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1-27-2021

CITY OF ROSEBURG  
PLANNING COMMISSION  
**Monday, February 1, 2021 – 7:00 pm**  
**VIA ELECTRONIC MEETING**

**Public Access: - Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)  
- Charter Cable PEG Channel 191**

**NOTE:** It is up to each of you as Commissioners to let staff know before the day of the meeting if you will not be able to attend. Thank you

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL:                    Victoria Hawks                    Stephanie Newman  
                                         Daniel Onchuck                    Shelby Osborn  
                                         Ron Sperry                         Jaime Yraguen  
                                         Christy Palmini
- III. APPROVAL OF MINUTES  
    A. November 2, 2020 – Planning Commission Meeting
- IV. ELECTION OF OFFICERS
- V. AUDIENCE PARTICIPATION: See Reverse for Information
- VI. PUBLIC HEARING  
    A. No Public Hearings Scheduled
- VII. BUSINESS FROM STAFF  
    A. 2020 Year End Report  
    B. 2021 Projects
- VIII. BUSINESS FROM THE COMMISSION
- IX. NEXT MEETING – March 1, 2021
- X. ADJOURNMENT

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

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470-3397 (Phone 541-492-6700) 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.

The agenda packet is available on-line at:  
<http://www.cityofroseburg.org/your-government/commissions/planning-commission/>

## AUDIENCE PARTICIPATION INFORMATION

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

**Persons providing comments via e-mail to the Planning Commission must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Planning Commission reserves the right to delay any action requested until they are fully informed on the matter.**

### **CITIZEN PARTICIPATION**

Anyone wishing to provide comments may do so by e-mailing the Community Development Department General E-mail at [cdd@cityofroseburg.org](mailto:cdd@cityofroseburg.org) prior to 4:00 pm Monday, February 1, 2021. The Community Development Director will provide any comments received prior to the meeting to the Planning Commission.

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

***Planning Commission meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 pm. Video replays and the full agenda packet are also available on the City's website: [www.cityofroseburg.org](http://www.cityofroseburg.org). This meeting is also available to view on Facebook live.***

**CITY OF ROSEBURG  
PLANNING COMMISSION MINUTES  
November 2, 2020**

**CALL TO ORDER**

Chair Hughes called the regular meeting of the Roseburg Planning Commission to order at 7:00 p.m. on Monday, November 2, 2020 in the City Hall Council Chambers.

**ROLL CALL**

Present: Chair Ron Hughes, Commissioners Victoria Hawks, Stephanie Newman, Dan Onchuck, Ron Sperry and Jaime Yraguen.

Absent excused: Commissioner Shelby Osborn

Others present: Community Development Director Stuart Cowie, Associate Planner Ricky Hoffman, and Department Technician Chrissy Matthews.

**APPROVAL OF MINUTES**

*Commissioner Onchuck moved to approve the October 19, 2020 minutes as amended. The motion was seconded by Commissioner Sperry and approved with the following votes: Chair Hughes, Commissioners Hawks, Newman, Onchuck, Sperry and Yraguen voted yes. No one voted no. Chair Hughes abstained because he wasn't present at the meeting.*

**AUDIENCE PARTICIPATION –**

James Kern, physical address unknown, stated he was living on land by the South Umpqua River near SE Micelli Street when heavy machinery began clearing the land. He expressed his anger towards the land being cleared and sold. He referred to the land being owned by the City, as well as being a bird sanctuary. Mr. Cowie stated the land is owned by the Railroad and they had it cleared. The City hasn't owned the land. Chair Hughes advised Mr. Kern that the Planning Commission doesn't have the authority to address his concerns and suggested he talk with City Council. Mr. Kern was angry and exited the meeting abruptly.

**PUBLIC HEARING ZC-20-001 – David Ayers – Zone Change R10 to R7.5 [Quasi-Judicial]**

Chair Hughes read the procedures for the Quasi-Judicial Amendment hearing and opened the public hearing.

Chair Hughes asked if any comments were received prior to the meeting. Mr. Cowie stated no comments were received.

