



ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 25, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470

6:30 p.m. – Special Meeting

- A. Planning Commission Interviews –Patrick Lewandowski and John Kennedy

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**
5. **Commission Reports/Council Ward Reports**
 - A. Planning Commission Appointment
 - B. Public Works Commission Resignation – Nathan Reed
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of Regular Meeting of February 11, 2019
8. **Ordinances**
 - A. Ordinance No. 3520 - Land Use Regulation Text Amendments, File No. LUDR-19-001 – Accessory Dwelling Units (ADU's) and Single Room Occupancy Housing (SRO's), Second Reading
9. **Department Items**
 - A. 2019 Pavement Rehabilitation Projects Design Task Order Authorization
 - B. Douglas Avenue Preliminary Design Contract
 - C. Agreement with ODOT to Pre-Fund Design Exit 125
 - D. Purchase of a 2019 Turf Mower
10. **Informational**
 - A. Activity Report
11. **Items from Mayor, City Council**
12. **Adjournment**
13. **Executive Session ORS 192.660(2)**

***** 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**

Handwritten signature and date: 2/20/19



PLANNING COMMISSION INTERVIEW

Meeting Date: February 25, 2019 **Agenda Section: Special Meeting/Council Reports**
Department: Administration **Staff Contact: Koree Tate**
www.cityofroseburg.org **Contact Telephone Number: 492-6866**

ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Planning Commission that may be filled by a resident of the City or a resident within the Urban Growth Boundary.

BACKGROUND

A. Council Action History.

Council accepted Charlie Allen's resignation from the Planning Commission on January 14, 2019.

B. Analysis.

Staff has advertised the Planning Commission vacancy through the local news media, social media and the City's website. Two applications have been received from City residents, Patrick Lewandowski and John Kennedy. Their applications are attached.

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

C. Timing Issues.

It is recommended an appointment be made as soon as practical.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

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

ATTACHMENTS

- #1 Patrick Lewandowski Application
- #2 John Kennedy Application
- #3 Interview Questions



CITY OF ROSEBURG COMMISSION APPLICATION

email 03

RECEIVED

JUN 28 2008

CITY OF ROSEBURG City Administration Office

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Lewandowski Patrick Last First

Home Address: 1695 NE Ruby Ct 97470 Street Zip Code

Phone Number: 541-900-1447 Cell Phone: 661-373-1262

Email Address: Lewie47@sbcglobal.net

Occupation Retired Place of Employment

Business Address Phone

- 1. Do you reside within the Roseburg city limits? Yes [X] No []
2. Do you own property or a business within the City? Yes [X] No []

3. How did you learn about this vacancy? Newspaper [X] Social Media [] City Website [] Word of Mouth [] Other [] Please Specify:

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

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make? Served as Chairman of the City of Torrance Environmental Quality Commission hearing Community issues affecting the city from oil drilling & capping, Mobil refinery to billboards, corporate and small business signage city wide to name a few. I've been recognized as a proven leader in the community and in my career - cogent and cogitative, creative in proposing alternative solutions to issues, comprehensive, influential for new ideas and decisive in decision making. I know the Rules of Order in conducting commission and social hearings. Over 30 years in sales & marketing management, sales & marketing strategies, product development, supervision, training and motivation of corporate and independent sales personnel. I can be a positive influence on the planning commission.

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

Five (5) years on the City of Torrance, California Environmental Quality Commission (Appointed by the Torrance City Council and elected 4 consecutive 1-year terms as Chairman by the other six Commission members.

Five (5) years on the Board of Directors for Valencia South Valley Homeowners' Association - a 650 member active Homeowners' Association. I was elected as Board President 4 consecutive 1-year terms by the full Board of Directors after serving 1 year as Vice President. I was also Chairman of the HOA's (inaugural and 5 subsequent years) Annual Summer Gala for 650 families

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

I am concerned about how the development and land use coincides and is compatible with the values of our city, its businesses and residents. I believe in identifying and resolving community and business concerns in city planning business amiably to all concerned parties. Use my experience to formulate with other commission members a cohesive city plan between the businesses, developers, residential communities and the City of Roseburg regarding land use and development and to making it a better place live, work and able to conduct business harmoniously.

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

My proven record of professionalism, leadership, creative ideas and achievements in my life and my career in the corporate environs, as a former small business owner and my community service experience, I can be of great assistance and positive influence on our city.

I want to share my abilities, skills, influence and leadership experience with the City of Roseburg, its residents and businesses as a Planning Commissioner member to make it a great place to live and conduct business through thoughtful city planning in land use and development.



Applicant Signature

1-25-19

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

Information on this form is public information.

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Kennedy John
Last First

Home Address: 1840 NE Commercial AVE, Roseburg, OR 97470
Street Zip Code

Phone Number: 541-537-3510 Cell Phone: 541-537-3510

Email Address: rasman795a@gmail.com

Occupation Project Manager / Estimator / Consultant
Place of Employment

Business Address same as home
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No
- 3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

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

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

15 years land development experience in Douglas and Jackson Counties. Professional experience includes but not limited to; LUDO understanding, LUBA experience, site and building construction cost estimating, design, and financial proforma preparation. Additionally have processed preliminary, and final planning applications at city and county.

Understanding to listen to all applicants. Comprehending, due diligence and all information provided by city staff.

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

Served on the Public Works Commission, SDC study group for the city, and member of the ODOT I-5 Interchange committee. Additionally served as the Vice President of the Umpqua Valley Home Builders.

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

The evolution of city development advances, I welcome all opportunities adding quality development projects for the future and welfare for the community.

The City of Roseburg has made and currently improving the city to be a unique destination place in Oregon. I believe that our natural resources and location provide unique opportunities for the present and future for the City of Roseburg.

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

After serving on the Public Works Commission and a positive experience, I have always wanted to serve on the Planning Commission. As a resident involved and networking with past, present, and future development effecting the community it is my civic duty to apply and be considered for appointment.

I have dedicated more than 15 years of my life to be apart and appreciate the future of the City of Roseburg image and continuing positive development for the current and future residents.

John R Kennedy

Digitally signed by John R Kennedy
DN: C=US, E=raaman795a@gmail.com, CN=John R Kennedy
Date: 2019.01.24 12:42:08-06'00'

1.24.2019

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

Information on this form is public information.

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

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PLANNING COMMISSION INTERVIEWS

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

Go also
AKS

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: February 25, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Nathan Reed has resigned his position on the Commission.

BACKGROUND

- A. Council Action History.** n/a

- B. Analysis.**
Mr. Reed informed Staff of his resignation effective February 8, 2019. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting applications from interested parties through the local news media, social media and the City's website.

- C. Financial and/or Resource Considerations.** n/a

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I MOVE TO ACCEPT NATHAN REED'S RESIGNATION FROM THE PUBLIC WORKS COMMISSION, WITH REGRETS.

