

12-05-2024

ROSEBURG CITY COUNCIL AGENDA – DECEMBER 9, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See Audience Participation Information for instructions on how to participate in meetings.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

3. Mayor Reports

A. 2024 General Election Results and Scheduling Oath of Office

4. Commission Reports/Council Ward Reports

A. Planning Commission Resignation – Janelle James

5. Audience Participation – In Person or via Zoom/See Information on the Reverse

6. Consent Agenda

A. December 3, 2024 Regular Meeting Minutes

B. OLCC – Change of Ownership – The Wild Rose Saloon LLC dba The Wild Rose Saloon & Café at 805 SE Stephens Street #103

7. Ordinances

A. Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue File Nos. AN-24-001 & ZC-24-001, Second Reading

8. Department Items

A. Streetlight Maintenance Services Contract

B. Military and Altamont Storm Water Improvement Project Bid Award Recommendation – 23PW14

9. Items from Mayor, City Council and City Manager

10. Adjourn

11. Executive Session ORS192.660(2)

Informational

A. City Manager Report

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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:

Comments may be provided in one of three ways:

- **IN PERSON** during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL** by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY** during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click “Join Webinar” to join the meeting as an attendee. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
-
- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
 - Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”
 1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

The City Council meetings are on Facebook Live and available to view on the City website the next day at:

<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

The full agenda packet is available on the City’s website at:

<https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2024 GENERAL ELECTION RESULTS AND SCHEDULING OF OATH OF OFFICE

Meeting Date: December 09, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy Nytes, 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 2024 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:

| <u>POSITION</u> | <u>SUCCESSFUL CANDIDATE</u> | <u>NUMBER OF VOTES</u> |
|-----------------------|-----------------------------|------------------------|
| Mayor | Larry Rich | 6,870 |
| Councilor, Position 1 | | |
| Ward 1 | Katie Williams | 988 |
| Ward 2 | Andrea Zielinski | 1,535 |
| Ward 3 | Tom Michalek | 1,038 |
| Ward 4 | Zack Weiss | 1,102 |

A copy of the certified results is attached.

The Oath of Office ceremony for the newly elected officials is scheduled for 4:00 p.m. on Thursday, January 2, 2025, in the Council Chambers in City Hall.

COUNCIL OPTIONS

No other action is required.

ATTACHMENTS:

Attachment #1 – Douglas County Official Abstract

Abstract of Votes for Roseburg Candidates
Douglas County, November 5, 2024 Douglas General Election

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2024-12-02
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All Precincts, City of Roseburg Ward 1, City of Roseburg Ward 2, City of Roseburg Ward 3, City of Roseburg Ward 4, City of Roseburg, All Counter Groups, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, 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: 11682, Registered Voters: 17567, Overall Turnout: 66.50%

| Choice | Votes | Vote % |
|--------|-------|--------|
|--------|-------|--------|

Precinct 07

City of Roseburg, Mayor (Vote for 1)

3033 ballots (0 over voted ballots, 0 overvotes, 1127 undervotes), 4063 registered voters, turnout 74.65%

| | | |
|------------|------|---------|
| Larry Rich | 1810 | 94.96% |
| Write-in | 96 | 5.04% |
| Total | 1906 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 1127 | |

City of Roseburg, Councilor, Ward 2, Position 2 (Vote for 1)

3033 ballots (0 over voted ballots, 0 overvotes, 767 undervotes), 4063 registered voters, turnout 74.65%

| | | |
|------------------|------|---------|
| Steve Hammerson | 714 | 31.51% |
| Andrea Zielinski | 1535 | 67.74% |
| Write-in | 17 | 0.75% |
| Total | 2266 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 767 | |

Precinct 09

City of Roseburg, Mayor (Vote for 1)

2863 ballots (0 over voted ballots, 0 overvotes, 1077 undervotes), 4069 registered voters, turnout 70.36%

| | | |
|------------|------|---------|
| Larry Rich | 1672 | 93.62% |
| Write-in | 114 | 6.38% |
| Total | 1786 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 1077 | |

City of Roseburg, Councilor, Ward 3, Position 2 (Vote for 1)

2863 ballots (0 over voted ballots, 0 overvotes, 886 undervotes), 4069 registered voters, turnout 70.36%

| | | |
|--------------|------|---------|
| Tom Michalek | 1038 | 52.50% |
| Sam Starns | 919 | 46.48% |
| Write-in | 20 | 1.01% |
| Total | 1977 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 886 | |

Precinct 18

City of Roseburg, Mayor (Vote for 1)

