9.04.040 (above) includes photographs of the secondhand property.

2. Other exceptions to this waiting period may be made under the following circumstances and items of secondhand property:

a. Large items such as appliances, furniture, and bicycles need not be segregated during the holding period due to storage limitations they create.

b. High-volume items of secondhand music such as compact discs, cassette tapes, and vinyl albums need not be subjected to a holding period so long as their purchase record contains details on the album name & artist.

c. Secondhand property purchased from yard sales, estate sales, auctions or charitable events need not be subject to this holding period.

B. Secondhand property dealers shall refrain from selling any secondhand property item for a period of thirty (30) days upon specific request by a peace officer based upon reasonable suspicion that the item of secondhand property may have been stolen and/or illegally sold.

9.04.060 Prohibited Purchases. Secondhand property dealers may not purchase secondhand property under any of the following circumstances:

1. The seller is clearly under the influence of intoxicants or illicit drugs;
2. The purchaser has reason to believe the seller is not the legal owner of the secondhand property; or
3. The secondhand property contains any serial numbers or owner-applied identifiers which have been altered or obliterated.

9.04.070 Penalties. Failure to comply with the requirements set forth in this Chapter will subject the business registrant to the penalties set forth in Chapter 9.100 of the Roseburg Municipal Code.

SECTION 2. All other Chapters, Sections and Subsections of Title 9 of the Roseburg Municipal Code shall remain in full force & effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS ___ DAY OF _____, 2019.

APPROVED BY THE MAYOR ON THIS ___ DAY OF _____, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CONTRACT RENEWAL WITH THE DOWNTOWN ROSEBURG ASSOCIATION FOR PARKING ENFORCEMENT SERVICES

Meeting Date: June 10, 2019
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Item
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The Downtown Roseburg Association (DRA) operates Park Smart, the organization providing parking enforcement in the downtown area. The DRA has requested to renew their contract with the City of Roseburg for these services. All terms and conditions of the contract will remain the same except for the agreed upon payment to the City.

BACKGROUND

A. Council Action History.

On May 23, 2016, the Council approved the parking program agreement with ParkSmart.

B. Analysis.

The City entered into an agreement with the DRA July 1, 2016 to provide parking enforcement services for the City of Roseburg for a three-year period. The terms of the contract indicate that it may be extended for two additional three-year terms. If renewed, this would be the first of the possible two additional three-year terms. On May 1, 2019, the DRA submitted written notice indicating their desire to renew the parking enforcement contract. Since that time multiple conversations with DRA have occurred regarding the terms of the contract, primarily surrounding Section 5.2 of the contract dealing with payment to the City.

The nature of the contract allows DRA, as compensation for services rendered, the ability to retain 100% percent of the gross revenue generated from parking meter, parking rental space, and parking fine revenue. In consideration for the rights to utilize City property in order to obtain this revenue, the DRA is required to pay an annual fee to the City in order to cover the costs associated with maintenance and upkeep of the City owned parking facilities and meters. Last year the payment was \$47,500.

The DRA provided the City with the attached letter dated May 20, 2019 requesting some reduction in this fee for the upcoming fiscal year only. As indicated, the organization experienced unanticipated expenses related to employee turnover and subsequent related legal actions.

Due to these unanticipated expenses, the DRA has concerns about their financial solvency for the next several months. In order to move forward, they are proposing relief in the form of negotiating a one-year decrease in their contract payment in the amount of \$10,000.

The City values the work of the DRA. They help to facilitate coordination within our downtown area, promote local business, and help to operate our downtown as part of the national Main Street program. Although separate from the parking contract, revenue generated from the contract helps to promote these and other important functions the DRA provides for this important part of our community.

In recent years the DRA has experienced significant changes and turnover. Within the last year the DRA has made significant progress in helping to provide consistency within the organization and direction for how they plan to move forward in the future. Assisting the DRA by renewing the contract as proposed will help the DRA in continuing to establish itself as a viable organization with the consistent goal and message of investing in locally-owned businesses, collaborating with public and private partners, and rallying their community members' support.