Koree Tate

From: Chanelle R. Rogers
Sent: Friday, February 8, 2019 4:30 PM
To: Nicole A. Messenger; Koree Tate
Subject: FW: Public Works Commission

Below is an email from Public Works Commission member Nathan Reed submitting his resignation from the commission.

Chanelle Rogers | Public Works Department | Department Technician
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470
☎ 541-492-6730 | ✉ crogers@cityofroseburg.org

From: Nathan R. Reed [mailto:nreed@co.douglas.or.us]
Sent: Friday, February 08, 2019 4:02 PM
To: Chanelle R. Rogers
Subject: Public Works Commission

City of Roseburg,

I officially submit my resignation as being on the Public Works Commission.

Sincerely,

Nathan R. Reed, P.E., CWRE
Hydrologist/Hydroelectric Manager
Natural Resources Division
Douglas County Public Works
1036 SE Douglas Ave, Room 306
Roseburg, OR 97470
Tel: 541.440.4344
Fax: 541.440.6264
nreed@co.douglas.or.us

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 11, 2019**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 11, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Fisher-Fowler

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

COMMISSION REPORTS/COUNCIL WARD REPORTS

Mayor Rich reminded Council the Respect for Law banquet will be held on February 22, 2019.

Councilor Eggers said the Parks Commission met on February 6, 2019. They welcomed new Commission member Marsha La Verne, discussed a mower purchase and received updates for the multi-use path project and Legion Field turf project.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Mr. Harker introduced Auditor Jeff Cooley who presented an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2018. Cooley indicated the City once again earned an unmodified opinion known as a clean audit, with the City holding financially steady and strong. He noted this was the twenty-sixth year in a row the City had received top honors, which shows the extra effort put forth by Staff. In response to Mayor Rich, Mr. Cooley explained the 30% fund balance was a little higher than other entities. Although some go below a 10% fund balance, he recommended remaining closer to 20% to absorb any lost revenues.

QUARTERLY FINANCIAL REPORT

Mr. Harker reported the City once again produced the Popular Annual Financial Report, which was geared to a more understandable version of the audit report. He then presented information on multiple sections of the financial report for the quarter ended December 31, 2018.

2019-2020 BUDGET CALENDAR

Mr. Harker presented the budget calendar for fiscal year 2019-2020. A Budget Committee orientation will be held on April 29, 2019 with the first formal Budget Committee Meeting scheduled for May 7, 2019.

AUDIENCE PARTICIPATION

Charles Schnell, 1280 W Neill, provided information about retrofitting sidewalks in established neighborhoods. In 2018, he mailed a survey card to 275 homes in the West Harvard area about the desirability of sidewalks. Those who returned the survey responded with 92% not wanting sidewalks installed. He provided information regarding piecemeal installation and the burdens of retrofitting sidewalks. He asked Council to rescind the stipulation for retrofitting old neighborhoods because this would impose an unfair and financial burden to citizens.

Timothy Lozes, 1283 NE Magnali Street, shared his concerns regarding Police Department interaction with the homeless population. He discussed personal encounters with local police and asked if they could work with local agencies who routinely assist the disenfranchised to help resolve issues rather than give citations.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda Items:

- a. Minutes of the Work Study Meeting of January 28, 2019
- b. Minutes of the Regular Meeting of January 28, 2019

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

PUBLIC HEARING – ORDINANCE NO. 3520 – LAND USE REGULATION TEXT AMENDMENTS, FILE NO. LUDR-19-001 ACCESSORY DWELLING UNITS (ADU'S) AND SINGLE ROOM OCCUPANCY HOUSING (SRO'S), FIRST READING

At 7:49 p.m., Mayor Rich opened the public hearing regarding land use regulation text amendments for file no. LUDR-19-001 for accessory dwelling units and single room occupancy housing. Mr. Cowie reported that Staff was seeking to amend the Roseburg Municipal Code in order to deregulate the zoning requirements necessary to construct an Accessory Dwelling Unit (ADU). The proposed deregulation aligns itself with the intent of House Bill 2007 adopted by the Oregon State Legislature, which became effective in the summer of 2018. Approval of this proposal would bring us into compliance with state law surrounding ADU siting standards. This falls in line with Council goals that been previously discussed. ADU's exist in the City currently.

In addition, staff is also seeking to revise the Central Business District (CBD) Zone to include Single Room Occupancy Housing (SROs) and remove the maximum density standard affecting dwelling units above commercial developments within the CBD.

The proposed text amendments included:

1. Adding a definition of "Accessory Dwelling Unit" as an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.
2. Amends the Single Family Residential Zone to allow accessory dwelling units as a permitted use within the zone from the previous conditionally permitted status.

3. Amends Accessory Dwelling Unit provisions that exempts ADU's from zoning density standards, allows an increase in size of ADU's in certain cases. Exempts ADU's from street and sidewalk improvements, off-street parking in certain cases, and removes the owner-occupant requirement, specified heat source type, and separate utility meter provisions.
4. Adding a definition of "Single Room Occupancy Housing (SRO)" as a structure that provides individual rooms with sleeping accommodations for no more than two people per room with shared or communal bath, toilet, and cooking facilities for residents.
5. Adding Single Room Occupancy Housing requirements as supplemental provisions for a new building or change of use of an existing structure including but not limited to: unit square footage, living amenity provisions, minimum length of tenancy, minimum parking, and change of use provisions.

Mr. Cowie explained that sidewalks and off street parking were not part of the requirements for an ADU. The new requirements would allow property owners to use an ADU as an income revenue option. In response to Councilor Ryan, Mr. Cowie explained separate structures may be allowed to continue on the same utility lines, but if new meters were installed, the owner would be responsible to comply with all building codes and SDC fees associated with that address. Councilor Cotterell asked how many people were waiting for this type of change. Mr. Cowie advised that some existed in the City that had gone unregulated or triggered a conditional use permit. Very few have expressed interest so he hoped this would create a smoother process to encourage property owners to build ADUs. In response to Mayor Rich, Mr. Cowie explained they chose to streamline the process by stating "if" there were no parking restrictions where the home is located, they could park on the street.

Councilor Hicks inquired about the consequences of adding another residence to existing sewer, water and storm drains. Mr. Cowie explained permits would be required and reviewed by multiple departments. The additional residence needs to be a full apartment and not a satellite bedroom with communal access to the main house.

Mr. Cowie provided information regarding a developer who wants to turn an old hotel into multiple rooms with a common kitchen and bathrooms. The City does not currently have zoning for this type of development, but it could fit in some existing locations in the downtown core. Parking options were discussed during the last Planning Commission meeting and they suggested changing the distance requirement for parking from 300 to 500 feet to allow a larger qualifying area. Parking will dictate the number of units the developer can provide. The proposed amendments were consistent with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Municipal Code as determined by the Planning Commission in their Findings of Fact and Order. Both ADU and SRO types of development provide an additional housing option for people within our community. The proposed ADU amendments will provide greater flexibility for those seeking to construct an ADU in conjunction with their Single Family Dwelling. The SRO standards will provide a new option for housing in the downtown, specifically in existing buildings where it may be cost prohibitive to re-develop into typical apartment units.

