

ROSEBURG CITY COUNCIL AGENDA – JUNE 24, 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/Special Presentations**
A. Blue Zones Project & DRA – Parklet/Pedlet Presentation
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
A. Minutes of June 10, 2019 Regular Meeting
- 8. Public Hearing**
A. Resolution No. 2019-11 – Supplemental Budget Appropriation for Golf and Off Street Parking Funds, Fiscal Year 2018-19
- 9. Resolutions**
A. Resolution No. 2019-12 – FAA Grant Acceptance Authorization
- 10. Ordinances**
A. Ordinance No. 3525 - Pine Street Waterfront Overlay, Second Reading
B. Ordinance No. 3526 - Regulating Secondhand Property Dealers, First Reading
- 11. Department Items**
A. Runway 16/34 Edge Lighting & NAVAID Improvements Bid Award Recommendation
B. 2019 Pavement Management Program Slurry Seals – Bid Award Recommendation
C. 2019 Pavement Management Overlay Project Bid Award Recommendation
D. Task Order Authorization - Construction Management Services for 2019 Pavement Management Program
E. Design Services Task Order for Pavement Management Projects on Winchester and Lincoln Streets
F. Easement Acquisition Authorization, 17GR04
G. Communications Specialist Position
- 12. Items from Mayor, City Council**
- 13. Adjourn**
- 14. Executive Session ORS 192.660(2)**

Informational

- A. Activity Report

***** 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.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BLUE ZONES PROJECT & DRA – PARKLET/PEDLET PRESENTATION

Meeting Date: June 24, 2019
Department: Community Development
www.cityofroseburg.org

Agenda Section: Special Presentation
Staff Contact: Stuart Cowie, Director
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Kirk Blaine, Project Manager of the Blue Zones Project, and Susie Johnston-Forte, Executive Director of the Downtown Roseburg Association, will present information regarding the possibility of a parklet/pedlet pilot project occurring in the downtown central business district.

BACKGROUND

Currently, the Blue Zones Project Built Environment Committee and the DRA have been discussing the possibility of creating a seasonal parklet/pedlet pilot project with interested downtown restaurants.

Parklets act as a sidewalk extension providing more space for outdoor seating beyond a typical sidewalk. They are installed in parallel parking spaces outside the adjacent business and extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space. Railings and/or planter boxes are constructed to create separation from traffic. Restaurant owners provide seating for patrons looking for an outdoor dining experience.

Pedlets are similar to parklets, but rather than provide seating in the parking space area, they instead act as a temporary sidewalk. The pedlet allows a business to use the permanent sidewalk as an outdoor dining space while still providing a safe area for pedestrians to walk beyond the existing sidewalk.

The purpose of these structures is to create a more active downtown area where people can relax and enjoy the city around them as they patronize a local restaurant. A number of discussions with City staff about the possibility of a seasonal parklet/pedlet pilot project have occurred.

During the presentation information will be provided to the Council with an opportunity to discuss possible options.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
June 10, 2019**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on June 10, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Prawitz led the Pledge of Allegiance.

ROLL CALL

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

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.

SCOUT TROOP 225

Mayor Rich recognized Scout Troop 225 in the audience. Scout Master, Samantha, of Troop 225 stated they were present to earn a citizenship merit badge by attending a Council Meeting to see how local government works. Scouts present were from Phoenix School, Jolane Middle School and Roseburg High School.

CAMP MILLENNIUM WEEK PROCLAMATION

Mayor Rich proclaimed June 23 through June 30, 2019 as Camp Millennium Week and asked citizens to participate in and support the event. Mindy Bean, Camp Director, thanked Council for the recognition. She stated the camp would be at Kellogg Springs Campground and they expect 110 campers this year. They are a non-profit organization that was founded in Roseburg twenty-six years ago; they hope to one day have their own campground.

COMMISSION/WARD REPORTS

Councilor Eggers reported the Parks Commission met and discussed the recreational trail grant that was on the agenda. She thanked the citizens who attended the meeting and provided input regarding illegal camping in the parks.

Councilor Ryan attended an emergency response meeting at the LDS Church that was very informative. He went to a MedCom meeting where the budget was reviewed and approved for ambulance services. He participated on the review committee for the destination marketing services contract.

Councilor Fisher-Fowler chaired an Airport Commission meeting and supported a couple items that would be discussed at the next Council Meeting.

Councilor Cotterell had a special Public Works Commission meeting and Councilor Prawitz chaired a Library Commission meeting. Councilors Cotterell and Prawitz held a Ward 3 public meeting on May 29, 2019 at the First United Methodist Church on Harvard Avenue. Those present discussed homelessness, camping and addiction. Councilor Prawitz said he would

provide information to Staff. Councilor Prawitz also met with Laurelwood neighbors and Roseburg High School officials to discuss parking enforcement by ParkSmart.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda items:

- 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

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

PUBLIC HEARING – RESOLUTION NO. 2019-09 – 2019-2020 BUDGET ADOPTION

At 7:09 p.m., Mayor Rich opened the public hearing regarding the 2019-2020 Budget Adoption. Mr. Harker explained he had previously 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. Total requirements for 2019-20 are \$73,631,621.00. The estimated revenue from State Revenue Sharing is \$257,500.00. The funds would be used to support General Fund services.

Mr. Harker explained Budget adoption was required before the beginning of the new fiscal year - 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 no later than July 31, 2019. In response to Councilor Hicks, Mr. Harker explained the budget was an approximate 5% increase from the previous year. Councilor Ryan discussed the consideration of adding an additional fulltime employee to the budget for a communications specialist. Mayor Rich stated information would be included as part of the next Council meeting for everyone to review.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:12 p.m. Councilor Ryan moved to adopt Resolution No. 2019-09 adopting the 2019-2020 Budget as approved by the Budget Committee. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

PUBLIC HEARING – ORDINANCE NO. 3525, FIRST READING – PINE STREET WATERFRONT OVERLAY

At 7:15 p.m., Mayor Rich opened the public hearing regarding the Pine Street Waterfront Overlay. Mr. Cowie reported that on 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 Management (TGM) Program 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 landowners 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 Planning Commission's Findings of Fact and Order provided the criteria and justification for the zoning overlay. The proposed PSWO refers to the pattern book that accompanies the project. It 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. 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 was being proposed. In addition, City staff provided a tremendous amount of work as required of the grant contract in order to complete the project.

Marcy McInelly, Urbsworks Consultant, provided a presentation noting work completed over the last three years. She explained it was not a large area, but was a significant area that would be beneficial to the City and one of the few areas that had commercial zoning along the waterfront. The theme of buildings in the area would be consistent with the local historic feel. The area would allow multi-modal transportation access with a traffic calming street design to promote small-scale pedestrian oriented development. She worked with emergency responders and the Public Works Division to develop a comprehensive plan that would allow access. She reviewed the Pattern Book that provided visual samples and options for builders to use to meet standards. The book included site design, multiuse path, front yards, flood plain, character and scale, building shape, porches and building scale. The vision for riverfront access was still part of the project but would come later. She noted that flood plains are federally regulated. She explained how certain standards had been adjusted to address building height and parking.

Ms. McNelly worked closely with Community Development and Fire Staff to create a through zone and flex zone, which was an easement, not a street, to allow improvements in the public realm. The idea was to have seamless movement of pedestrians and bicycles and provide more furniture and plants rather than curbs. Spaces create room for identity and the Pattern Book provided a pallet of choices and options to follow including a 30-foot sloped maximum building height, porches for retail entrances or gathering spaces, lighting and signage.

Mr. Cowie stated multiple public meetings were held and there were 14 properties in the proposed area. He looked at options for public and private partnerships and noted there would be a designated parking lot at the end of the development with space large enough for emergency vehicles to turn around. In response to Councilor Cotterell, Mr. Cowie confirmed any residents currently living in the area would not need to meet the new requirements until they changed the use of their building, or sold the property. Improvements would likely happen one property at a time around the other homes. Councilor Hicks expressed concern about the design for traffic to drive through the area making it difficult for pedestrians and bicyclists. Ms. McNelly explained engineers worked on the traffic flow and determined vehicles would have to yield or pull over to oncoming traffic. This would slow things down and encourage everyone to pay attention and look out for each other. The multiuse path was also going to be widened to 20 feet.