C. Financial/Resource Considerations.

The FY 2019-20 draft budget for the Off Street Parking Fund includes \$58,732 in expenses including approximately \$45,732 in overhead and \$13,000 for any proposed or needed improvements (such as new meters). The "improvement" funding has been programmed but not used in the previous fiscal year. The fund is projected to end the current fiscal year with just under \$47,000. The proposal for the next three-year period would be as follows:

<u>Fiscal Year</u>	<u>Contract Payment</u>
19-20	\$37,500
20-21	\$48,925 (current payment plus 3%)
21-22	\$50,392 (year 2 payment plus 3%)

D. Timing Considerations.

The current DRA contract expires at the end of the month, June 31, 2019.

COUNCIL OPTIONS

The City Council could choose to:

1. Renew the contract with the DRA for an additional three year period with the payments as outlined above; or
2. Authorize staff to renew the contract with no reduction in the first year payment (no guarantee that DRA would renew); or
3. Request additional information; or
4. Direct staff to not renew the contract.

STAFF RECOMMENDATION

Staff recommends Council renew the contract with the DRA for an additional three-year period with the first year contract total being \$37,500, then increasing to the current payment plus 3% in year two to \$48,925, and \$50,392 in year three.

SUGGESTED MOTION

"I move to authorize staff to renew the contract with the DRA for parking enforcement services for an additional three year period with a change in the contract amount to \$37,500 in year one, \$48,925 in year two and \$50,392 in year three.

ATTACHMENTS:

Attachment #1 - DRA – May 20, 2019, Letter of Proposal



May 20, 2019

Stuart Cowie
Community Development Director
City of Roseburg
900 S.E. Douglas
Roseburg, OR 97470

Dear Stu,

Thank you very much for meeting with Keri and me last week to discuss the upcoming parking contract negotiations and update. It was very helpful for the two of us to understand the process, as it's the first time for both of us.

As you know, the Downtown Roseburg Association was served in August 2018 with a BOLI claim by Alyssa McConnell, the immediate former executive director, claiming her employment was terminated due to whistleblowing. In her filing, Ms. McConnell claimed that the City of Roseburg and Downtown Roseburg Association were in collusion, requiring the DRA to pay "kick-backs" to the City to hold the parking management contract.

The DRA contacted our insurance company and an attorney was hired by them on our behalf. We have a \$10,000 deductible. We shared the filing with the City. We provided over 250 pages of documentation to our attorney to dispute the claim, which was shared with Ms. McConnell's attorney and BOLI. The claim was dismissed on January 17, 2019 due to lack of evidence.

Subsequently, Ms. McConnell filed a civil lawsuit making the same claim, exactly. Again, our insurance company retained an attorney (the same attorney) to handle this new claim. Our attorney has been in negotiation with Ms. McConnell's attorney to attempt to resolve this lawsuit through a settlement. The DRA Board of Directors voted unanimously to approve a settlement of less than \$50,000. We felt that the distraction of dealing with this lawsuit, if going forward to litigation, would negatively effect, in a seriously detrimental way, the work we are here to do. We feel very confident that this matter will be settled soon.

In the past 10 months, since mid-July, the DRA has made significant progress in righting a listing ship (to use a metaphor). Following the Main Street model we have accomplished the following:

Organization

- Organized all documentation in office.
- Recruited two new Board members.
- Filled all committee chair positions.
- Held a Board of Directors retreat.
- Conducted a Main Street Refresh study, including surveys (551 received), focus groups (6), public input gathering, and intensive Board session. We have received the report from the Oregon Main Street Team and will be presenting it to our membership and additional stakeholders at a dinner meeting on June 20th.
- We're currently conducting a membership campaign.

Design

- We are currently in the process of mapping the assets in downtown Roseburg, such as lighting, facades, parking, number of businesses, sidewalks, vacancies, trashcans, and more.
- In collaboration with the Umpqua Valley Arts Association, NeighborWorks Umpqua, and the City of Roseburg, the DRA is working to coordinate arts integration in downtown.
- With the Blue Zones Project, the DRA will be presenting a potential policy to the City Council on the feasibility of adding parklet patios to downtown restaurants.
- Flower baskets will be going up soon.

Promotions and Events

- Events planned for the year:
 - Friends at Five
 - Fifth Friday art walks
 - Help in planning Street Faire
 - Seasonal downtown events
 - Neewollah Parade
 - Small Business Saturday
 - Winterfest Tree Lighting Ceremony
 - Santa's Castle
 - Seasonal Clean-up events
- Branding work, advertising, and social media.
- 101 Good Things campaign.