In response to Mayor Rich, Mr. Cowie explained that this was a new type of housing option. Some may not want to walk to park their vehicle, but it was not going to be too far to deter people from wanting to rent an apartment. There would be a requirement to provide one parking spot per unit. It will be up to the owner or onsite manager as to how the kitchen and bathrooms will be kept clean. Councilor Hicks inquired about tenant safety and inspections. Mr. Cowie confirmed the owner must meet building code requirements, which includes electrical, plumbing, mechanical, fire and more before occupancy can take place. Mr. Coalwell responded to Councilor Hicks stating problems within the dwelling or violations would be complaint driven. The City is bound by state standards and requirements regarding conditional use; renters are still governed by the landlord tenant law.

Bernie Woodard, 3261 NE Follett, suggested a revision to the proposed code to encompass more areas within the city and not just the downtown district. He had been working with Umpqua Community College to provide housing for students and would appreciate the same consideration for the type of housing he wants to utilize. If this proposed change passed, he felt it was unfair to him as a business owner and asked Council to vote against this until it allowed this option throughout the city.

Magnus Johanneson, 347 SE Pine, stated he had managed numerous SROs in the Portland area. He has buildings in downtown Roseburg and would like to create up to fifty spaces to rent. He plans to provide daily janitorial service for the kitchen, two laundry rooms with eight washers and dryers and fourteen bathrooms. He would not have an onsite manager, but would eventually hire a property manager to help facilitate the properties. In response to Councilor Hicks, he would not have common areas for guests to gather and sleep. Tenants could have guests, but they would stay within their respective rooms. In response to Councilor questions, Mr. Johanneson confirmed he would have an average of one bathroom per two rooms. He plans to charge \$400 a month per unit in Roseburg.

Alyssa McConnell, 1308 Pacific Hwy, discussed her concerns that downtown may not be able to provide enough parking spaces needed for the type of housing the ordinance change proposed. She suggested Park-Smart increase enforcement in the downtown area to deter business owners from taking customer spaces, and for the City to be mindful of parking issues and availability downtown when discussing growth in the downtown district.

In response to Councilor Prawitz and Cotterell, Mr. Cowie said he would consider expanding the area by means of a new text amendment, but they did not initially allow outside the downtown district because they did not see other locations that would fit the description. Councilor Hicks asked if the change was only for existing buildings or if someone could build a new facility. Mr. Cowie explained a developer could knock down a building to create a new one, but that concept was likely cost prohibitive.

As no one else wished to speak, Mayor Rich closed the hearing at 8:40 p.m. Councilor Ryan moved to adopt the findings of fact and order approved by the Planning Commission for File No. LUDR-19-001. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Councilor Ryan moved to adopt the supplemental findings as approved by Staff. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Council directed Ms. Sowa to proceed with a first reading. Ms. Sowa read Ordinance No. 3520, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein," for the first time.

ORDINANCE NO. 3518 – REPLACING RMC CHAPTER 9.08 - VEHICLE FOR HIRE SERVICES, SECOND READING

Ms. Sowa explained there was a minor revision to 9.08.030 regarding criminal background checks. The revision added language to include the Operator shall conduct, have a qualified third party conduct, or request the City conduct a criminal background check, the Operator will receive a pass/fail result for their driver(s) and will not be required to have these records on file. Ms. Sowa proceeded and read Ordinance No. 3518, entitled, "An Ordinance Repealing Roseburg Municipal Code Chapter 9.08, Entitled "Vehicle for Hire Services" and Replacing it with New Chapter 9.08 Entitled "Vehicle for Hire Services" with the following section amended as follows: SECTION 9.08.030(C). Prior to permitting a person to operate as a Driver, and annually thereafter, the Operator shall conduct, have a qualified third party conduct, or request the City conduct, a criminal background check; if the City conducts the criminal background check, the Operator will receive a pass/fail result for their driver(s) and will not be required to have these records on file. The criminal background check shall include a search of no less than seven years of history, unless prohibited by law, in which case the duration of the search shall be the maximum number of years permitted by law. The criminal background check shall include local, state, and national criminal history databases and all accessible sex offender registries. Any person who is on a sex offender registry, or any person that has a record of a felony conviction within the previous seven years may not act as a driver. A record of a conviction of any of the following within the previous seven years will also disqualify a person from acting as a driver: crimes involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person. The company or its agent shall maintain records of a criminal background check for a period of at least two years. For purposes of this section, the term "conviction" includes convictions, bail forfeitures, and other final adverse findings." for the second time.

Councilor Ryan moved to adopt Ordinance No. 3518. Motion was seconded by Councilor Zielinski. Roll Call Vote was taken and motion carried with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared the adoption of Ordinance No. 3518.

ORDINANCE NO. 3519 – AMENDING RMC REGARDING BACKGROUND CHECKS, AS AMENDED, SECOND READING

Ms. Sowa read Ordinance No. 3519, entitled, "An Ordinance Amending Roseburg Municipal Code Sections 9.02.030, 9.14.020, 9.14.030, 9.15.020, 9.15.030 and 9.100.020" for the second time. Councilor Ryan moved to adopt Ordinance No. 3519. Motion was seconded by Councilor Prawitz. Roll Call Vote was taken and motion carried with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared the adoption of Ordinance No. 3519.

FIRE DEPARTMENT VEHICLE PURCHASE – PROPOSAL REJECTION RECOMMENDATION

Mr. Garrisi reported the City previously issued a Request for Proposals (RFP) for procurement of a Type 6 Wildland Unit. Five proposals were received and of those received; four were priced far above the budgeted amount. The fifth proposal was non-conforming and was not scored. Staff recommended, and Council approved, rejecting all bids. A second RFP for procurement of a Type 6 Wildland Unit was issued on December 18, 2018. Three proposals were received and following review of the proposals, it was Staff's determination that the proposals received for fabrication of the Wildland Unit did not provide adequate detail to assure that when completed the vehicle would meet the City's requirements. Staff felt it was in the best interest of the City to reject all bids and re-evaluate the criteria and specifications of the unit before proceeding. The current budgeted amount of \$85,000.00 would be carried forward into the 2019-2020 budget to accommodate the purchase next year. Staff will re-evaluate the criteria and specifications of the unit, and determine the next steps later in 2019. In response to Mayor Rich, Mr. Garrisi confirmed the project would go out for proposal or bid after July 2019.

Councilor Ryan moved to reject all proposals for the Type 6 Wildland Unit, based on the Council having made the determination that such rejection is in the best interest of the City. Motion was seconded by Councilor Eggers and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

VISITOR SERVICE CONTRACT RECOMMENDATION

Mr. Colley stated that the Chamber of Commerce had provided Visitor Services for many years and provided the City with a written extension of the current contract for an additional five years dated December 15, 2017. The contract outlines the terms and conditions of the contract, and does not allow the City to modify the contract. There has not been contractual language that requires independent analysis of the performance of the contract and staff and the Economic Development Commission (EDC) agree that an evaluation should take place. To modify the contract, it would require notice of termination in accordance with section 3.8 and development of a new contract for visitor services. In performance of the contract, the Chamber had agreed to focus its efforts on four main areas. These areas include Outreach Marketing, Visitor Services, Group Travel Service & Support, and Industry Support. As stated within the contract the Chamber should determine its annual work plan, goals and objectives with regard to these four primary areas considering industry trends and local needs and opportunities.