In response to Councilor Hicks, Mr. Cowie explained utilities would not be required to move underground, but would have to move back. In response to Mayor Rich, Mr. Cowie provided a rendering to show how vehicles could pull over and that the railroad fencing would be considered the boundary area. He noted that property owners along the street had been included in this process as required by law. If adopted, the changes would be included in Title 12 of the Roseburg Municipal Code, which is where developers would look for requirements. The vacant area at the end of the proposed development is where the parking lot would be placed. Mr. Cowie responded to Councilor Hicks that incentives or deferments were not part of the scope for the project, which was intended to show how the overlay design could be created. Ms. McNelly added the City would have a clear policy and eliminating the requirement for parking would be an incentive and take away a common barrier for developers.

Bernie Woodward, 3261 NE Follett, expressed excitement and support for the project and discussed the benefits of connecting the area to Douglas Avenue, Deer Creek, bike paths and downtown. He thought Mr. Cowie had created a nice plan and supported developing the proposed area.

Jessica Hand, Blue Zones Umpqua, supported the project and appreciated the City honoring the historic feature for the neighborhood. The plans show a pedestrian and bike friendly environment that would invite a lot of activity. She wanted to recognize the City for working to create more active space for all to enjoy.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:58 p.m. Councilor Ryan moved to adopt the findings of fact and order approved by the Planning Commission for File No. LUDR-19-002. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Council agreed for Ms. Sowa to proceed with a first reading of Ordinance No. 3525. Ms. Sowa read Ordinance No. 3525, entitled, "An Ordinance Adding Section 12.04.140, "Pine Street Waterfront Overlay" to the Roseburg Municipal Code" for the first time.

RESOLUTION NO. 2019-10 – RECREATIONAL TRAILS GRANT PROGRAM APPLICATION

Ms. Messenger stated that on May 14, 2018, the Council adopted Resolution No. 2018-12 authorizing and supporting a grant application for this same project. 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 resolution authorizing and supporting a grant application. The Oregon Parks and Recreation Department offers a grant opportunity through their Recreational Trails Program (RTP). The grant funding was 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 was currently wrapping up.

This year's proposed project would 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 was 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. Preliminary cost estimate for this project was \$165,000 with a minimum 20% match of \$33,000 coming from a combination of in-house labor and the Bike Trail Fund. The Parks Commission discussed this grant application at their June 5th meeting. The Commission recommended that Council adopt the resolution supporting and authorizing an RTP grant application.

In response to Councilor Hicks, Ms. Messenger explained the project was going to be in the same location as before and would consist of asphalt. In response to Mayor Rich and Councilor Hicks, Ms. Messenger stated the work would likely take place next summer because an archeological study would take place first. The proposed area was not the same location that previously flooded and was replaced with an erosion project. Fill dirt could not be added to that section because it was in the floodway. There also wasn't an option to move the trail further from the river due to the rock face and nearby railroad tracks. Volunteers would have to follow the same restrictions and federal standards as the City.

Councilor Eggers moved to adopt Resolution No. 2019-10, "A Resolution Authorizing and Supporting Application for an Oregon Parks and Recreation Department Recreation Trails Program Grant". The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3524 REGARDING DONATED FIREARMS, SECOND READING

Ms. Sowa noted there were two minor typographical errors that were addressed before reading 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 second time. In response to Councilor Hicks, Mr. Klopfenstein confirmed that any guns with historical relevance would be offered to the local museum or other entities that handle antiquities. This ordinance was not initiated by an outside group, it was a process that had been in place since the 1990's and noted it was time to update the ordinance to match current practices.

Councilor Ryan moved to adopt Ordinance No. 3524. The motion was seconded by Councilor Zielinski. Roll call vote was taken and the motion carried with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared the adoption of Ordinance No. 3524.

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

Councilor Prawitz recused himself from the discussion and voting due to a conflict of interest. Mr. Cowie explained that 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. 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.

Mr. Cowie explained that Anvil Northwest was excited to work with the City and planned to look at revitalizing the Visitor Center. He thought they represented the spirit for the community and citizen pride. He shared the presentation video submitted by Anvil Northwest. Councilor Eggers wanted to know if the Visitor Center would stay in the same location. Mr. Cowie explained that area was City property and the plan was to review how best to update the facility while it was closed. In response to Mayor Rich, Ms. Messenger added that in the interim, many people would be routed to a website. She knows there are some who prefer a physical location when visiting a new area. Ms. Wiley had volunteered to keep materials available at the Roseburg Public Library if needed and has volunteer staff who could help field questions. Councilor Hicks wanted to keep the Visitor Center open during the peak tourist season, have volunteers available and offered to volunteer if needed to keep it open.

Mr. Cowie explained the Chamber of Commerce would keep their normal office hours and refer visitors to a chosen location if needed. This was the first time to consider operating a Visitor Center by Anvil Northwest, but they were willing to take over the Center after they evaluate the space and how to best continue services.

Cam Campman, Anvriil Northwest Creative Director, addressed Council explaining he was honored to have the opportunity to provide creative work for the City. He grew up in Glide, Oregon and understood the concern to keep the doors open at the Visitor Center during the peak tourism season. He explained the building would need updated to give it a look and feel of a more relatable and inviting space where visitors would want to go. It would take a little time for the changes, but he could wait until the off-season. Councilor Hicks said she hoped there would be some creative ideas to prepare the City for the 2021 World Track and Field Championships in Eugene because many towns, even at the coast, have begun preparing events. Mr. Campman said he felt they needed to work on the City first, but would like to have something available for that event.

Councilor Ryan said it was an honor to be part of the committee that reviewed and interviewed those who submitted a proposal. He enjoyed the video that was submitted and reviewed during the meeting. Mr. Campman said the day he turned in his proposal he posted a copy of the video on social media. By the time he returned home, the video had reached 2,000 people and today he had over 49,000 views. It shows him citizens are ready for this type of campaign.

Councilor Ryan moved to award the contract for Destination Marketing Organizations, 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. The motion was seconded by Councilor Zielinski who expressed excitement for the project and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Ryan and Zielinski voted yes. No one voted no and Councilor Prawitz abstained.

2019 STORM CURED-IN-PLACE-PIPE (CIPP) PROJECT BID AWARD RECOMMENDATION

Ms. Messenger reported that in December of 2015, staff identified a failing storm drainage pipe on Harvard Avenue in front of the Redeemers where a sinkhole was happened. 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 had 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 consisted of rehabilitation of approximately 3400 lineal feet of storm pipe ranging from 24-inch to 48-inch diameter. The existing pipe was spiral wound aluminum pipe and has severe corrosion in the flow line. Construction would 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

Five bids were received on May 16, 2019. The bids appear to be both responsive and responsible. Money had been budgeted and was 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.

Councilor Eggers moved to award the 2019 Storm CIPP Project to the lowest responsible bidder, Insituform Technologies, LLC for \$888,566. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

SECONDHAND PROPERTY DEALER PROPOSED ORDINANCE

Mr. Klopfenstein stated that for many years, the Roseburg Police Department had 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. 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 was 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 was 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.

In response to Councilor Ryan, Mr. Klopfenstein confirmed Diamond Dan's was present at the meeting and that Salem, Medford and Grants Pass use the same system. Sutherlin and Winston were interested in the program and wanted to wait to see Roseburg's ordinance. The only requirements for a secondhand business would be internet and a computer or data and any platform device that could login to the program. They would receive a code and create their own login. Police would have access and could push information to stores regarding stolen items. This would ultimately help victims and slow the criminal process.

Councilor Zielinski asked Mr. Klopfenstein to explain the process. Mr. Klopfenstein shared that when someone takes in an item to sell or pawn, the store would input information about the item and if it was something stolen, there would be an alert that would also show at the Police Department. The dealer would hold the item for the Police to inspect. The ordinance also clarifies the seller cannot be under the influence or sell something where the serial numbers were removed. In response to Councilor Fisher-Fowler, Mr. Klopfenstein responded that identification was required per an ORS and buyers had to follow the law. Mayor Rich wanted to know what would happen after the ordinance passed and stores did not follow through with becoming part of the program. Ms. Messenger stated it would be treated as a Municipal Code violation and could be subject to a fine. Mayor Rich expressed his approval of the program and would like to see it used county-wide.

Council agreed for Staff to bring the ordinance back to the next meeting for a first reading.

CONTRACT RENEWAL WITH THE DOWNTOWN ROSEBURG ASSOCIATION FOR PARKING ENFORCEMENT SERVICES

Mr. Cowie discussed 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 had 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.

Councilor Cotterell stated that at his Ward meeting, there was a lot of concern and discussion about fee increases for Laurelwood residents. Councilor Prawitz added that parking enforcement was originally invited to the Laurelwood area to help control the parking issues from high school students during school hours. Residents were willing to talk about a reasonable fee, but wanted to make sure their concerns were being heard and addressed. Ms. Messenger explained the fees being questioned were not part of the contract that was before Council to approve. If fees were to increase, it would have to be arranged through the City and addressed at a future meeting by means of a Resolution.

