12-9-2020

ROSEBURG CITY COUNCIL AGENDA – DECEMBER 14, 2020

Electronic Meeting
Public Access:
City website at https://www.cityofroseburg.org/your-government/mayor-council/council-videos
Facebook Live at www.Facebook.com/CityofRoseburg
Charter Cable PEG Channel 191

Comments on Agenda Items Only can be provided via email to the City Recorder at info@cityofroseburg.org prior to 4:00 p.m. on Monday, December 14, 2020.

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Beverly Cole	Sheila Cox	Bob Cotterell	Alison Eggers
Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz	Andrea Zielinski

4. **Mayor Reports**
   - A. Municipal Court Judge Compensation
   - B. 2020 General Election Results and Scheduling of Oath of Office
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – Email Submittals/See Information on the Reverse**
7. **Consent Agenda**
   - A. Minutes of November 9, 2020 Meeting
   - B. ODOT ARTS Program - Grant Applications
   - C. Douglas Avenue and Stewart Park Drive Bridge Projects – Intergovernmental Agreements
   - D. Banking Services Contract
   - E. Coronavirus Relief Funds Update
   - F. OLCC New Outlet for Mountain Mike's Pizza located at 722 W Harvard Avenue, Suite 108
   - G. Peggy Avenue Water Main Bid Award Recommendation – 20WA08
8. **Public Hearing**
   - A. Ordinance No. 3545 – Amending RMC Title 12 Land Use Development Regulations - File No. LUDR-20-003 Allowing Severe Event Shelters, First and Second Reading; Resolution No. 2020-22 – Authorizing a Severe Event Shelter Policy
   - B. Ordinance No. 3546 – Amending a Portion of the City's Zoning Map from R10 (Low Density) to R7.5 (Single-Family Residential), First Reading
9. **Resolution**
   - A. Resolution No. 2020-23 – Appropriation Transfer
   - B. Resolution No. 2020-24 – Complete Streets Policy
10. **Ordinance**
    - A. Ordinance No. 3543 - Amending RMC Chapter 7.02 - Offenses, Second Reading
    - B. Ordinance No. 3544 – Adding RMC Subsection 2.20 - Establishing a Homeless Commission, Second Reading

11. **Items from Mayor, City Council and City Manager**
    A. Recognition of Outgoing Councilors Linda Fisher-Fowler and Ashley Hicks
12. **Adjourn**
13. **Executive Session ORS 192.660(2)**

Informational

A. City Manager Activity Report

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 providing comments via email to the Council must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Council 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 emailing the City Recorder at info@cityofroseburg.org by 4:00 p.m. Monday, December 14, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council. All comments provided shall be new and shall not have been previously presented to Council.

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. This meeting is also available to view on Facebook live.

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

MUNICIPAL JUDGE COMPENSATION

Meeting Date: December 14, 2020 | **Agenda Section: Mayor Reports**
Department: Administration | **Staff Contact: John VanWinkle/Ron Harker**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY
The Municipal Judge is under contract for services with the City. Council reviews the Judge's performance and compensation level on an annual basis, unless otherwise decided. The issue for Council is whether to adjust the Judge's salary.

BACKGROUND

A. Council Action History.
Council's annual evaluation process with the Municipal Judge occurred at the November 9 meeting in executive session. When receiving a satisfactory evaluation, the Municipal Court Judge has historically received the same cost of living increase as other non-represented employees.

B. Analysis.
The Judge is generally given the same salary adjustment granted to management employees, which is 3% for 2020-21.

C. Financial/Resource Considerations.
A 3% adjustment would increase Judge Mahan's salary from $5,202 to $5,358 per month, effective back to his November 1, 2020, anniversary date.

D. Timing Considerations.
In order to make timely adjustments to Judge Mahan's salary, this is the appropriate time to adopt any changes.

COUNCIL OPTIONS
1. Council may consider adjusting compensation for Judge Mahan as presented;
2. Council may choose to make no changes to the contract or compensation package for Judge Mahan;
3. Council may request additional information before making a determination regarding Judge Mahan's contract and compensation.

STAFF RECOMMENDATION
As this is a direct contractual arrangement between Council and the Municipal Judge, Staff makes no specific recommendation.

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

2020 GENERAL ELECTION RESULTS AND SCHEDULING OF OATH OF OFFICE

Meeting Date: December 14, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy L. Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
Roseburg Municipal Code requires the Mayor to declare the results of the November 2020 General Election and have those results entered into the City Council meeting minutes. Mayor Rich will read the results into the record.

BACKGROUND
The results of the General Election were as follows:

POSITION	SUCCESSFUL CANDIDATE	NUMBER OF VOTES
Mayor	Larry Rich	7778
Councilor, Position 1		
Ward 2	Sheila Cox	1878
Councilor, Position 2		
Ward 1	Sheri Moothart	1201
Ward 2	Andrea Zielinski	1971
Ward 3	Brian Prawitz	1896
Ward 4	Patrice Sipos	1341

A copy of the certified results is attached.

The Oath of Office ceremony for the newly elected officials is tentatively scheduled for 3:00-4:00 p.m. on Monday, January 4, 2021, in the Umpqua Room at the Public Safety Center. Due to COVID-19 restrictions, each candidate will be scheduled to receive their oath separately in 10-minute intervals.

COUNCIL OPTIONS
No other action is required.

ATTACHMENTS:
Attachment #1 – Douglas County Official Abstract

Statement of Votes Cast by Geography
Douglas County General Election, Nov 03, 2020
All Precincts, All Districts, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, City of Roseburg, Councilor, Ward 2, Position 1, City of Roseburg, Councilor, Ward 2, Position 2, City of Roseburg, Councilor, Ward 3, Position 2, City of Roseburg, Councilor, Ward 4, Position 2, City of Roseburg, Mayor, All Boxes
Total Ballots Cast: 12391
28 precincts reported out of 28 total

Choice	Votes	Vote %
Precinct 02		
City of Roseburg, Mayor (Vote for 1)		
862 ballots (0 over voted ballots, 0 overvotes, 261 undervotes)		
Larry Rich	584	97.17%
Write-in	17	2.83%
Total	601	100.00%
Overvotes	0	
Undervotes	261	
City of Roseburg, Councilor, Ward 1, Position 2 (Vote for 1)		
727 ballots (2 over voted ballots, 2 overvotes, 213 undervotes)		
Sheri Moothart	308	60.16%
Patrick Lewandowski	201	39.26%
Write-in	3	0.59%
Total	512	100.00%
Overvotes	2	
Undervotes	213	
City of Roseburg, Councilor, Ward 2, Position 1 (Vote for 1)		
135 ballots (0 over voted ballots, 0 overvotes, 66 undervotes)		
Sheila Ray Cox	67	97.10%
Write-in	2	2.90%
Total	69	100.00%
Overvotes	0	
Undervotes	66	
City of Roseburg, Councilor, Ward 2, Position 2 (Vote for 1)		
135 ballots (0 over voted ballots, 0 overvotes, 64 undervotes)		
Andrea Zielinski	71	100.00%
Write-in	0	0.00%
Total	71	100.00%
Overvotes	0	
Undervotes	64	
Precinct 07		
City of Roseburg, Mayor (Vote for 1)		
3057 ballots (0 over voted ballots, 0 overvotes, 1007 undervotes)		
Larry Rich	1976	96.39%
Write-in	74	3.61%
Total	2050	100.00%
Overvotes	0	
Undervotes	1007	
City of Roseburg, Councilor, Ward 2, Position 1 (Vote for 1)		
3057 ballots (0 over voted ballots, 0 overvotes, 1224 undervotes)		
Sheila Ray Cox	1811	98.80%
Write-in	22	1.20%
Total	1833	100.00%
Overvotes	0	
Undervotes	1224	
City of Roseburg, Councilor, Ward 2, Position 2 (Vote for 1)		
3057 ballots (0 over voted ballots, 0 overvotes, 1143 undervotes)		
Andrea Zielinski	1900	99.27%
Write-in	14	0.73%

Statement of Votes Cast by Geography
Douglas County General Election, Nov 03, 2020
All Precincts, All Districts, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, City of Roseburg, Councilor, Ward 2, Position 1, City of Roseburg, Councilor, Ward 2, Position 2, City of Roseburg, Councilor, Ward 3, Position 2, City of Roseburg, Councilor, Ward 4, Position 2, City of Roseburg, Mayor, All Boxes
Total Ballots Cast: 12391
28 precincts reported out of 28 total

Choice	Votes	Vote %
Total	1914	100.00%
Overvotes	0	
Undervotes	1143	

Precinct 09

City of Roseburg, Mayor (Vote for 1)
3023 ballots (0 over voted ballots, 0 overvotes, 1017 undervotes)

Larry Rich	1894	94.42%
Write-in	112	5.58%
Total	2006	100.00%
Overvotes	0	
Undervotes	1017	

City of Roseburg, Councilor, Ward 3, Position 2 (Vote for 1)
3023 ballots (0 over voted ballots, 0 overvotes, 1070 undervotes)

Brian Prawitz	1896	97.08%
Write-in	57	2.92%
Total	1953	100.00%
Overvotes	0	
Undervotes	1070	

Precinct 18

City of Roseburg, Mayor (Vote for 1)
2310 ballots (0 over voted ballots, 0 overvotes, 804 undervotes)

Larry Rich	1426	94.69%
Write-in	80	5.31%
Total	1506	100.00%
Overvotes	0	
Undervotes	804	

City of Roseburg, Councilor, Ward 1, Position 2 (Vote for 1)
2310 ballots (0 over voted ballots, 0 overvotes, 598 undervotes)

Sheri Moothart	893	52.16%
Patrick Lewandowski	803	46.90%
Write-in	16	0.93%
Total	1712	100.00%
Overvotes	0	
Undervotes	598	

Precinct 22

City of Roseburg, Mayor (Vote for 1)
3139 ballots (0 over voted ballots, 0 overvotes, 1113 undervotes)

Larry Rich	1898	93.68%
Write-in	128	6.32%
Total	2026	100.00%
Overvotes	0	
Undervotes	1113	

City of Roseburg, Councilor, Ward 4, Position 2 (Vote for 1)
3139 ballots (0 over voted ballots, 0 overvotes, 766 undervotes)

Ashley A Hicks	1008	42.48%
Patrice Sipos	1341	56.51%
Write-in	24	1.01%

Statement of Votes Cast by Geography
Douglas County General Election, Nov 03, 2020
All Precincts, All Districts, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, City of Roseburg, Councilor, Ward 2, Position 1, City of Roseburg, Councilor, Ward 2, Position 2, City of Roseburg, Councilor, Ward 3, Position 2, City of Roseburg, Councilor, Ward 4, Position 2, City of Roseburg, Mayor, All Boxes
Total Ballots Cast: 12391
28 precincts reported out of 28 total

Choice	Votes	Vote %
Total	2373	100.00%
Overvotes	0	
Undervotes	766	

All Precincts

City of Roseburg, Mayor (Vote for 1)
12391 ballots (0 over voted ballots, 0 overvotes, 4202 undervotes)

Larry Rich	7778	94.98%
Write-in	411	5.02%
Total	8189	100.00%
Overvotes	0	
Undervotes	4202	

City of Roseburg, Councilor, Ward 1, Position 2 (Vote for 1)
3037 ballots (2 over voted ballots, 2 overvotes, 811 undervotes)

Sheri Moothart	1201	54.00%
Patrick Lewandowski	1004	45.14%
Write-in	19	0.85%
Total	2224	100.00%
Overvotes	2	
Undervotes	811	

City of Roseburg, Councilor, Ward 2, Position 1 (Vote for 1)
3192 ballots (0 over voted ballots, 0 overvotes, 1290 undervotes)

Sheila Ray Cox	1878	98.74%
Write-in	24	1.26%
Total	1902	100.00%
Overvotes	0	
Undervotes	1290	

City of Roseburg, Councilor, Ward 2, Position 2 (Vote for 1)
3192 ballots (0 over voted ballots, 0 overvotes, 1207 undervotes)

Andrea Zielinski	1971	99.29%
Write-in	14	0.71%
Total	1985	100.00%
Overvotes	0	
Undervotes	1207	

City of Roseburg, Councilor, Ward 3, Position 2 (Vote for 1)
3023 ballots (0 over voted ballots, 0 overvotes, 1070 undervotes)

Brian Prawitz	1896	97.08%
Write-in	57	2.92%
Total	1953	100.00%
Overvotes	0	
Undervotes	1070	

City of Roseburg, Councilor, Ward 4, Position 2 (Vote for 1)
3139 ballots (0 over voted ballots, 0 overvotes, 766 undervotes)

Ashley A Hicks	1008	42.48%
Patrice Sipos	1341	56.51%
Write-in	24	1.01%
Total	2373	100.00%
Overvotes	0	
Undervotes	766	

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Daniel J. Loomis
Douglas County Clerk
November 23rd, 2020

COUNTY CLERK OF DOUGLAS COUNTY STATE OF OREGON

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL MEETING November 9, 2020

Council President Bob Cotterell called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on November 9, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

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

Absent: Mayor Rich and Councilor Sheila Cox

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins and Management Assistant Koree Tate.

Councilor Cotterell explained the meeting was conducted remotely to address the increase in the number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by the State legislature. The public could watch the meeting live on YouTube, the City's Facebook page and on Charter Cable channel 191. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

PROCLAMATION – 100TH BIRTHDAY FOR THELMA SAYERS

Councilor Cotterell honored Ms. Thelma Sayers for her long life and prosperity and recognized her 100th birthday. Ms. Sayers thanked the Mayor and Council and said it was quite an honor, Roseburg was a great place to live and she had enjoyed people in the community.

MAYOR REPORTS

Councilor Cotterell provided information regarding a formal complaint from Councilor Hicks for a City Charter Violation of Section 4.3 by the City Manager regarding powers and duties to enforce all ordinances. The ordinances she claimed Ms. Messenger had not enforced included prohibited camping, open fires on public property, smoking, drinking and selling drugs in parks, construction without permits, dogs off leash, working on vehicles in parks, depositing household garbage in park dumpsters, garbage overflowing in public receptacles in parks and downtown and stolen shopping carts. Councilor Hicks also included items on a State level that involved littering in waterways, removing infill without a permit, making deposits of waste into the waterway without a permit, construction below high water mark and fishing without an angler's license.

Councilor Cotterell read a statement from Mayor Rich that explained he had the right to place this item on the agenda and did not choose to do so. City Council had the right to override his decision. Councilor Cotterell asked each Councilor if they would like to schedule an executive session to discuss this complaint. Councilor's Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski stated they did not wish to hold an executive session on this complaint. Councilor Eggers understood the issue of being under stress with the homeless issues, but that was why they were softening some ordinances to better assist the situation. Although the changes would not fix everything, it was the best they could do. Councilor Zielinski agreed with

Councilor Eggers. Councilor Fisher-Fowler said they had many discussions about the issues presented, but there was not much the City was allowed to do because of the Boise decision and now COVID-19. Councilor Hicks explained the complaint had nothing to do with Council, but rather about being the hiring body for the City Manager position and felt they needed to recognize her complaint regarding Charter violations. City Council completed a League of Oregon Cities training to better understand the Charter and know the roles, rules and responsibilities for Council and the City Manager. She wanted to proceed with an executive session. Councilor Cotterell confirmed the majority of the Council did not support proceeding to an executive session on this matter.

Councilor Cotterell explained a second complaint was received from Councilor Hicks regarding her search on the Douglas County Assessor's website and finding two addresses listed for Ms. Messenger. Although she received a copy of the voter registration card as proof she resided within city limits, she believed the City Manager was in violation of her hiring agreement. Councilor Cotterell asked Council if they believed there was need for an investigation into the matter in question. Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski said they did not, and Councilor Hicks said she did want an executive session discussion. Councilor Cotterell confirmed the complaint would not proceed for discussion based on the majority choosing not to proceed.

COMMISSION AND COUNCIL REPORTS

Councilor Hicks reported she had a conversation with a League of Oregon Cities attorney regarding her Charter violation complaint filed on record with the City Recorder on October 19, 2020, noting it was not responded to in a timely manner. She felt it was for Council benefit to have listed in the Charter what a timely manner means for response after a complaint had been filed. That was a suggestion passed through her to share with Council.

PLANNING COMMISSION RESIGNATION

Mr. H. Ronald Hughes provided his resignation effective November 30, 2020 after serving on the Planning Commission since January 2005. Councilor Fisher-Fowler moved to accept H. Ronald Hughes's resignation from the Planning Commission with regrets. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

CONSENT AGENDA

Councilor Fisher-Fowler moved to approve the following Consent Agenda items:

A. Minutes of October 26, 2020 Council Meeting
B. Cancellation of December 28, 2020 Council Meeting

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

RESOLUTION NO. 2020-20 – ADOPTING THE CITY OF ROSEBURG'S VEHICLE CAMPING PILOT PROGRAM

Mr. Cowie reported that the Roseburg Municipal Code Section 7.02.100 prohibited vehicle camping. Staff had researched what other cities had done to allow vehicle camping in limited situations under certain parameters to temporarily assist the City's homeless population. Staff

modeled the draft policy after the City of Salem's program. If authorized, the proposed vehicle camping pilot program would allow three possible campsite locations within the City, each location serving no more than six vehicles. In order to host vehicle camping, a property owner must register their location with the City and comply with the rules outlined. Rules consisted of items such as requiring a staff member or volunteer to be present overnight on-site while vehicle camping was occurring on the property; hours of operation being limited from 9:00 p.m. to 7:00 a.m.; providing a minimum of two restrooms per location; providing adequate trash receptacles; no open flames being allowed; ensuring all activities comply with regulations involving noise disturbances; time limitations on the number of days one person may stay at a registered location; and requiring that all camping is limited to vehicles, with no tents or other improvised camps or personal property being used or stored outside vehicles.

Mr. Cowie noted that property owners interested in hosting vehicle camping must submit a Vehicle Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a vehicle camping location was solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting vehicle camping would do so at their own risk and expense. No more than three campsite locations may be registered within the City at any time. Review and authorization of a potential campsite location would be granted on a first-come, first-served basis. On November 30, 2021, the pilot program would terminate, enabling Council to review the effectiveness of the program and if it should continue.

Councilor Hicks questioned daylight savings time changes and if people would have to leave and return at a later time according to the rules after having been served a meal. Mr. Cowie explained the rules would be the same regardless of daylight savings time and would have to research if Salem had a program as an example that provided meals and vehicle camping. Councilor Prawitz wanted to know how the rules would be enforced. Mr. Cowie explained the process would be complaint driven, but it could be reassessed if they thought it was not working. In response to Councilor Eggers, Mr. Cowie said the community would learn about the program from a press release and information on the City website.

Councilor Cotterell read a letter from HTAG that was received prior to the meeting.

> HTAG, Homeless Transitions Action Group, was in support of the proposed changes to the City ordinances pertaining to the establishment and operations of warming centers within the City limits as well as allowing for car camping. The need for both options was much needed in the community and would have a positive impact in providing needed sleeping options for many unhoused people. On any given day, the City could have close to 200 people on the streets who were experiencing homelessness. A gap had been created by the Dream Center moving to a new location and not being able to house as many people as its previous location. This necessitated the need for other organizations to look at stepping up to fill this unmet need. They supported the ordinance changes to allow car camping because many other cities in Oregon had benefitted from an organized car camping model. Those changes had a huge impact on those experiencing unsheltered homelessness by providing shelter within their own vehicle in a safe environment. It would also increase the chance of engagement by supportive services or religious organizations who were attempting to promote healthy transitions. As a collective, HTAG supported these ordinance changes because it would help to address a significant need in the community.

Mr. Cowie added the letter from HTAG was in regards to both a Severe Event Shelter and vehicle camping. He planned to provide the shelter information at the next meeting. Councilor Zielinski said she liked that they were thinking outside the box and making accommodations and safe sanctuaries for people to sleep in the evening. She appreciated the work by City Staff and felt it was a great way to make a positive impact in the city. Councilor Hicks said it concerned her that the areas would not be enforced other than by complaints received. She had presented several complaints over the years to resolve and enforcement was the biggest part. She thought this was going to create public confusion and nuisance areas for people parking in public. Councilor Prawitz noted it was a pilot program and they were trying to be proactive. He knew ideas brought forward could have criticisms, but many things were complaint driven and they needed to be ready to respond. Councilor Eggers agreed this was something to try and knew it could be adjusted if needed. They had to remember that even the shelter in Medford failed the first time, so they must keep trying new things. Councilor Fisher-Fowler said they were criticized for not moving quickly to address the issues, but it took time and changes along the way. Overall, she was pleased with what was happening.

