



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, MARCH 1, 2023
8:15 a.m. Regular Meeting**

Handwritten:
2-23-2023

**In Person at City Hall Third Floor Conference Room and Electronic
Public Access: www.Facebook.com/CityofRoseburg**

*NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF
KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.*

I. CALL TO ORDER

II. ROLL CALL:

<u>Chair:</u>	Patrice Sipos		
<u>Commissioners:</u>	Kyle Bailey	Ryan Finlay	Diana Wales
	Bob Grubbs	Marsha La Verne	Tobiah Mogavero

III. APPROVAL OF MINUTES

A. February 1, 2023

IV. DISCUSSION ITEMS

A. Umpqua Actors Community Theater (UACT) – Improvement Project

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission.

Comments also can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Tuesday, February 28, 2023.** Comments must include the person’s name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: April 5, 2023

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

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

**CITY OF ROSEBURG
PARKS AND RECREATION COMMISSION
FEBRUARY 1, 2023**

MINUTES

CALL TO ORDER: The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:15 a.m. Wednesday, February 1, 2023, in the Umpqua Room at Roseburg Public Safety Center, Roseburg, Oregon and electronically via Zoom.

ROLL CALL: Present: Chair Patrice Sipos, Commissioners Ryan Finlay, Bob Grubbs, Marsha La Verne, and Tobiah Mogavero

Absent: Commissioners Kyle Bailey and Diana Wales

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Parks and Recreation Program Manager Val Ligon, and Department Technician Chanelle Rogers

Others Present: None

APPROVAL OF MINUTES: Commissioner Grubbs moved to approve the minutes of the December 7, 2022 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Magavro and approved with the following vote: Chair Sipos, Commissioners Finlay, Grubbs, La Verne, and Mogavero voted yes. No one voted no.

DISCUSSION ITEMS:

Five-Year Capital Improvement Plan Update: Easley informed staff is in the process of drafting an update to the City's Five-Year Capital Improvement Plan (CIP). Easley said the CIP is separated into several different funds and the current plan was adopted in April 2021. Several projects have been completed from that plan and others have been delayed. Easley went over the projects that are in the current plan for the Bike Trail Fund and the Parks Improvement Fund / Stewart Trust Fund. Commissioner Grubbs questioned what the 5-year plan includes, does the project have to be completed in those five years. Easley replied that each project did not have to be completed in that period. Commissioner La Verne asked if there was any grant funding available to help upgrade the multi-use paths due to the emergency responders also using them. Messenger stated she was not aware of any public safety grants that go for anything other than staffing and equipment. Discussion ensued regarding other funding options for path improvements. Commissioner Finlay questioned if the community can fundraise for new playground structure at Quintus Park. Messenger stated it has been done before, so could be done before. Ligon stated she has already be in contact with a playground representative to get some ideas on what possibilities are out there for both Quintus Park and Brown Park. Discussion ensued. Suggestions were to add developing a Pump Track at Sunshine Park and updating Quintus Park to the Five-Year Capital Improvement Plan.

Leila Heislen / Brown Park Discussion: Ligon informed there has been discussion in the past regarding further ways to recognize Leila Heislen at Brown Park. Heislen was an active member on the Parks & Recreation Commission from 1992 until she passed in 2020. Heislen adopted Brown Park in 1995 and was instrumental in many park improvement projects including the development of Sunshine Park, Happy Tails Dog Park, Fir Grove Splash Pad and Playground, and the continued expansion of the park trail system. Ligon stated there had been discussion on renaming Brown Park, currently there is a bench that was placed in the park

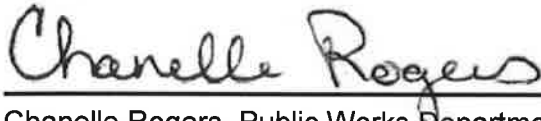
noting her many years of service on the commission and there is an Adopt-A-Park plaque too. Messenger stated that Bob Cotterell had reached out to her stating the time frame for renaming Brown Park had passed. Messenger said the deed for the Brown Park property stated that in the event the City fails to maintain and use the property for public park, playground, and said memorial purposes or attempt to make other use of said property the title shall revert to and become the property of the grantors and/or their heirs. Messenger questioned if should leave it called Brown Park and do another memorial for Heislein or rename it recognizing Heislein and do a small memorial for Brown within the park. Discussion ensued on potential ideas. Overall the commission was in agreement that some sort of Memorial should be done for Heislein at Brown Park.