Councilor Hicks asked that the parking meters be reviewed for updates and to consider a digital payment or kiosk type of option. Mr. Cowie explained there had been discussions regarding meter updates and prioritizing those that are in most need. Funding would need to be identified for any updates. Councilor Hicks also wanted to have handicap placards checked to ensure those in use belonged to the vehicles displaying them and not being misused. Mayor Rich suggested Councilor Hicks contact the DRA Director to further discuss her concerns. In Response to Councilor Cole, Mr. Cowie explained the money collected beyond the payments to the City is kept by DRA. Councilor Prawitz said he would like to have parking handled equally and suggested consistent charges and the use of technology.

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

ITEMS FROM MAYOR AND COUNCIL

Councilor Zielinski reminded everyone the Music on the Half Shell series was set to begin on June 18, 2019 at Stewart Park. The first concert will feature Orquesta Akokan. They are a group from Cuba and perform soulful mambo type music.

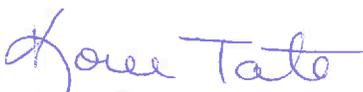
Councilor Hicks asked if signage could be added to Stewart Parkway near the duck ponds to remind drivers to slow down in the area where wildlife has been seen crossing the roadway in the early morning hours. She thanked the Roseburg Police Department for keeping the Riverside Park area clean, free of illegal campers and fixing the broken fence under the bridge. With the warmer weather, she wanted to remind people to be aware of the cold water in the rivers and to wear life jackets when recreating.

Councilor Cotterell alerted Staff there was a rope for a ferry crossing in the river and feared it could be a hazard to people using the river in kayaks, canoes or boats by Elk Island. Councilor Cole thanked Ms. Messenger for the informative article in the News Review regarding homelessness. Ms. Messenger explained it was a team effort and appreciated the comment.

Councilor Prawitz said that even though he abstained from voting for the Destination Marketing contract, he looked forward to future reports. He said there had been a lot of conversation about homelessness and addiction in the community. He attends HTAG, Homeless Transitions Action Group, meetings and there had been good conversations about the City referring people to the drug court and possibly a new sobering center to help with addiction issues.

ADJOURNMENT

The meeting adjourned at 9:16 p.m. to enter into an Urban Renewal Agency Board Meeting.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET FOR GOLF AND OFF STREET PARKING FUNDS, FISCAL YEAR 2018-19 RESOLUTION NO. 2019-11

Meeting Date: June 24, 2019
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Previous vandalism to the downtown parking structure resulted in an insurance reimbursement payment that needs to be recognized in the current budget so that additional appropriation authority can be granted to the fund to cover additional maintenance cost which was realized. Additionally, the Golf Fund's maintenance budget is needing additional appropriation authority to ensure compliance with Oregon Budget Law.

BACKGROUND

A. Council Action History.

On June 11, 2018, the City Council passed Resolution 2018-13, which adopted the 2018-19 budget and established the appropriation authority of the Golf and Off Street Parking Funds.

On April 8, 2019, the City Council passed Resolution 2019-04, which effected an appropriation transfer of \$5,760 from Contingency to Enforcement in the Off Street Parking fund. The transfer provided additional appropriation authority to accommodate additional maintenance work that resulted from vandalism to the downtown parking structure.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories may be created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category, a supplemental budget is usually required. If the change is a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer is allowed.

Previous vandalism experienced in the downtown parking structure resulted in the receipt of insurance reimbursement funds that need to be recognized in order to provide additional appropriation authority to cover additional maintenance costs that incurred from additional vandalism to the structure. This proposed action requires the adoption of a supplemental budget.

Additionally, the Golf Fund’s maintenance budget is needing additional appropriation authority to ensure compliance with Oregon Budget Law. In order to provide additional appropriation authority to the fund’s Maintenance budget, it is proposed to transfer un-needed appropriations from the fund’s Capital Outlay budget to the Maintenance budget.

In order to accommodate these unforeseen circumstances, the following adjustments are proposed:

Off Street Parking Fund (510)

Resources	
Other Financing Sources	\$ 22,759
Total Resources Increase	\$ 22,759
Appropriations	
Enforcement	\$ 22,759
Total Appropriations Increase	\$ 22,759
(Resources Increase offset Appropriations Increase thereby maintaining a balanced budget)	

Golf Fund (210)

Appropriations	
Maintenance	\$ 10,000
Capital Outlay	\$(10,000)
Total Appropriations Increase	\$ 0

C. Financial/Resource Considerations.

The financial impacts to the City from these adjustments are neutral as all increases in appropriations are offset by equal increases to resources; the fund balances remain unchanged.

D. Timing Considerations.

As the fiscal year concludes June 30, 2019, it is imperative that action is taken to ensure compliance with Oregon Budget Law.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or

3) Not adopt the attached resolution.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-11 authorizing supplemental budget revisions for fiscal year 2018-19.

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-11 entitled "A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2018-19"

RESOLUTION NO. 2019 – 11

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET
APPROPRIATION REVISIONS FOR FISCAL YEAR 2018-19**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2018-19 by Resolution 2018-13; and

WHEREAS, the City of Roseburg, Oregon adopted an appropriation transfer amending appropriation levels in the Off Street Parking fund by Resolution 2019-04; and

WHEREAS, previous vandalism experienced in the downtown parking structure resulted in the receipt of insurance reimbursement funds totaling \$22,759 which need to be recognized in order to provide additional appropriation authority to cover additional maintenance costs that incurred from additional vandalism to the structure; and

WHEREAS, the Golf Fund's maintenance budget is needing an additional \$10,000 in appropriation authority to ensure expenditures remain within appropriations and that such authority shall be transferred from the fund's Capital Outlay budget; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget; and

WHEREAS, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted.

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

Section 1 Resources and appropriations in the Fiscal Year 2018-19 budget shall be adjusted as follows:

PUBLIC HEARING A
ATTACHMENT #1

Off Street Parking Fund (510)

Resources

Beginning Fund Balance	40,817	-	40,817
Other Financing Sources	-	22,759	22,759
Other Revenues	48,300	-	48,300
Total Resources:	89,117	22,759	111,876

Appropriations

Enforcement	64,098	22,759	86,857
Contingency	25,019	-	25,019
Total Appropriations:	89,117	22,759	111,876

To recognize insurance reimbursement payment and to provide matching appropriation authority to effect repairs to downtown parking structure.

Golf Fund (210)

Resources

Beginning Fund Balance	47,135	-	47,135
Other Revenues	47,954	-	47,954
Total Resources:	95,089	-	95,089

Appropriations

Maintenance	22,249	10,000	32,249
Capital Outlay	25,000	(10,000)	15,000
Contingency	47,840	-	47,840
Total Appropriations:	95,089	-	95,089

To transfer needed appropriation authority from the Golf Fund's Capital Outlay budget to its Maintenance budget.

Section 2 The Finance Director is to make the proper adjustments to the budget.

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on June 24, 2019.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 24 DAY OF JUNE, 2019.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FAA GRANT ACCEPTANCE AUTHORIZATION RESOLUTION NO. 2019-12

Meeting Date: June 24, 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 City has received a grant offer from the Federal Aviation Administration for the Runway Electrical Project. The issue for the Council is whether to adopt the attached resolution authorizing grant acceptance.

BACKGROUND

A. Council Action History.

On June 9, 2014, the Council authorized a five-year contract with Mead & Hunt for engineering, architectural and related services at the Roseburg Regional Airport. Each project or assignment is negotiated independently and a task order is issued to authorize the work. On October 22, 2018, the Council authorized a task order for engineering services related to the Runway Electrical Project.

B. Analysis.

The runway electrical project includes the following:

- Removal and replacement of the existing Runway 16/34 edge lighting system, including new conduit, wiring, base cans, and fixtures
- Removal and replacement of the existing Runway End Identifier Lights (REILs), including new conduit, wiring, and REIL units
- Removal and replacement of the existing primary windcone and segmented circle, including new conduit, wiring, and windcone assembly
- Installation of a new supplemental windcone on Runway 16, including new conduit, wiring, and windcone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

On June 11, 2019, the City received a grant offer from the FAA funding ninety percent of the project costs. In order to accept the grant, staff needs authorization in the form of the attached resolution.

C. Financial/Resource Considerations.

The FAA grant offer is for \$642,165. Total project costs and funding are outlined below.