No ex-parte contact or conflicts of interest were declared by the Commissioners. Chair Hughes asked for the staff report.

Mr. Cowie stated the application was reviewed by Ricky Hoffman and introduced him to the newly appointed Commissioners Yraguen and Newman.

Mr. Hoffman stated David Ayres, authorized agent of the properties at 1522 & 1591 NE Alameda Ave. submitted an application for a zone change to allow a boundary line adjustment of approximately 3,000 sq. ft. of land between the two adjacent properties. The properties involved in the boundary line adjustment are zoned differently which requires a

zone change to be processed concurrently with the proposed boundary line adjustment. The applicant's property at 1522 NE Alameda Ave. is zoned R7.5 (Single Family Residential). The property at 1591 NE Alameda (adjacent to the east) is zoned R10 (Low Density Residential).

The applicant and property owner of 1522 NE Alameda Avenue approached the property owner to the east, 1591 NE Alameda Ave. (Rose Village LLC, Rod Johnson) to purchase an additional 20 feet of side yard to expand his driveway along the east side yard of the property. The current property line lies within a couple feet of the east side of the existing garage and therefore, portions of the side yard parking area lie over the property line between the two parties. The applicant plans to excavate 5-10 more feet to the east and place a retaining wall in order to extend his driveway along the east side of his garage.

Staff reviewed the zone change request and determined the criteria for approval was satisfied subject to Conditions 1-3. Staff recommended the Planning Commission refer the requested zone change to City Council, as submitted and contained within File ZC-20-001, with a recommendation of approval based on the Findings of Fact.

Chair Hughes asked to clarify whether the zone change is a decrease or increase from low density residential zoning. Staff clarified the zone change had no impact on the development density of the property. Mr. Hoffman stated the adjacent property owner, Rod Johnson, is a party to the boundary line adjustment. Commissioner Onchuck asked if the 20 foot strip of land is tapered in the back. Mr. Hoffman stated there is no taper to the property.

There was no audience participation.

Hearing no further discussion, Chair Hughes closed the public hearing and asked for a vote.

*Commissioner Hawks moved to adopt the Findings of Fact as presented, and refer the request to City Council, recommending approval of the requested Zone Change, referenced as File No. ZC-20-001. The motion was seconded by Commissioner Newman and approved with the following votes: Chair Hughes, Commissioners Hawks, Newman, Onchuck, Sperry and Yraguen voted yes. No one voted no.*

#### **BUSINESS FROM STAFF -**

Mr. Cowie recognized Commissioner Hawks' birthday, as did the entire Commission.

Mr. Cowie shared that Chair Hughes is resigning due to moving and this is his last meeting. He was presented with a plaque in recognition of his distinguished public service on the Planning Commission since January 2005. In his tenure, a lot of decisions and development occurred in the community and the City is grateful for his service.

Chair Hughes expressed his appreciation for the recognition and stated he enjoyed his time serving on the Planning Commission. He introduced his wife and said he is looking forward to the next phase of life.

#### **Director's Report -**

- The Commissioners received the Great Umpqua Trail Brochure, which was partially funded by the Economic Development Commission Tourism Grant.

Long Range Planning Projects:

- Urban Growth Boundary Swap in the Charter Oaks area is moving forward. A traffic engineer is in the process of being hired. Application is anticipated to be submitted the summer 2021.
- Middle Housing (HB 2001) Code Update Project. The City was awarded grant funding from the Oregon Department of Land Conservation and Development for assistance in developing proposed amendments to the Title 12 (Land Use and Development Regulations) of the City's Municipal Code. Middle Housing includes at a minimum duplexes, triplexes, quadplexes, cottage clusters and townhouses.
- Transportation Growth Management Grant for a bike route project utilizing the Umpqua River Trail through town and identifying new routes.
- Downtown Parking Assessment. The City has begun the process of re-evaluating the parking in the downtown and Laurelwood neighborhood districts. The City has formed a Stakeholder Advisory Committee (SAC) to work with staff to oversee the development of a new parking management system.
- Oregon Department of Transportation (ODOT) Hwy 138 Plan. The Plan will be beneficial with the number of new apartment complexes being developed in the Diamond Lake area, as well as go hand in hand with the City's Diamond Lake Urban Renewal District.