Economic Vitality

- Reviewing the upper stories of downtown 2010 study to determine best a strategic plan for development.
- New DRA website, providing an interactive downtown business map.
- Submitted a Diamonds in the Rough grant to restore the façade at 650 S.E. Jackson.
- In partnership with the City of Roseburg, Small Business Development Center, and Blue Zones we applied for and were successfully awarded a non-monetary grant with Oregon Works. This past week an Oregon Works team came to Roseburg and conducted a professional workshop for about 25 area leaders in establishing internship program within their businesses.

DEPARTMENT ITEMS D
ATTACHMENT #1

I tell you all of this to stress the amount of infrastructure work we have done to assure the City that the Main Street dollars they are investing in the DRA are being well spent.

With that said, both the DRA and Park-Smart are having financial challenges. Due to the unanticipated and unplanned expense of both the BOLI claim and the civil lawsuit, we are feeling concern about our solvency for the next several months. Additionally, we have gone through our finances with a fine-toothed comb to determine where cuts can be made.

For this reason, and as we hope you can understand, we would like to request relief from the City of Roseburg in the form of negotiating a one-year decrease in our contract payment in the amount of \$10,000. This would mean the first year of the new contract would require a payment from the DRA of \$37,500, then increase to the customary payment in year two of \$48,925 (3% increase from current contract), and \$50,392 in year three. We are happy to provide any information you may need to present to the City Council.

Finally, we would like to thank you, Stu, for being such a great partner and advocate for us. Your support is appreciated in a huge way and we are thankful you are our City liaison.

Yours,

Susie

Susie Johnston-Forte
Executive Director



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ACTIVITY REPORT

Meeting Date: June 10, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: City Manager Pro-Tem Report
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager Pro-Tem provides 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 Pro-Tem and City Staff. For your June 10, 2019, meeting, the following items are included:

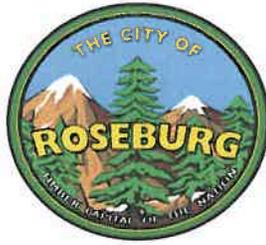
- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
June 3, 2019 - 10:00 a.m.

1. Review June 10, 2019 City Council Meeting Agenda
2. Review June 10, 2019 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Graffiti Night Cruise Loudspeaker and Parade Permits
 - b. Triple Oak Vineyard OLCC Event Permit
 - c. Graffiti Night Loudspeaker Permit – Randy White Painting
5. Department Items
 - a. City Logo
 - b. City Letterhead
 - c. Updated Discharge of Firearms Permit (Police Dept.)

City Connection: Articles due by June 18th with a goal of publishing by June 24 or 25



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
May 20, 2019 - 10:00 a.m.

1. Review June 10, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - a. Grant Checklists
4. Department Items
 - a. Agenda Process Proposal

City Connection: Articles due by June 18th with a goal of publishing by June 24 or 25

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement

June 24, 2018

Consent Agenda

- A. Minutes of June 10, 2019

Public Hearing

- A. Resolution No. 2019-11 –Supplemental Budget Appropriation
- B. Dustin Jinks Partition Appeal

Resolutions

- A. Resolution No. 2019-12 – Authorizing the Acceptance of a Grant from the FAA for the Runway 16/34 Edge Lighting & NAVAIDS Improvement Project

Ordinances

- A. Ordinance No. 3525 - Pine Street Waterfront Overlay, Second Reading
- B. Ordinance No. 3526 – Regarding Secondhand Property Deals, First Reading

Department Items

- A. Roseburg Regional Airport Runway 16/34 Edge Lighting & NAVAID Improvements
Bid Award Recommendation
- B. Pavement Management Overlays Bid Award Recommendation
- C. Pavement Management Slurry Seals Bid Award Recommendation
- D. Pavement Management Construction Task Order Authorization

Informational

- A. Activity Report

July 8, 2019

Executive Session – 6:00 p.m.