<u>Project Cost</u>	
Design	\$ 83,031
Construction Management	\$ 79,600
Construction	\$540,886
Administration	<u>\$ 10,000</u>
<i>Total Project Costs</i>	<i>\$713,517</i>

<u>Project Funding</u>	
FAA Grant (90%)	\$642,165
ODA Grant (9%)	\$ 61,236
Airport Fund	<u>\$ 10,116</u>
<i>Total Funding</i>	<i>\$713,517</i>

D. Timing Considerations.

The City is required to respond to the grant offer within 90 days.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution accepting the FAA grant offer; or
2. Request additional information;
3. Not adopt the attached resolution and not move forward with the project.

STAFF RECOMMENDATION

The Airport Commission discussed the potential for a grant offer at their May 16th meeting. The Commission recommended the Council adopt a resolution authorizing staff to accept the grant offer. Staff concurs with that recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-12 authorizing acceptance of a grant offer from the FAA for the Runway 16/34 Edge Lighting and NAVAIDS Improvement Project.

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-12

RESOLUTION NO. 2019-12

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE AMOUNT OF \$642,165 TO BE USED TOWARDS THE RUNWAY 16/34 EDGE LIGHTING & NAVAIDS IMPROVEMENT PROJECT, AIP #3-41-0054-026, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg shall accept a Grant Offer from the Federal Aviation Administration in the amount of \$642,165 for the Runway 16/34 Edge Lighting & NAVAIDS Improvement Project for the Roseburg Regional Airport; and

Section 2: That the City Manager Pro-Tem of the City of Roseburg is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer on behalf of the City of Roseburg, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager Pro-Tem and to impress the official seal of the City of Roseburg on the aforesaid statement of Acceptance; and

Section 3: A true copy of the Grant Offer referred to herein shall be attached hereto and made a part hereof.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 24th DAY OF JUNE 2019.

Amy L. Sowa, City Recorder

RESOLUTION NO. 2019-12

ORDINANCE NO. 3525

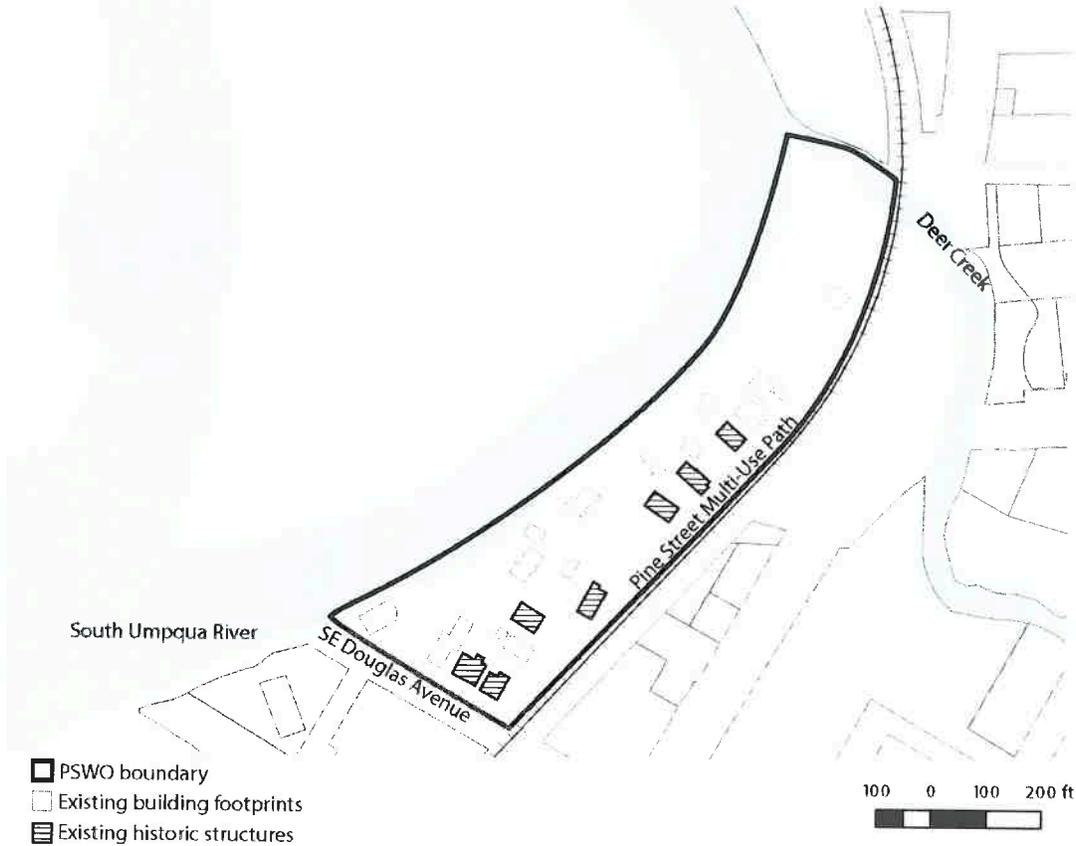
**AN ORDINANCE ADDING SECTION 12.04.140, "PINE STREET WATERFRONT OVERLAY"
TO THE ROSEBURG MUNICIPAL CODE**

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

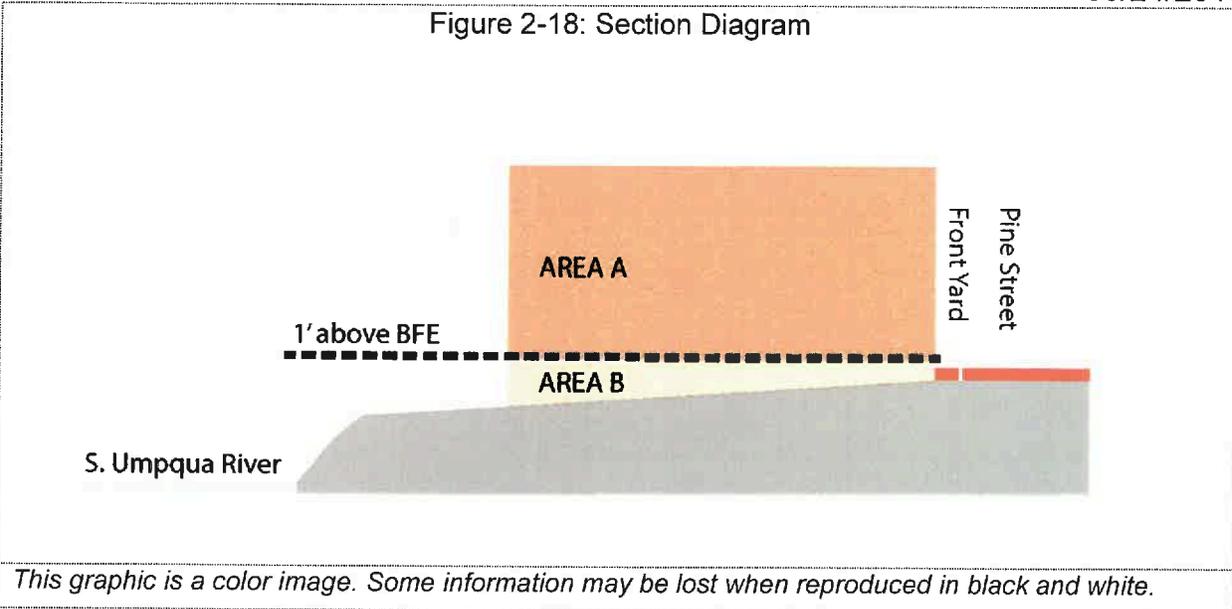
- A. Purpose.** The Pine Street Waterfront Overlay (PSWO) promotes a unique riverfront commercial district along a shared multi-use path. The Overlay is intended to enhance the character of the district by improving multi-modal transportation through pedestrian-friendly and traffic-calming design standards. 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 curbless 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.