Councilor Cole noted that if they did not take a step forward then they would not get anywhere. Councilor Cotterell stated that as a former law enforcement officer, most of his work was complaint generated so he was supportive of this process. Councilor Prawitz moved to adopt Resolution 2020-20, entitled, "A Resolution Adopting the City of Roseburg's Vehicle Camping Pilot Program." The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no. Councilor Hicks explained her no vote was based on lack of enforcement, did not want complaints ignored by Council, and suggested a permitting process to hold each vehicle accountable for using the camping option.

RESOLUTION NO. 2020-21 – INTERFUND LOAN

Mr. Harker explained that ORS 294.468 authorized local governments to loan money from one fund to another, provided the loan was authorized by an official resolution or ordinance. State statute required that operating loans (which this loan would be) must be repaid to the fund from which funds were borrowed by the end of the fiscal year, or the repayment must be budgeted and made in the next fiscal year. Since the loan would be repaid in the current fiscal year upon receipt of CARES funds, no action by the Council was necessary concerning the budget. The City's accounting records would show the loan and repayment. Since this interfund loan would be fully reimbursed through CARES funds granted to the City by the State, and the loan will be repaid within the current fiscal year, there was no impact on the City budget. As the CARES funds needed to be expended by December 31, 2020 by the City and its sub-recipients, it was imperative that the City be able to release the funds as soon as feasible, thereby making this action time sensitive. For administrative simplicity, it was proposed that the Council authorize an interfund loan of $600,000 from the Assessment Improvement Fund (340) to the Grant Fund (220) to provide the requisite cash flow to expedite the distribution of CARES funding into the community.

Councilor Hicks questioned why this process was necessary as she thought the money was already spent. Mr. Harker explained they had been issuing grants, but in order to provide the money awarded, this was needed to finalize the process. In response to Councilor Prawitz, Mr. Harker confirmed this was an accounting act for the City to release several thousands of

dollars at once. When money was received from the State it would be reimbursed back to the account from which it was transferred. Ms. Messenger added it was a loan to ourselves as a hold until the State provided reimbursement, and she would provide a report listing the agencies that received grant funds. Councilor Fisher-Fowler moved to adopt Resolution No. 2020-21, entitled, "A Resolution Authorizing an Interfund Loan from the Assessment Improvement Fund (340) to the Grant Fund (220)." In response to Councilor Prawitz, Attorney Forrester confirmed he would not need to abstain from voting as a conflict of interest for his personal business working with CCD Business. The funds were an internal move between accounts. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no. Councilor Hicks said she voted no because she felt applications should have already been reviewed and money spent. She was suspicious of moving money from one account to another for the purpose of CARES funds.

ORDINANCE NO. 3543 – AMENDING CHAPTER 7.02 "OFFENSES" OF THE ROSEBURG MUNICIPAL CODE

Mr. Klopfenstein stated he proposed to update and add multiple statutes that would enable prosecution of those offenses to occur through the Roseburg Municipal Court. The previously adopted Oregon Revised Statutes were legislatively changed and therefore needed to be amended or removed:

166.155 ~~Intimidation~~ Bias Crime in the Second Degree.
~~167.054 Furnishing Sexually Explicit Material to a Child~~ (this statute was repealed)
~~167.400 Tobacco Possession by Minors Prohibited~~ (this statute applies to juveniles and therefore can only be prosecuted in Juvenile Court)
~~167.401 Unlawful Purchase/Attempt to Purchase Tobacco~~ (this statute was repealed)
~~475.860 Unlawful Delivery of Marijuana~~ (this statute was replaced by 475B.337)
~~475.864 Unlawful Possession of Marijuana~~ (this statute was replaced by 475B.346)

Oregon State Police (OSP) previously had designated troopers who investigated crimes related to the sales of firearms. OSP recently eliminated those positions, and the responsibility to investigate those crimes now fell on counties and municipalities. Many of the applicable statutes related to firearm sales were misdemeanors. Staff proposed to adopt the following firearm related Oregon Revised Statutes to be able to prosecute those misdemeanor crimes in Roseburg Municipal Court:

(Misdemeanors related to firearm transactions)
166.416 Providing False Information in Connection with a Transfer of a Firearm
166.418 Improperly Transferring a Firearm
166.427 Register of Transfers of Used Firearms
166.435 Firearm Transfers by Unlicensed Persons
166.438 Transfer of Firearms at Gun Shows
166.470 Limitations and Conditions for Sales of Firearms

Additionally, the statutes listed below were able to be prosecuted in Municipal Court, and Staff proposed adoption:

(General misdemeanors)

166.320	Setting Springgun or Setgun
166.350	Unlawful Possession of Armor Piercing Ammunition
166.385	Possession of Hoax Destructive Device
166.480	Sale or Gift of Explosives to Children
166.649	Throwing an Object off an Overpass in the Second Degree
837.080	Prohibited operation of aircraft
837.370	Operation over privately owned premises
837.372	Operation over critical infrastructure facility
837.374	Reckless interference with aircraft

(Misdemeanors related to the sale of tobacco/vape)

167.755	Selling Tobacco Products or Inhalant Delivery Systems to Person Under 21 Years of Age
167.765	Retail Store Location of Tobacco Products or Inhalant Delivery Systems
167.770	Display of Sign

(Misdemeanors related to Marijuana)

167.262	Use of Minor in Controlled Substance or Marijuana Item Offense
475B.227	Prohibition Against Importing or Exporting Marijuana Items
475B.306	Prohibition Against Producing, Processing, Possessing or Storing Homegrown Marijuana or Homemade Cannabinoid Products, Extracts
475B.311	Prohibition Against Producing, Processing or Storing Homemade Cannabinoid Extracts, Industrial Hemp Extracts
475B.316	Prohibition Against Person Under 21 Years of Age Possessing, Attempting to Purchase or Purchasing Marijuana Item
475B.321	Prohibition Against Producing Identification That Falsely Indicates Age
475B.329	Prohibition Regarding Person Who is Visibly Intoxicated; Prohibition Against Allowing Consumption of Marijuana by Person Under 21 Years of Age on Private Property
475B.333	Prohibition Against Giving Marijuana Item as Prize
475B.337	Unlawful Possession by Person 21 Years of Age or Older
475B.341	Unlawful Possession by Person Under 21 Years of Age
475B.346	Unlawful Delivery of Marijuana Item
475B.349	Unlawful Manufacture of Marijuana Item
475B.376	Unlawful Sale or Delivery of Marijuana Paraphernalia
475B.381	Prohibition Against Using Marijuana Item in Public Place

Mr. Klopfenstein explained it was unknown if the proposed changes would financially impact the City. More crimes would be prosecuted through Municipal Court, which could potentially cause added jail expense, and more violations would be prosecuted through Municipal Court, which could potentially increase revenue from fines. In response to Councilor Cotterell, Mr.

Klopfenstein confirmed this was a housekeeping effort to remain current with state requirements. Councilor Eggers questioned why furnishing sexually explicit material to children was removed. Mr. Klopfenstein that statute was repealed, and the legislature rewrote it in a different form. Cases would still go to the District Attorney's office so they could find justice for victims. In response to Councilor Prawitz, Mr. Klopfenstein confirmed he was alerted to the changes and went through the full list to compare with the Municipal Code.

In response to Councilor Hicks, Mr. Klopfenstein explained Council was being asked to remove and correct changes in the Municipal Code. One example was the change when marijuana became legalized and they had to stop enforcement. Another example was an issue with selling tobacco products to minors. Before, a citation was given and the person had to go through the Douglas County Circuit Court. With the new changes, the citation would have them go through the Municipal Court. The changes would not have a drastic impact and had been briefly discussed with the Municipal Court Judge.

Council approved to proceed with a first reading of Ordinance No. 3543. Ms. Sowa read Ordinance No. 3543, entitled, "An Ordinance Amending Chapter 7.02 "Offenses" of the Roseburg Municipal Code," for the first time.

ORDINANCE NO. 3544 – ESTABLISHING A HOMELESS COMMISSION

Ms. Sowa reported that during the October 12, 2020 meeting, Council directed Staff to draft an ordinance establishing a Homeless Commission. The ordinance was to include the name, rules and responsibilities, and organization/membership for the new commission. The ordinance had been drafted in a similar format to ordinances establishing other City Commissions. The Homeless Commission would be governed by RMC 2.32, "General Commission Provisions," which addressed such things as the application process, length of term, Chair assignment, etc. Formation and administration of a new commission would involve staff time preparing and researching information, answering member questions, and staffing meetings. This could affect staff time spent on other services. Financial considerations were unknown at this time, but could include funding based on recommendations by the commission.

Councilor Eggers commented it looked like Ms. Sowa took all the feedback from when Council met to create this and liked how it looked. Councilor Prawitz mentioned that in a previous meeting, the idea of calling it a Homeless Solutions Commission was suggested. Ms. Sowa explained that naming convention was not chosen to keep it in line with other commissions. Solutions would come from the Commission, but the Mayor felt the Homeless Commission name was more in line with the rest of the City Commission titles. Councilor Hicks agreed with Councilor Prawitz and said they had spent a long time working on the wording, setting goals and wanted to know if the at-large members were for city residents or within the County. Ms. Sowa commented that the Mayor did not want to limit the options of finding qualified persons with knowledge and experience to city limits. The Mayor wanted to have agencies on board who had the ability and funding resources to make a difference towards what Council hoped to have accomplished. In response to Councilor Zielinski, Ms. Sowa confirmed the Mayor was confident the agencies chosen to participate had a long standing reputation in the area. They could receive grant funding with specialty fields and if one changed or went away, they could make an amendment by ordinance.

Councilor Cotterell read an email received prior to the meeting:

Betsy Callaghan, 1721 NE Freemont Avenue, requested Council to ask more questions and have the option for citizens to comment during live meetings. She asked Council to go out in the community to encourage the use of masks, hand washing and social distancing. For the Homeless Commission, she asked to include at least one community member such as Betsy Cunningham, and one homeless person on the Homeless Commission.

Council agreed to proceed with a first reading of Ordinance No. 3544. Ms. Sowa read Ordinance No. 3544, entitled, "An Ordinance adding subsection 2.20 to the Roseburg Municipal Code establishing a Homeless Commission," for the first time.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Cotterell stressed the importance for Councilors to read the agenda packets prior to meetings and ask questions directly to those who created the memo to keep meetings on task and conducted in a timely manner. Councilor Prawitz congratulated the winners of the recent election and asked people to continue wearing a mask as much as possible and socially distance. The COVID-19 numbers were currently heading in the wrong direction and he wanted people to remain safe during the holidays. Ms. Messenger said she would provide a formal report on the CARES funding that had been distributed. She had received eight applications that were under review. She commended Mr. Klopfenstein for his work on a diversion program to use for some offenses with the unhoused to help seek services rather than giving fines. Councilor Hicks reported election ballots were not finalized at the Douglas County Elections office and they sent letters to those who needed to verify their signature or make a correction. The final results would be available by November 23, 2020.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Koree Tate

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ODOT ARTS PROGRAM – GRANT APPLICATIONS

Meeting Date: December 14, 2020 | **Agenda Section: Consent**
Department: Public Works | **Staff Contact: Brice Perkins, PW Director**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6892**

ISSUE STATEMENT AND SUMMARY

Staff is preparing to submit two grant applications for ODOT All Roads Transportation Safety (ARTS) Program grants: one for signalized intersection improvements at various locations and one for bicycle/pedestrian improvements on Harvard Avenue and Edenbower Boulevard. The issue for Council is whether to authorize submittal of the grant applications.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
The ODOT ARTS program is designed to address safety needs on all public roads in Oregon with the primary goal to reduce fatal and serious injury crashes. The ARTS program prioritizes hotspot and systemic needs using a data driven approach based on benefit cost analysis.

The City of Roseburg grant applications address systemic needs at various signalized intersections, and bicycle/pedestrian needs on Harvard Avenue and Edenbower Boulevard. The projects would include converting permissive left turns to flashing yellow arrow left turns, adding signal heads, additional reflectorized back plates, bike/pedestrian signal upgrades, and installation of Rectangular Rapid Flashing Beacons at two locations.

C. Financial/Resource Considerations.
The systemic intersection grant application is in the amount of $740,740.00, and the City match is approximately $57,630.00. The systemic bicycle/pedestrian grant application is in the amount of $629,000.00, and the City match is approximately $48,940.00. The grant funds are for the 2024-2027 funding cycle. The City will need to budget the matching funds at that time.

D. Timing Considerations.
The grant applications are due December 31, 2020.

COUNCIL OPTIONS
1) Authorize staff to submit applications for ODOT ARTS Program grants; or
2) Do not authorize staff to submit applications for ODOT ARTS Program grants; or
3) Request additional information.

STAFF RECOMMENDATION
The Public Works Commission will discuss this request at their December 10, 2020 meeting. Staff will report the result of that discussion at the Council meeting. Staff recommends the Council authorize the grant submittals.

SUGGESTED MOTION
"I move to authorize submission of grant applications to the ODOT ARTS Program for Systemic Intersection Upgrades and for Systemic Bicycle/Pedestrian Upgrades."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

DOUGLAS AVENUE AND STEWART PARK DRIVE BRIDGE PROJECTS - INTERGOVERNMENTAL AGREEMENTS

Meeting Date: December 14, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Brice Perkins, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently received the draft Intergovernmental Agreement (IGA) for the Douglas Avenue Deer Creek Bridge Design Project from the Oregon Department of Transportation (ODOT) and anticipates receiving the Intergovernmental Agreement for the Stewart Park Drive Bridge Rehabilitation Project soon. The issue for the Council is whether to authorize execution of these agreements.

BACKGROUND

A. Council Action History.

On April 8, 2019, Council authorized staff to accept ODOT Local Bridge Program grants for the Stewart Park Drive and Douglas Avenue bridges.

B. Analysis.

In March 2019, the City of Roseburg was awarded two grants through the ODOT Local Bridge Program. A grant was awarded for design of a replacement bridge on Douglas Avenue over Deer Creek, and another grant was awarded for the rehabilitation of the Stewart Park Drive bridge over the South Umpqua River.

The grant award for the Douglas Avenue bridge is for a total project design cost of $1,696,475.00. Federal funds for the project are limited to $1,522,247.02, and the required City matching funds are $174,227.98. ***This grant is for the design of the project only.*** In November 2020, staff submitted an additional grant application to the ODOT Local Bridge Program for the ***construction*** of the bridge; if awarded, the construction funds would not be available until the 2025 – 2027 biennium.

The grant award for the Stewart Park Drive bridge is for a total project design and construction cost of $5,571,886.00. Federal funds for the project are limited to $4,999,653.31, and the required City matching funds are $572,232.69.

Staff has received the draft IGA for the Douglas Avenue bridge project and anticipates receiving the IGA for the Stewart Park Drive bridge soon. An IGA must be executed in order for ODOT to actually begin work on a project.

C. Financial/Resource Considerations.
The City has Surface Transportation Block Grant (STBG) funds available for the City match on both projects.

D. Timing Considerations.
If authorized, the IGAs will be executed as soon as possible which will allow the projects to begin.

COUNCIL OPTIONS
The Council has the following options:

1. Authorize execution of IGAs for the Douglas Avenue Deer Creek Bridge Design and the Stewart Park Drive Bridge Projects; or
2. Request additional information; or
3. Not move forward with the projects at this time.

STAFF RECOMMENDATION
These existing bridges are structurally deficient, functionally obsolete, and load restricted. The ODOT Local Bridge Program is the only viable funding source for these bridge projects. This item will be discussed at the Public Works Commission meeting on December 10, 2020. Staff will report on the results of that discussion during the meeting. Staff recommends the Council authorize the execution of IGAs for both of these projects.

SUGGESTED MOTION
"I move to authorize the execution of Intergovernmental Agreements with ODOT for the Douglas Avenue Bridge Design and the Stewart Park Drive Bridge Projects."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

BANKING SERVICES CONTRACT

Meeting Date: December 14, 2020
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City's current banking services contract with Umpqua Bank is set to expire December 31, 2020, requiring the City to enter into a new banking services contract. The City of Milwaukie, Oregon recently completed a thorough Request for Proposal (RFP) process through which Umpqua Bank was selected as their service provider. The City of Roseburg is able to "piggy-back" on the City of Milwaukie's RFP and directly enter into a new services contract with Umpqua Bank, thereby saving considerable time and expense. The proposed new banking services contract with Umpqua Bank is projected to be less expensive than the current agreement.

BACKGROUND

A. Council Action History. None.

B. Analysis. The City's current banking services contract with Umpqua Bank is set to expire December 31, 2020, requiring the City to enter into a new banking services contract.

The City of Milwaukie recently completed a thorough Request for Proposal (RFP) process through which Umpqua Bank was selected as their service provider. The City of Roseburg is able to "piggy-back" on the City of Milwaukie's RFP and directly enter into a new services contract with Umpqua Bank, thereby saving considerable time and expense.

The proposed services contract is for an initial period of five years with two extensions possible for an additional seven years. Should the City be satisfied with the services provided by Umpqua Bank, the contract could last for up to twelve years.

Banking charges are offset by the amount of balance which is carried with the bank; consequently, it is impossible for staff to provide a definitive cost of contracted services for the twelve-year period. However, based on an initial analysis, current savings may be approximately $200 per month. Since there is a possibility for the cost of the contract to exceed $50,000 over twelve years, staff is seeking authorization from Council to enter into a contract with Umpqua Bank beginning January 1, 2021.

C. Financial and/or Resource Considerations. The impact to the General Fund should be a cost savings of approximately $1,200 this current fiscal year.

D. Timing Issues. As this is the last Council meeting prior to the end of the year, at which time the current banking services agreement contract expires, it is important that action is taken at this time.

COUNCIL OPTIONS

1) Authorize the City Manager to enter into a new banking services contract with Umpqua Bank; or
2) Direct staff to perform a new RFP for banking services.

STAFF RECOMMENDATION

Staff recommends that Council authorize the execution of a new banking services agreement with Umpqua Bank.

SUGGESTED MOTION

"I move to authorize the City Manager to execute a new banking services contract with Umpqua Bank based on the selection process performed by the City of Milwaukie, Oregon."

ATTACHMENTS

None.

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CORONAVIRUS RELIEF FUNDS UPDATE

Meeting Date: December 14, 2020 **Agenda Section: Consent**
Department: Administration **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY
The following is a brief report on the City's distribution of Coronavirus Relief Funds (CRF).

BACKGROUND

A. Council Action History.
On August 10, 2020, the Council received an update that the City had accepted a CRF grant from the State of Oregon with reimbursement up to $771,520.24. On September 28, 2020, the Council authorized the City Manager to execute agreements necessary to provide CRF funding to qualified community partners to deliver COVID-related programs within the City. On November 9, 2020, the Council authorized an interfund loan from the Assessment Improvement Fund to the Grant Fund to provide the cash flow needed to implement the CRF grant program. Informal updates have been provided to Council both verbally and via the Friday messages.

B. Analysis.
In order to receive this funding, the City entered into an agreement with the State of Oregon. The agreement outlines certain conditions that must be met by the grantee (City) and any subgrantees. This includes things like what the funds may be used for, insurance requirements, timelines for spending funds, and assurances that funds will not be duplicated with other CARES Act funding.

Council approved the funding maximums listed below:

Category	Maximum Amount
City COVID Expenses	Actual
Support for Local Businesses	$250,000
Support for Local Citizens	$250,000
Support for Non-Profits	$200,000
Economic Recovery Planning	$50,000
Tourism Recovery	$50,000

Support for Local Businesses:

CCD Business Development Corporation – The City has provided three rounds of funding to CCD totaling $220,000. CCD utilized the funding to deliver grants to 49 small businesses within the City. Additional information on the CCD grants is attached to this memo.

Roseburg Area Chamber of Commerce – The City provided $34,100 to the Roseburg Chamber for them to develop and deliver a free PPE and sanitation supply program for local businesses.

Support for Local Citizens:
Many of the items in the non-profit category overlap with this category.

United Community Action Network – The City has provided $75,000 to UCAN to provide the following to Roseburg residents or unhoused living the Roseburg area: Emergency assistance to prevent eviction or foreclosure, emergency assistance to prevent loss of utilities, emergency nutrition assistance and personal protective equipment, and related administrative costs.

Douglas Education Service District – To date, the City has provided $30,000 to Douglas ESD to provide funds and materials to Roseburg childcare providers necessary due to the pandemic. Funds may be used to assist in providing resources for additional staffing, equipment, supplies, PPE, and/or cleaning supplies to meet COVID-related requirements, or additional equipment or internet capacity to facilitate comprehensive distance learning. Douglas ESD has identified needs beyond the $30,000 and has requested additional funding. Staff is currently evaluating available remaining funds.

Support for Non-Profits
Staff created a simple application and publicized the grant program with a press release and social media posts. A team of four department heads has reviewed each of the applications. Any questions raised were sent to the applicants. Some applications were approved as submitted. Others were partially approved, or revisions were requested. Once the process was complete and the applicant submitted their proof of insurance with the City listed as additional insured, agreements were executed and checks were delivered to the agencies.