AUDIENCE PARTICIPATION: None

INFORMATIONAL: None

BUSINESS FROM THE COMMISSION: None

ADJOURNMENT: Meeting adjourned at 9:03 a.m.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician



**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 1, 2023
TO: Parks & Recreation Commission
FROM: Dawn Easley, Public Works Director
SUBJECT: Umpqua Actors Community Theatre (UACT) – Improvement Project

ISSUE STATEMENT AND SUMMARY

UACT would like to expand the Betty Long Unruh Theatre building they lease from the City located at 1614 West Harvard Avenue. The issue for Commission is whether to recommend that Council give a preliminary approval to UACT's conceptual expansion plan.

BACKGROUND/ANALYSIS

UACT received a \$2 million dollar donation and would like to use the funding to expand the footprint of the Betty Long Unruh Theatre building. UACT is seeking preliminary approval for expansion as they work to define the project.

FINANCIAL/RESOURCE ISSUES

The proposed project is being entirely funded by UACT. No financial impacts are expected for the City.

TIMING ISSUES

UACT would like to proceed with planning the building expansion as soon as practical. As such, they are seeking a preliminary approval to allow that effort to begin.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council grant preliminary approval to UACT's conceptual expansion plans; or
2. Request additional information; or
3. Not recommend preliminary approval.

STAFF RECOMMENDATION

Staff recommends giving preliminary approval to the concept is step one. As such, staff recommends that the Commission forward a recommendation to the City Council to approve the preliminary expansion concepts attached to this memo. This will allow UACT to further refine the expansion project and to work through details with staff.