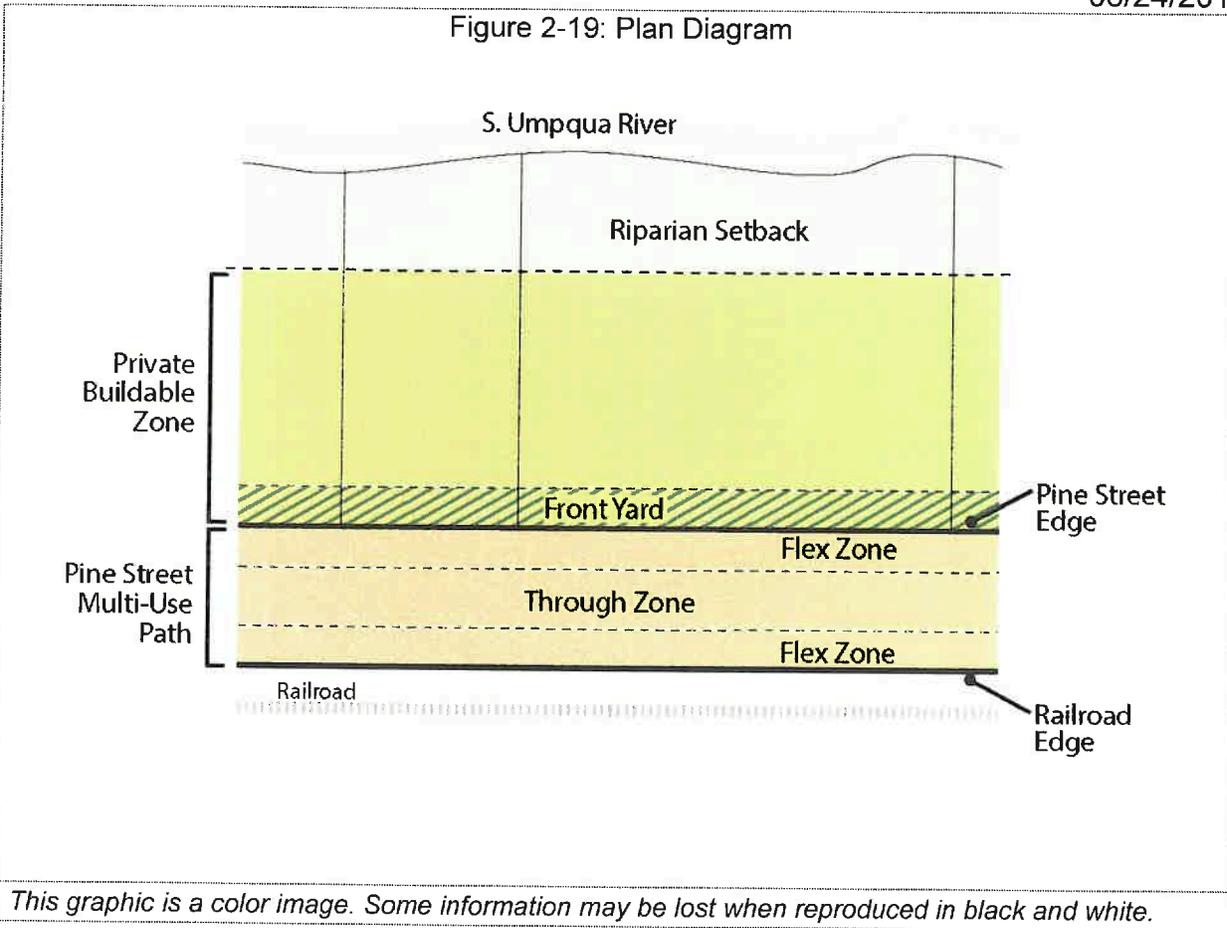
“RAILROAD EDGE” Where the Pine Street Multi-Use Zone abuts the railroad fence. See Figure 2-19 Plan Diagram.

“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 Specific Use	P – Permitted C – Conditional	Limitations and Qualifications
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.

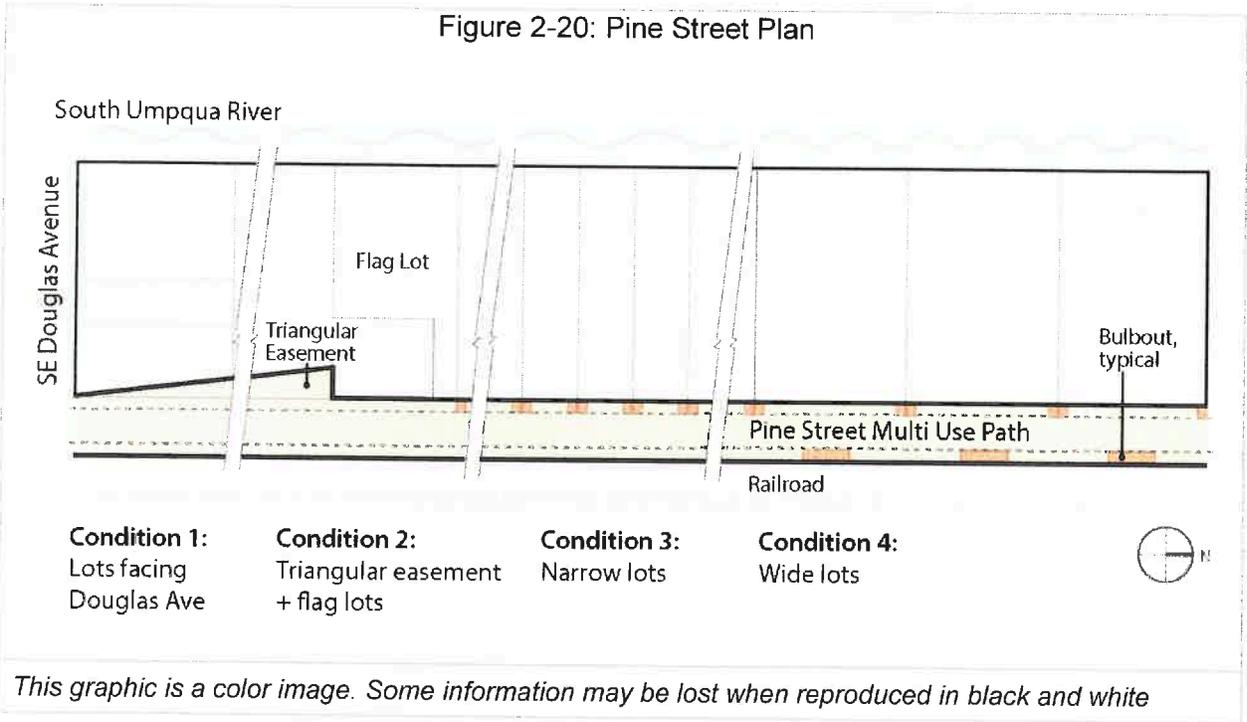


Table 2-17 – Pine Street Multi-Use Path Standards

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.

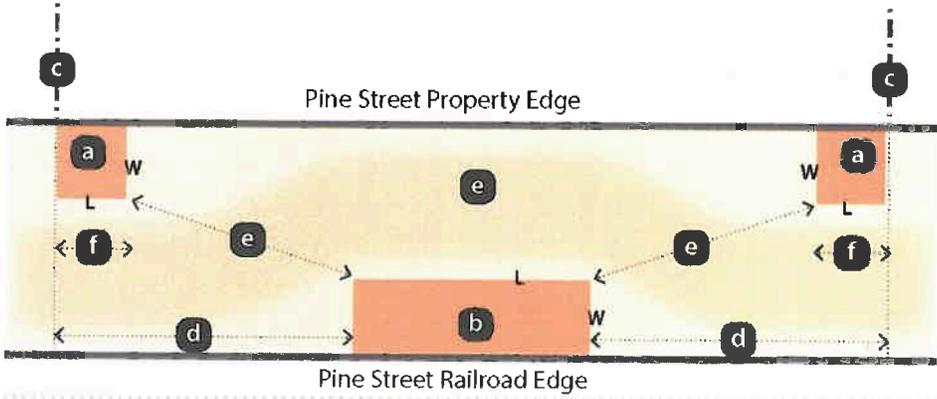
Table 2-18 –Vertical Features and Landscaping Standards		
Requirement	Standard	Limitations & Qualifications
Universal Standards	<i>See Pages 32-35 of The Pattern Book</i>	
a) Applicability		(1) Applies to Front Yards and Flex Zone Bulbouts.
b) Required vertical features		(1) Shall include furnishings, 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

		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		(1) Permitted materials include pavers, brick, flagstone, scored concrete, compacted crushed rock, wood deck, wood boardwalk. (2) A porch may count toward the minimum paved area. The porch may be recessed or projecting. (3) Accessible route(s) with appropriate paving materials meeting current ADA standards shall be provided.
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	(1) Lighting may be provided overhead or low-height. (2) Low-height lighting may count toward the vertical features requirement.

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.
d) Minimum depth	8 feet	–	(3) The porch may be recessed or projecting.
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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SECONDHAND PROPERTY DEALER PROPOSED ORDINANCE

Meeting Date: June 24, 2019

Department: Police

www.cityofroseburg.org

Agenda Section: Ordinances

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.

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.
- June 10, 2019. Staff presented updated information on this topic, and information on outreach to local businesses. Council directed Staff to return with the proposed ordinance for first reading.

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 to 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

1. Council may direct Staff to proceed with first reading of the proposed ordinance (Ordinance #3526),
2. Request further information,
3. Or deny the requested ordinance.

STAFF RECOMMENDATION

Staff recommends proceeding with first reading of this ordinance.