The City has entered into CRF Funding Agreements with the following non-profits:

Salvation Army – The City provided $15,000 to the Salvation Army to provide the following types of assistance to COVID-impacted individuals and families within the city: mortgage or rental payment assistance, utility payment assistance, food assistance, temporary shelter.

Peace at Home – The City provided $15,000 to Peace at Home to provide or support emergency shelter and/or housing (rental assistance) for clients within the City of Roseburg.

St. Vincent de Paul – The City provided $40,000 to St. Vincent de Paul to provide sanitation services to homeless individuals through the purchase of a two-stall shower trailer with a washer/dryer system.

YMCA of Douglas County – The City provided $10,000 to the YMCA to provide additional staffing, PPE, materials and supplies required to provide childcare and remote learning assistance related to the current pandemic.

Chadwick Clubhouse – The City provided $5,000 to the Chadwick Clubhouse to provide one or more of the following to their members: assistance to unhoused individuals, mortgage and/or rental assistance, utility payment assistance, and food assistance.

Roseburg Rescue Mission – The City provided $20,000 to the Roseburg Rescue Mission to provide services to the homeless, including: providing meals to go, increased COVID-related janitorial expenses and the installation of sneeze guards, and lost income due to required closure of the thrift stores to meet the Governor's Executive Orders.

Roseburg Senior Center – The City provided $5,000 to the Roseburg Senior Center to provide low cost meals to the public at the center.

Staff is currently working with the following organizations to finalize their funding requests:

Meals on Wheels has requested $2,000 toward their meal program for seniors. Staff is in the process of finalizing the agreement on this request.

Thriving Waters/Umpqua Farm to School has requested $6,731 to support their program that provides kits and at home garden lessons and expenses related to moving to comprehensive distance learning at the elementary schools they are working with (estimated 487 students).

Safe Haven Maternity Home has requested $8,000 in funds to support their program as their fundraising efforts have been significantly impacted by COVID.

Connecting Point has requested the purchase of two laptop computers that can be used to connect their clients virtually to service providers. Staff is in the process of obtaining pricing for the laptops.

Tourism Recovery

Anvil Northwest – Staff is working with Anvil Northwest on an agreement to provide $29,428 toward tourism promotion changes and recovery efforts necessitated due to the pandemic.

C. Financial/Resource Considerations. If all of the programs listed above move forward as expected, the City will have committed the entire $525,000 in grant funds to community partners. Staff expects to evaluate projected estimates for the City's actual costs and make a decision shortly if more funding can be made available to the community.

D. Timing Considerations. Per the state and federal requirements, all of the funding has to be spent prior to December 30, 2020.

COUNCIL OPTIONS
This item is informational. No Council action is required.

STAFF RECOMMENDATION
N/A

SUGGESTED MOTION
N/A

ATTACHMENTS:
ATTACHMENT #1 - CCD CRF Grant Brochure

City of Roseburg

Impact of Grants

November 2020

CCD
Business Development Corporation
—A CERTIFIED DEVELOPMENT COMPANY—

Our Mission:

To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region.

State of Oregon COVID-19 Emergency Business Assistance Grant Program

Round 1 – Match 1:1

CCD Submitted Round 1 Proposal May 2020 – Requested $225,000

Purpose of the fund is to provide financial assistance to small businesses adversely affected by economic conditions associated with the COVID-19 pandemic that **have not** received emergency assistance under the federal CARES Act or other federal programs to date.

Program Contributions:

- CCD COVID-19 Loan Program $200,000.
- City of Roseburg $20,000. *(7 businesses received grants.)*
- Rogue Credit Union $5,000.
- Port of Umpqua $35,000. *(12 businesses received grants.)*

Business Oregon received 46 proposals seeking nearly $7.5m in matching funds. Business Oregon was distributing $2.5m in Round 1.

CCD received $115,000 in State of Oregon Round 1 matching funds.

CCD launched $175,000 Grant Program on June 29th, 2020. *(Deployed in 7 working days.)*

47 Businesses Received Grants

21 – Sole Proprietors
17 – Limited Liability Company (LLCs)
3 – Corporations
6 – Non-Profits

23 – Coos County
8 – Curry County
16 – Douglas County

State of Oregon COVID-19 Emergency Business Assistance Grant Program

Round 4

CCD initially received $500,000 in Round 4. An additional allocation of $1,000,000 was approved for our service region. Round 4 total $1.5m.

Additional Program Contributions:

- City of Roseburg contributed $50,000 and an additional $150,000.

The additional CARES Act funding received by the City of Roseburg, CCD was able to leverage those funds and award additional grants.

CCD launched Round 4 Grant Program on October 1st, 2020. Round 4 was completely allocated within 14 business days. Approximately $1.6m in requests received prior to closing the Round 4 portal. *All funds received by the City of Roseburg were awarded and deployed to businesses located within the city limits.*

42 Businesses Received Grants from City of Roseburg Funds ($200,000)

19 – Sole Proprietors
17 – Limited Liability Company (LLCs)
4 – Corporations
1 – Partnership
1 – Non-Profit
73 – Jobs associated with the businesses who received grants.

330 Businesses Received Grants from Round 4 State of Oregon Fund ($1.5m)

182 – Sole Proprietors
94 – Limited Liability Company (LLCs)
40 – Corporations
3 – Partnership
11 – Non-Profit

State of Oregon COVID-19 Emergency Business Assistance Grant Program

Impact of Round 1-4

Recap of Funds Received:

- $ 115,000 Round 1 State Funds
- $ 20,000 Round 1 City of Roseburg Funds
- $ 5,000 Round 1 Rogue Credit Union Funds
- $ 35,000 Port of Umpqua Funds
- $ 300,000 Round 2 State Funds
- $ 145,000 Round 3 State Funds
- $1,500,000 Round 4 State Funds
- $ 50,000 Round 4 City of Roseburg Funds
- $ 150,000 Round 4 City of Roseburg Funds

$2,320,000 Grant Funds Deployed in approximately 4 months.

607 Businesses Received Grants

342 – Sole Proprietors
172 – Limited Liability Company (LLCs)
62 – Corporations
6 – Partnership
25 – Non-Profit

277 – Coos County
49 – Curry County
281 – Douglas County

Thank You

A special thanks to the City of Roseburg for your partnership and your demonstrated support to Roseburg small businesses.

CCD's management, Board of Directors and staff would like to thank our partners for assisting us make the COVID-19 Emergency Business Assistance Grant Program successful for our region.

We could not have done this without your marketing support.

City of Roseburg
South Coast Development Council (SCDC)
The Partnership
Bay Area Chamber of Commerce
Roseburg Chamber of Commerce
Roseburg Town Center
Bandon Chamber of Commerce
Brookings Chamber of Commerce
Southwestern Community College Small Business Development Center
Umpqua Community College Small Business Development Center
Gold Beach Main Street
Southwestern Oregon Workforce Investment Board
Travel Southern Oregon Coast
Port of Coos Bay
Our Cities, Counties and Economic Development Directors
Our Local Banks and Credit Unions
Our local small businesses

CONSENT AGENDA F
12/14/2020

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

OLCC NEW OUTLET
Mountain Mike's Pizza located at 722 W Harvard Avenue, Suite 108

Meeting Date: December 14, 2020
Department: Administration
www.cityofroseburg.org

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

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

BACKGROUND
OLCC has received an application from James Smith, Mountain Mike's Pizza Owner, as a new outlet granted for "Limited On-Premises, Commercial" sales.

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

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

C. Financial/Resource Considerations.
The applicant has paid the appropriate fee for City review of the application.

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

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

STAFF RECOMMENDATION
Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION
"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR MOUNTAIN MIKE'S PIZZA LOCATED AT 722 W HARVARD AVENUE, SUITE 108 IN ROSEBURG, OREGON."

ATTACHMENTS:
Attachment #1 – Subject Application

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

CONSENT AGENDA F
ATTACHMENT #1

RECEIVED
SEP 01 2020
OLCC - Eugene

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

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

License Applied For:	CITY AND COUNTY USE ONLY
☐ Brewery 1st Location	Date application received and/or date stamp:
☐ Brewery 2nd Location	
☐ Brewery 3rd Location	
☐ Brewery-Public House 1st Location	
☐ Brewery-Public House 2nd Location	
☐ Brewery-Public House 3rd Location	Name of City or County:
☐ Distillery	
☐ Full On-Premises, Commercial	
☐ Full On-Premises, Caterer	Recommends this license be:
☐ Full On-Premises, Passenger Carrier	☐ Granted ☐ Denied
☐ Full On-Premises, Other Public Location	
☐ Full On-Premises, For Profit Private Club	
☐ Full On-Premises, Nonprofit Private Club	By:
☐ Grower Sales Privilege 1st Location	
☐ Grower Sales Privilege 2nd Location	Date:
☐ Grower Sales Privilege 3rd Location	**OLCC USE ONLY**
☒ Limited On-Premises	Date application received: 9/11/20
☐ Off-Premises	
☐ Off-Premises with Fuel Pumps	By: H Smothers
☐ Warehouse	
☐ Wholesale Malt Beverage & Wine	License Action(s):
☐ Winery 1st Location	
☐ Winery 2nd Location	
☐ Winery 3rd Location	N/O
☐ Winery 4th Location	
☐ Winery 5th Location	

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

Roque Fare Roseburg LLC
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

Mountain Mike's Pizza

4. Business Address (Number and Street Address of the Location that will have the liquor license)

~~2640 E~~ 722 W Harvard Ave, Ste 108

City	County	Zip Code
Roseburg	Douglas	97471

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Mountain Mike's Pizza			
6. Does the business address currently have an OLCC liquor license? ☐ YES ☒ NO			
7. Does the business address currently have an OLCC marijuana license? ☐ YES ☒ NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 2640 E Barnett Rd. Ste F			
City Medford	State OR	Zip Code 97504	
9. Phone Number of the Business Location ~~TBD~~ 541-900-1590	10. Email Contact for this Application		
11. Contact Person for this Application James Smith	Phone Number 541-841-2181		
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

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

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

Applicant Signature(s)

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

(Applicant#1) _____ (Applicant #2) _____

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

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

PEGGY AVENUE WATER MAIN
BID AWARD RECOMMENDATION – 20WA08

Meeting Date: December 14, 2020 | **Agenda Section: Consent**
Department: Public Works | **Staff Contact: Brice Perkins, PW Director**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6730**

ISSUE STATEMENT AND SUMMARY
The City recently received informal bids for the Peggy Avenue Water Main project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
Peggy Avenue is located off Parker Street in the Newton Creek neighborhood that was developed in 1972. The existing 8-inch AC water main has experienced a significant number of failures in recent years. The water main is located in public right-of-way, but is approximately 10 feet behind back of curb, which makes it difficult to access for repairs.

The Peggy Avenue Water Main Replacement Project was designed by Public Works Engineering staff with the original intent of being constructed by the City water crew. The City purchased the materials for the project, but for various reasons, including short staffing levels, and scheduling conflicts due to COVID-19, the water crew has been unable to complete the project in a timely manner. Therefore, staff solicited informal bids from local contractors to construct the project. The project consists of approximately 550 feet of 8-inch ductile iron pipe and 23 service connections. The City will supply the previously purchased pipe and fittings for the project.

Staff solicited informal written construction bids from three local contractors. Three bids were received and are summarized below:

#	Bidder	Total Bid
1	Cradar Enterprises, Inc.	$ 48,645.00
2	Craig Guido Construction	$ 66,345.00
3	Knife River Materials	$ 79,732.00
	Engineer's Estimate	***$ 48,355.00***

C. Financial/Resource Considerations.
The FY 2019-20 Water Fund Capital budget includes $80,000 for main replacement.

D. Timing Considerations.
If awarded, the Notice to Proceed will be issued as soon as possible.

COUNCIL OPTIONS
The Council has the following options:

1. Award the contract to the lowest responsible bidder, Cradar Enterprises, Inc. for $48,645.00; or
2. Request additional information; or
3. Reject all bids

STAFF RECOMMENDATION
Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their November 12, 2020, meeting. The Commission unanimously recommended awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. for $48,645.00. Staff concurs with this recommendation.

SUGGESTED MOTION
"I move to award the Peggy Avenue Water Main Project to the lowest responsible bidder, Cradar Enterprises for $48,645.00."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

AN ORDINANCE AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS – FILE NO. LUDR-20-003 ALLOWING SEVERE EVENT SHELTERS AND RESOLUTION NO. 2020-22 SEVERE EVENT SHELTER POLICY

Meeting Date: December 14, 2020
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has conducted significant research on potential code language for 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.

BACKGROUND

A. Council Action History.

On January 13, 2020, Council adopted Resolution 2020-01, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022. Since that time, Council has held multiple meetings concerning strategies to address issues related to unhoused individuals within the community. On October 12, 2020, Council was advised of progress being made toward Severe Event Shelter amendments to the code and future policy.

B. Analysis.

The Roseburg Municipal Code currently allows for homeless shelters within the Professional Office (PO) and General Commercial (C3) zones. These facilities are typically designed to be operated by well-established non-profit organizations prepared to address the financial and logistical issues of creating a full-time dedicated shelter. However, homeless shelters require a conditional use permit, and given the time frames and cost involved in the conditional use permit process, homeless shelters cannot be established on short notice in response to a severe event, such as extreme weather or fire. The proposed severe event shelters would allow community-based organizations to

establish a shelter during an identified severe event without requiring a conditional use permit.

Buildings in which a shelter may be used to provide overnight accommodations, regardless of the number of nights in which the shelter may operate throughout the year, are required to be sprinkled in order to meet fire, life, and safety requirements. Retrofitting structures to meet this requirement can be cost prohibitive for organizations simply looking to provide temporary shelter, such as a warming center during extremely cold winter periods or temporary shelter for those displaced by local fires. Although buildings used as Severe Event Shelters are required to be sprinkled, the proposed code amendments enable an exemption to this standard if appropriate "fire watch" measures are implemented. This exemption will help local community organizations to establish the use of a Severe Event Shelter in structures such as a church, gymnasium, or other commercial type structure for limited time periods by not having to find a building that is already sprinkled or ultimately not incurring the costs associated with retro-fitting a building with sprinkler systems.

The proposed code changes allowing for Severe Event Shelters are intended to fill a gap between (1) full-time homeless shelters and (2) short-term shelters for those affected by a severe event under Chapter 12 of the Roseburg Municipal Code (RMC).

The proposed Severe Event Shelter system relies in part on amendments to the Land Use Development Regulations, but also in significant part on a Severe Event Shelter Policy. The current draft shelter policy document was created through the combined efforts of the City Fire, Community Development, and Administration Departments. Much of what has been utilized has been derived from the City of Medford, which implemented similar code provisions and policy last year. Using a policy to address specific requirements (such as the temperatures that trigger the opening of Severe Event Shelters) instead of the municipal code allows for the policy to be revised rapidly in response to lessons learned, additional input from stakeholders, or unexpected developments.

The Severe Event Shelter Policy contains applicable definitions and explains the process for obtaining approval for Severe Event Shelters. It also identifies the criteria in which an operator may open a Severe Event Shelter and provides an option in which the Mayor or City Manager may consider declaring a Severe Event in order to allow for the operation of a Severe Event Shelter. This allows, for example, the triggering temperatures to be adjusted without substantial process required to amend the Land Use Development Code. It also summarizes key Oregon Fire Code and other life-safety requirements applicable to such shelters. Finally, it describes the procedural process related to Severe Event Shelters, from preparation beforehand, through identification of a severe event, if necessary declaration of an event by the Mayor or City Manager, appropriate inspections by the Fire Marshal, monitoring, and the end of a severe event.

Although important for City Council to review the Severe Event Policy document, the purpose of the public hearing before City Council is to determine whether the proposed text amendment that accompanies the Severe Event Shelter Policy meets the requirements necessary to constitute an amendment to the municipal code. It is important

to note that were the Severe Event Shelter policy to change in the future and a conflict between the policy and code were to occur, the municipal code requirements for Severe Event Shelters shall take precedence.

RMC Section 12.10.020(F)(2) contains the criteria by which a proposed text amendment must be evaluated. The criteria indicate the proposed amendments must be consistent with the policies of the City's Comprehensive Plan, the Statewide Planning Goals, and other provisions of the Municipal Code. Attached are the signed Findings of Fact and Order provided by the Planning Commission indicating the proposed amendments are consistent with these criteria. In addition to evaluating their consistency with the criteria, the Findings of Fact and Order also outline the amendments themselves and provides justification for the location of where the proposed code will be housed within the Land Use Development Regulations of the municipal code. The attached Severe Event Shelter code amendments and policy document can be used together as you study the Findings of Fact and Order to determine the proposed amendments and how staff and the Planning Commission have determined they are consistent with applicable Comprehensive Plan policies, Statewide Planning Goals, and other provisions of the Municipal Code.

C. Financial/Resource Considerations.
No direct financial impacts to the City are anticipated as a result of these amendments. The City of Roseburg will not be responsible for providing locations or staffing for Severe Event Shelters.

D. Timing Considerations.
Staff has acted quickly in developing code updates and policy procedures surrounding Severe Event Shelters in order to present something to Council for approval prior to the weather becoming too cold and not having anything in place for those organizations looking to the City for ways in which a temporary warming shelter could be authorized. As a result, staff is requesting that Council adopt Ordinance 3545 and Resolution 2020-22 through an emergency clause, making the amendment effective immediately upon adoption.

COUNCIL OPTIONS

1. Adopt the Planning Commission's Findings of Fact and Order for File No. LUDR-20-003, proceed with first reading of Ordinance 3545, followed by second reading and adoption with an effective date immediately upon adoption. Then move to adopt Resolution 2020-22; or
2. Modify the proposed action or continue the matter for further consideration; or
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends Council adopt the Planning Commission's Findings of Fact and Order for File No. LUDR-20-003, and proceed with the first reading of Ordinance 3545 to amend RMC Title 12, Land Use and Development Regulations, followed by second reading and adoption with an effective date immediately upon adoption. Then move to adopt Resolution 2020-22.

SUGGESTED MOTION
(1st Motion)
"I move to adopt the Findings of Fact and Order approved by the Planning Commission for File No. LUDR-20-003 and to suspend the rules and proceed with second reading of Ordinance 3545."

(2nd Motion)
"I move to adopt Ordinance No. 3545, declaring an emergency."

(3rd Motion)
"I move to adopt Resolution No. 2020-22, approving the Severe Event Shelter policy."

ATTACHMENTS:
Attachment #1 Planning Commission Findings of Fact and Order File No. LUDR-20-003
Attachment #2 Severe Event Shelter Policy
Attachment #3 Ordinance No. 3545
Attachment #4 Resolution No. 2020-22

In the Matter of the Legislative Action by the City of Roseburg) Text Amendment
) File # LUDR-20-003

BEFORE THE ROSEBURG PLANNING COMMISSION
FINDINGS OF FACT AND ORDER

I. NATURE OF AMENDMENTS

The Community Development Department proposes changes to the Land Use Development Regulations of the Roseburg Municipal Code (RMC) to define Severe Event and Severe Event Shelter. Additionally, the amendment will identify which zones will allow for a Severe Event Shelter and parameters surrounding how a Severe Event Shelter may be permitted and established.

II. PUBLIC HEARING

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on Oct. 19, 2020. At the hearing, the Planning Commission reviewed Land Use File LUDR-20-003 regarding the text amendments and the file was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance #2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance #2363, as originally adopted July 1, 1982, recognizing both receive periodic amendments from time-to-time.

2. Notice of the public hearing was given by publication in the News-Review, a newspaper of general circulation, at least 10 days prior to the hearing. Opportunities were provided for all interested parties to be involved in the planning process through the public hearing.

3. The proposal is to legislatively amend text within the Land Use Development Regulations in the Roseburg Municipal Code.

B. PROPOSAL

The City has developed the following definitions and code amendments to consider for adoption. These two definitions will be housed within the Definitions portion of the code *(Proposed LUDO Amendment 12.02.090).*

"Severe Event" means an act of nature or unforeseen circumstances that constitutes and uninhabitable living experience for individual or groups.

"Severe Event Shelter" means a temporary use within a building, typically not used as a residence, meant to provide relief during a Severe Event to individuals who are homeless or at risk of exposure to a severe event.

In addition, the proposed text amendment addresses what zones will allow for a Severe Event Shelter. They will be permitted outright (in accordance with the Severe Event Shelter Policy and proposed code criteria identified in Chapter 12.08, Supplemental Regulations, within the RMC) in the following zones: Public Reserve and Residential Open Space Districts, Residential Districts, Commercial Districts, Industrial Districts, and the Central Business District.