City Manager Hiring Process

Special Presentation

- A. RARE Intern Presentation – Adrienne Groves

Consent Agenda

- A. Minutes of June 24, 2019

Resolutions

- A. Resolution No. 2019-___ - Exemption from Competition in Public Contracting for Purchase of a Type 6 Wildland Unit
- B. Resolution No. 2019-___ - Library Card Fee for Douglas County Schools

Ordinances

- A. Ordinance No. 3526 – Regarding Secondhand Property Deals, Second Reading

Informational

- A. Activity Report

July 22, 2019

Consent Agenda

- A. Minutes of July 8, 2019

Department Items

- A. Municipal Court Update

B. IAFF Fire Union Contract Ratification
Informational

- A. Activity Report
- B. Financial Quarterly Report

August 12, 2019

Consent Agenda

- A. Minutes of July 22, 2019

Informational

- A. Activity Report

August 26, 2019

Consent Agenda

- A. Minutes of August 12, 2019

Informational

- A. Activity Report

September 9, 2019

Consent Agenda

- A. Minutes of August 26, 2019

Informational

- B. Activity Report

September 23, 2019

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of September 9, 2019
- B. Cancellation of November 11, 2019 Meeting

Informational

- A. Activity Report

October 14, 2019

Consent Agenda

- A. Minutes of September 23, 2019

Informational

- A. Activity Report

October 28, 2019

Consent Agenda

- A. Minutes of October 14, 2019

Informational

- A. Activity Report
- B. Municipal Court Quarterly Report
- C. Financial Quarterly Report

November 25, 2019

Consent Agenda

- A. Minutes of October 28, 2019

Informational

- A. Activity Report

Executive Session

- A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. Activity Report

December 23, 2019

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. Activity Report

January 13, 2020

Mayor Reports

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

Commission Reports/Council Ward Reports

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

Consent

- A. Minutes of December 23, 2019

Informational

- A. Activity Report

January 27, 2020

Consent

- A. Minutes of January 13, 2020

Informational

- A. Activity Report

February 10, 2020

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2019
- C. 2020-2021 Budget Calendar

Consent

- A. Minutes of January 27, 2020

Informational

- A. Activity Report

February 24, 2020

Consent

- A. Minutes of February 10, 2020

Informational

A. Activity Report

March 9, 2020

Consent

- A. Minutes of February 24, 2020

Informational

- A. Activity Report

March 23, 2020

Consent

- A. Minutes of March 9, 2020

Informational

- A. Activity Report

April 13, 2020

Mayor Report

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation

Consent

- A. Minutes of March 23, 2020 Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement

Informational

- A. Activity Report

April 27, 2020

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. National Bike Month Proclamation

Consent Agenda

- A. Minutes of April 13, 2020

Informational

- A. Activity Report
- B. Finance Quarterly Report
- C. Municipal Court Quarterly Report

May 11, 2020

Mayor Reports

- A. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 27, 2020

Resolutions

- A. Annual Fee Adjustments:
 - Resolution No. 2020- - General Fees
 - Resolution No. 2020 - Water Related Fees

Informational

- A. Activity Report

June 8, 2020

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

- A. Resolution No. 2020- - 2020-2021 Budget Adoption
- B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational

- A. Activity Report

Urban Renewal Agency Board

Consent Agenda

- A.. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

**Friday Message
May 24, 2019**



- The Memorandum of Understanding between the City and Oregonians for Rural Health was signed on Monday.
- The Library Commission met on Tuesday and approved an Assembly Policy. Koree forwarded the administrative policy to Council on Wednesday so that you are all in the loop. The information was also included on the City website home page, sent to News Media and posted to the City Facebook page.
- On Tuesday, the advisory committee met for the final time on the Housing Needs Analysis. In addition, staff and other community partners met earlier in the day for a presentation on the grant funded Homeless Population Study conducted in parallel with the Housing Needs Analysis.
- The Public Works Commission met on Thursday and forwarded a recommendation for award of the 2019 Storm Cast-In-Place-Piping (CIPP) Project.
- City offices will be closed Monday, May 27th in observance of Memorial Day. There are no formal meetings scheduled for next week, but Councilors Cotterell and Prawitz are hosting a Ward 3 meeting on Wednesday, May 29th at 7:00 p.m. at the First United Methodist Church on Harvard Avenue.
- I will be on vacation from noon on Friday, May 24th returning on Monday, June 3rd. Most of that time, I will be out of cell range and will not be responding to emails or voicemails. During my absence, John VanWinkle will serve as Acting City Manager Pro-Tem.