Discussion ensued regarding the Middle Housing project, downtown parking, parklets and transient activity.

Mr. Cowie stated the Parklet Program was worked on prior to the COVID-19 pandemic. City Council authorized the use of the City right-of-way for businesses to expand their outdoor seating. Gathering Grounds coffee shop utilized the Program. Since the pandemic, the Parklet Program is on hold.

Chair Hughes shared that in his travels, parklets are utilized extensively.

Mr. Cowie acknowledged the transient activity increase. Due to the Governor's orders during the pandemic and the recent court ruling prohibiting moving camps, the City isn't able to require transient individuals to leave a public area. However, the City is continuing to clean-up debris around occupied camps and remove all debris from unoccupied camps. Several different jurisdictions work to clean-up camps throughout our area.

**BUSINESS FROM COMMISSION –**

Mr. Cowie advised that a new chair and vice chair will need to be selected during the next meeting.

**ADJOURNMENT** - The meeting adjourned at 7:49 p.m. The next meeting is scheduled for Monday, December 7, 2020.



Chrissy Matthews  
Department Technician

## COMMUNITY DEVELOPMENT DEPARTMENT (CDD) ANNUAL REPORT, 2020

### Planning (Short Range)

- Site Review/Building Permit Applications.  
Approximately 244 total Site Review applications were processed within the CDD, during 2020.

Approximately **225** total Building Permits were processed within the Building Dept. as of the end of Nov.

#### *Commercial:*

**139** Building Permits were issued for commercial development with an overall commercial value of **\$28,824,527** as of the end of December.

New substantial commercial development included completion of The Landing Memory Care and Assisted Living Facility located on NW Edenbower Blvd across from Oakridge Apartments. This new facility consists of 94 units of assisted living and 21 units devoted to memory care.

In addition, completion of the Evergreen Family Medical Center which involved conversion of a 30,000 square foot vacant commercial building into the new medical facility adjacent to St. Joseph's Catholic Church, located along W Harvard Ave. which occurred in the early spring.

Construction of a 6,000 square foot joint use commercial building south of the Hampton Inn adjacent to NW Mullholland Dr. was completed in Nov. A portion of this building serves as home to the new Five Guys Burgers.

Completion of a new Red Barn marijuana dispensary involving remodeling of an older commercial building on W Umpqua St. occurred with the business opening during the fall.

A new 9,500 square foot maintenance shop was also completed at the Lithia Roseburg Auto Center helping to expand the operation of their business.

Projects currently under construction include an 8,000 square foot commercial building on the corner of W Harvard Ave. and SW Bellows St. When completed the building will be home to Mountain Mike's Pizza, Cascade Coffee House and offer additional retail or office space.

Permits were recently issued to Aviva Health, where grading work has already begun to occur to construct a new 30,000 square foot medical clinic that will help to expand the current Umpqua Community Health Center located at the corner of NE Stephens St. and Kenneth Ford Dr. north of Costco.

Also under construction is the third phase of the Gecko RV & Boat Storage facility, which includes new multi-unit storage buildings being constructed on the corner of Hwy 138 and NE Pomona St.

*Residential:*

**90** Building Permits were issued for residential development with an overall residential value of **\$5,613,189** as of the end of December, **15** of these were new single family dwellings and **73** were additions or alterations.

Significant multi-family dwelling projects currently under construction include Deer Creek Village apartments, which consists of 68-units of affordable housing geared toward serving the veteran population. This facility is located within the boundaries of the Urban Renewal District and was able to partner with the City to qualify for the SDC buydown program in which \$314,367.52 of SDC fees were deferred by the Urban Renewal Agency.

In addition, Oak Springs apartments located on NE Pomona St. is also under construction with several buildings nearing completion. Oak Springs will consist of 89 two bedroom units of market rate housing. This facility is also located within the boundaries of the Urban Renewal District and was able to partner with the City to qualify for the SDC buydown program in which \$409,968.39 of SDC fees were deferred by the Urban Renewal Agency.