While Severe Event Shelters will be a permitted use in the above zones within the City of Roseburg, the criteria identified in the Severe Event Shelter Policy and proposed Section 12.08.060 will limit the type of building that will allow for a Severe Event Shelter, such as;

"...Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, such as a single-family or multi-family dwelling unit(s), and not currently classified as a Residential Occupancy per Building or Fire Code..." (Proposed LUDO Amendment 12.08.060).

This allows for the operation of Severe Event Shelters within public/civic buildings such as religious institutions and schools that exist within residential zones.

The proposed text amendments and Policy establishes additional standards, including permit approval procedures, operational requirements, operational periods, and standards for closing/suspending Severe Event Shelters. In order to open a Severe Event Shelter, a site plan review is required. If approved, the permit will be good for 12 months. The operational requirements are outlined in the attached draft Severe Event Shelter Policy. While the anticipation is that the majority of these Severe Event Shelters will operate under cold weather conditions during the winter months, the proposed text amendments will also allow for these shelters to operate under other dangerous circumstances, such as excessive heat and poor air quality. If there happens to be a severe event occurrence that is not defined in the proposed text amendment, the code will allow for the City Manager to declare a severe event if they deem it necessary.

The full text of the changes made in this amendment are attached.

C. AGENCY COMMENTS

No formal comments have been submitted, however extensive coordination between Fire, Administration, Legal Counsel, Douglas County Building, and other City Departments has occurred in order to establish this proposal.

D. PUBLIC COMMENTS

No public comments were received prior to the hearing.

E. ANALYSIS

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

F. REVIEW CRITERIA

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

The proposed legislative amendments are required to be consistent with all City of Roseburg Policies and Comprehensive Plan Goals. However, the following findings are highlighting the policies and goals most applicable to the proposal.

Comprehensive Plan

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

Public Facilities and Services Policy No. 1

Facility and service planning in the Roseburg urban area shall use the Comprehensive Plan as the basis for decisions to ensure that needs of the urban area are met in a timely, orderly, and efficient manner.

Finding:

The Roseburg Municipal Code currently does not provide language that would allow for a Severe Event Shelter for individuals who are unhoused and would not have adequate facilities to provide safety in the event of a severe event or natural disaster. While public facilities may vary in the type of service they provide, the interpretation of public facility in the case of Severe Event Shelters is that of which provides a service in the form of shelter to a portion of the city's citizens that may be at-risk otherwise during a Severe Event. The current amendments align with this comprehensive plan policy by providing a specific need to the community in a timely manner that would not require an extensive and lengthy land use decision. With the probability of harsh weather giving little to no notice, this code amendment will allow for the opening and closing of these Severe Event Shelters in an efficient amount of time to best facilitate the need of the community.

Public Facilities and Services Policy No. 2

The City shall strive to improve the level of cooperation with all agencies of local, state, and federal government in order to ensure the timely, orderly, and efficient provision of all public facilities and services essential to the social, economic, and physical wellbeing of the urban area and its citizens.

Finding:

The proposed Roseburg Municipal Code amendment has been thoroughly reviewed by local agencies involved in the policies and procedures that pertain to Severe Event Shelters, including the Douglas County Building Department, the City of Roseburg Fire Department and the City of Roseburg Community Development Department. By adopting the proposed code amendments and Severe Event Shelter Policy, the City is providing a means of shelter that would be considered essential to those who do not otherwise have resources to protect themselves from severe events. Events may range from severe cold during the winter months, to more catastrophic events such as forest fires or earthquakes. Allowing for Severe Event Shelters during these types of events will contribute to the social wellbeing of the Roseburg area.

Housing Policy No. 3
The City shall cooperate with agencies for the provisions of moderate to low income housing and maintenance and rehabilitation activities in the City. Housing units pursuant to the above shall not be concentrated in any one area, but shall be dispersed throughout the City. The City of Roseburg shall encourage and insure the housing needs of moderate and low-income households be identified.

Finding:
The City of Roseburg has coordinated with agencies to draft code changes and a policy that will address and abide by regulations set forth by these agencies, specifically the Roseburg Fire Department. This coordination was necessary to ensure local and State fire code was met within Severe Event Shelters. While the proposed code amendments and provisions for Severe Event Shelters are not considered long-term/permanent housing, the use of Severe Event Shelters will provide temporary housing and shelter for individuals with minimal shelter resources that may otherwise be exposed to harsh elements of extreme weather. The City recognizes the need for these shelters and by allowing the use in all zones within the City, it will provide the opportunity for Severe Event Shelters to be established in locations around the City where needed.

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

Statewide Planning Goal # 1 - Citizen Involvement
To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Finding:
The City of Roseburg and Douglas County have an adopted and acknowledged Comprehensive Plan for the Roseburg Urban Area. The Comprehensive Plan is implemented via the adopted Code, in which the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City as well as through provisions that meet Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that has the responsibility to act as the conduit to the City Council on land use matters. The Planning Commission is selected through an open, well-publicized public process and the Commission may include one member who resides outside the City limits. All meetings were advertised to local media. The proposed amendments were the result of input from local organizations who were affected by the lack of opportunity in Roseburg Municipal Code to operate temporary shelters to benefit unhoused individuals who may be vulnerable to severe events.

The City of Roseburg provided notice of this proposal as mandated through ORS and Municipal Code requirements, as well as publishing the notice in the News Review, a newspaper of general circulation. A public hearing(s) is held in order to provide an opportunity for interested citizens to be involved, provide comments

and present issues, influence the Commission and eventually the Council, provide technical information, and/or provide information regarding conditional approval.

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

Finding:
As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996.) Implementation of the Comprehensive Plan is accomplished through the adopted Code. The Land Use and Development Regulations Chapter of Roseburg Municipal Code has been acknowledged by the State of Oregon and has been amended from time-to-time in order to comply with ORS. (Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984) Both the Comprehensive Plan and LUDR have been amended from time-to-time.

Statewide Planning Goal # 10 - Housing
To provide for the housing needs for the citizens of the state.

Finding:
In similar response to the City Housing Policy No. 13, the provision of housing for citizens of Roseburg, albeit temporary, during Severe Events is a positive step toward addressing a small, but vital component of the housing need in the area. In developing these code changes and plan for relief, Severe Event Shelters provide a necessary type of housing option that will be utilized by unhoused citizens during extreme weather events or other types of natural hazards. The State Housing Needs Analysis does not currently have language that addresses the need for temporary homeless housing, but it is likely to be added in the near future. By addressing this need now, the City is taking a proactive approach in confronting a portion of the overall housing need.

IV. CONCLUSION

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

V. ORDER

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

Shelby Osborn, Vice Chair

9.19.20
Date

Stuart Cowie, Community Development Director

10.19.20
Date

Planning Commission Members:
Ron Hughes, Chair
Shelby Osborn, Vice Chair
Ronald Sperry
Victoria Hawks
Dan Onchuck
Stephanie Newman
Jamie Yraguen

SEVERE EVENT SHELTER POLICY

BACKGROUND INFORMATION:

This policy has been established in coordination with the City of Roseburg Community Development Department, Fire Department and Administration Department to provide a safe solution for providing temporary shelters for sleeping purposes. This policy provides minimal guidelines to allow a building not normally designated as an R (Residential) Occupancy (use of a building, or a portion thereof, for sleeping purposes) to be used as a temporary shelter following a Fire Department inspection and approval from the Fire Marshal or designee.

OPERATIONAL REQUIREMENTS:

Notification, Application and Operational Permit:

Contact the Roseburg Fire Department and City of Roseburg Community Development Department to request information prior to opening a Severe Event Shelter. Community Development will process the request through a Site Review permit application process, and provide the applicant with a copy of this policy and applicable Fire Department forms. The Community Development Department will authorize the Site Review permit upon review and approval by the Fire Department. Occupancy shall be granted by the Fire Department upon inspection of the shelter. It is encouraged, when possible that a Site Review application for a severe event shelter be submitted a minimum of two months prior to anticipated use. The Fire Department shall be notified a minimum of 48 hours before the shelter opens to schedule a fire inspection to be completed by the Fire Marshal, prior to receiving final approval and the shelter being opened.

In the event of subsequent openings, an additional 48 hours, will need to be provided prior to each non-consecutive use of the severe event shelter. Notification shall include confirmation that the shelter is operating under the same parameters as approved within the original Site Review permit, including the number of occupants being temporarily sheltered and the expected days and times the Severe Event Shelter will be used. The Fire Marshal may require an additional fire inspection prior to the shelter being used for each non-consecutive event. For example, if the shelter opens one week, closes the next, but needs to open back up the following week.

Time limits:

An approved Site Review permit for a Severe Event Shelter is valid for a twelve (12) month period. However, a building may only be used as a severe event shelter for a maximum of ninety (90) days within the twelve (12) month period of time beginning on the first day of occupancy or as approved by the Fire Marshal. During the (12) month period shelters may operate for different severe events as long as the shelter is operating under the same parameters as approved within the original Site Review permit and subsequent inspections have occurred by the Fire Marshal authorizing occupancy.

Severe event declarations:

Severe Event Shelters may be allowed based on factors and criteria listed below. If a severe event shelter is necessary during an incident outside of these criteria, the Mayor or City Manager, or their designee, may consider declaring a Severe Event in order to allow for the operation of a Severe Event Shelter. Severe event qualifying conditions include:

1) Cold Weather
   a) Forecasted low temperatures of 30 degrees Fahrenheit or less.
   b) Forecasted temperatures at 32 degrees Fahrenheit or less, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to cold, including:
      i) Precipitation
      ii) Wind
      iii) Humidity, including dense fog
      iv) Sustained temperature, including during the day
      v) Consecutive days (cumulative effects)
      vi) Overall weather patterns (e.g. precipitation, then drop in temperature)

2) Hot Weather
   a) Forecasted high temperature of 102 degrees Fahrenheit or more
   b) Forecasted temperatures of 95 degrees Fahrenheit or more, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to heat, including:
      i) Precipitation
      ii) Humidity
      iii) Wind
      iv) Duration and potential for cumulative effects (hours per day, consecutive days)
      v) Overall weather patterns

3) Air Quality
   a) Air Quality index value of 201 or higher (very unhealthy)

Fire Watch:
During sleeping hours, a fire watch (see attached Fire Watch packet) shall be maintained continuously if the building is not equipped with automatic fire sprinklers. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person. They shall be familiar with the building, the emergency plan, and shall be trained on procedures during an emergency.

Emergency Evacuation Plan:
All severe event shelters shall create and maintain an approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

1) Emergency Response Plan: Complete and review with the Fire Marshal or designees, as required.
2) Occupant list: A list of all occupants each night must be maintained and made available to the emergency personnel in the event of a fire or incident.
3) Building floor plans: Building floor plans for each floor of the severe event shelter shall be posted throughout the shelter, and shall include:
   a) Sleeping areas clearly identified.
   b) Room size: the square footage of all rooms of the severe event shelter
   c) Evacuation routes: the primary and secondary egress (exit) paths from all areas of the severe event shelter
   d) Accessible egress routes: locations shall be shown on the building floor plans
   e) Life-safety systems: include locations for fire sprinkler system including riser room, fire alarm panel and controls, etc.
   f) Fire alarm pull station locations

g) Portable fire extinguisher locations
h) AED (Automated External Defibrillator), if provided

Operations Plan:
All severe event shelters shall create an approved operations plan. Some of these items may be shown on the building floor plan required as part of the Emergency Evacuation Plan as long as all items required are identified and the plan is legible. At a minimum, the operations plan shall contain the following:

1) Sleeping areas clearly defined. This includes individual space or area provided per person (occupant) for sleeping purposes. Individual areas shall meet the following dimensions, unless other prescribed state guidelines are in place:
   a) 4 ft. x 7 ft. if no storage area is provided. This area does not include area required for means of egress.
   b) 3 ft. x 7 ft. if a separate storage area is provided. This area does not include area required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag.
   c) The operators shall be responsible for maintaining egress paths free of obstructions. Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles and exits. Markings may also be used, and are encouraged, for individual areas.
2) Location of storage areas. Provisions for storage shall be provided in order to maintain egress and allow storage of items that are not permitted within the shelter.
3) Location of restroom facilities and trash disposal. Toilets, handwashing and trash disposal shall be provided.
4) Standards involving how a list of the names of occupants staying for the night will be created as part of the Emergency Evacuation Plan.
5) Standards for client interaction and overall shelter use.
6) Standards surrounding the times in which the shelter will open and close.
7) Standards involving overall shelter operations and maintenance.
8) Safety and security provisions, including the following requirements:
   a) Alcohol and drugs shall not be in possession or used.
   b) No smoking inside. Outside smoking, if allowed, shall be in designated locations and non-combustible receptacles shall be provided. Smoking shall be a minimum of 10 ft. away from entrances, exits, windows, ventilation intakes, etc.
   c) Potential fire ignition sources such as lighters and candles shall not be allowed in shelters, unless stored in supervised or locked storage areas.
   d) Use of portable heaters or unvented fuel-fired heaters shall be prohibited inside. Outside use may be approved.
   e) Separate locations or areas for different populations including families, single men, etc shall be required, unless approved otherwise.

Documentation:
Documentation of all fire safety requirements including copies of the shelter evacuation plan and Fire Watch log shall be maintained on site and shall be immediately available for review if requested by the Fire Marshal.

Life-Safety Requirements:

The following life-safety requirements apply to buildings used as a severe event shelter:

1) Fire sprinklers. Buildings used as severe event shelters shall be protected throughout with a fire sprinkler system, with the following exception:
   a) Approval through the Roseburg Fire Department is required in order to locate a severe event

shelter in a building not protected throughout with a fire sprinkler system; the location may only be on the first floor (with exits directly to the outside at ground level). If this exception is approved, the applicant must maintain a Fire Watch during occupancy.

Means of Egress (Exits):

1) All floor levels with shelter areas shall have a minimum of two means of egress (exits) from each floor level, and shall have exit signs and emergency lighting. All means of egress paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows;
2) Sleeping areas located on the ground floor of a severe event shelter with an occupant load of 49 or less persons shall have at least one exit and at least one window qualifying as an escape or rescue window as defined by the building code.
3) All other floor levels used as shelter sleeping areas that have an occupant load of 10 or more persons shall have two exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.

Maximum Number of Occupants Allowed:

The maximum number of allowable severe event shelter occupants shall be calculated using an occupant load factor of one individual for every thirty-five square feet of room area. For example, a room with 980 square feet would be allowed to provide shelter for up to 28 occupants. 980 divided by 35 = 28. The occupant load shall be approved by the fire code official.

NOTE: Additional requirements will apply when the occupant load exceeds 49 people.

Smoke Alarms and Detection:

1) All severe event shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
2) All other areas of the building used for shelter operations shall be equipped with smoke alarms or a smoke detection system as required by the local fire code official.
3) Smoke alarms may be battery operated.

Carbon Monoxide (CO) Alarms and Detection:

1) All severe event shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as a heater, fireplace, furnace, appliance or cooking source that uses coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
2) Carbon monoxide alarms may be battery powered.

Responsibilities:

The City of Roseburg will not be responsible for providing locations or staffing for Severe Event Shelters.

Severe Event Shelter Applicant/Responsible Party Contact Information:

NOTE: Please fill out this form and provide to Roseburg Fire Department.

Name: _____

Telephone Number: (Personal) _____ **(Work)** _____

E-mail: _____

Applicant: _____ **Date:** _____
(Signature)

Confidential Fire/Police Dispatch Center Information (please print):

Commercial Business Name: _____

Site Address: _____

Business Phone: _____

Names and Phone Numbers for after business hours Emergency Contact(s):

1. _____
2. _____
3. _____

Additional Information and Special Requirements:

_____

_____

_____

_____

_____

_____

ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION
fireprevention@cityofroseburg.org

700 SE Douglas Avenue
Roseburg, OR 97470
Phone (541) 492-6770

SEVERE EVENT SHELTERS WITHOUT ADEQUATE FIRE PROTECTION SYSTEMS
FIRE WATCH PROCEDURES AND DOCUMENTATION

Date: _____ Time: _____

Business Name: _____

Address: _____

Person Responsible for Property: _____

Telephone Number: _____

If the building being used as a Severe Event Shelter does not have an automatic fire sprinkler or automatic fire alarm system, as required in such an occupancy by the Oregon Fire Code, the Fire Code Official may require a Fire Watch be conducted while the building is being used as a Temporary Shelter. In such case, a competent adult will make regular tours of the facility in order to provide early notification of a fire or other emergency condition. This person shall have access to the 9-1-1 system at all times. (OFC Section 901.7)

If a Fire Watch is required, the person conducting such watch shall maintain a log (see below), and have that log available for review by the Fire Code Official at all times. The log shall be submitted to the Fire Code Official at the conclusion of this temporary use.

I certify that I represent the building owner and will perform the Fire Watch duties as outlined above.

Print name: _____ Signature: _____

On next page, indicate regular tours completed at least once each hour (example):

Date	6/12	6/12	6/12	6/13	6/13	6/13						

Time	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM						
Initial	MG	JT	MG	RE	JT	MG						

FIRE WATCH LOG

Date												
Time												
Initial												

Date												
Time												
Initial												

Date												
Time												
Initial												

Date												
Time												
Initial												

Date												
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Date												
Time												
Initial												

For any questions or more information, call the Roseburg Fire Department, at (541) 492-6770 (during business hours) or after hours 541-580-8003.

SCAN THE COMPLETED FORM AND FORWARD IT TO THE FIRE MARSHAL – fireprevention@cityofroseburg.org

ORDINANCE NO. 3545

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

WHEREAS, City Council adopted Resolution 2020-01 on January 13, 2020, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022; and

WHEREAS, City Council has held multiple meetings over the course of 2020 concerning strategies to address issues related to unhoused individuals within the community; and

WHEREAS, City Council on August 31, 2020, held a work-study session and directed staff to begin working on code updates related to Severe Event Shelters and were provided an update on the proposed amendments at their October 12, 2020, meeting; and

WHEREAS, after reviewing the recommendation of the Planning Commission after conducting a public hearing on October 19, 2020.

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

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

"Severe Event" means an act of nature or unforeseen circumstance that constitutes an uninhabitable living experience for an individual or group.

"Severe Event Shelter" means a temporary use within a building, typically not used as a residence, meant to provide relief during a Severe Event to individuals who are homeless or at risk of exposure to a severe event.

SECTION 2. Section 12.04.020, Table 2-2: RO AND PR – ALLOWED USES [2] is hereby amended as follows:

USE CATEGORY	RO	PR	STANDARDS
Specific Uses			
RESIDENTIAL			
7) Severe Event Shelter	P [2]	P [2]	12.08.060

[2] Severe Event Shelters provide short-term relief from Severe Events, such as extreme weather. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure that any conflicts with the Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

SECTION 3. Section 12.04.030, Table 2-4: RESIDENTIAL – ALLOWED USES [6] is hereby amended as follows:

USE CATEGORY	R10	R7.5	R6	MR14	MR18	MR29	MR40	STANDARDS
Specific Uses								
RESIDENTIAL								
11) Severe Event Shelter	P [6]	P [6]	P [6]	P [6]	P [6]	P [6]	P [6]	12.08.060

[6] Severe Event Shelters provide short-term relief from Severe Events, such as extreme weather. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure that any conflicts with the Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

SECTION 4. Section 12.04.040, Table 2-7: COMMERCIAL – ALLOWED USES [7] is hereby amended as follows:

USE CATEGORY	PO	C1	C2	C3	STANDARDS
Specific Uses					
RESIDENTIAL					
9) Severe Event Shelter	P [7]	P [7]	P [7]	P [7]	12.08.060

[7] Severe Event Shelters provide short-term relief from Severe Events, such as extreme weather. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure that any conflicts with the Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

SECTION 5. Section 12.04.050, Table 2-9: CBD – ALLOWED USES [3] is hereby amended as follows:

USE CATEGORY	CBD	STANDARDS
Specific Uses		
RESIDENTIAL		
3) Severe Event Shelter	P [3]	12.08.060

[3] Severe Event Shelters provide short-term relief from Severe Events, such as extreme weather. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure that any conflicts with the Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

SECTION 6. Section 12.04.070, Table 2-13: INDUSTRIAL – ALLOWED USES [5] is hereby amended as follows:

USE CATEGORY	MU	M1	M2	M3	STANDARDS
Specific Uses					
RESIDENTIAL					
6) Severe Event Shelter	P [5]	P [5]	P [5]	P [5]	12.08.060

[5] Severe Event Shelters provide short-term relief from Severe Events, such as extreme weather. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure that any conflicts with the Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

SECTION 7. Section 12.08.060, Severe Event Shelters is hereby added as follows:

A. Purpose and intent.
Severe Event Shelters provide short-term relief from Severe Events such as extreme weather. The City of Roseburg Severe Event Shelter Policy, as adopted by Council, shall be herein referred to as "The Policy" in this section. Severe Event Shelters shall be within an existing institutional building or other buildings, typically not intended for residential uses, and not currently classified as a Residential Occupancy per Building or Fire Code. It is the intent of these standards to ensure

that any conflicts with Severe Event Shelters and the surrounding land uses are mitigated through the special regulations set forth in this Section 12.08.060.