The current tourism industry around the State of Oregon continues to expand, but is more reliant on local, regional and statewide coordination and cooperation. It is more reliant than ever on media, social media, diverse advertising and community brand awareness. The current contract requirements are outdated and the reporting and evaluation system do not ensure that visitor services are in line with current practices. Staff requested authorization to develop a new visitor center scope and proposed contract and advertise through a request for proposal process to identify the most appropriate provider of these services. Over the preceding five years, the City had collected \$5.35 million in transient lodging taxes and provided visitor service contract payments of \$2.7 million, an average of over \$542,000.00 annually. The current

contract requires that 90% of tourism related expenses be paid out for contract visitor services. As part of the RFP development and new contract recommendations, Staff anticipates a recommendation that would provide for an upper limit on the contract amount, subject to Council action, and that a spending program in excess of the limit be approved through the EDC and City Council.

Mr. Colley explained the decision to terminate was without cause and the Chamber was welcome to submit a new proposal when this goes out to bid. He felt it was essential to put together a better scope of work with reporting requirements. In response to Councilor Cotterell, Mr. Colley stated he tried to hand deliver a letter to Ms. Fromdahl at the Chamber to alert her to the agenda item, but she was out of the office. Based on previous discussions, he did not think this would come as a surprise. Mayor Rich asked for the estimated timeframe to proceed. Mr. Colley said Staff would develop a new scope of work in the next thirty days, have it out for bid for thirty days and have a decision before ninety days.

Councilor Eggers said Council had authorized the money for an evaluation and asked Mr. Colley to provide information on why that did not move forward. Mr. Colley explained there was internal analysis regarding third party information that was available. The recommendation was given without spending money on an external evaluation that did not seem necessary. He did not have others in mind to take over the services currently provided. The City is required to provide services by statute and does not have an interest to staff a position, but will look for someone to contract with who can provide a higher level of technology, media presence, social media, branding and stricter reporting requirements. In response to Councilor Eggers, Mr. Colley confirmed he had not given notice to the Chamber, only information of the agenda item.

Alyssa McConnel – 1308 N Old Pacific Highway, shared her experience with the Chamber before moving to the area in 2015. She explained the website was absent of information for someone interested in moving to the area. She found more information on a local Facebook group called Inform Me Douglas County than through the Chamber. She was in favor of the Staff recommendation to terminate the contract with the Chamber.

Allen Pike, 1620 NE Mulholland Drive, Chamber Board Chair, encouraged Council to conduct the study they approved before making the determination to terminate the contract. He explained the increase in funds given to the Chamber is in correlation to an increasing number of people staying in Roseburg. The study could show if the current contract is working. His concern is that there could be a lag between the end of the contract and the beginning of a new one. The City is embarking on the busiest time of year and he felt it was important to look at what destination marketing would look like before deciding.

Councilor Prawitz stated Council receives the annual report for the Chamber and wanted to know what the results have been when the Board evaluates the program or how many people visit the location or go to the website. Mr. Pike explained that would be best answered by Executive Director, Debbie Fromdahl, but he knew there were areas that could be improved. In response to Councilor Cole, Mr. Colley explained Council would approve the new proposal for a contract. Councilor Cotterell said he agreed with Mr. Colley to start the clock, but would like to be engaged with the Chamber and not alienate them.

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Councilor Zielinski stated she did not think the City should spend \$20,000.00 to know if they are receiving the best services for money spent. She checked the Chamber's Facebook page and they had not posted anything new in the last month. They have a Pinterest account and had not posted anything in over twenty-one weeks. She felt it was an easy option to promote the community. Since people turn to social media sites more than ever, she thought the Chamber was behind the times.

Councilor Ryan moved to direct the City Manager to provide written notice of termination of the current personal services agreement with the Roseburg Area Chamber of Commerce in accordance with section 3.8 of the agreement. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

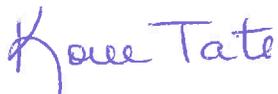
ITEMS FROM MAYOR AND COUNCIL

Councilor Hicks held a river cleanup at the South Umpqua Riverfront Trail on February 9 and 10, 2019. The cleanup effort filled their twenty-eighth dumpster for refuse left at the river. Besides filling the dumpster, they pulled several shopping carts from the riverbanks and she contacted each store to retrieve their shopping carts. One person expressed frustration for lack of options to retrieve carts, especially if they do not have a vehicle with adequate space. Councilor Hicks asked for clarification regarding the process when shopping carts are found during cleanup efforts and how long stores have to retrieve them. Mr. Colley explained the process was to contact the Roseburg Police Department who then provides the stores with a 72-hour notice. He did not want to create citations, but hoped for compliance. The non-emergency number was the best to reach the police department regarding shopping carts.

In response to Councilor Hicks, Mr. Colley confirmed the City was working on an intergovernmental agreement to focus on the cleanup efforts on Arizona Street. He asked Councilor Hicks to be very careful, avoid violating any constitutional rights, and if there was a camp present, please do not approach it.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.



Koree Tate
Management Assistant

OC
8/20/19

ORDINANCE NO. 3520

AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT REGULATIONS AS SET FORTH HEREIN.

WHEREAS, after reviewing the recommendation of the Planning Commission after conducting a public hearing on January 7, 2019.

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

SECTION 1: Section 12.02.090 entitled "Definitions" is hereby amended to read as follows:

"ACCESSORY DWELLING UNIT" An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.

"SINGLE ROOM OCCUPANCY HOUSING (SRO)" A structure that provides individual rooms with sleeping accommodations for no more than two persons per room and shared or communal bath, toilet, and cooking facilities for residents.

SECTION 2: Section 12.04.030 entitled "Residential Districts" Table 2-4: Residential – Allowed Uses is hereby amended to read as follows:

USE CATEGORY	R10	R7.5	R6	MR14	MR18	MR29	MR40	STANDARDS
Specific Use								
6) Accessory Dwelling Unit ^[2]	P	P	P	P	P	P	P	12.04.030(C)

^[2] Accessory dwelling units shall be accessory to a lawfully established single-family dwelling and is subject to the standards in Subsection 12.04.030(C).