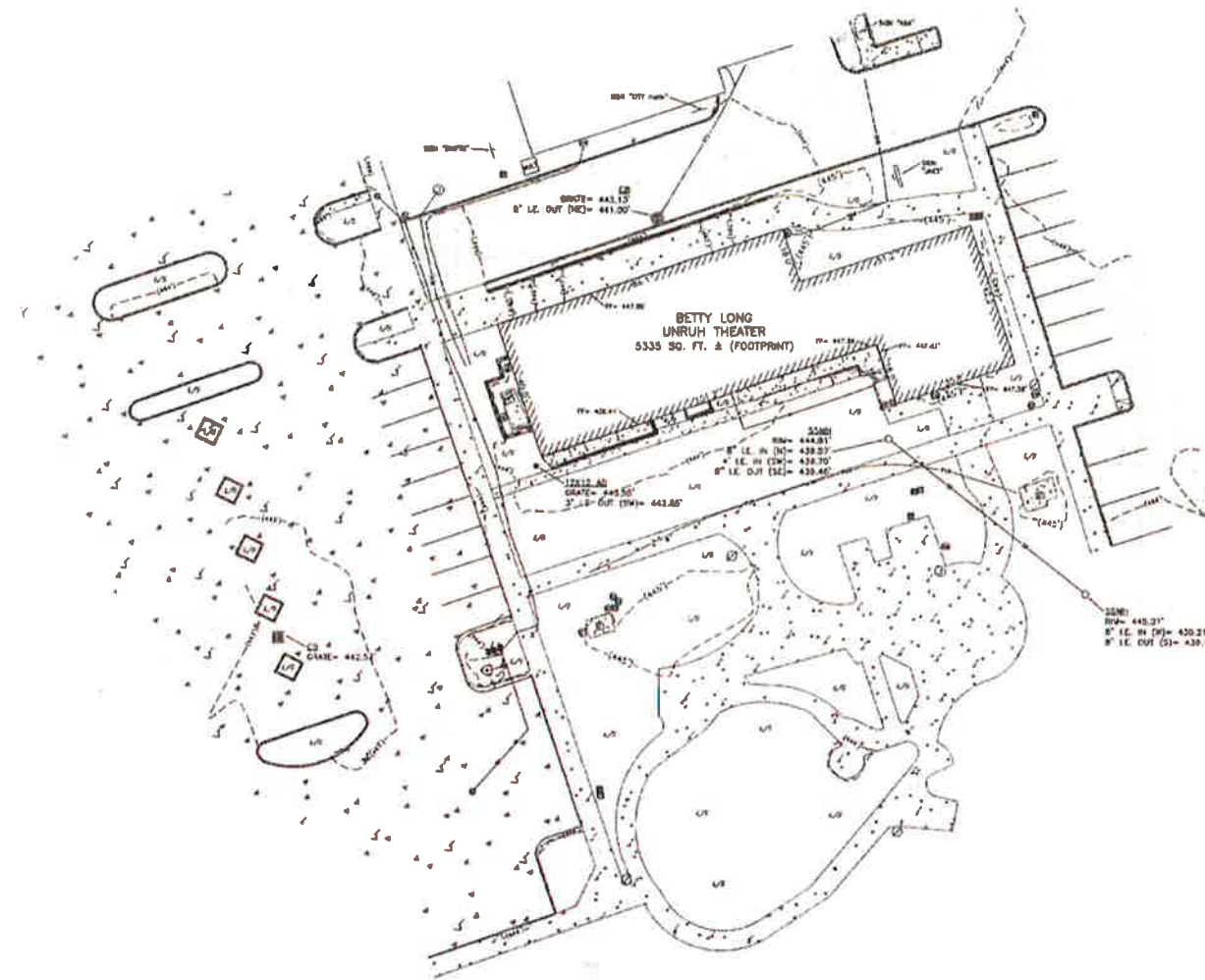
SUGGESTED MOTION

I move to forward a recommendation to the City Council to give preliminary approval to UACT's conceptual expansion plan.

ATTACHMENTS

1. Preliminary UACT Expansion Drawing

UACT BETTY LONG UNRUH THEATER TOPOGRAPHIC SURVEY



LEGEND

	EXISTING BUILDING
	EXISTING WALL
	CONCRETE SURFACE
	ASPHALT SURFACE
	FENCE
	FENCE GATE POST
	LANDSCAPED
	MAJOR CONTOUR INTERVAL (5')
	MINOR CONTOUR INTERVAL (1')
	LIGHT POLE
	JUNCTION BOX
	PORCH METER
	HEAT PUMP
	WATER VALVE
	WATER VALVE
	FIRE HYDRANT
	BURIED METER
	REGULATOR VALVE
	SEWER/SPLINER BOX
	CATCH BASIN
	AREA DRAIN
	SANITARY SEWER MANHOLE
	SANITARY SEWER CLEANOUT
	TEMPERATURE TREE
	CONIFEROUS TREE
	LANDSCAPED/GRASS AREA
	BUSH AS NOTED
	GAS METER
	UNDERGROUND POWER (PER LOCATE MARKS)
	UNDERGROUND WATER LINE (PER LOCATE MARKS)
	UNDERGROUND GAS LINE (PER LOCATE MARKS)
	UNDERGROUND SEWER LINE (PER LOCATE MARKS)
	UNDERGROUND STORM LINE (PER LOCATE MARKS)