B. Definitions Pertaining to Severe Event Shelters.
When used in Chapter 12 in reference to Severe Event shelters, the following terms shall have the meanings as herein ascribed:

1. Access Point: The main point of entry and exit where users, visitors, and other persons must sign in and out to maintain security within a shelter.

2. Client(s): Person or persons who receive services from an operator of a Severe Event Shelter which shall include overnight sleeping, and may include other items established per the shelter's operations plan.

3. Operator: The organization in charge of daily operations of a Severe Event Shelter. The operator shall be a civic, non-profit, public, faith, membership based, or otherwise competent organization and shall be the applicant for the Severe Event Shelter. The words operator or applicant may be used interchangeably as they are one in the same.

4. Operational Period: Days in which a Severe Event Shelter are permitted to operate per the Policy.

5. Operations Plan: The guiding document for an operator to use in determining the standards clients must adhere to in a shelter.

6. User(s): See 12.08.060 (B)(2) client(s).

C. Severe Event Shelter Permit Requirements.

1. In order to begin operating a Severe Event Shelter, an operator shall apply for and receive an approved Site Review permit per the Policy.

D. General Standards for Severe Event Shelters.
The following standards shall apply to Severe Event Shelters:

1. Operational Requirements. The operator shall be required to meet the following standards as it pertains to shelter operations:

   a. Conformance. It shall be the duty of the operator to ensure and maintain compliance with the Policy and the requirements of the Site Review Permit.

   b. Operations Plan. An operations plan shall be required for a Severe Event Shelter. The operations plan shall include, at a minimum, items addressing client interaction, operational period, rules for shelter use and opening,

facility operations and maintenance, safety and security provisions, including an emergency evacuation plan as identified in The Policy.

2. Operational Period.
   a. The operational period of a Severe Event Shelter shall only be permitted in accordance with The Policy.

   b. The operator shall notify Roseburg Fire Department each time the shelter is opening or closing.

   c. The operator shall be required to schedule an inspection prior to operating the shelter.

3. Standards for Closing/Suspending Severe Event Shelters.
   A shelter may be closed or suspended in accordance with the following procedures and criteria:

   a. A Severe Event Shelter shall close or the operations may be suspended if:

      i. Conditions are considered non-severe per the City Manager.

      ii. The City Manager, or designee, has determined that it would be in the public interest to do so.

      iii. Any safety issues are identified during an inspection, including, but not limited to fire and life safety issues.

      iv. Any violation of the Roseburg Municipal Code and/or state or federal law occurs.

   b. Clients of a temporary shelter, the operator, and the property owner shall be given a 24-hour notice to cease operations, unless immediate closure is necessary due to issues pertaining to fire or life safety. The owner or operator shall not be required to remove components utilized for the Severe Event Shelter if:

      i. The shelter is closing due to condition changes per Section 12.08.060 (D)(4)(a)(i); or

      ii. The components of the shelter are customarily used for the primary use of the building.

   c. The City Manager, or designee, may revoke a shelter's permit and the decision shall be effective immediately. Appeals of this decision shall be made to the City Council. The decision of the Council or its designee shall

be final. An appeal to Council must be submitted to the City Recorder within 10-days of the date of the decision. An appeal to Council shall follow the process identified per Section 11.10.040(E-I).

4. Consent to Inspection of Severe Event Shelter(s)

   a. Severe Event Shelters are subject to inspection at any time by the City to verify safe operation of a shelter.

      i. Inspections by the City may include inspections of all portions of a Severe Event Shelter. Inspections shall be in conformance with all applicable local, state, and federal laws.

   b. Inspections may be required prior to each opening of a Severe Event Shelter. All violations of applicable codes found through an inspection shall be resolved prior to commencing operations of a Severe Event Shelter. Inspections may be required by the following City departments to verify conformance with applicable codes, prior to operations commencing:

      i. Police Department

      ii. Fire Department

E. Site Standards for Severe Event Shelters.
The following standards shall apply to the development and use of Severe Event Shelters:

1. In residential zones, Severe Event Shelters shall be an accessory use to institutional uses, such as a public and semi-public building and/or use.

2. In commercial and industrial zones, Severe Event Shelters may be an accessory or primary use.

3. Adequate space shall be provided for client's personal items and shall not displace required parking per Section 12.06.030 (H).

4. Access points shall have a trash receptacle that does not block the public right of way and is large enough for trash disposal during times of intake.

5. Adequate access shall be given for emergency vehicles and personnel, where applicable.

6. Operators of Severe Event Shelters shall comply with all provisions contained in the most recently approved City of Roseburg Severe Event Shelter Policy.

SECTION 8. All other Chapters, Sections and Subsections of Title 12 of the Roseburg Municipal Code shall remain in full force & effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2020.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2020.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

RESOLUTION NO. 2020-22

A RESOLUTION ADOPTING THE CITY OF ROSEBURG'S SEVERE EVENT SHELTER POLICY.

WHEREAS, City Council adopted Resolution 2020-01 on January 13, 2020, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2020 to 2022; and

WHEREAS, City Council has held multiple meetings over the course of 2020 concerning strategies to address issues related to unhoused individuals within the community; and

WHEREAS, City Council on August 31, 2020, held a work-study session and directed staff to begin working on code updates related to Severe Event Shelters and were provided an update on the proposed amendments at their October 12, 2020, meeting; and

WHEREAS, City Council adopted Ordinance 3545 amending RMC Chapter 12 to define Severe Events and a Severe Event Shelter and establish operational standards by which a Severe Event Shelter may be permitted.

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

Section 1. The City of Roseburg hereby adopts the Severe Event Shelter policy, attached hereto as Exhibit "A".

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 14TH DAY OF DECEMBER, 2020.

_____
Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

AN ORDINANCE AMENDING A PORTION OF THE CITY'S ZONING MAP FROM R10 (LOW DENSITY) TO R7.5 (SINGLE-FAMILY RESIDENTIAL).

Meeting Date: December 14, 2020 | **Agenda Section: Public Hearing**
Department: Community Development | **Staff Contact: Stuart Cowie**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6750**

ISSUE STATEMENT AND SUMMARY

The proposed zone change would amend the City's official Zoning Map by re-designating a 20x50 foot section of property adjacent to the applicant's eastern property line, at 1522 NE Alameda Ave., from R10 (Low Density) to R7.5 (Single-Family Residential). The property will then be conveyed to the applicant through an approved boundary line adjustment (BLA-20-005).

BACKGROUND

A. Council Action History.
None.

B. Analysis.
The Roseburg Municipal Code prohibits one from completing a boundary line adjustment when adjacent properties have differing zoning designations. The purpose of this regulation is to eliminate problems that can occur when having multiple zones located on one property.

In this situation, the applicant is looking to obtain an additional 20 feet of property from the adjacent neighbor along the eastern edge of his lot. The applicant's property is zoned R7.5 (Single-Family Residential) and the 20x50 section he is trying to acquire through a boundary line adjustment is zoned R10 (Low-Density Residential). The break in zoning between the two properties stems from the applicant's property being on the edge of the Cloverdale Subdivision platted in 1985 and the neighboring property to the east being part of the Rose Village Planned Unit Development created in 2003. These two areas were developed at different times, by different developers and with different requirements and density standards. In order to complete the boundary line adjustment that is now being proposed, the R10 zoning will need to be amended on the City's official Zoning Map to R7.5.

The boundary line adjustment application has been processed concurrently with this zone change application. As a condition of the boundary line adjustment being approved, the zone change must first be officially amended.

The proposal went before the Planning Commission at a public hearing on November 2, 2020. At that meeting the Planning Commission approved a motion to adopt the attached Findings of Fact and Order and refer the request to City Council recommending that Council approve the proposed zone change.

C. Financial/Resource Considerations.
None.

D. Timing Considerations.
The zone change application was submitted to the City on August 19, 2020. The City is legally required to issue a decision 150 days from the date in which an application is submitted. As of December 14, 2020, the date of this evening's public hearing, the City will be at 117 days.

COUNCIL OPTIONS
1. Adopt the Planning Commission's Findings of Fact and Order for File No. ZC-20-001 followed by first reading of Ordinance 3546; or
2. Modify the proposed action or continue the matter for further consideration; or
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION
Staff recommends the Council adopt Planning Commission's Findings of Fact and Order for File No. ZC-20-001 and proceed with the first reading of Ordinance 3546.

SUGGESTED MOTION
"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. ZC-20-001."

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

ATTACHMENTS:
Attachment #1 Planning Commission Findings of Fact and Order File No. ZC-20-001
Attachment #2 Ordinance No. 3546

EXHIBIT A

PUBLIC HEARING B
ATTACHMENT #1

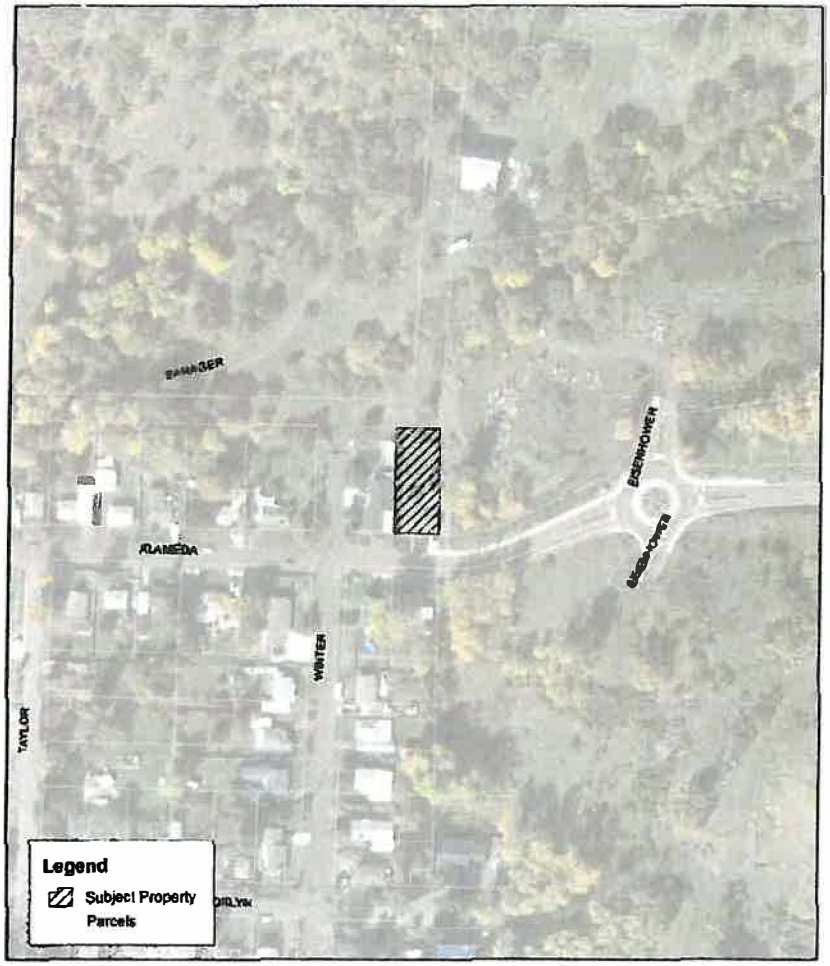
In the matter of the Zone Change request by David Ayres	))	ZC-20-001

BEFORE THE ROSEBURG PLANNING COMMISSION

FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

The applicant's request is a Zone Change to allow a boundary line adjustment of approximately 3,000 sq. ft. of land between adjacent properties. The request requires a zone change be processed concurrently with the boundary line adjustment to approve the sale and transfer of property, since they are currently zoned differently. Section 12.12.010(U)(2)(b)(iv.) states that all boundary line adjustment shall be within a given zone and not among differing zones. Therefore, in order for the City to grant approval of the proposed boundary line adjustment, the area being adjusted to the applicant's property is required to simultaneously be changed from the current R10 zoning to R7.5. This will satisfy the requirements of City's boundary line adjustment criteria and ensure that the final property boundaries for both parcels reflect the same zoning district boundary. The applicant's purpose in acquiring the adjacent land is to enlarge his existing driveway.



Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

II. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of Title 12, Land Use and Development Regulations (LUDR) of the Roseburg Municipal Code (RMC), as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3497 on May 1, 2018.

2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing was mailed to all owners of property within 300 feet of the property 20 days prior to the hearing.

3. The applicant's property is zoned R7.5 (Single Family Residential) and is described as Township 27 South, Range 05 West, Willamette Meridian, Section 07CD, Tax Lot 00100; R46735; 1522 NE Alameda Ave. The other property involved with the boundary line adjustment (adjacent to the east) is zoned R10 (Low Density Residential) and is described as Township 27 South, Range 05 West, Willamette Meridian, Section 07, Tax Lot 01300; R65701. The portion of property being adjusted and subject to the zone change is approximately 3,000 sq. ft. and is designated by the Comprehensive Plan as Low Density Residential and is zoned R10. The property is currently vacant of any development.

4. David Ayres authorized agent of the properties at 1522 & 1591 NE Alameda Ave submitted 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 two properties involved in the boundary line adjustment are zoned differently and therefore the zone change is required to be processed concurrently with the proposed boundary line adjustment based on the requirements of Section 12.12.010(U)(2)(b)(iv.) that prohibits the adjustment of adjacent property with differing zones.

B. AGENCY COMMENTS

Comments regarding the conditional use permit request were solicited from the Fire Department, Public Works Department and Roseburg Urban Sanitary Authority. All comments received have been incorporated, where appropriate, into the conditions of approval at the end of these findings of fact.

C. PUBLIC COMMENTS

The Community Development Department notified all owners of subject properties per ORS 197.610 and RMC 12.10.030. No comments have been received by City staff.

D. PUBLIC HEARING

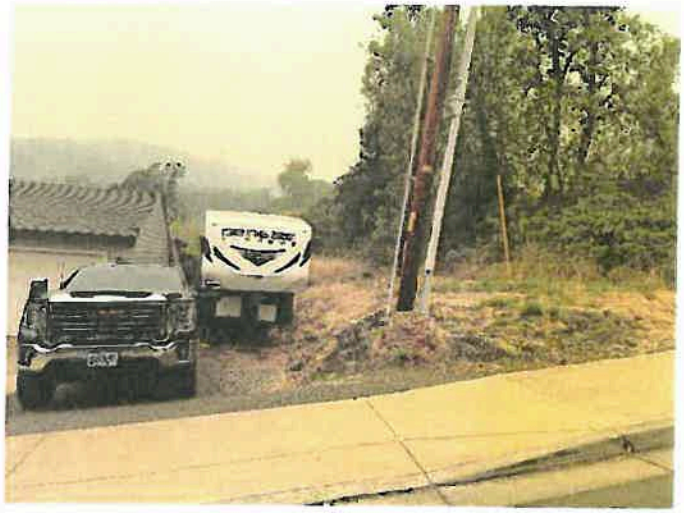
A public hearing was scheduled for November 2, 2020 regarding the matter of the Zone Change request.

E. APPLICABLE CRITERIA

The applicable approval criteria for the subject zone change is contained within Roseburg Municipal Code, Section 12.10.040(D):

a) The rezoning will conform to the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies.

Finding: The applicant's request for a zone change is associated with a minor expansion of the side yard (east) parking area on their property. The expansion requires the property owner to purchase approximately 3,000 sq. ft. of land from the adjacent (east) landowner by way of a boundary line adjustment. However, the eastern property line of the applicant's property is a zone boundary, changing from R7.5 to R10, precluding the property line adjustment from occurring because each property has a different zone. Therefore, in order to enable the boundary line adjustment, the applicant has requested the zone change to concurrently change the zoning designation of the portion of land being adjusted to the applicant's property. The applicant's proposal does not impact the "Low Density Residential" Comprehensive Plan, which applies to both the applicant's property zoned R7.5 and the adjacent property owner to the east zoned R10. The resulting zone change and concurrent boundary line adjustment will result in enabling a small expansion of the applicant's side yard parking. Therefore, based on the scope of the zone change staff has acknowledged that the requested zone change will conform to the City's Comprehensive Plan policies related to applicable Statewide Planning Goals 5-14.



b) The site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area.

Finding: The area proposed for the requested zone change is a roughly 20 foot by 150 foot strip of land on the eastern edge of the applicant's property. The area has greater use to the applicant's property as it lies topographically separated from the lands to the east. The zone change is intended to enable the boundary line adjustment and ultimately the expansion of approximately 7 feet of additional width on the applicant's side yard parking area. The zone change and resulting development will have no conceivable impact on neighboring properties nor can the City find any possible adverse effect to the health, safety and welfare of the

surrounding area. With that said, the applicant has been advised that any future development of the property shall be in conformance with all applicable standards of the Roseburg Municipal Code, which will ensure that any unforeseen impacts are mediated by the City development regulations.

c) The rezone is consistent with the safety and performance measures of the transportation system.

Finding: The applicant's request does not generate any additional traffic to the subject property nor is the existing access point being altered. Therefore, the zone change request will have no impact on traffic safety nor any other aspects of the transportation system.

IV. CONCLUSION

Upon review of the application, staff report, and other materials referenced as File ZC-20-001 and after conclusion of the Public Hearing and all testimony provided herein, the Planning Commission concludes that the application by David Ayers, satisfies the approval criteria, therefore warranting the approval of the Zone Change as requested.

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission refers the zone change request to the City Council recommending **APPROVAL** of the Zone Change, as contained within file ZC-20-001 and subject to conditions 1-3, as follows:

1. The approval is for the property shown on map submitted with the application.
2. Any future development of the property shall fully conform to all the applicable standards and requirement of the Roseburg Municipal Code.
3. The boundary line adjustment that is being processed concurrent with the zone change shall comply with all the applicable standards of Section 12.12.010(U) of the Roseburg Municipal Code.

Ron Hughes, Planning Commission Chair — Date: 11/2/20

Stuart Cowie, Community Development Director — Date: 11/2/20

Planning Commission Members:

Ron Hughes, Chair	Stephanie Newman
Dan Onchuck	Victoria Hawks
Jamie Yraguen	Ronald Sperry
Shelby Osborn	

Exhibit B

PUBLIC HEARING B
ATTACHMENT #1

September 3, 2020

Ricky Hoffman
Associate Planner & GIS Technician
City of Roseburg
Community Development Department
rhoffman@cityofroseburg.org

Re: 1522 NE Alameda Avenue
Roseburg, Oregon

Per your request in the email dated July 17, 2020 pertaining to the boundary line adjustment and zone change of the above mentioned property, this letter is written as explanation of why we are requesting said changes.

The property in question abuts our property to the east. We are in the process of purchasing approximately 2,360 square feet of property from Rod Johnson, Rose Village LLC, in order to expand our parking area. This will inevitably require some minimal excavation work on our part. We don't anticipate any other sort of impact(s), as there are no houses or anything else near the area.