SECTION 3: Section 12.04.030 entitled "Residential Districts" is hereby amended to read as follows:

- C. Accessory dwelling units. Accessory dwelling units shall conform to the following standards:
 1. Accessory dwelling units are exempt from the housing density standards of residential zoning districts.
 2. A maximum of one (1) accessory dwelling unit is allowed per legal single family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g. above a garage or workshop), or a unit attached or

interior to the primary dwelling (e.g., an addition or the conversion of an existing floor);

- a. A detached accessory dwelling unit shall not exceed 1000 square feet in floor area, or 75% of the primary dwelling's floor area, whichever is smaller.
 - b. An attached or interior accessory dwelling unit shall not exceed 1000 square feet of floor area, or 75% of the primary dwelling's floor area, whichever is smaller. However, accessory dwelling units that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the accessory dwelling unit would be more than 1000 square feet;
3. Accessory dwelling units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:
- a. Conversion of an existing legal non-conforming structure to an accessory dwelling unit is allowed, provided that the conversion does not increase the non-conformity; and
 - b. No off-street parking is required for an accessory dwelling unit except, one (1) off-street space shall be provided if the street that provides access is signed for restricted parking along the frontage of the property.
4. Street or sidewalk improvements are not required for interior accessory dwelling units in which no increase to the size of the total gross floor area on the property occurs.

SECTION 4: Section 12.04.050 entitled "Central business district (CBD)" Table 2-9: CBD – Allowed Uses is hereby amended to read as follows:

USE CATEGORY		CBD	STANDARDS
Specific Use			
2)	Dwelling units or Single Room Occupancy Housing above commercial structures	P	12.08.040(N)

SECTION 5: Section 12.08.040 entitled "Supplemental Provisions" is hereby amended to read as follows:

- N. Single Room Occupancy Housing. In addition to meeting requirements for residential structures defined elsewhere in this Title, single-room occupancy housing units shall comply with the following:

ORDINANCES A

02/25/2019

1. Each unit shall have at least 100 square feet of floor area, except that any unit lawfully constructed prior to permit requirements shall be deemed in compliance with respect to floor area provided it has at least 85 square feet of floor area. This exception shall not apply where any occupancy has been changed or increased contrary to the provisions of this Title.
2. Either a community kitchen with facilities for cooking, refrigeration, and washing utensils shall be provided on each floor, or each individual single-room occupancy housing unit shall have facilities for cooking, refrigeration and washing utensils. In addition, facilities for community garbage storage or disposal shall be provided on each floor.
3. Each unit shall be limited to accommodations for no more than two persons.
4. Laundry facilities shall be provided in a separate room at the ratio of one washer and one dryer for every ten (10) units.
5. Cleaning Supply Room. A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO facility.
6. Tenancy of SRO units shall not be for less than thirty (30) days.
7. An SRO facility shall provide one parking space per dwelling unit, one parking space for the on-site manager where required, and one parking space for each additional employee. All parking shall be off-street and located in a parking lot within 500 feet of the subject property.
8. An existing structure may be converted to an SRO facility, consistent with the provisions of this section. Any such conversion must bring the entire structure up to current building code standards, including accessibility standards, unless otherwise exempted by the building official.

ADOPTED BY THE CITY COUNCIL THIS 25TH DAY OF FEBRUARY 2019.

APPROVED BY THE MAYOR THIS 25TH DAY OF FEBRUARY 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

CTC
2/25/19

DEPARTMENT ITEMS A
02/25/2019

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 Pavement Rehabilitation Projects Design Task Order Authorization

Meeting Date: February 25, 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 late 2014, the City awarded a Five Year Pavement Management contract to Murraysmith, Inc. (MS). The issue for Council is whether to authorize a task order for the design of the 2019 Pavement Rehabilitation (Overlay) Project.

BACKGROUND

A. Council Action History. On December 8, 2014 the Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. (MS). Under the master contract, each task order is negotiated separately based on the work to be accomplished.

B. Analysis. Staff has worked with the consultant to identify the following streets for pavement rehabilitation in 2019. All of the projects listed below are expected to include a grind/inlay. The depth of each treatment will be determined as part of the design process.

- Stewart Pkwy from Aviation Dr. towards Edenbower Blvd. (Urban Renewal)
- Stewart Pkwy from 500 ft. South of Harvey St. to Stewart Park Bridge
- Garden Valley Blvd. from Stephens St. to Sunset St.
- Main St. from Hawthorne Ave. to Lane Ave.
- Beulah St. from Center St. to Lincoln St. and Lincoln St. to end.
- Alameda Ave. from Vine St. to Sunset St.
- Aviation Dr. from Lowes entrance to General Ave.

The proposed task order includes the following services:

- Core sample evaluation
- Traffic Control Plans
- Pedestrian accessible route design
- Signing and striping
- Identify and design of areas requiring spot repairs
- Drawing development, specifications, biddable contract documents, and services during bidding, ADA curb ramp design and improvements at all intersections within project limits as necessary for compliance with PROWAG.

Due to time constraints associated with the expiration of the North Roseburg Urban Renewal District, Stewart Parkway from Aviation to Edenbower will be bid separately to accomplish that work prior to the end of August.

C. Financial and/or Resource Considerations. Staff previously executed a task order with MS in order to begin design on the Urban Renewal funded portion of Stewart Parkway. That task order had a not to exceed amount of \$33,233 for 90% design. The portion of the current proposed task order to complete the Stewart Parkway design and prepare bid documents is an additional \$16,101. The fee proposal to complete the design and bidding documents for the non-Urban Renewal funded streets outlined above is \$102,636. The total task order has a not to exceed amount of \$118,737.

Staff is in the process of formulating the proposed FY 19-20 budget and intends to budget between \$1.2 and \$1.4 million in the Transportation Fund for pavement management projects. The pavement management budget includes design, construction, construction management, and materials for overlay and slurry seal projects.

D. Timing Issues. If the task order is authorized, design would begin immediately. It is staff's intent to bid the work as soon as practical and complete construction of Stewart Parkway by the end of August and the remaining street projects by September 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the task order with Murraysmith, Inc. for an amount not to exceed \$118,737;
or
2. Request additional information; or
3. Not authorize the task order and not move forward with the overlay projects this year.

STAFF RECOMMENDATION

Money has been budgeted and is available in the Urban Renewal and Transportation Funds to complete this design. The Public Works Commission discussed this task order at their February 14th meeting. The Commission recommended the Council authorize a task order for the 2019 Pavement Rehabilitation design services with Murraysmith, Inc. for an amount not to exceed \$118,737. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order for the 2019 Pavement Rehabilitation Project design services with Murraysmith, Inc. for an amount not to exceed \$118,737.

ATTACHMENTS

None

ete
2/20/19



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Douglas Avenue Preliminary Design Contract

Meeting Date: February 25, 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

Douglas Avenue east of Deer Creek is substandard and there is significant multi-family housing planning to develop in the area. Staff seeks to design Douglas Avenue as soon as practical to ensure that as new development occurs, it will not interfere with the City's ability to improve Douglas. The issue for the Council is whether to authorize a preliminary design contract for the section of Douglas Avenue between Rifle Range Road and Patterson Street.