Although both these projects fulfill a residential need, for reporting purposes they are categorized within the Building Department as commercial construction and therefore their construction value is contained within this area.

Please be aware that these two apartment complex projects, along with many of the completed commercial projects identified above were permitted prior to 2020 and therefore they are not identified within the permit numbers and dollar valuations identified above.

Other significant residential projects currently under construction include the renovation of the old Valley Hotel at 941 SE Washington St. in downtown. This includes remodeling of the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the building to include 34 units of Single Room Occupancy (SRO) style apartment units.

Grading work is also happening on the west side of town near Lookingglass Rd. adjacent to W Rosemary Ave. where a 14-unit townhouse subdivision is currently under construction.

- Land Use Applications. 36 Land Use Applications were processed by the CDD. The breakdown is as follows:

Boundary Line Adjustments – 8  
Comprehensive Plan Amendments – 2  
Conditional Use Permits – 3  
Partitions – 2  
Temporary Use Permits – 1  
Code Text Amendments – 3  
Variances – 5  
Zone Change – 1  
HRRC Review – 9  
ROW Vacations - 2

- Pre-Application Conferences. The Department conducted 45 pre-application conferences in 2020.

### **Planning (Long Range)**

- Code Text Amendments. In March, City Council adopted amendments revising the Land Use and Development Regulations as a result of an audit conducted by the City Recorder, in which a number of outdated references to Oregon Revised Statutes were discovered within the code and fixed through the amendment.

In July, Council adopted text amendments involving the current sidewalk code provisions as contained in the Roseburg Municipal Code to update requirements for local residents wanting to improve their residential property while still seeking to extend existing sidewalks throughout the community.

On December 14, 2020, Council will be presented with potential code language to enable the use of a Severe Event Shelter. There are two pieces to this potential change. The first change involves an amendment to Chapter 12, Land Use Development Regulations within the Roseburg Municipal Code to define a Severe Event and Severe Event Shelter. Additionally, the amendment will identify which zones will allow for a Severe Event Shelter and parameters surrounding the way in which a Severe Event Shelter may be established, including permit requirements and procedures. The second change includes adoption of Resolution 2020-22 authorizing a separate Severe Event Shelter policy document that will provide operational requirements that will go hand in hand with the code amendment changes.

- Transportation System Plan (TSP) Update. CDD wrapped up a 3 ½ year project with ODOT and David Evans & Associates adopting an updated TSP in February of 2020. The TSP outlines policies and strategies necessary to meet existing and future travel needs for all modes of transportation within the community.
- Complete Streets Policy. CDD drafted a Complete Streets Policy that will be presented to Council on December 14, 2020. This policy is identified in the TSP as a tool the City may use to help support the construction of Complete Streets within the community. The policy received special support from the Blue Zones Project and was presented to the Public Works Commission in November.
- Vehicle Camping Pilot Program. In order to support organizations providing assistance to our homeless population, the CDD developed a Vehicle Camping Pilot Program. This program was adopted by resolution in November of 2020 and included policy updates to allow vehicle camping under certain conditions within the City.
- Middle Housing (HB2001) Code Update Project. In September of 2019, Council amended the Roseburg Comprehensive Plan by adopting an updated Housing Needs Analysis (HNA). The purpose of the HNA was to evaluate the City's ability to meet the housing demands for the next 20-year planning period. The HNA



includes a list of different policy options/code amendments that may be explored to help provide opportunities to address future housing needs.

Code updates involving middle housing options including duplexes, triplexes, quadplexes, cottage clusters and townhouses were stressed throughout the HNA. These middle housing options have also been identified as a requirement of new legislation (HB2001) which was approved in 2019 by the Legislature. In the summer of 2020, the City was awarded grant funding from the Department of Land Conservation and Development (DLCD) to assist in these code updates. A consultant has been hired, a Steering Advisory Committee has been formed, stakeholder interviews have been conducted, and a virtual open house has been held.