SUGGESTED MOTION

No motion required at this time. First reading only.

ATTACHMENTS:

1. Ordinance No. 3526

ORDINANCE NO. 3526

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



RUNWAY 16/34 EDGE LIGHTING & NAVAID IMPROVEMENTS BID AWARD RECOMMENDATION – 19GR01

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the Runway Electrical project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On October 22, 2018, the Council authorized a task order for engineering services related to the Runway Electrical Project.

B. Analysis.

The runway electrical project includes the following elements:

- Removal and replacement of the existing Runway 16/34 edge lighting system, including new conduit, wiring, base cans, and fixtures
- Removal and replacement of the existing Runway End Identifier Lights (REILs), including new conduit, wiring, and REIL units
- Removal and replacement of the existing primary wind cone and segmented circle, including new conduit, wiring, and wind cone assembly
- Installation of a new supplemental wind cone on Runway 16, including new conduit, wiring, and wind cone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

The project was advertised on April 10, 2019. Three bids were received on May 1st. They were as follows:

<u>Bidder</u>	<u>Bid Price</u>	
Colvico, Inc.	\$540,886.00	
Marcum and Sons, Inc.	\$662,091.78	
Sims Electric, Inc.	\$881,551.00*	(*corrected bid)
<i>Engineer's Estimate</i>	<i>\$569,564.00</i>	

C. Financial/Resource Considerations.

The City recently received an FAA grant offer for \$642,165. Total project costs and funding are outlined below.

<u>Project Cost</u>	
Design	\$ 83,031
Construction Management	\$ 79,600
Construction	\$540,886
Administration	<u>\$ 10,000</u>
<i>Total Project Costs</i>	<i>\$713,517</i>

<u>Project Funding</u>	
FAA Grant (90%)	\$642,165
ODA Grant (9%)	\$ 61,236
Airport Fund	<u>\$ 10,116</u>
<i>Total Funding</i>	<i>\$713,517</i>

D. Timing Considerations.

If the project is awarded, contracts will be processed as quickly as practical. There is a substantial lead-time on the materials needed to construct the project. As such, staff does not expect construction to begin until spring of 2020.

COUNCIL OPTIONS

The Council has the following options:

1. Award the construction contract to the lowest responsible bidder, Colvico, Inc. for \$540,886; or
2. Request additional information; or
3. Reject all bids and not move forward with the grant-funded project.

STAFF RECOMMENDATION

Grant money has been secured to pay for approximately 98% of the project. Funding has been budgeted and is available to construct the project. The Airport Commission discussed this contract at their May 16th meeting. The Commission recommended the Council award the project to the lowest responsible bidder, Colvico, Inc. for \$540,886. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Runway 16/34 Edge Lighting and NAVAID Improvements Project to the lowest responsible bidder, Colvico, Inc. for \$540,886 upon expiration of the seven-day notice of intent to award period.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 PAVEMENT MANAGEMENT PROGRAM SLURRY SEALS BID AWARD RECOMMENDATION – 19PW02

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2019 Pavement Management Program Slurry Seals project on June 6, 2019. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

None

B. Analysis.

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to a paved surface. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface. The following streets are scheduled for slurry seals as part of this project.

<u>Street</u>	<u>Section</u>
Avoy Ct.	Moore St. to Cul de sac
Barager Rd.	Sunset Ln. to Todd St.
Basil St.	Woodside Ave. to Rosemary Ave.
Bloom Field Ct.	Cummins St. to End
Bradford Ave.	Carrol Ct. to Broccoli St.
Bradford Ave.	Broccoli St. to Agee St.
Bradford Ave.	Carrol Ct. to Sharp St.
Canterbury Dr.	Lila Ave. to Esquire Dr.
Chinaberry Ave	Ramp St. to Rifle Range St.
Clearwater Ct.	Chinaberry Ave. to End
Clover Ave.	Stephens St. to Kerr St.
Copper Ct.	Fromdahl Dr. to Cul de sac
Cummins St.	200' S. of Bloomfield Ct. to End
Ella St.	Douglas Ave. to Court Ave.
Excello Dr.	Andrea St. to Andrea St.
Flangas Ave.	Lookingglass Rd. to End

Garrecht St.	Douglas Ave. to Diamond Lake
Gary Ave.	Bradford Ave. to Broccoli St.
Harrison St.	Yale Ave. to End
Junker Ave.	Lincoln St. to End
Kathleen Ct.	Waldon Ave. to End
Lila Ct.	Avery St. to Cul de sac
Moritz Ct.	Keasey St. to Cul de sac
Oakbriar Ave.	Chinaberry Ave. to Rifle Range St.
Rifle Range St.	N. end to Waldon Ave.
Rosemary Ave	Lookingglass to End
Safron Ave.	Tarragon Dr. to End
Sunset Loop	Sunset St. to Sunset St.
Sunset St.	Barager Ave. to End
Tarragon Dr.	Woodside Ave. to End
Todd St.	Sunset St. to 105' S. of Todd St.
Todd St.	House #1889 to Alameda Ave.
Vista Fe Ct.	Rocky Ridge Dr. to End
Waldon Ave.	Ramp St. to 100' E. of Rifle Range
Woodside Ave.	Lookingglass Rd. to Tarragon Dr.
Youngwood Ct.	Domenico Dr. to Cul de sac
Total	4.3 miles

The project was designed by City staff and advertised for bid on May 16, 2019. Two bids were received on June 6th and are summarized below.

#	Bidder	Total Bid Amount
1	Pave Northwest, Inc.	\$209,070.65
2	VSS International, Inc.	\$251,661.00
	<i>Engineer's Estimate</i>	\$ 196,570.65

C. Financial/Resource Considerations.

The draft FY 19-20 Transportation Fund Materials & Services budget includes \$250,000 to complete this project. Total project costs are estimated below.

Construction	\$209,071
Contingency (10% of const.)	\$ 20,907
Materials & Supplies	\$ 10,000
i.e. Engineering – CM Services	<u>\$ 10,000</u>
<i>Total Estimated Costs</i>	<i>\$249,978</i>

D. Timing Considerations.

This project is budgeted in FY 19-20 so the Notice to Proceed (NTP) will not be issued until after July 1st. The contractor is allowed 60 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Pave Northwest, Inc. for \$209,070.65; or
2. Request additional information; or
1. Reject all bids

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The bids appear both responsive and responsible. The Public Works Commission discussed this project at their June 13th meeting. The Commission unanimously recommended the City Council award the 2019 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$209,070.65. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the 2019 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$209,070.65.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 PAVEMENT MANAGEMENT OVERLAY PROJECT BID AWARD RECOMMENDATION - 19PW01

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City opened bids for the 2019 Pavement Management Overlay Project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. On March 11, 2019, the Council authorized a task order to provide design services required to prepare biddable construction documents for the Pavement Management Program.

B. Analysis.

In order to ensure adequate funding was available, the four sections of pavement rehabilitation were broken out separately into schedules as follows:

- Schedule A includes NE Garden Valley Boulevard from NE Stephens St. to NE Sunset Ln.
- Schedule B includes SE Main Street from SE Hawthorne Dr. to SE Lane Ave.
- Schedule C includes Aviation Drive from NW General Ave. to the Lowes entrance.
- Schedule D includes NE Alameda from NE Vine St. to NE Sunset.

The pavement rehabilitation work will involve a grind and inlay of between 2 to 3 inches depending on the existing thickness of asphalt and condition of the core samples. The work for all schedules above represents approximately $\frac{3}{4}$ of a mile of pavement rehabilitation. The project will also include sidewalk access ramp improvements.

The project was advertised on May 21, 2019. One bid was received on June 11, 2019 as outlined in the table below.