BACKGROUND

A. Council Action History. On November 9, 2015, the Council adopted a resolution supporting an application to ODOT's Transportation Enhance program to improve this section of Douglas Avenue. On September 24, 2018, the Council authorized a grant application to ODOT's Safe Routes to Schools Program to improve this section of Douglas Avenue.

B. Analysis. Douglas Avenue east of Deer Creek is a substandard roadway with narrow shoulders and no sidewalks or bike lanes. This section was identified as a critical route for bikes and pedestrians in the 2006 Transportation System Plan (TSP) and is on the preliminary list of recommended projects in the current TSP update. Improvement of this section of Douglas Avenue is also included in the Diamond Lake Urban Renewal Plan and the City's Five Year Capital Improvement Plan. In 2015, the City applied for a Transportation Enhancement grant through ODOT to improve the road and install sidewalks and bike lanes. In 2018, the City again applied for an ODOT grant for this section, this time through the Safe Routes to Schools (SRTS) program. Neither of those applications were funded.

The City recently received a site review application for a 68-unit apartment complex and is expecting a second application for multi-family housing on this section of Douglas. Both of these projects are being proposed by Neighborworks Umpqua with engineering by i.e. Engineering, Inc. Given the recently adopted incentives for multi-family housing within the new Urban Renewal Area, staff expects to see more of these types of development. As such, staff seeks to get a preliminary design in order to establish the typical section, and horizontal and vertical alignment of the roadway between Rifle Range Road and Patterson Street. In order to accomplish this relatively quickly, staff executed a contract with i.e. Engineering to accomplish the surveying work and negotiated a scope and fee with Century West Engineering to provide preliminary design and cost estimating through approximately 75 percent plans. This will not include preparing contract documents or specifications. Final design, bid documents and specifications will be prepared once the construction is programmed for funding.

This has been a high priority project for a while and staff believes it is critical to get a design done soon in order to accommodate future development and ensure that any improvements constructed will be consistent and meet the City's needs.

C. Financial and/or Resource Considerations. The contract with i.e. Engineering for surveying is for \$28,160. The fee associated with the proposed contract with Century West Engineering is \$98,081. There is money available in the current fiscal year Transportation Fund budget to accomplish both of these contracts.

D. Timing Issues. If the engineering contract is authorized, the design would begin immediately following the execution of a contract and be complete (to the 75% level) by late fall of 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a design contract with Century West Engineering for an amount not to exceed \$98,081; or
2. Request additional information; or
3. Not recommend authorizing a design contract at this time.

STAFF RECOMMENDATION

Staff believes this is a high priority project and the best way to establish the roadway alignment and grade in a timely manner is by direct appointment with a design contract under \$100,000. Money is available in the adopted budget to accomplish this due to underruns in projects planned for the current fiscal year. The Public Works Commission discussed this contract at their February 14th meeting. The Commission recommended that the Council authorize a preliminary design contract with Century West Engineering for an amount not to exceed \$98,081. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements for an amount not to exceed \$98,081.

ATTACHMENTS

Attachment #1 - Pictures of Douglas Avenue

DEPARTMENT ITEMS B
ATTACHMENT #1



JK
2/20/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Agreement with ODOT to Pre-Fund Design Exit 125

Meeting Date: February 25, 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 northbound Interstate 5 Exit 125 (Garden Valley) is at or near capacity, which will eventually prohibit development near this intersection. Staff has been working with ODOT to find a way to move a project forward to correct some of the short term deficiencies. The issue for the Council is whether to authorize staff to negotiate an agreement with ODOT for the City to fund the design of the needed improvements with future reimbursement from ODOT.

BACKGROUND

- A. **Council Action History.** None.
- B. **Analysis.** In the fall of 2014, ODOT began a process to study the interchanges at Exit 124 (Harvard) and Exit 125 (Garden Valley). This type of study is known as an Interchange Area Management Plan (IAMP). About one year later, in the fall of 2015, ODOT halted the IAMP study when it became apparent there was a bigger issue with capacity on I-5 through the Roseburg area. In 2018, ODOT began an analysis of that issue with the I-5 Bottleneck Study from Exit 119 (Winston) to Exit 129 (Winchester). Once the Bottleneck study is complete, ODOT will re-engage in the IAMP study process.

Significant analysis was completed as part of the IAMP 124 & 125 study. Some of the findings related to the northbound off-ramp at Garden Valley/Mulholland are as follows:

	<u>2013</u>	<u>2035</u>	<u>Adopted Mobility Standard</u>
Volume/Capacity ratio (V/C)	0.80	0.99	0.85
Level of Service (LOS)	C	D	D

In addition, the analysis revealed that queueing at the interchange **currently** exceeds available storage for the northbound thru/right turn movement during the PM peak hour. This is significant in that it means that traffic may be backing up onto the interstate, which is a safety concern.

When new development occurs, the City requires the developer to provide a Traffic Impact Study and provide recommendations and cost estimates for any improvements that may be needed to accommodate the additional traffic generated from the development. At this particular intersection, data shows the intersection will fail within the twenty year planning period **even without new development**. With the magnitude of what may be required to meet mobility standards, this makes it very difficult to develop anywhere along this corridor.

As you may be aware, there is significant bare and/or underdeveloped land just north of the intersection on Mulholland, and the VA is looking at adding buildings on their campus. If the deficiencies at the intersection are not addressed, any VA development will exacerbate the issue and any private development may be stifled by the lack of capacity.

Preliminary development plans for the Mulholland properties prompted discussion between the City and ODOT regarding what interim improvements could be constructed to alleviate some of the issues at this intersection. ODOT has some conceptual ideas in mind, but the soonest that they could program money in the Statewide Transportation Improvement Program (STIP) and begin design would be 2021. If the City were to “pre-fund” the design and/or right-of-way acquisition, it could begin much sooner and potentially lead to construction in 2022. In other words, if the City wanted to accommodate moving an interim project forward sooner, the City could enter into an agreement with ODOT to fund the design and right-of-way acquisition with ODOT guaranteeing to repay those funds in federal fiscal year 2022.

It should be noted that the improvements being designed at this time are considered interim solutions. City and ODOT staff expect the Bottleneck Study and follow up IAMP to reveal the “fix” for the interchange. That project or projects may run in the tens of millions of dollars and are not expected to occur for at least ten years.

C. Financial and/or Resource Considerations. ODOT’s preliminary estimate for design and property acquisition is approximately \$700,000. The City currently has \$919,729 in federal funds available from annual STIP allocations from ODOT. Typically, the City will “fund exchange” the STIP allocations at \$0.94 on the dollar to convert the money to state funding (as opposed to federal funding). Once converted to state funding, the City can utilize the funds to design and/or construct improvements. The last project the City applied STIP funding to was the South Stewart Parkway Improvements.

STIP funds reside at ODOT until such time as the City requests to use them for an identified project. The City’s 2019 STIP allocation is \$297,932. The City will continue to accumulate STIP funding annually, with the allocation scheduled to grow next biennium as HB2017 continues implementation.