Over the coming months the consultant will begin preparing draft code updates to present to City staff and others. A portion of the proposed amendments that will be completed through this process are anticipated to be presented to Council and adopted in the spring/summer of 2021.

- Urban Growth Boundary (UGB) Swap. The City has been approached by multiple land owners with an interest to de-annex a significant amount of their property that has little development value. The City is interested in assisting these property owners in an effort to use the property to do a UGB swap in which the boundary of the UGB would be relocated to the Charter Oaks area with no net increase to the total density calculations identified within the boundary. A change to the boundary would provide more suitable property for residential development. Two neighborhood meetings were conducted in 2019 to provide general information about the possibility of the project. In Nov. of 2020, a traffic engineer was hired by the City to complete a Traffic Impact Study (TIS) to determine how a possible UGB swap may affect traffic within the area. It is anticipated this study will be completed in the winter of 2021 and an application for the swap could occur in the summer/fall of 2021.
- Downtown & Laurelwood Parking Assessment. The City of Roseburg has begun the process of re-evaluating the parking in the downtown and Laurelwood neighborhood districts. The City has formed a Stakeholder Advisory Committee (SAC) to work with staff to oversee the development of a new parking management system. To guide us with this process, the City has hired an independent consultant to create a Downtown Parking Assessment. The SAC will review the assessment and work with staff to create a series of guiding principles that will form the basis of a new parking management program. The City has hosted three of four SAC meetings, since September 2020, with the consultant to develop the parking management program, which will be implemented in 2021. The CDD is the lead department in completing this assessment.
- Bike Routes Plan (TGM Grant). In September of 2020, the City was awarded a Transportation Growth Management (TGM) grant through ODOT and DLCD enabling the City to establish a new Bikes Route Plan. The City is currently working with ODOT to scope the project and hire a consultant. The purpose of the plan will be to implement a designated route system throughout the community.

- FEMA National Flood Insurance Program & Community Rating System Update – 2020 Re-Certification Results.  
 FEMA administers the National Flood Insurance Program (NFIP). The NFIP offers reasonably priced flood insurance to all properties in communities which comply with minimum standards for floodplain management. The NFIP's Community Rating System credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. FEMA requires each community to go through an annual recertification process to remain eligible for the program. We obtained our annual recertification approval at the beginning of Nov.
- Blue Zones Project/Wayfinding Sign Project. In 2019, the City hired AHM Brands to help design wayfinding signs for the City to emphasize three specific areas: 1) Multi-use path; 2) Welcome to Roseburg monument signs, and; 3) vehicular signs. The project was put on hold as Anvil was hired just shortly after a contract was signed by AHM. Anvil was tasked with developing a style guide that AHM could then use in developing a theme and design for the wayfinding signs. The Blue Zones project partnered with the City to help and assist with wayfinding efforts for the multi-use path in an effort to promote more users to the path system. Blue Zones helped to contribute an additional \$10k to the effort which is helping to assist with design costs. The design portfolio was presented to the City by AHM in the spring of 2020. A design was selected that compliments the style guide used by Anvil in the Experience Roseburg campaign. Two new signs with maps of the Umpqua River Trail were constructed at the Duck Pond and train in Stewart Park in October of 2020. Unfortunately, additional funding sources to be used from Travel Oregon to implement additional signs dried up as a result of COVID-19. However, the design has been selected and now future signs can be constructed subject to funding and prioritization. The style guide has been presented to the Parks Department, so they can implement future wayfinding signs along the Umpqua River Trail, while the CDD will continue to look for funding opportunities for Welcome to Roseburg signs and other vehicular signs.