With the extended weekend to celebrate Memorial Day, following are a few events or festivities happening in or around the Roseburg area:

- Gourmet Burgers & Brew at Reustle-Prayer Rock Vineyards from noon to 5:00 p.m. on May 25.
- American Crown Circus & Circo Osorio at the Douglas County Fairgrounds on May 24 & 25 - <https://www.americancrowncircus.com/>.
- Douglas County Veterans Memorial Day Ceremony at 11:00 a.m. on Monday, May 27th at Roseburg National Cemetery located at 913 NW Garden Valley. Event is organized by Douglas County Veterans Forum.
- Run like a Cheetah 5k Fun Run/Walk at Wildlife Safari on May 25th from 7:00 to 9:00 a.m.
- Safari Sunset Tours at Wildlife Safari now available for a group up to 20 people where you ride in an open air vehicle with Staff. The tours begin at 8:00 p.m. every Friday from May through July. 541-679-6761 for more information.
- Melrose Vineyard's 17th Anniversary and Memorial Day Celebration on May 25th. \$5 entrance and \$15 Barbecue from 1:00 to 3:30 p.m.

Friday Message May 17, 2019

- Thanks for everyone's participation in a lengthy Council meeting Monday night and Budget Committee meeting on Tuesday night.
- The selection committee interviewed four firms that responded to the Request for Proposals to provide Destination Marketing/Visitor's Services for the City. The finalists were narrowed to two firms that will be invited back to provide additional information. This next round is tentatively scheduled for next Friday, May 24th.
- The Airport Commission met on Thursday and forwarded a couple of recommendations regarding the Runway Electrical Project to the Council.
- On Thursday, Gary Garrisi, Ron Harker and John VanWinkle participated in an arbitration hearing related to the Fire represented employee contract negotiations. Final written briefs are due to the arbitrator 30 days after the hearing. Once the briefs have been filed, the arbitrator typically has 30 days to issue a decision.
- The following meetings are scheduled for next week:
 - Library Commission – Tuesday 5/21 at 4:00 pm
 - Ford Family Room @ Library
 - Housing Needs Analysis Open House – Tuesday 5/21 at 6:00 pm
 - Umpqua Room @ Public Safety Center
 - Public Works Commission – Thursday 5/23 at 3:30 pm
 - 3rd Floor Conference Room @ City Hall
- City offices will be closed and there will be no Council meeting on May 27th in observance of the Memorial Day Holiday.
- I will be on vacation from noon on Friday, May 24th returning on Monday, June 3rd.

Friday Message May 10, 2019

- Many of you were contacted this week regarding the ponds in the Stewart Park Natural Area. The issue was caused by nutria damaging the pond “walls”, allowing water to drain that should not have. Parks staff have contacted ODF&W and the water master and have come up with a plan to re-fill the south pond. That will begin this weekend and may take a bit of time. 
- The Community Development Department continues to administer weekly clean-ups. This week the work crew revisited an area that had recently been cleaned, but saw camping activity return. Per Oregon statute, cleanup sites were posted for a minimum of 24 hours and any items of utility were collected and will be inventoried and stored.
- There was an incident at the airport this afternoon where a plane left the runway. No injuries were reported and the runway was reopened when the first responders determined it was safe to do so. 
- This week, I attended the Southwest Area Commission on Transportation meeting in Coquille and met with Kelly Morgan to get up to speed on the Allied Health College project. You will see a Council agenda item related to the college. Please review this item and be prepared to discuss it Monday night.
- Four proposals were received in response to the City's RFP for Destination Marketing/Visitor's Services. The selection panel will interview all four firms on Monday, May 13th. The intent is to interview and rank the proposers and provide a recommendation to the Council in a special meeting in early June.
- Planning Commission, Budget Committee and the Public Works Commission all met this week.

Next week is a busy week....

- Monday, May 13 - Council and Urban Renewal Board meetings. Please remember we start at 6:30 p.m. with an executive session. This is a long agenda with an important discussion regarding the health college towards the end. Please review these materials carefully before the meeting.
- Tuesday, May 14 – Budget meetings begin promptly at 7:00 p.m. If you were unable to attend last week's meeting, please be sure and come to City Hall to collect your draft budget. We will meet Tuesday night at a minimum, and Wednesday and Thursday at 7:00 p.m. if necessary. If you have any budget questions, please call or email Ron Harker prior to Tuesday night's meeting so that he may address your question(s).