D. Timing Issues. Once an agreement is executed, ODOT can begin design and will draw down the City’s STIP funds as needed in at least two phases, one for design and one for right-of-way acquisition up to the maximum allowed by the agreement. ODOT would repay the City’s STIP account in fiscal year 2022.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to negotiate an agreement with ODOT to fund the design and property acquisition required to improve the Exit 125 northbound off-ramp; or
2. Request additional information; or
3. Not recommend moving forward with the agreement which will delay construction of any improvements at the off-ramp.

STAFF RECOMMENDATION

The intersection of Garden Valley with the northbound I-5 off-ramp will fail to meet mobility standards in the near future. This, in turn, will create a situation that will require any new

development to be deferred until such time as a solution can be identified and constructed. By moving design on interim solutions forward in a timely manner, staff will be able to better quantify a development's responsibility to participate in the cost of the required improvements and will allow some development to continue to occur in the meantime. Staff believes the best way to facilitate progress at this intersection is for the City to enter into an agreement with ODOT to move the design forward utilizing City STIP funding with ODOT reimbursement in the future.

The Public Works Commission discussed this funding concept at their February 14th meeting. The Commission recommended that the City Council authorize staff to negotiate an agreement with ODOT for the City to pre-fund the design and right-of-way acquisition for a project at the I-5 Exit 125 Northbound Off-ramp with ODOT reimbursing the City in FY 2022. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize staff to negotiate an agreement with ODOT for the City to pre-fund the design and right-of-way acquisition for a project at the I-5 Exit 125 Northbound Off-ramp with ODOT reimbursing the City in FY 2022.

ATTACHMENTS

None

*ejc
2/20/19*



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Purchase of a 2019 Turf Mower

Meeting Date: February 25, 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 Parks Maintenance Division is budgeted to purchase a new Large Turf Mower this fiscal year. The issue for the Council is whether to authorize the purchase of this equipment.

BACKGROUND

A. Council Action History. None.

B. Analysis. The Mower scheduled for replacement is a 2012 Toro 5400-D with a 100" cutting width. The existing mower currently has 2752 hours on it and is still in working order. However, as turf equipment approaches the 3,000 hour mark the cost of maintaining it becomes exceedingly high. Staff is proposing to replace the mower with a new 2019 Toro Reelmaster 3555-D with upgraded cutting units that will increase the mowing width to 110 inches.

C. Financial and/or Resource Considerations. The FY2018-2019 Equipment Replacement Fund budget includes \$65,000 for the replacement of this mower. Staff has received a quote of \$50,731.05 from Turf Star (the Oregon supplier for Toro products) utilizing Oregon Procurement Information Network (ORPIN) contract pricing.

D. Timing Issues. Estimated time for delivery is approximately three weeks. This will get the new mower here prior to the heavy spring/summer mowing season.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of a new Toro mower from Turf Star/Western Equipment in the amount of \$50,731.05 utilizing ORPIN contract pricing; or
2. Request additional information; or
3. Not authorize the purchase at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to purchase this mower. The Parks Commission discussed this purchase at their February 6th meeting. The Commission recommended awarding the purchase of a 2019 Toro Reelmaster to Turf Star/Weser Equipment for \$50,731.05. Staff concurs with this recommendation.

SUGGESTED MOTION

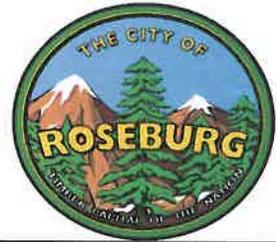
I move to award the purchase of a 2019 Toro Reelmaster 3555-D to Turf Star/Western Equipment for \$50,731.05 utilizing ORPIN contract pricing.

ATTACHMENTS None

*CLC
2/20/19*

INFORMATIONAL A
02/25/2019

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

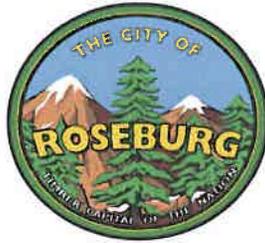
Meeting Date: February 25, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 25, 2019, meeting, I provide the following items:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 19, 2019 - 10:00 a.m.

1. Review February 25, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 12, 2019 - 10:00 a.m.

1. Review February 11, 2019 City Council Meeting Synopsis
2. Review February 25, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Umpqua Valley Tennis Center Event – Feb. 28, 2019
5. Department Items
 - a. Email phishing attacks and security recommendations (RH)

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

March 4, 2019 (7:00 p.m.)

Executive Session

- A. Consider the Employment of a Public Officer

March 11, 2019

Consent Agenda

- A. Minutes of Special Meeting of February 25, 2019
- B. Minutes of Regular Meeting of February 25, 2019

Ordinances

- A. Ordinance No. 3521 – Amending RMC 7.06.060 Regarding Assessment of Abatement Costs

Department Items

- A. Library Policy Updates
 - 1. Memorandum of Understanding with Friends of the Roseburg Public Library
 - 2. Resolution No. 2019-01 – Amending Library Collection Policy
- B. Authorization to Apply for Local Government Grant for Parks

Informational

- A. Activity Report

March 25, 2019

Mayor Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 11, 2019

Informational

- A. Activity Report

April 8, 2019

Mayor Report

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

Consent Agenda

- A. Minutes of March 25, 2019
- B. Cancellation of May 27, 2019 Meeting
- C. 2019 OLCC License Renewal Endorsement

Informational

- A. Activity Report

April 22, 2019

Consent Agenda

- A. Minutes of April 8, 2019

Department Items

- A. Municipal Court Quarterly Report
- B. Authorization to Apply for OPRD Grant – Revamp Stewart Park Pavilion

Informational

- A. Activity Report
- B. Finance Quarterly Report

May 13, 2019

Consent Agenda

- A. Minutes of April 22, 2019
- B. Annual Fee Adjustments
 - Resolution No. 2019-__ - General Fees
 - Resolution No. 2019-__ - Water Related Fees

Informational

- A. Activity Report

June 10, 2019

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 13, 2019

Public Hearing

- A. 2019-2020 Budget Adoption – Resolution No. 2019- ____

Informational

- A. Activity Report

June 24, 2018

Consent Agenda

- A. Minutes of June 10, 2019

Informational

- A. Activity Report

July 8, 2019

Consent Agenda

- A. Minutes of June 24, 2019

Informational

- A. Activity Report

July 22, 2019

Consent Agenda

- A. Minutes of July 8, 2019

Department Items

- A. Municipal Court Update

Informational

- A. Activity Report
- B. Financial Quarterly Report

August 12, 2019

Consent Agenda

- A. Minutes of July 22, 2019

Informational

- A. Activity Report
- Executive Session
- A. City Manager Quarterly Evaluation

August 26, 2019

- Consent Agenda
- A. Minutes of August 12, 2019
- Informational
- A. Activity Report

September 9, 2019

- Consent Agenda
- A. Minutes of August 26, 2019
- Informational
- B. Activity Report