David W. Ayres

David (& Lori) Ayres
Owners: 1522 NE Alameda Ave
Roseburg, OR 97470
P: 54/430-7882
dblamtl@yahoo.com

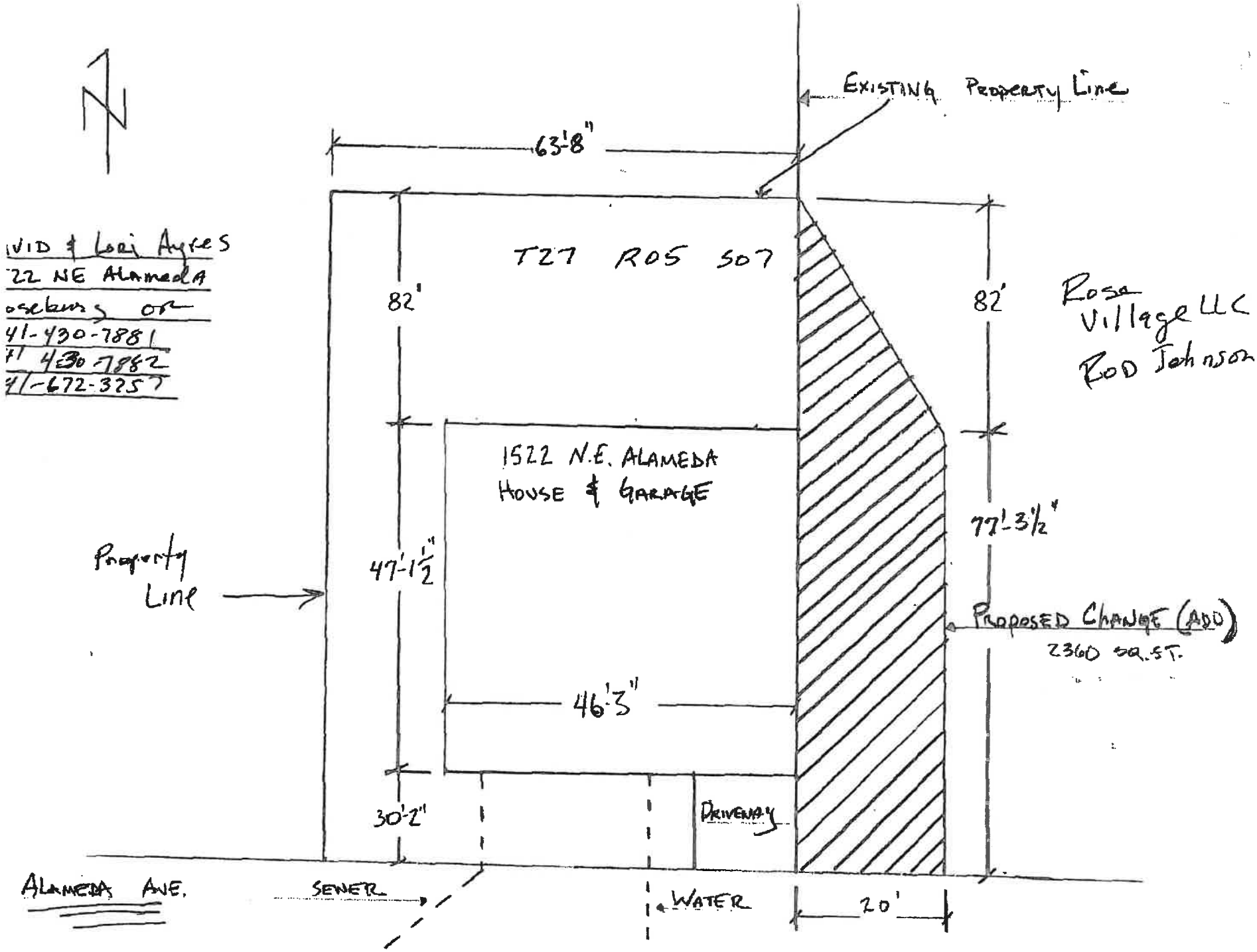
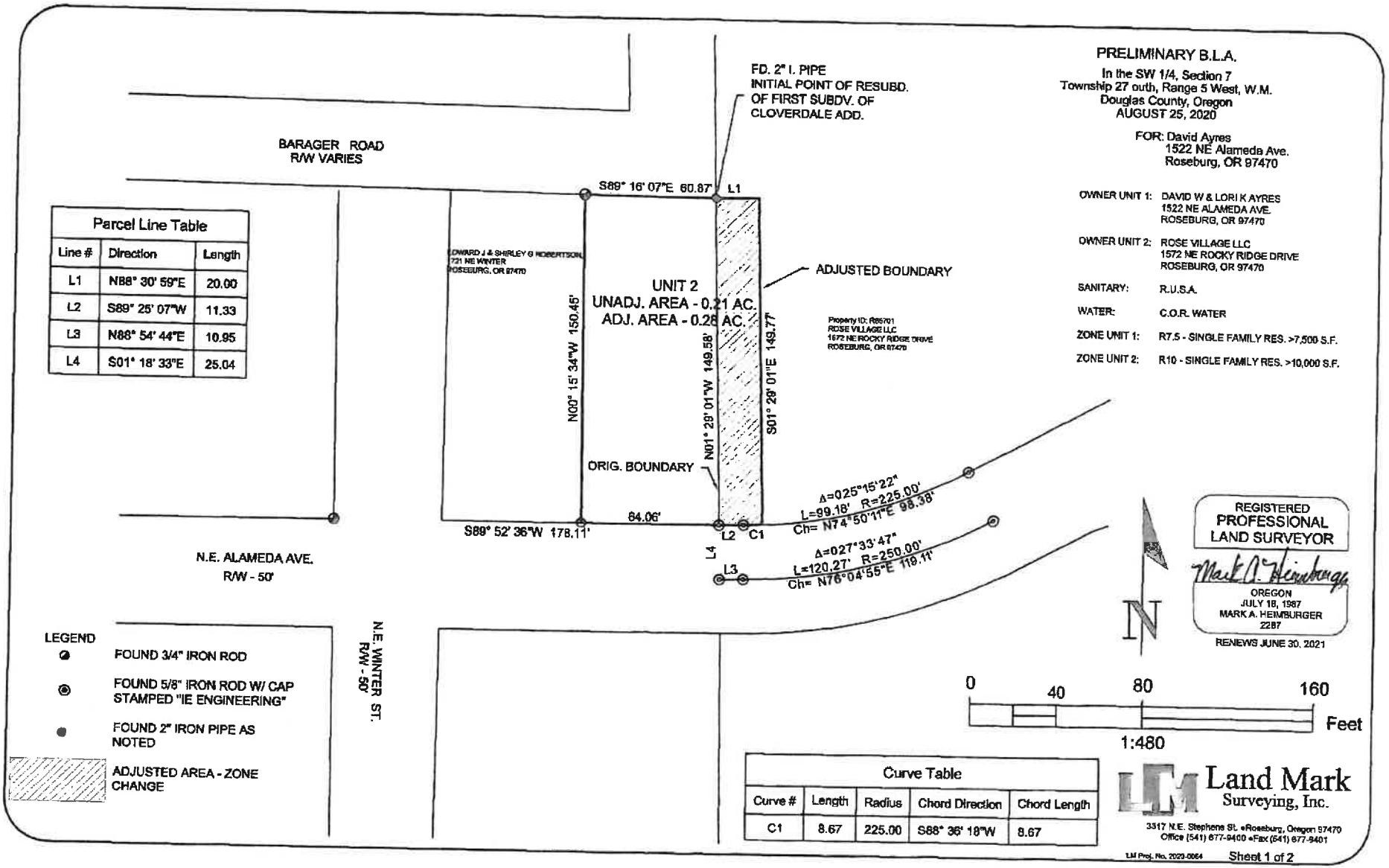

EXISTING PROPERTY LINE
63'-8"
T27 R05 S07
82'
82'
1522 N.E. ALAMEDA
HOUSE & GARAGE
77'-3½"
47'-1½"
Property Line
PROPOSED CHANGE (ADD)
2360 SQ.FT.
46'-3"
30'-2"
DRIVEWAY
ALAMEDA AVE.
SEWER
WATER
20'
DAVID & Lori Ayres
22 NE Alameda
oseburg, OR
41-430-7881
41 430-7882
41-672-3257
Rosa Village LLC
Rod Johnson

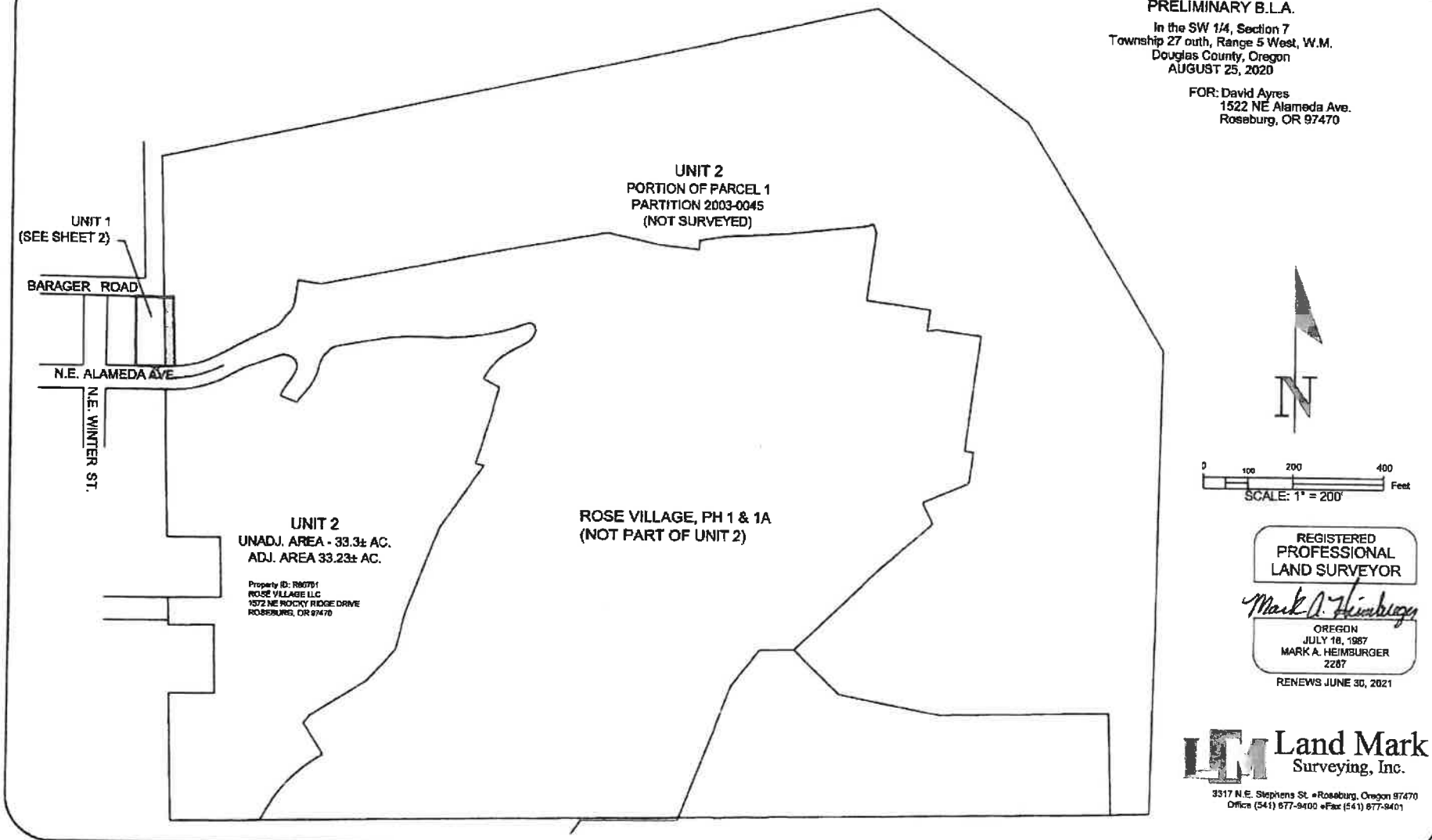
Exhibit C


PRELIMINARY B.L.A.
In the SW 1/4, Section 7
Township 27 outh, Range 5 West, W.M.
Douglas County, Oregon
AUGUST 25, 2020
FOR: David Ayres
1522 NE Alameda Ave.
Roseburg, OR 97470
OWNER UNIT 1: DAVID W & LORI K AYRES
1522 NE ALAMEDA AVE.
ROSEBURG, OR 97470
OWNER UNIT 2: ROSE VILLAGE LLC
1572 NE ROCKY RIDGE DRIVE
ROSEBURG, OR 97470
SANITARY: R.U.S.A.
WATER: C.O.R. WATER
ZONE UNIT 1: R7.5 - SINGLE FAMILY RES. >7,500 S.F.
ZONE UNIT 2: R10 - SINGLE FAMILY RES. >10,000 S.F.
FD. 2" I. PIPE
INITIAL POINT OF RESUBD.
OF FIRST SUBDV. OF
CLOVERDALE ADD.
BARAGER ROAD
R/W VARIES
S89° 16' 07"E 60.87'
L1
ADJUSTED BOUNDARY
UNIT 2
UNADJ. AREA - 0.21 AC.
ADJ. AREA - 0.28 AC.
N00° 15' 34"W 150.45'
N01° 29' 01"W 149.58'
S01° 29' 01"E 149.77'
ORIG. BOUNDARY
S89° 52' 36"W 178.11'
84.06'
L2
C1
L4
L3
Δ=025°15'22"
L=99.18' R=225.00'
Ch= N74°50'11"E 98.38'
Δ=027°33'47"
L=120.27' R=250.00'
Ch= N76°04'55"E 119.11'
N.E. ALAMEDA AVE.
R/W - 50'
N.E. WINTER ST.
R/W - 50'
Property ID: R86701
ROSE VILLAGE LLC
1572 NE ROCKY RIDGE DRIVE
ROSEBURG, OR 97470
EDWARD J & SHIRLEY G ROBERTSON
731 NE WINTER
ROSEBURG, OR 97470
Parcel Line Table
Line # | Direction | Length
L1 | N88° 30' 59"E | 20.00
L2 | S89° 25' 07"W | 11.33
L3 | N88° 54' 44"E | 10.95
L4 | S01° 18' 33"E | 25.04
LEGEND
FOUND 3/4" IRON ROD
FOUND 5/8" IRON ROD W/ CAP STAMPED "IE ENGINEERING"
FOUND 2" IRON PIPE AS NOTED
ADJUSTED AREA - ZONE CHANGE
N
REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 18, 1987
MARK A. HEIMBURGER
2287
RENEWS JUNE 30, 2021
0 40 80 160
Feet
1:480
Curve Table
Curve # | Length | Radius | Chord Direction | Chord Length
C1 | 8.67 | 225.00 | S88° 36' 18"W | 8.67
Land Mark Surveying, Inc.
3317 N.E. Stephens St. •Roseburg, Oregon 97470
Office (541) 677-9400 •Fax (541) 677-9401
LM Proj. No. 2020-0064
Sheet 1 of 2

PRELIMINARY B.L.A.

In the SW 1/4, Section 7
Township 27 outh, Range 5 West, W.M.
Douglas County, Oregon
AUGUST 25, 2020

FOR: David Ayres
1522 NE Alameda Ave.
Roseburg, OR 97470



REGISTERED
PROFESSIONAL
LAND SURVEYOR

Mark A. Heimburger

OREGON
JULY 18, 1987
MARK A. HEIMBURGER
2287

RENEWS JUNE 30, 2021

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LM Proj. No. 2020-0064

EXHIBIT 'A'

A parcel of land being a portion of the property described as Parcel 1 of the Partitions recorded as Reference No. 2003-16317, of the official records of Douglas County, Oregon being more particularly described as follows:

BEGINNING at a 2" iron pipe being the Initial Point of the Resubdivision of First Subdivision of Cloverdale Addition to Roseburg as recorded in Volume 11, Page 61, Douglas County, Oregon Plat Records; thence along the East boundary of said subdivision South 01°29'01" West 149.58 feet to a 5/8 inch iron rod with a plastic cap stamped "I.E. ENGINEERING" on the northerly Right of Way of Alameda Avenue; then along said right of way North 89°25'07" 11.33 feet to a 5/8 inch iron rod with a plastic cap stamped "I.E. ENGINEERING"; thence 8.67 feet along the arc of a 225.00 foot radius curve to the left, the chord of which bears North 88°36'18" East 8.67 feet; thence leaving said Right of Way North 01°29'01" East 148.77 feet; thence South 88°30'59" West 20.00 feet to the place of beginning, containing 0.07 acres more or less.

PUBLIC HEARING A
ATTACHMENT #2

ORDINANCE NO. 3546

AN ORDINANCE AMENDING A PORTION OF THE CITY'S ZONING MAP FROM R10 (LOW DENSITY RESIDENTIAL) TO R7.5 (SINGLE-FAMILY RESIDENTIAL).

WHEREAS, a land use application (ZC-20-001) was submitted to the Community Development Department August 19, 2020, by Mr. David Ayers, owner of property identified as 1522 NE Alameda Ave., to re-zone an adjacent 20x50 foot section of property from R10 to R7.5, he is planning to obtain through a boundary line adjustment (BLA-20-005) upon adoption of this ordinance; and

WHEREAS, the Planning Commission held a Public Hearing on File No. ZC-20-001 after duly and timely notice on November 2, 2020; and

WHEREAS, the Planning Commission adopted Findings of Fact and Order supporting a recommendation to approve the Zone Change.

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact dated November 2, 2020, recommending approval of the proposed Zone Change.

SECTION 2: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Zone Change.

SECTION 3: Based on the evaluation detailed in the Planning Commission's Findings of Fact and Order, it has been determined that the proposal complies with the standards identified within Roseburg Municipal Code Section 12.10.040 (Zone Change).

SECTION 4: The City Council hereby approves the Zone Change from R10 (Low Density Residential) to R7.5 (Single-Family Residential) as indicated on the map on attached Exhibit "A" and Exhibit "B".

ADOPTED BY THE CITY COUNCIL THIS 11TH DAY OF JANUARY 2021.

APPROVED BY THE MAYOR THIS 11TH DAY OF JANUARY 2021.

_____
LARRY RICH, MAYOR

ATTEST:

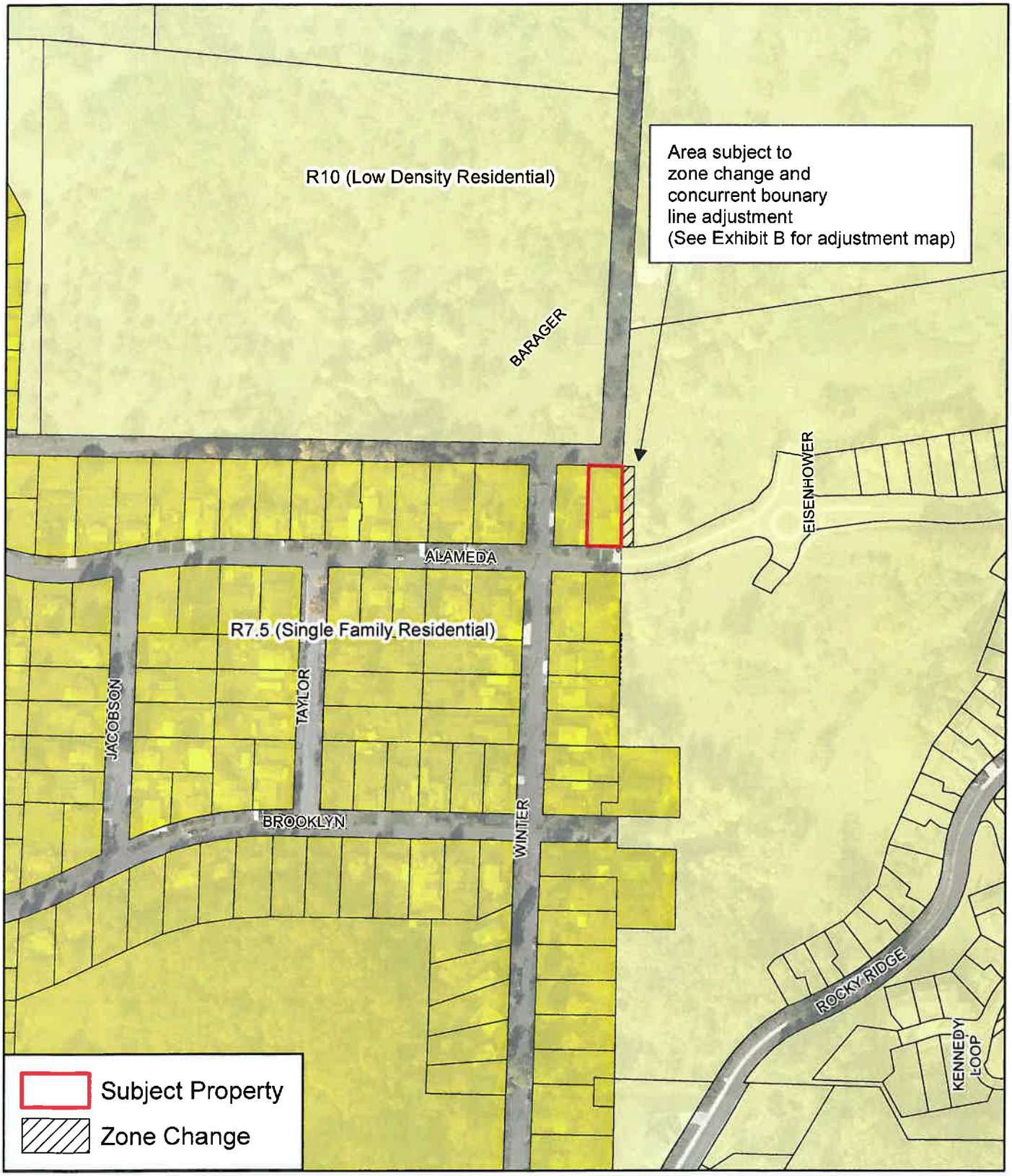
_____
AMY L. SOWA, CITY RECORDER

Exhibit A

Zone Change (R10 - R7.5)
File No. ZC-20-001

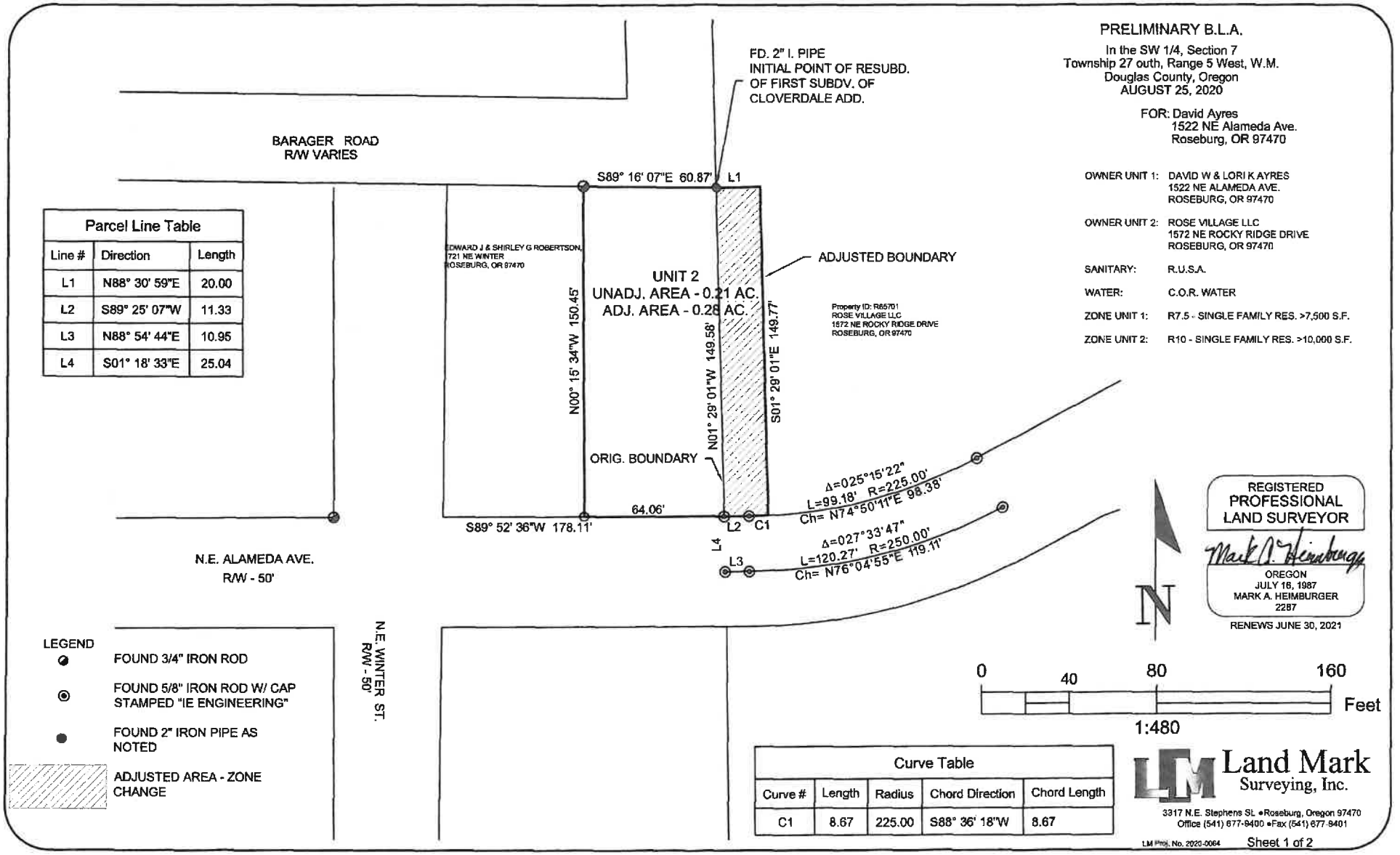
1522 NE Alameda Ave- T27 R05W SEC07CD TL00100; R46735

Community Development Department | 900 SE Douglas Ave., Roseburg, Oregon 97470 | 541-492-6750



Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, ommissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

Exhibit B



Parcel Line Table		
Line #	Direction	Length
L1	N88° 30' 59"E	20.00
L2	S89° 25' 07"W	11.33
L3	N88° 54' 44"E	10.95
L4	S01° 18' 33"E	25.04

Curve Table				
Curve #	Length	Radius	Chord Direction	Chord Length
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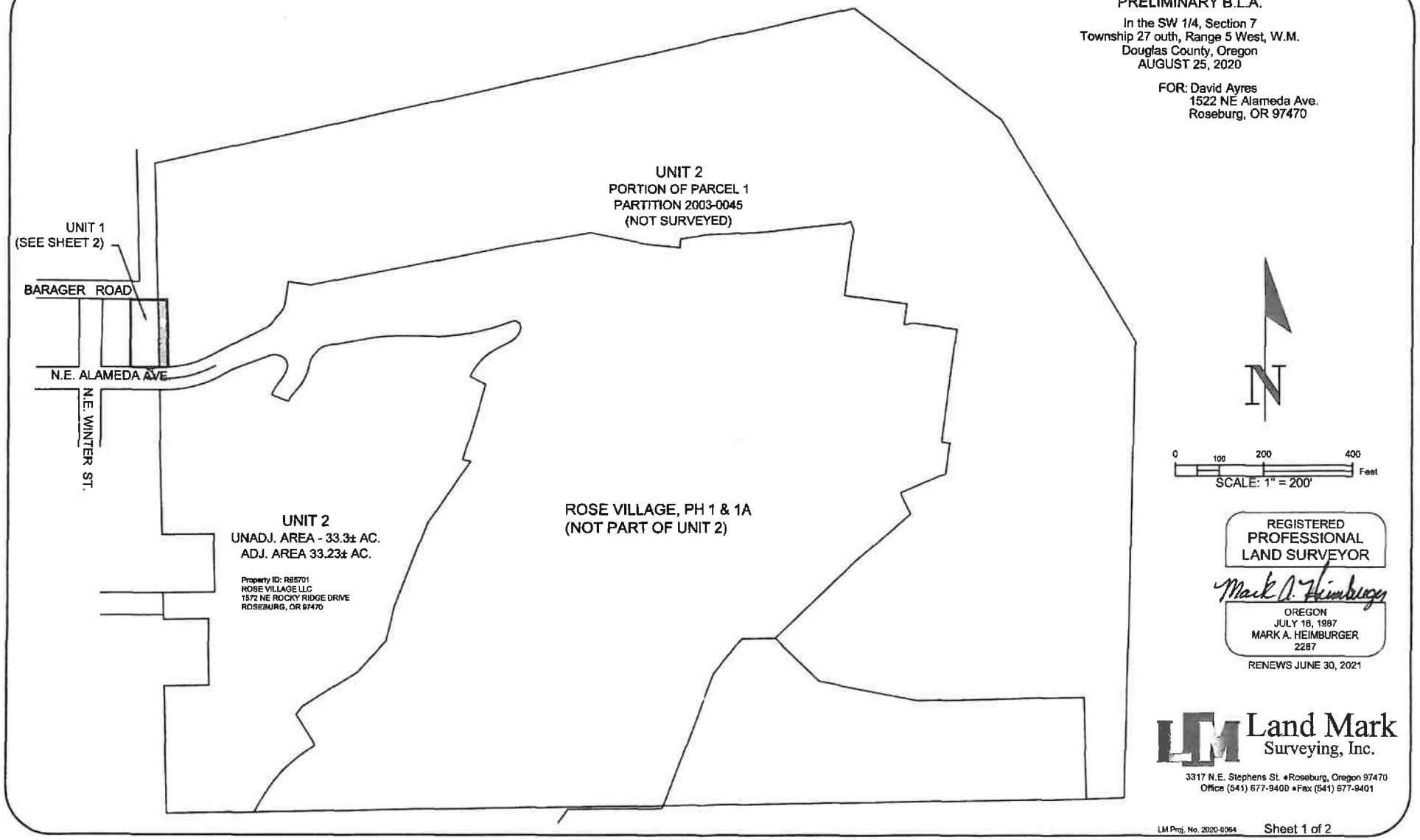

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Mark A. Heimburger

OREGON
JULY 16, 1987
MARK A. HEIMBURGER
2287

RENEWS JUNE 30, 2021

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RESOLUTION A
12/14/2020

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

RESOLUTION 2020-23 APPROPRIATION TRANSFER FOR FISCAL YEAR 2020-21

Meeting Date: December 14, 2020
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

As the City implements strategies to mitigate the impacts of the COVID-19 pandemic, a need for additional funding for capital outlay has arisen; specifically, the installation of touchless faucets in public facilities and the addition of library furniture to ensure proper social distancing. A transfer of $14,000 from materials and services to capital outlay can provide the additional resources to fulfill the capital outlay needs of the City's COVID-19 response. Resolution No. 2020-23 is prepared to effect the necessary changes to the Grant Fund budget to accommodate the requested changes.

BACKGROUND

A. Council Action History. On September 18, 2020, City Council adopted a supplemental budget that established appropriation authority for the expenditure of CARES Act funded grant resources. The supplemental budget established the appropriation allocations to both the General Fund and the Grant Fund. The Grant Fund provided $625,000 for materials and services while an additional $25,000 was appropriated for capital outlay.

B. Analysis. When the City Council adopted a supplemental budget that established spending authority for the CARES funded state grant revenues the City's response to mitigate the COVID-19 pandemic was developing and the actual need by classification was unknown. Subsequent to the adoption of the supplemental budget, the City has been able to finalize many of its responses to the pandemic. In addressing public safety measures, some of the City's actions are deemed capital improvements and need to be funded through the Grant Fund's capital outlay. Such improvements include: moving the electronic dropdowns at the library so that public workstations can be socially distanced, new Library furniture to ensure adequate social distancing, and touchless faucets in City facilities. The initial allocation of $25,000 for capital outlay improvements is insufficient, and an additional allocation of $14,000 is required to fulfill these improvements.

An appropriation transfer of $14,000 from the Grant Fund's material and services classification to its capital outlay can provide the necessary spending authority to carry out the planned improvements.

C. Financial and/or Resource Considerations. Since this action is simply a transfer of appropriation authority, the net impact on the Grant Fund is zero.

D. Timing Issues. As this is the last Council meeting prior to the end of the granting period, prompt action by Council is needed.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

"I move to adopt Resolution No. 2020-23 authorizing appropriation transfers within the Grant Fund (Fund 220) for fiscal year 2020-21."

ATTACHMENTS

Attachment #1 Resolution No. 2020-23, entitled, "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2020-21."

RESOLUTION NO. 2020 – 23

A RESOLUTION AUTHORIZING A BUDGET RE-APPROPRIATION FOR FISCAL YEAR 2020-21

WHEREAS, the City of Roseburg, Oregon, adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 2020-11; and

WHEREAS, when the City Council adopted a supplemental budget that established spending authority for the CARES funded state grant revenues that were allocated to the City, the City's response to mitigate the COVID-19 pandemic was developing and the actual need by classification was unknown; and

WHEREAS, subsequent to the adoption of the supplemental budget, the City has been able to finalize many of its responses to the pandemic. In addressing public safety measures, some of the City's actions are deemed capital improvements and need to be funded through the Grant Fund's capital outlay; and

WHEREAS, the initial allocation of $25,000 for capital outlay improvements is insufficient and an additional allocation of $14,000 is required to fulfill these improvements; and

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

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

Section 1. Resources and appropriations in the Fiscal Year 2020-21 budget shall be adjusted as follows:

Grant Fund (220)			
Resources			
Beginning Fund Balance	88,159	-	88,159
Other Revenues	1,552,000	-	1,552,000
Total Resources:	1,640,159	-	1,640,159
Appropriations			
Materials and Services	1,530,500	(14,000)	1,516,500
Capital Outlay	25,000	14,000	39,000
Reserved for Future Expenditures	84,659	-	84,659
Total Appropriations:	1,640,159	-	1,640,159

To provide adequate appropriation authority to support capital outlay items as part of the City's COVID-19 pandemic response.

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

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 14th DAY OF DECEMBER, 2020.

_____

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

RESOLUTION NO. 2020-24 COMPLETE STREETS POLICY

Meeting Date: December 14, 2020
Agenda Section: Resolution
Department: Community Development
Staff Contact: Stuart Cowie
www.cityofroseburg.org
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY
Staff has completed development of a Complete Streets Policy. The issue for City Council is whether or not to adopt Resolution 2020-24, the Complete Streets Policy.

BACKGROUND
A. Council Action History.
No past Council action has occurred specifically involving a complete streets policy, however Council did recently adopt an updated version of the Transportation System Plan (TSP) through Ordinance 3534 on February 10, 2020. Within the TSP, the idea of a complete streets policy is identified as a strategy the City may use to help promote the future construction of complete streets.

B. Analysis.
What is a complete street? A complete street is a transportation facility that supports all modes of transportation, including but not limited to walking, driving, biking and public transit. Multiple factors affect the mode choice of users in a community, and a complete street is designed to safely accommodate all users in as efficient a manner as possible.

It is the intent of the City of Roseburg to develop and provide an integrated multimodal transportation network that contributes directly to the safety, health, economic vitality and quality of life of all residents. Adoption of a Complete Streets Policy acknowledges that the City values street design that offers opportunities for all modes of transportation.

All modes should be included in transportation planning and project development. Persons of all ages, abilities and circumstances should have access to a diverse range of transportation choices for all types of trips. Transportation needs for all should be met cost effectively, safely, conveniently, reliably, and efficiently.

Complete streets policies come in all shapes and sizes and should be tailored to the specific needs of the users in the community it serves. The City of Roseburg has been fortunate to work with the Blue Zones organization who has helped to promote the need for a complete street policy. Constructing complete streets helps to promote alternative

modes of transportation like biking or walking that can in turn help to encourage an active healthy life style.

Individuals associated with Blue Zones, including members of the Built Environment Committee have discussed the idea of a complete streets policy since the beginning of Blue Zones involvement with the community. Blue Zones has included adoption of a future policy as an objective in obtaining Blue Zones certification for our area. The Built Environment Committee has recently reviewed the policy and the Public Works Commission included the policy as a discussion item, in which they recommended City Council adopt the policy at their November 12, 2020 meeting.

Adoption of Resolution 2020-24, will help to promote a continued safe and healthy transportation network for all users.

C. Timing Considerations.

Before presenting a complete streets policy to Council, it was important to adopt the TSP that acts as a foundational document for future transportation activity within the community. As mentioned previously, adoption of the TSP occurred in February of 2020. Adoption of the TSP, along with possible adoption of a Complete Streets Policy, were one of a number of objectives identified by the Blue Zones organization to try and achieve in order to obtain Blue Zone certification. The Complete Streets Policy serves as one of the last items necessary to obtain certification which is anticipated to occur at the beginning of the new year.

COUNCIL OPTIONS

1. Adopt Resolution 2020-24, adopting the Complete Streets Policy.
2. Modify the proposed action or continue the matter for further consideration.
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends Council adopt Resolution 2020-24, adopting the Complete Streets Policy.

SUGGESTED MOTION

"I move to adopt Resolution 2020-24, adopting the Complete Streets Policy."

ATTACHMENTS:

Attachment #1 Complete Streets Policy
Attachment #2 Resolution No. 2020-24

RESOLUTIONS B
ATTACHMENT #1

Roseburg Complete Streets Policy

Vision and Intent

It is the intent of the City of Roseburg to develop and provide an integrated multimodal transportation network that contributes directly to the safety, health, economic vitality and quality of life of all residents.

All modes of transportation should be included in transportation planning and project development. Automobile traffic will continue to serve personal needs, commerce, and emergency response, with this policy helping to provide and promote a safe and healthy transportation network. Persons of all ages, abilities and circumstances should have access to a diverse range of transportation choices for all types of trips, including conducting business, commuting, shopping, going to school, and recreating. Transportation needs for all should be met cost effectively, safely, conveniently, reliably, and efficiently.

The desired outcome of the policy is to create a cost effective, accessible, effective and efficient transportation system where every transportation user can travel safely and comfortably with transportation options available to everyone. To improve access to healthy choices and support the needs of people who contribute to our economy, culture, tourism and local businesses.

Commitment

All City-owned new construction, reconstruction, and significant rehabilitation transportation projects in the public right-of-way including, but not limited to, streets and all other connecting pathways should be designed, constructed, and operated, so that all modes of transportation allow all users to move safely, comfortably, conveniently and independently.

The City will provide accommodations for all modes of transportation to continue to use roads safely and efficiently during any construction or repair work within right-of-ways.

Exemptions

1. A specific category of user may be excluded from the requirements of this Policy if one or more of the following exceptions apply, as determined by the public works director:

    a. Use of the roadway is prohibited by law for the category of user or there is insufficient right-of-way to provide for a particular mode's safe operation. In this case, efforts should be made to accommodate the excluded category of user on a parallel route; or

b. When work is limited to emergency repairs of transportation facilities or utilities.

2. An exemption to this policy can be provided as approved by the Public Works Director if:

a. There is an absence of both a current and future need to accommodate a category of user in an area as documented in the Transportation System Plan or a similar deliberate study or analysis; or

b. Where the cost of accommodation is excessively disproportionate to the need or probable use.

c. When work is limited to routine maintenance (e.g. overlays, slurry seals, etc.) that does not change the roadway's geometry or operations, or for Americans with Disabilities Act (ADA) accommodation work.

Jurisdiction

All facilities in public right-of-way should adhere to this Complete Streets Policy. The City may form partnerships with other organizations to encourage Complete Streets principles beyond the City limits. These agencies include but are not limited to Douglas County and Oregon Department of Transportation (ODOT).

Design

All street improvements within public ROWs shall conform to Roseburg Municipal Code standards under the guidance of the standards in the following list. The latest edition of these standards may be referenced for design guidance:

American Association of State Highway and Transportation Officials (AASHTO)
- A Policy on Geometric Design of Highways and Streets
- Guide for the Development of Bicycle Facilities
- Guide for the Planning, Design and Operations of Pedestrian Facilities

Federal Highway Administration (FHWA)
- Manual of Uniform Traffic Control Devices (MUTCD)
- PEDSAFE: Pedestrian Safety Guide and Counter measures Selection System
- Incorporating On-Road Bicycle Networks into Resurfacing Projects

Institute of Transportation Engineers (ITE)
- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach

National Association of City Transportation Officials (NACTO)
- Urban Bikeway Design Guide
- Urban Street Design Guide

U.S. Access Board

- Accessible Public Rights-of-Way: Planning and Designing for Alterations

This section of the Complete Streets Policy shall be updated concurrently with each Transportation System Plan Revision by the Community Development and Public Works Departments.

Land Use

The City may require specific evidence in all new or revised land use policies, plans, zoning ordinances or equivalent documents detailing how they support this policy. The projects applicable to this policy must be sensitive to the surrounding context including current and planned buildings, parks, trails, as well as its current and expected transportation needs.

Performance Measures

The following is a list of tools the City can use to measure performance of this policy. This policy may be periodically reviewed and updated by city staff when necessary. Performance may be measured with the improvement or growth in the following metrics.

- Bike Friendly Communities Certification
- An increase in the cumulative linear feet of new or reconstructed sidewalks
- An increase in the cumulative linear feet or miles of new or reconstructed bike lanes
- An increase in the linear feet or miles of off-street trails and pathways constructed or reconstructed.
- Progress on implementation of ADA Transition Plan

The implementation of this policy shall serve as a benchmark to chart the continual improvement and the realization of a vision for the local transportation network. It shall serve as a guide for the City to work toward, with the goal of providing and continuing to improve a safe, healthy transportation network.

RESOLUTION NO. 2020-24

A RESOLUTION ADOPTING THE CITY OF ROSEBURG'S COMPLETE STREETS POLICY.

WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, riders and drivers of public transportation, as well as drivers of other motor-vehicles (i.e., cars, trucks, vans, motorcycles, SUVs, etc.), and people of all ages and abilities, including children, older adults, and individuals with disabilities; and

WHEREAS, City Council adopted Ordinance 3534 on February 10, 2020, approving the Transportation System Plan and adopting it by reference into the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, the Transportation System Plan identifies adoption of a Complete Streets Policy as a tool in which engineers and planners may design streets compatible for all modes of transportation; and

WHEREAS, City Council wishes to build upon the City's existing policies that recognize the importance of addressing the transportation needs of pedestrians, bicyclists, and public transportation riders, as identified within the Transportation System Plan.

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

Section 1. The City of Roseburg hereby adopts the Roseburg Complete Streets Policy, attached hereto as Exhibit "A".

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 14TH DAY OF DECEMBER, 2020.

_____
Amy L. Sowa, City Recorder

ORDINANCE NO. 3543

AN ORDINANCE AMENDING CHAPTER 7.02 "OFFENSES", OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, adding offenses from the Oregon Revised Statutes to RMC Subsection 7.02.010(A) will enable prosecution for those offenses to occur through the Roseburg Municipal Court.