## **Economic Development**

- Community Development Block Grant (CDBG) NeighborWorks Umpqua – Regional Housing Rehabilitation Project. The City in conjunction with NeighborWorks Umpqua was awarded a \$400,000 grant through the Oregon Business Development Department to provide rehabilitation loans for low and moderate income homeowners to repair their owner-occupied homes. The City of Myrtle Creek and Winston also participated in the program, but Roseburg acted as the lead agency and was ultimately responsible for all aspects of the CDBG project. In June of 2020 the grant was officially closed. In total, 32 homeowners received financial assistance in order to complete repair projects involving their homes within Roseburg, Winston and Myrtle Creek. Of these 32 homes, 21 were located within the City of Roseburg. Rehabilitation projects included items such as roofing repair, siding replacement, flooring, plumbing, and electrical work. In all, approximately \$200,000 was spent in repairing health, safety and accessibility issues for qualifying citizens throughout the City of Roseburg.

- Community Development Block Grant (CDBG) CCD - Regional Business Education Project. In 2019, the City received a \$100,000 CDBG grant in conjunction with CCD Business Development Corporation to provide business classes to low or moderate-income entrepreneurs and microenterprise owners. A series of classes were to be held, right at the same time COVID-19 struck. Since this time rather than provide the classes, CCD has transitioned to sponsoring individuals to take business courses through UCC. CDD is helping to administer the funding and is ultimately responsible for all aspects of the CDBG grant.
- Community Development Block Grant (CDBG) CCD – COVID-19 Emergency Small Business & Microenterprise Assistance. \$150,000 was awarded to the City of Roseburg in order to assist small businesses affected by COVID-19. The City partnered with CCD to distribute the funding. CDD is helping to administer the grant as the City is ultimately responsible for all aspects of the funding.
- Mapping Property Value Project. The CDD was presented with the opportunity to utilize map modeling DLCD was providing involving property tax value. The premise of the project was to indicate the value of taxable property based on acreage rather than the use of the property. This project was completed in the spring of 2020.
- Parklet/Business Use of ROW Permit Program. In 2019, the City in conjunction with Blue Zones and the DRA evaluated the possibility of a parklet project in downtown. The CDD established parameters in which a parklet could be constructed and a permitting process could occur. Unfortunately, prior to presenting it to Council, COVID-19 occurred, temporarily closing many businesses downtown and limiting their capacity once they re-opened. In order to provide for relief to these businesses the CDD established the Business Use of ROW Permit Program that enabled the opportunity for businesses to utilize ROW for seating or retail purposes, similar to the idea of a parklet, without having to construct a platform.
- Roseburg Town Center (RTC)/Downtown Roseburg Association (DRA) Coordination. One of the primary functions of the Roseburg Town Center is to carry out city initiatives concerning downtown consistent with the Oregon Main Street Program. The CDD acts as the primary contact between the City and the RTC. A significant amount of time was spent during the course of 2020, transitioning the RTC from the parking contract and garbage contracts in the downtown area they once maintained.
- Anvil Northwest (DMO) Coordination. CDD acts as the primary liaison between the City and Anvil Northwest. Coordination with Anvil to determine the best ways to continue their Experience Roseburg campaign while navigating issues surrounding COVID-19 have occurred.

## **Code Enforcement**

- Nuisance Abatement. Approximately 246 complaints have been received over the course of the year. Of these complaints 233 have been resolved. This results

in a 95% efficiency rate when resolving complaints. This does not include camp clean-up complaints.

- Derelict Building Abatement. Significant effort has gone into holding property owners accountable for derelict structures located on their property. As of now, the City has 15 acknowledged derelict structures. Of these 15, three are currently registered and are being assessed derelict building fees. The others have begun the County foreclosure process or are being evaluated by the City to determine if it makes sense financially for the City to foreclose.

Two derelict building properties were foreclosed on by the City in January of 2020. Although the City owns these properties, they are currently in a redemption period, which will end in January of 2021. Each property has a structure. CDD is now determining the best way to handle both properties and ultimately sell them to one who will use the property appropriately.

- Camp Clean-up. As of the end of November, the City has spent approximately \$20,230 in camp clean-up costs. Be aware that as a result of COVID-19, clean-up efforts have only been to “house-clean” around existing camps and campers are not being required to move. Money used for camp clean-up purposes goes toward the costs associated with hiring the County work crew, utilizing Roseburg Disposal dumpsters, and County dump fees. Within this time frame, approximately 20 camp clean-ups occurred at 12 different camp locations.