Bidder	Schedule A	Schedule B	Schedule C	Schedule D	Total Bid
Knife River	\$279,937.80	\$151,525.50	\$172,641.80	\$243,037.90	\$847,143
<i>Engineer's Estimate</i>	<i>\$255,000</i>	<i>\$124,000</i>	<i>\$157,000</i>	<i>\$231,000</i>	<i>\$767,000</i>

C. Financial/Resource Considerations.

Design costs for the 2019 PMP Overlay Project totaled \$62,576 and were paid from the FY 2018-19 funds. The FY 19-20 Transportation Fund budget includes \$1.3 million for design and construction of overlay projects. In addition, \$200,000 has been programmed in the Sidewalk/Streetlight Fund for ADA improvements. Total costs to complete the project, the Lincoln and Winchester design, and PMP evaluation and design for FY20-21 construction are estimated as follows:

Construction (Sch. A-D)	\$ 847,143
Design Lincoln and Winchester	\$ 209,525
C/M Services	\$ 80,378
i.e. engineering inspection	\$ 20,000
Materials	\$ 25,000
PMP Program Update/Design (est.)	\$ 150,000
Contingency 10%	\$ 84,715
Total	<u>\$1,441,761</u>

Funding is proposed as follows:

Transportation Fund	\$1,300,000
Sidewalk/Streetlight Fund	\$ 150,000
Funding Total	<u>\$1,450,000</u>

D. Timing Considerations.

If awarded, the Notice to Proceed would be given shortly after the execution of the construction contract. The contract requires the work to be completed within 100 calendar days after Notice to Proceed.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Knife River Materials for \$847,143; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 13th meeting. The Commission unanimously recommended awarding all schedules of the project to the lowest responsible bidder, Knife River Materials for \$847,143. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award all schedules of the 2019 Pavement Management Overlay Project to the lowest responsible bidder, Knife River Materials, for \$847,143.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



TASK ORDER AUTHORIZATION – CONSTRUCTION MANAGEMENT SERVICES FOR 2019 PAVEMENT MANAGEMENT PROGRAM, PROJECT NO. 19PW01

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management (CM) services for the 2019 Overlay Project with Murraysmith, Inc. The issue for the Council is whether to authorize a task order for these CM services.

BACKGROUND

A. Council Action History.

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. On March 11, 2019, the Council authorized a task order to provide design services required to prepare biddable construction documents for the Pavement Management Program.

B. Analysis.

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. (under a separate contract) for inspection of daytime work including the removal and replacement of ADA ramps and storm drainage work. MS would provide inspection during the nighttime paving work.

C. Financial/Resource Considerations.

The design task order was \$118,737 and was paid from current fiscal year Transportation funds. The cost of the proposed CM task order is \$80,378. The estimated cost for additional resident observation services through i.e. Engineering, Inc. is \$20,000. The FY 2019-20 Transportation Fund includes \$1.3 million for design and construction of pavement management overlay projects.

D. Timing Considerations.

If the Council awards the construction project, construction could begin in July. As such, it would be appropriate to authorize the CM services task order as soon as practical after award of the project.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a task order for construction management services with Murraysmith for an amount not to exceed \$80,378; or
2. Request additional information; or
3. Not authorize the task order, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

The Public Works Commission discussed this task order at their June 13th meeting. The Commission recommended the City Council authorize a task order with Murraysmith, Inc. for construction management services for the 2019 Pavement Management Overlay Project for an amount not to exceed \$80,378. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order with Murraysmith, Inc. for construction management services for the 2019 Pavement Management Overlay Project for an amount not to exceed \$80,378.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



DESIGN SERVICES TASK ORDER FOR PAVEMENT MANAGEMENT PROJECTS ON WINCHESTER AND LINCOLN STREETS

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The issue for the Council is whether to authorize a task order for pavement design services for Winchester Avenue and Lincoln Street.

BACKGROUND

A. Council Action History.

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS). Since that time, fourteen task orders have been executed under the master contract (not counting the two on the June 24th agenda).

B. Analysis.

Staff requested a scope and fee to design two streets that are in need of repairs and have challenges that may take longer to design than a typical street. These two streets are Winchester Avenue from Stephens Street to Diamond Lake Boulevard and Lincoln Street from Sunset Avenue to Malheur Avenue. Both streets will require extensive sidewalk access ramp improvements to meet ADA standards. Winchester includes twenty-eight sidewalk ramps and Lincoln has twelve. The intent is to design these projects prior to the expiration of the existing master contract at the end of the calendar year. This will provide better cost estimating for staff to consider when budgeting for FY 20-21 next winter. The design scope of work includes survey, geotechnical evaluation, pavement boring section evaluation, ADA ramp design, pavement section design, preparation of design plans and specifications, and bid support.

C. Financial/Resource Considerations.

The proposed task order totals \$209,525. The total budget for design and construction of Pavement Management Projects in the adopted FY 19-20 Transportation Fund budget is \$1.3 million. After reviewing the bid results from the FY 2019-20 PMP Project, staff has determined there are sufficient funds to award all schedules of pavement rehabilitation work, construction management and inspection, contingency and future design work for Lincoln and Winchester.

D. Timing Considerations.

The five-year contract expires at the end of the calendar year. The intent is to have the design work complete prior to that expiration.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a task order for design services with Murraysmith for an amount not to exceed \$209,525 or
2. Request additional information; or
3. Not authorize a task order.

STAFF RECOMMENDATION

Money has been budgeted and is available in the pavement management program to complete these designs. The Public Works Commission discussed this task order at their June 13th meeting. The Commission unanimously recommended the City Council authorize a task order for design services related to future paving projects on Winchester and Lincoln streets with Murraysmith, Inc. in an amount not to exceed \$209,525. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order for design services related to future paving projects on Winchester and Lincoln streets with Murraysmith, Inc. in an amount not to exceed \$209,525.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EASEMENT ACQUISITION AUTHORIZATION 17GR04

Meeting Date: June 24, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

In order to complete the obstruction mitigation project at the Roseburg Regional Airport, the City must obtain easements from a private property owner on Mount Nebo. The issue for the Council is whether to authorize the negotiated purchase of these easements.

BACKGROUND

A. Council Action History.

- On July 10, 2017, the Council authorized a task order under the master contract for design and construction management services for the installation of a PAPI.
- On August 14, 2017, the Council adopted a resolution authorizing the acceptance of an FAA grant offer funding the Obstruction Mitigation and PAPI Installation.
- On September 11, 2017, the Council approved a special exemption and waived the requirements for performance and payment bonds for the PAPI Installation Project.
- On November 13, 2017, the Council awarded a construction contract for the PAPI Installation Project.
- On August 27, 2018, the Council adopted a resolution authorizing acceptance of a second FAA grant related to the Obstruction Mitigation and PAPI Installation.
- On October 22, 2018, the Council adopted Resolution No. 2018-24 declaring a public necessity for the acquisition by negotiation or condemnation of property interests on Mt. Nebo.

B. Analysis.

The City has installed a Precision Approach Path Indicator (PAPI) at the airport with the hope that it will be approved as a mitigation measure for the terrain obstruction (Mount Nebo). The ultimate goal is to increase safety at the airport and to apply for a waiver that will allow the PAPI to be used as mitigation for the terrain obstruction, which would allow reinstatement of the nighttime instrument approach. In order to complete the obstruction mitigation process, there are trees and utility lines located on private property that will need to be removed and/or relocated. In order to do this work, the City needs to obtain easements from the property owner. To ensure that the property is kept free from

obstructions in perpetuity, the City is seeking an avigation easement that would prevent any structures or other obstructions from being constructed and requires any vegetation to be maintained at a height that does not impact the airspace.

Initially, staff attempted to obtain easements to remove/trim trees and relocate utility lines by working directly with the property owner. These efforts were not successful. Once an FAA grant was issued, the City hired an acquisition specialist and has been working within the federal process for property acquisition. This process includes getting a full appraisal and review appraisal to determine the value of the taking. That work has been completed, and the City's consultant has negotiated a preliminary agreement with the property owner based on those appraisals.

C. Financial/Resource Considerations.

Based on the appraisal and review appraisal, the value of the taking is \$75,000. Ninety percent of this will be reimbursed through an FAA grant. An additional nine percent is reimbursable through an Oregon Department of Aviation Grant. The City's match portion would be approximately \$750.

D. Timing Considerations.

The nighttime instrument approach is critical, especially during the winter months. As such, staff seeks authorization to obtain the easements as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to execute the easement acquisition for \$75,000; or
2. Request additional information.

STAFF RECOMMENDATION

The acquisition is primarily grant funded. The acquisition has been budgeted and the funds are available in the Airport Fund. Staff recommends that the Council authorize staff to complete the easement acquisition as outlined.

SUGGESTED MOTION

I move to authorize staff to proceed with acquisition of easements necessary to complete the obstruction mitigation project for an amount not to exceed \$75,000.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COMMUNICATIONS SPECIALIST POSITION

Meeting Date: June 24, 2019
Department: City Manager Pro-Tem
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has been discussing the possibility of adding a position to enable the organization to better connect with our citizens. Staff is seeking direction from Council about whether to bring a budget amendment forward to create and fund the position.

BACKGROUND

A. Council Action History.

None.

B. Analysis.

One of the criticisms that the City often receives is that "we aren't doing anything about..." when, in fact, the organization may be doing several things about whatever topic is being discussed. Other comments include "I didn't know about that meeting." Whether or not these comments are valid, the issue comes down to how that information is being communicated to the public. The City has a staff that is very good at getting things done and then moving on to the next thing that needs to be accomplished. The gap we have is in communicating what we are working on, what we have accomplished, and what we are planning to do next. In this age of digital and social media, staff believes it may be time to add a communications specialist position to keep the public better informed of the positive things the City is working on.