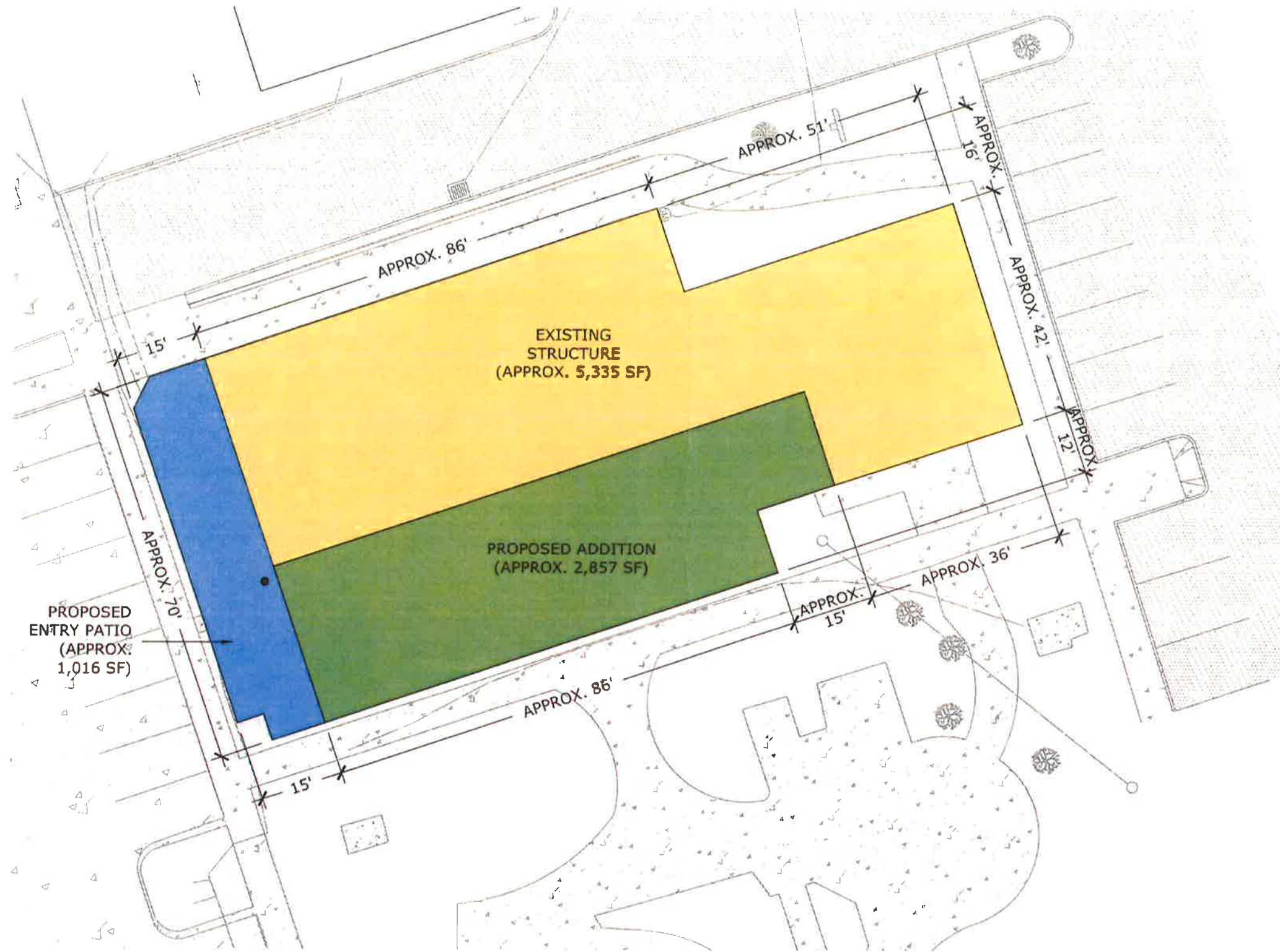
i.e.

North

i.e.
 101 W. Pine Street
 Astoria, Oregon 97103
 Phone: (503) 325-0188
 Fax: (503) 325-0393
 Email: info@ieengineering.com

PROJECT: NO. 2174-01
 DWG: BY: KWT

SCALE: 1"=20'



1
A-1 PROPOSED AREA OF NEW ADDITION

ALL DIMENSIONS ARE APPROXIMATE. FIELD VERIFY. 1/8" = 1'-0"



418 SE JOHNSON STREET
ROSEBURG, OR 97130
503.535.1550
www.paulbentleyarchitect.com

PAUL L BENTLEY Architect A.I.A. P.C.

A NEW ADDITION STUDY FOR:
BETTY LONG UNRUH THEATRE
1614 WEST HARVARD AVE. ROSEBURG, OR

FOR REVIEW ONLY:
NOT FOR CONSTRUCTION

DRAWN BY:	KMD
CHECKED BY:	PLB
DATE:	1-12-23
TITLE:	PROPOSED AREA OF NEW ADDITION
SCALE:	1/8" = 1'-0"

SHEET NO:	A-1
OF 1	