September 23, 2019

- Council Reports
- A. Implementation of Annual City Manager Performance Evaluation
- Consent Agenda
- A. Minutes of September 9, 2019
- B. Cancellation of November 11, 2019 Meeting
- Informational
- A. Activity Report

October 14, 2019

- Consent Agenda
- A. Minutes of September 23, 2019
- Informational
- A. Activity Report

October 28, 2019

- Consent Agenda
- A. Minutes of October 14, 2019
- Informational
- A. Activity Report
- B. Municipal Court Quarterly Report
- C. Financial Quarterly Report

November 25, 2019

- Consent Agenda
- A. Minutes of October 28, 2019
- Informational
- A. Activity Report
- Executive Session
- A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019

- Mayor Reports

- A. Municipal Judge Compensation
- Consent Agenda
 - A. Minutes of November 25, 2019
- Informational
 - A. Activity Report

December 23, 2019

- Consent Agenda
 - A. Minutes of December 9, 2019
- Informational
 - A. Activity Report

January 13, 2020

- Mayor Reports
 - A. State of the City Address
 - B. Commission Chair Appointment
 - C. Commission Appointments
- Commission Reports/Council Ward Reports
 - A. Election of Council President
 - B. Planning Commission Appointments
- Consent
 - A. Minutes of December 23, 2018
- 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

Friday February 15, 2019

Good Friday afternoon everyone. Thank you all for your attendance at Monday's Council meeting. We appreciate your support in moving forward items that will help us achieve Council goals and enhance our ability to provide services and opportunities for our constituents. Your recent approval of the Urban Renewal Housing incentives appears to be motivating interest in our area. A developer has applied for a conditional use for a piece of mixed-use property in the plan area. The application could provide up to 95 units of multi-family housing and NeighborWorks Umpqua is moving forward with its development of over 80 units of veterans' preference housing on Douglas Avenue as well as an additional 10 or so units of self-help housing adjacent to the apartment complex. I attended a Roseburg Urban Sanitary Board meeting this week to present our policy on SDC buy downs to ask for their support in entering into an intergovernmental agreement to allow our Urban Renewal Agency to assume the SDC responsibility for RUSA's SDC fees. They were supportive and directed their manager to work with the City to develop an IGA to meet both agency's needs. We will begin working on the IGA right away.

The Public Works Commission met Thursday. New Chair Councilor Cotterell was introduced to the Commission, as was our new City Engineer Loree Pryce. Loree will be replacing Jim Maciariello when he retires this spring. The Commission approved recommendations to Council for a task order for our pavement rehabilitation design, a preliminary design contract for Douglas Avenue improvements and authorization for staff to work with ODOT on an intergovernmental agreement to provide for design and possibly right-of-way acquisition to plan for future improvements around the north-bound I-5 off-ramp at Garden Valley exit 125. We anticipate you will see each of these items at your next regular meeting on February 25.

Staff and our contractor continue to move forward on a number of facility improvement projects. The Library renovation is almost complete with only a few punch list items remaining. As you might recall, not only did staff manage the library portion of the renovation, but the entire project, including the ESD portion. We hope to close this project out in March and provide our grant reporting to the foundations and supporters by the end of the month. The seismic rehabilitation of Fire Station 3 is almost complete and

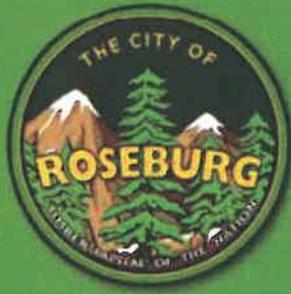


fire staff have been back in the building for over a month. Most of the remaining work is supporting the exterior portion of the building. Station 2 work is still at least a month from completion. The renovation of Station 2 was much more extensive and has resulted in almost a complete rebuild of the interior of the structure. Station 2 staff have been occupying the Park office next to the pavilion in Stewart Park for the last few months and providing the same high level of service to their response area during the reconstruction process. I know they are looking forward to getting back into the station.

HR is busy working on filling a few remaining positions including an engineering technician, seasonal street/parks maintenance, one more police position and the

management staff assistant in our office. John is also assisting in the process for the CM hire and you are all scheduled to meet with the recruitment consultant on March 4th at 7:00 PM at the PSC. We will be welcoming our new youth librarian and a new lateral police officer in the next week or so.

Don't forget that on Monday we recognize the Presidents' Day holiday and will be closed and that on Tuesday, February 19th, Community Development will be hosting an open house with our consultant for our housing needs analysis. Have a good long weekend everyone!



HOUSING NEEDS ANALYSIS & BUILDABLE LANDS INVENTORY

OPEN HOUSE

Please join us for a community meeting to discuss the Housing Needs Analysis & Buildable Lands Inventory Project.

City staff and the consultant will be on hand to give a project presentation, discuss project outcomes and collect community input on how to address our community's housing issues.

Tuesday
February 19, 2019
7:00-8:30pm

700 SE Douglas Ave
Umpqua Room

February 8, 2019

Good Friday afternoon everyone! This has been a very busy and very quick week. The Parks Commission chaired by Councilor Eggers met this week and welcomed our newest commission member, Marsha La Verne. Marsha has been a local resident for many years and works at the Family Development. She has a passion for children and the community and is a great addition to our Parks Commission. There will be a Park Commission recommendation at your second meeting.

On Wednesday, I met with representatives from Oregonians for Rural Health, an offshoot of the Partnership, which we have been involved with for many years now to discuss issues relating to an academic partner for our proposed allied health college/university. We continue to look towards some formal announcements near the end of the month. Identifying an academic partner is the critical step in advancing this project. From a work force development and economic development standpoint, I think this is one of the most significant projects we have worked on. As public information is made available we will keep you informed.

The Local Public Safety Coordinating Council met on Wednesday to talk about current issues, sobering center options, legislative issues and the next round of PSCC funding. We are continuing to work on transitional and intermediate term housing, prison downward departure to keep people local rather than in prison, and how best to continue to address post incarceration issues locally. The group continues to provide alternatives to support public safety in our community. A subcommittee will be working to put together a recommended spending plan for the next biennium that will be presented to group in March or May.

ODOT held an open house to provide the proposed plan for the intersection improvements at Bellows Street and I-5 at the high school. It was primarily a question and answer session. The project design is nearing completion and will go to bid in early spring with construction scheduled for this summer.

Thursday afternoon Kris Wiley, Michael Lasher and I met with The Ford Family Foundation Board and many of their staff at the Roseburg Public Library to provide them with an update of the progress we made since their initial approval of match funding for the renovation project. In addition to a power point provided by Kris, we toured the renovation project and discussed a little history, the current services being provided and our vision for the future. TFFF has been instrumental in many local projects and their investment in our community has made so many services a possibility. We greatly appreciate their continued support.

Shortly after the meeting our Wednesday story time was led by Fire Chief Garrisi and Officer Derrick along with K-9 Trapper reading to a packed



room for Super Hero night at the library as a celebration of literacy sponsored by Altrusa.



Have a great weekend everyone! See you Monday.