In general, this position would be responsible for implementing a comprehensive strategic communication plan, including:

- Media relations.
- Website content.
- Writing and designing printed communications.
- Managing and coordinating the City's social media efforts and electronic communications.
- Overall community engagement, outreach and sharing of City information and accomplishments.

- Leadership of media relations efforts by communicating with the media, answering questions, as well as developing story concepts, writing press releases and providing needed public relations.
- Identifying grant opportunities and writing grants as appropriate. Support to departments in grant writing and administration.
- Monitoring potential legislation when the legislature is in session.

C. Financial/Resource Considerations.

Staff reviewed ten job descriptions from other cities and counties that have a similar position to create a draft job description and pay range. The pay range would be range five on the non-represented pay scale, which is included in the City's budget document. Estimated starting pay would be approximately \$58,000. Total annual compensation with insurance and retirement benefits would be approximately \$102,000. Since the position would not be filled on July 1st, the financial impact in the first year would be slightly less than the total.

The 2019 – 2020 Budget that was recently adopted by Council incorporated service level adjustments that are projected to be sustainable through the horizon of the City's six year forecast. Sustainability is defined by maintaining a general fund reserve in excess of the 20% floor as required by the City's General Fund Reserve Policy. The projected fund balance reserve at the end of 2026 is 21.77%.

Incorporating the proposed Communication Specialist into the six year forecast increases expenditures over the forecast horizon and draws down the reserve balance. The City's six year forecast projects an ending reserve balance of 19.39% in 2026. It is important to note that the forecast incorporates a net expense impact of the proposed position by accounting for a 23% cost recovery through central service charges imposed on other City funds.

As a matter of discussion, the six-year forecast is subject to error due to the necessity of making assumptions regarding revenue generation and expenditure growth. While the forecast is more accurate in the first few years, the margin of error increases as the forecast moves out into the later years. In short, factoring in a margin of error, an ending reserve balance greater than 20% may be realized in 2026 despite the impact of the inclusion of a Communication Specialist.

D. Timing Considerations.

If Council determines it wants to move forward with adding the position, staff will bring a supplemental budget back for consideration in July.

COUNCIL OPTIONS

The Council has the following options:

1. Direct staff to bring back an appropriation transfer adding the Communications Specialist position; or
2. Request additional information; or
3. Take no action and not add the position.

STAFF RECOMMENDATION

Staff recommends the Council consider adding the Communications Specialist position to the FY 19-20 budget.

SUGGESTED MOTION

I move to direct staff to bring back an appropriation transfer adding the position of Communications Specialist to the FY 19-20 adopted budget.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: June 24, 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 24, 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 17, 2019 - 10:00 a.m.

1. Review June 24, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - a. Creative Catering - Application for Temporary Use of OLCC License
 - b. Signatory Cards/Resolution
4. Department Items
 - a. City Website Review
 - b. UTrans Agreement

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
June 11, 2019 - 9:00 a.m.

1. Review June 10, 2019 City Council Meeting and Roseburg Urban Renewal Agenda Board Meeting Synopsis
2. Review June 24, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Wedding Reception for Craig Hogg & Deborah Pittman Event Permit – Arts Center
 - b. Grant Checklists for: Electric Vehicle Charging Stations and Deer Creek Trail Renovation
5. Department Items
 - a. Phone voice recording options with upgrade (RH)
 - b. Douglas County Property Auction
 - c. Website Update
 - d. Cannabis Tourism

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
- Airport Master Plan Adoption
- Homeless Report Presentation
- RMC 5.04 Amendment - Water Rules and Regulations
- RUSA Intergovernmental Agreement
- Umpqua Basin Urban Services Agreement

July 8, 2019

Executive Session – 6:00 p.m.
City Manager Hiring Process

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 – Regulating Secondhand Property Dealers, Second Reading
- B. Ordinance No. 3527 – Amendment Section 10.02.010 of the Roseburg Municipal Code Regarding the Oregon Fire Code, First Reading

Department Items

- A. Sobering Center Letter of Commitment

Informational

- A. Activity Report

July 22, 2019

Special Presentation

- A. RARE Intern Presentation – Adrienne Groves

Consent Agenda

- A. Minutes of July 8, 2019

Ordinances

- A. Ordinance No. 3527 – Amendment Section 10.02.010 of the Roseburg Code Regarding the Oregon Fire Code, Second Reading

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

Public Hearing

- A. Ordinance No. ____ - Legislative Amendment Regarding Public and Semi Public Use in the Central Business District, First Reading

Informational

- A. Activity Report

August 26, 2019

Consent Agenda

- A. Minutes of August 12, 2019

Public Hearing

- A. Housing Needs Analysis and Buildable Land Inventory Legislative Amendment

Ordinances

- A. Ordinance No. ____ - Legislative Amendment Regarding Public and Semi Public Use in the Central Business District, Second Reading

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 June 14, 2019



- Movies in the Park continues tonight with “Spider-Man: Into the Spider-Verse”. Pre-movie entertainment starts at 7:30 p.m. with the movie beginning at dusk.
- The Public Works Commission met on Thursday and forwarded four recommendations that will be on the Council's next agenda.
- The Fire Department is working with three other local agencies on a training exercise that will involve burning reservoir hill in Roseburg. The following information went out as a press release and on flash alert:



The City of Roseburg Fire Department, in conjunction with the Douglas Forest Protective Association, Douglas County Fire District #2, and the Winston-Dillard Fire District #5 will be actively engaging in wildland fire training exercises on Reservoir Hill on June 17, 19, and 21, 2019. During the training exercises, two specific portions of the hill will be used for training to include live burning that will occur twice per day. The training locations are designed to stay on City owned property. Training will begin at 9 a.m. and end at 4 p.m. each day.

The training objectives will include refresher training on wildland firefighting tactics in conjunction with local fire agencies, continued training on command and control procedures for multi-unit incident response, and eliminating fuels in an effort to minimize the threat of an uncontrolled burn in the area. Fixed wing aircraft, provided by the Douglas Forest Protective Association, will be utilized overhead the training for all three days. This training opportunity provides the ability to not only train together, but also to improve the effectiveness of interoperability between multiple agencies.

As always, safety will be the number one priority for personnel participating in the training. The City of Roseburg Fire Department would like to thank the City of Roseburg Police Department, Community Development Department, and Public Works Department for providing additional assistance. Media wishing to interview a Public Information Officer or take pictures during the training are encouraged to contact Staff Assistant Amy Rice at 541.492.6727 or arice@cityofroseburg.org to coordinate an allotted time with a Public Information Officer at the training site.

- The Police Department held a successful pedestrian safety crosswalk event last week. In four hours, the following enforcement actions occurred:
 - 20 citations for crosswalk violations
 - 5 warnings for crosswalk violations
 - 3 citations for driving while suspended or driving without a license
 - 1 citation for driving while using a cell phone
 - 2 "other" citations
 - 1 felony arrest



- The Historic Resource Review Commission will meet on Wednesday, June 19th at 3:30 p.m.

School is out and the construction season is underway, so please use caution when travelling through town. Happy Father's Day - have a great weekend!

Friday Message June 7, 2019



- Movies in the Park kicks off tonight with *Ralph Breaks the Internet*. Pre-movie entertainment starts at 7:30 p.m. with the movie beginning at dusk (*weather permitting*).
- The Parks Commission met on Wednesday and forwarded a recommendation to support a grant application for the Recreational Trails Program. The Commission also received input from citizens regarding illegal camping in the parks.
- The spray park at Fir Grove reopened on Memorial Day weekend just in time for the end of school and hot weather expected next week.



- The multi-use path north of Stewart Park Drive has been reconstructed and is now open to the public.
- Graduation is this Saturday and the last day of school is next Thursday, June 13th. The Library has lots of exciting activities planned for kids this summer. Please check the library website or Facebook page for dates and times!
- Various construction projects are getting underway throughout the City. These include the City's Signal Interconnect and All Roads Transportation Safety Project, the Stewart Parkway Pavement Reconstruction between Edenbower and Aviation, and ODOT's project at I-5 Exit 124 (Harvard). As summer continues, more projects will begin – please use caution when travelling through work zones and pay close attention to signage and flaggers.
- The Council has a full agenda for Monday night's meeting, including adoption of the FY 19-20 budget for both the City and Urban Renewal.



- The Public Works Commission is scheduled to meet on Thursday, June 13th at 3:30 p.m. at the Water Treatment Plant.