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

SECTION 1. Roseburg Municipal Code Subsection 7.02.010(A) titled "Statutory offenses adopted" is hereby amended by adding, removing and/or amending the following offenses:

166.155	~~Intimidation~~ Bias Crime in the Second Degree.
166.416	Providing False Information in Connection with a Transfer of a Firearm
166.418	Improperly Transferring a Firearm
166.427	Register of Transfers of Used Firearms
166.435	Firearm Transfers by Unlicensed Persons
166.438	Transfer of Firearms at Gun Shows
166.470	Limitations and Conditions for Sales of Firearms
166.320	Setting Springgun or Setgun
166.350	Unlawful Possession of Armor Piercing Ammunition
166.385	Possession of Hoax Destructive Device
166.480	Sale or Gift of Explosives to Children
166.649	Throwing an Object off an Overpass in the Second Degree
~~167.054~~	~~Furnishing Sexually Explicit Material to a Child~~ (this statute was repealed)
~~167.400~~	~~Tobacco Possession by Minors Prohibited~~ (this statute applies to juveniles and therefore can only be prosecuted in Juvenile Court)
~~167.401~~	~~Unlawful Purchase/Attempt to Purchase Tobacco~~ (this statute was repealed)
167.755	Selling Tobacco Products or Inhalant Delivery Systems to Person Under 21 Years of Age
167.765	Retail Store Location of Tobacco Products or Inhalant Delivery Systems
167.770	Display of Sign
167.262	Use of Minor in Controlled Substance or Marijuana Item Offense
~~475.860~~	~~Unlawful Delivery of Marijuana~~ (This statute was replaced by 475B.337)
~~475.864~~	~~Unlawful Possession of Marijuana~~ (this statute was replaced by 475B.346)
475B.227	Prohibition Against Importing or Exporting Marijuana Items
475B.306	Prohibition Against Producing, Processing, Possessing or

	Storing Homegrown Marijuana or Homemade Cannabinoid Products, Extracts
475B.311	Prohibition Against Producing, Processing or Storing Homemade Cannabinoid Extracts, Industrial Hemp Extracts
475B.316	Prohibition Against Person Under 21 Years of Age Possessing, Attempting to Purchase or Purchasing Marijuana Item
475B.321	Prohibition Against Producing Identification That Falsely Indicates Age
475B.329	Prohibition Regarding Person Who is Visibly Intoxicated; Prohibition Against Allowing Consumption of Marijuana by Person Under 21 Years of Age on Private Property
475B.333	Prohibition Against Giving Marijuana Item as Prize
475B.337	Unlawful Possession by Person 21 Years of Age or Older
475B.341	Unlawful Possession by Person Under 21 Years of Age
475B.346	Unlawful Delivery of Marijuana Item
475B.349	Unlawful Manufacture of Marijuana Item
475B.376	Unlawful Sale or Delivery of Marijuana Paraphernalia
475B.381	Prohibition Against Using Marijuana Item in Public Place
837.080	Prohibited operation of aircraft
837.370	Operation over privately owned premises
837.372	Operation over critical infrastructure facility
837.374	Reckless interference with aircraft

SECTION 2. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 14TH DAY OF DECEMBER, 2020.

APPROVED BY THE MAYOR THIS 14TH DAY OF DECEMBER, 2020.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

ORDINANCE NO. 3544

AN ORDINANCE ADDING SUBSECTION 2.20 TO THE ROSEBURG MUNICIPAL CODE ESTABLISHING A HOMELESS COMMISSION

WHEREAS, The Roseburg City Council adopted six goals, including "Explore strategies to address issues related to unhoused individuals within the community"; and

WHEREAS, The Roseburg City Council identified establishment of a Homeless Commission as their top priority to address this goal; and

WHEREAS, on October 12, 2020, Council directed staff to draft an ordinance establishing a Homeless Commission to be added to the Roseburg Municipal Code.

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

SECTION 1. Roseburg Municipal Code Subsection 2.20 titled "HOMELESS COMMISSION" is hereby added to read as follows:

Chapter 2.20
HOMELESS COMMISSION

Sections:

2.20.010 Creation of the Commission.
2.20.020 Purpose.
2.20.030 Duties and Responsibilities.
2.20.040 Organization of Commission

2.20.010 – Creation of the Commission.

There is created and established a Commission of the City to be designated as the "Homeless Commission."

2.20.020 – Purpose.

Research, gather information and explore options in order to make recommendations to the City Council addressing the needs of the unhoused.

2.20.030 – Duties-Responsibilities.

The duties and responsibilities of the Commission shall include but not be limited to the following:

A. Research current practices related to addressing the needs of the unhoused population.
B. Make recommendations to the City Council on addressing the needs of the unhoused population.
C. Review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused.

D. Receive and consider comments and suggestions from the general public and local businesses regarding homelessness.

2.20.040 – Organization of commission.

The Commission shall consist of seven members, one of whom shall be the Chair. Four members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, and Umpqua Health Alliance. Two members shall be at-large.

SECTION 3. All other sections and subsections of Title 2, "Governmental Provisions" of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 14TH DAY OF DECEMBER, 2020.

APPROVED BY THE MAYOR THIS 14TH DAY OF DECEMBER, 2020.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

INFORMATIONAL A
12/14/2020

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: December 14, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your December 14, 2020, meeting, the following items are included:

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

Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
November 10, 2020 - 10:00 a.m.

1. Review November 9, 2020 City Council Meeting Synopsis

2. December 14, 2020 City Council Meeting Agenda

3. Review Tentative Future Council Meeting Agendas

4. Documents and/or Grants to review and/or sign
   A. Presidio - Library Public Computer Filtering

5. Department Items
   A. COVID Impacts (NM)
   B. Computer Drive(s) Cleanup (KT)

Reminder: Department 2020 Year-End Reports due by December 11, 2020

Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
November 16, 2020 - 10:00 a.m.

1. December 14, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items
   A. COVID Impacts and changes (NM)
   B. Commission Appointments (NM)

Reminder: Department 2020 Year-End Reports due by December 11, 2020

Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
November 24, 2020 - 10:00 a.m.

1. December 14, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
   A. Libraries Transforming Communities – Grant Check List
4. Department Items
   A. COVID Impacts and changes (NM)

Reminder: Department 2020 Year-End Reports due by December 11, 2020

Agenda
Department Head Meeting
Electronically via Zoom
December 7, 2020 - 10:00 a.m.

1. IT Department Information/Update/Laserfiche Program – (West)
2. December 14, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
   A. Libraries Transforming Communities – Grant Check List
5. Department Items
   A. COVID Impacts and changes (NM)
   B. Use of Personal Credit Cards for City Purchases – (RH)
   C. Electronic Letterhead Option (NM/KT)

Reminder: Department 2020 Year-End Reports due by December 11, 2020

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- Parklet Update
- PEG Channel Discussion
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

January 11, 2021

Mayor Reports

A. State of the City Address
B. Commission Chair Appointments
C. Commission Appointments
D. Resolution No. 2021-001 - Declaring a State of Emergency in the City of Roseburg

Commission/Council Reports

A. Election of Council President

Consent Agenda

A. Minutes of December 14, 2020

Ordinance

A. Ordinance No. 3546 – Amending a Portion of the City's Zoning Map from R10 (Low Density) to R7.5 (Single-Family Residential), Second Reading

Informational

A. City Manager Activity Report

January 25, 2021

Special Meeting – 6:30 p.m.

A. Planning Commission Interviews

Commission/Council reports

A. Planning Commission Appointment
B. Airport Commission Appointment
C. Economic Development Commission Appointment

Special Presentation

A. Sobering Center Update

Consent Agenda

A. Minutes of January 11, 2021

Resolutions

A. Resolution No. 2020-02 – Property Tax Exemption for UCAN Property located at 1844 SE Douglas Avenue

Ordinances

A. Ordinance No. 3547 – Amending RMC Chapter 5.04 – Water System Rules and Regulations, First Reading
B. Ordinance No. 3548 – Amending Sections of Chapter 3.06 – Contracts of the RMC, First Reading
C. Ordinance No. 3549 – Amending RMC 7.02.100 – Prohibited Camping, First Reading

Informational

A. City Manager Activity Report
B. Municipal Court Quarterly Report

Urban Renewal Agency Board Meeting

Consent

A. Minutes of June 8, 2020

Resolutions

A. Resolution No. UR2020-01 – Property Tax Exemption for UCAN Property located at 1844 SE Douglas Avenue

Executive Session

A. City Manager Evaluation

February 8, 2021

Special Presentation

A. CAFR Review – Auditor Jeff Cooley
B. Quarterly Report – Quarter Ended December 31, 2020
C. 2021-2022 Budget Calendar

Consent Agenda

A. Minutes of January 25, 2021 Special Meeting
B. Minutes of January 25, 2021 Regular Meeting

Ordinances

A. Ordinance No. 3547 – Amending RMC Chapter 5.04 – Water System Rules and Regulations, Second Reading
B. Ordinance No. 3548 – Amending Sections of Chapter 3.06 – Contracts of the RMC, Second Reading
C. Ordinance No. 3549 – Amending RMC 7.02.100 – Prohibited Camping, Second Reading

Informational

A. City Manager Activity Report

February 22, 2021

Consent Agenda

A. Minutes of February 8, 2021

Ordinances

A. Ordinance No. 3550 – Amending RMC Chapter 6.04 – Keeping Farm Animals, First Reading
B. Ordinance No. 3551 – Amending RMC Chapter 9.02 – General Business Registration Requirements, First Reading

Informational

A. City Manager Activity Report

March 8, 2021

Consent Agenda

A. Minutes of February 22, 2021

Special Presentation

A. Umpqua Economic Development Partnership Annual Report

Ordinances

A. Ordinance No. 3550 – Amending RMC Chapter 6.04 – Keeping Farm Animals, Second Reading
B. Ordinance No. 3551 – Amending RMC Chapter 9.02 – General Business Registration Requirements, Second Reading

Informational

A. City Manager Activity Report

March 22, 2021

Mayor Reports
A. Child Abuse Prevention Month Proclamation
Consent Agenda
A. Minutes of March 8, 2021
Informational
A. City Manager Activity Report
B. Vehicle for Hire Annual Update

April 12, 2021
Mayor Reports
A. Volunteer Recognition Month and Proclamation
B. Arbor Day Proclamation
Consent Agenda
A. Minutes of March 22, 2021
B. 2021 OLCC Annual License Renewal Endorsement
Informational
A. City Manager Activity Report

April 26, 2021
Mayor Reports
A. Historic Preservation Month Proclamation
B. EMS Week Proclamation
C. Bike to School Day Proclamation
Consent Agenda
A. Minutes of April 12, 2021
Department Items
A. Annual Fee Update
Informational
A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

May 10, 2021
Consent Agenda
A. Minutes of April 26, 2021
Resolutions
A. Resolution No. 2021- -- - Annual Fee Updates
Informational
A. City Manager Activity Report

May 24, 2021
Consent Agenda
A. Minutes of May 10, 2021
Informational
A. City Manager Activity Report

June 14, 2021
Consent Agenda
A. Minutes of May 24, 2021
Public Hearing
A. Resolution No. 2021- -- - 2021-22 Budget Adoption
Informational

A. City Manager Activity Report

Urban Renewal Agency Board Meeting

Consent Agenda

A. Minutes of previous meeting

Public Hearing

A. Resolution No. UR2021-02 - 2021-22 Budget Adoption

June 21, 2021

Consent Agenda

A. Minutes of June 14, 2021

Informational

A. City Manager Activity Report

July 12, 2021

Mayor Reports

A. Parks and Recreation Month Proclamation

Special Presentation

A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

A. Minutes of June 21, 2021

Informational

A. City Manager Activity Report

July 26, 2021

Consent Agenda

A. Minutes of July 12, 2021

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

August 9, 2021

Consent Agenda

A. Minutes of July 26, 2021

Informational

A. City Manager Activity Report

August 23 2021

Consent Agenda

A. Minutes of August 9, 2021

Informational

A. City Manager Activity Report

September 13, 2021

Consent Agenda

A. Minutes of August 23, 2021

Informational

A. City Manager Activity Report

September 27, 2021

Consent Agenda

A. Minutes of September 13, 2021

Informational

A. City Manager Activity Report

October 11, 2021

Consent Agenda

A. Minutes of September 27, 2021

Informational

A. City Manager Activity Report

October 25, 2021

Consent Agenda

A. Minutes of October 11, 2021

Department Items

A. 2021 Oregon Public Library Statistical Report

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

Friday Message
November 13, 2020

- Sadly, the biggest news for this week is the explosion of COVID-19 cases locally and statewide. As a result, the Governor announced new restrictions during a press conference today. The following was provided by Alex Campbell, Regional Solutions Coordinator:

Dear Local Officials-

The Two-Week Freeze measures will be in effect from Nov. 18 through Dec. 2, statewide. These risk reduction measures are critical in limiting the spread of COVID-19, reducing risk in communities more vulnerable to serious illness and death, and helping conserve hospital capacity so that all Oregonians can continue to have access to quality care.
The Two-Week Freeze measures include:

- Limiting social get-togethers (indoors and outdoors) to no more than six people, total, from no more than two households.
- Limiting churches and other faith-based venues to a maximum of 25 people indoors or 50 people outdoors.
- Limiting restaurants to take-out only. (This applies to wineries, tasting rooms, etc.)
- Closing gyms and fitness organizations.
- Closing indoor recreational facilities, museums, indoor entertainment activities, and indoor pools and sports courts.
- Closing outdoor recreational facilities, zoos, gardens, aquariums, outdoor entertainment activities, and outdoor pools.
- Limiting grocery stores and pharmacies to a maximum of 75% capacity and encouraging curbside pickup.
- Limiting retail stores and retail malls (indoor and outdoor) to a maximum of 75% capacity and encouraging curbside pickup.
- Closing venues (that host or facilitate indoor or outdoor events).
- Requiring all businesses to mandate work-from-home to the greatest extent possible and closing offices to the public.
- Prohibiting indoor visiting in long-term care facilities.

The Two-Week Freeze does not apply to or change current health and safety protocols for personal services (such as barber shops, hair salons, and non-medical massage therapy), congregate homeless sheltering, outdoor recreation and sports, youth programs, childcare, K-12 schools, K-12 sports currently allowed to operate, current Division 1 and professional athletics exemptions, and higher education — all of which can continue operating under previous guidance issued by the Oregon Health Authority.

The Governor also announced this morning a travel advisory, recommending self-quarantine of two weeks after any recreational travel out-of-state.

Department heads will be evaluating what this means for city staff and implementing appropriate actions – more to come next week. At a minimum, all Commission and Stakeholder Advisory Committee meetings will be moved to virtual formats such as Zoom.

- Thanks to a partnership between the City, Umpqua Valley Audubon Society, and Wildlife Safari, a new interpretive kiosk has been installed in the Stewart Park Natural Area. A

planned ribbon cutting ceremony is being delayed due to the Governor's latest COVID requirements.

- Work continues on the Stewart Park Pavilion. The contractor has discovered additional damage after removing the existing roof, which will mean additional work. So far, the project has remained within its contingency budget.

- The Public Works Commission met yesterday and discussed a proposed Complete Streets Policy, amendments to the Roseburg Municipal Code related to the Water Conservation Plan and drought related updates, and the award of a water main replacement project. The Commission was also briefed on a grant application for the All Roads Transportation Safety (ARTS) Program that is due prior to the next Commission meeting.

- Earlier today, I attended a virtual meeting of the Southwest Area Commission on Transportation (SWACT). The Commission received updates on various projects and programs and gave input on ODOT's STIP planning process.

- A brief virtual meeting of the Oregon Solutions Team for the Southern Oregon Workforce Development Center was held today. The Oregon Solutions process is taking a brief pause to allow UVDC time to work with our academic partner(s) related to the economic impacts created by the pandemic.

- Amy Sowa and I attended a virtual meeting on "Shelter and Housing" hosted by the LOC today to learn more about funding available through Project Turnkey.

- Staff continues to work on the City's CRF Grant program. Ten applications have been received. To date, agreements have been executed with the Chadwick House, the Salvation Army, and the Roseburg Rescue Mission. Agreements are in process with five other non-profits. Two new applications were received recently that will be reviewed next week. This should deplete the available funding in this category. Staff is also working with Anvil NW and the Roseburg Area Chamber of Commerce on tourism recovery and continuing to help local businesses.

- Meetings next week: Library Commission, Tuesday, 11/17 @ 4:00 p.m. via Zoom

Rainbow over Roseburg earlier today – photo credit Koree Tate

Friday Message
November 20, 2020

- I'd like to start off by wishing everyone a safe and happy Thanksgiving holiday!

- Staff has continued to work with local partners to provide CRF Funding grants to organizations providing services to Roseburg businesses and citizens. To date, the City has committed $516,435 of the available $525,000 (with a couple of applications still in negotiation for the remaining funding). Local partners that have either received funding or are programmed to receive funding shortly include: CCD Business Development Corporation, United Community Action Network, Douglas ESD, Peace at Home, Chadwick Clubhouse, Salvation Army, St. Vincent de Paul, Roseburg Senior Center, Roseburg Rescue Mission, Dream Center, Thriving Waters/Umpqua Valley Farm to School, Meals on Wheels, Anvil NW, and the Roseburg Area Chamber of Commerce. As part of the CRF program, $100,000 was targeted to ensure the City's actual expenses were covered. Staff will evaluate actual costs in early December and may make additional funding available to the community if appropriate. A formal report regarding organizations and amounts awarded will be provided at the December 14 Council meeting.

- The annual Christmas Tree Lighting ceremony at the Douglas County Courthouse will look a bit different this year. Douglas County has purchased a live tree that will be planted in front of the courthouse next Tuesday. Due to COVID restrictions, the lighting ceremony will take place virtually on Sunday, November 29 beginning at 6:00 pm. The program will be pre-recorded and broadcast on the City, County and Roseburg Town Center Facebook pages.

- The Library Commission met virtually on Tuesday and received reports on the strategic planning process, grants, an upcoming mural project, and the current library closure during the Governor's "freeze". In light of the Library closure, staff has gone back to a weekly drive thru pick-up program. On Thursday, 77 vehicles utilized these services. The next drive thru event is scheduled for Tuesday, November 24.

- The Downtown Parking Plan continues to move forward. The Stakeholder Advisory Committee met virtually Tuesday morning and a virtual open house was held Wednesday evening.

- Virtual meetings I participated in this week included the November Chamber luncheon, a monthly call with Commissioner Freeman, a meeting with CCD staff working on the Economic Recovery/Resiliency Plan, LPSCC Housing sub-committee, DC Childcare Coalition, Regional Economic Response Team, LOC Coronavirus weekly call, and the LOC COVID Freeze/OSHA rules update call.

- No Commission or Council meetings are scheduled next week.

City Offices will be closed on November 26 & 27 in observance of the Thanksgiving Holiday.

Friday Message
December 4, 2020

- Staff has spent time this week researching and reacting to the latest guidance moving out of the Governor's freeze into the next phase. Douglas County is currently in the extreme risk category. Additional information related to the new risk level metrics can be found here:
  https://coronavirus.oregon.gov/Pages/living-with-covid-19.aspx
  Department heads have been working on creative solutions and will be implementing some alternating work schedules. These look different in each department, but the overall intent is to keep employees safe and try and avoid a situation where an entire department may be required to quarantine if an employee tests positive for the virus. External meetings have all been moved to Zoom. Many internal meetings will be moving this direction as well as we will see an increase in employees working remotely. Staff is working hard to balance productivity, customer service and employee safety. Needless to say, there are no easy answers.

- The State has allocated $1.45 million in grant funds to Douglas County as part of the COVID Business Relief Funding. Douglas County has chosen to contract with CCD Business Development Corporation to deliver this grant program. There is a short timeline for local businesses to apply. Applications became available today at noon and will be accepted through 5:00 pm on Friday, December 11. Please encourage businesses you know to visit www.ccdbusiness.org or www.co.douglas.or.us to learn more.

- Free PPE and cleaning supplies will be available to local businesses next week in two different locations. The City has partnered with the Roseburg Area Chamber of Commerce to deliver ~~a~~ free ~~a~~ PPE program. Information is available on the Chamber's website. Business Oregon has partnered with various entities to make PPE available. Locally, Roseburg Rentals/Tim Allen Equipment at 1240 SE Stephens Street is a distribution center for those supplies.

- The City has purchased an additional 1,000 cloth masks imprinted with the "Experience Roseburg" logo. These masks are being distributed to local restaurants and hotels for use by their staff and/or customers. This is the second deployment of these masks to our tourism partners.

- Staff continues to work with local non-profits to distribute CRF funding. Unfortunately, due to problems getting the required insurance, the Dream Center has withdrawn their application. Staff has communicated that if the insurance issue is resolved we still may be able to support a revised program. Staff received an additional application this week and a request for additional funding from the Douglas ESD for further financial support related to childcare.

- Virtual meetings I attended this week included LPSCC, the LOC's Coronavirus weekly call, the CCD Business Development quarterly board meeting, and the regional economic recovery team call.

- Meetings next week: Public Works Commission, 12/10 @ 3:30 pm via Zoom