2906 ballots (0 over voted ballots, 0 overvotes, 1066 undervotes), 4719 registered voters, turnout 61.58%

| | | |
|------------|------|---------|
| Larry Rich | 1747 | 94.95% |
| Write-in | 93 | 5.05% |
| Total | 1840 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 1066 | |

City of Roseburg, Councilor, Ward 1, Position 2 (Vote for 1)

2906 ballots (0 over voted ballots, 0 overvotes, 934 undervotes), 4719 registered voters, turnout 61.58%

| | | |
|----------------|------|---------|
| Katie Williams | 988 | 50.10% |
| David Mohr | 960 | 48.68% |
| Write-in | 24 | 1.22% |
| Total | 1972 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 934 | |

Precinct 22

Abstract of Votes for Roseburg Candidates

Douglas County, November 5, 2024 Douglas General Election

All Precincts, City of Roseburg Ward 1, City of Roseburg Ward 2, City of Roseburg Ward 3, City of Roseburg Ward 4, City of Roseburg, All Counter Groups, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, 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: 11682, Registered Voters: 17567, Overall Turnout: 66.50%

| Choice | Votes | Vote % |
|--------|-------|--------|
|--------|-------|--------|

City of Roseburg, Mayor (Vote for 1)

2880 ballots (1 over voted ballots, 1 overvotes, 1083 undervotes), 4716 registered voters, turnout 61.07%

| | | |
|------------|------|---------|
| Larry Rich | 1641 | 91.37% |
| Write-in | 155 | 8.63% |
| Total | 1796 | 100.00% |
| Overvotes | 1 | |
| Undervotes | 1083 | |

City of Roseburg, Councilor, Ward 4, Position 2 (Vote for 1)

2880 ballots (2 over voted ballots, 2 overvotes, 951 undervotes), 4716 registered voters, turnout 61.07%

| | | |
|--------------|------|---------|
| Zack Weiss | 1102 | 57.19% |
| Blake Mecham | 784 | 40.69% |
| Write-in | 41 | 2.13% |
| Total | 1927 | 100.00% |
| Overvotes | 2 | |
| Undervotes | 951 | |

All Precincts

City of Roseburg, Mayor (Vote for 1)

11682 ballots (1 over voted ballots, 1 overvotes, 4353 undervotes), 17567 registered voters, turnout 66.50%

| | | |
|------------|------|---------|
| Larry Rich | 6870 | 93.75% |
| Write-in | 458 | 6.25% |
| Total | 7328 | 100.00% |
| Overvotes | 1 | |
| Undervotes | 4353 | |

City of Roseburg, Councilor, Ward 1, Position 2 (Vote for 1)

2906 ballots (0 over voted ballots, 0 overvotes, 934 undervotes), 4719 registered voters, turnout 61.58%

| | | |
|----------------|------|---------|
| Katie Williams | 988 | 50.10% |
| David Mohr | 960 | 48.68% |
| Write-in | 24 | 1.22% |
| Total | 1972 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 934 | |

City of Roseburg, Councilor, Ward 2, Position 2 (Vote for 1)

3033 ballots (0 over voted ballots, 0 overvotes, 767 undervotes), 4063 registered voters, turnout 74.65%

| | | |
|------------------|------|---------|
| Steve Hammerson | 714 | 31.51% |
| Andrea Zielinski | 1535 | 67.74% |
| Write-in | 17 | 0.75% |
| Total | 2266 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 767 | |

City of Roseburg, Councilor, Ward 3, Position 2 (Vote for 1)

2863 ballots (0 over voted ballots, 0 overvotes, 886 undervotes), 4069 registered voters, turnout 70.36%

| | | |
|--------------|------|---------|
| Tom Michalek | 1038 | 52.50% |
| Sam Starns | 919 | 46.48% |
| Write-in | 20 | 1.01% |
| Total | 1977 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 886 | |

City of Roseburg, Councilor, Ward 4, Position 2 (Vote for 1)

2880 ballots (2 over voted ballots, 2 overvotes, 951 undervotes), 4716 registered voters, turnout 61.07%

| | | |
|--------------|------|--------|
| Zack Weiss | 1102 | 57.19% |
| Blake Mecham | 784 | 40.69% |
| Write-in | 41 | 2.13% |

Abstract of Votes for Roseburg Candidates

Douglas County, November 5, 2024 Douglas General Election

All Precincts, City of Roseburg Ward 1, City of Roseburg Ward 2, City of Roseburg Ward 3, City of Roseburg Ward 4, City of Roseburg, All Counter Groups, All ScanStations, City of Roseburg, Councilor, Ward 1, Position 2, 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: 11682, Registered Voters: 17567, Overall Turnout: 66.50%

| Choice | Votes | Vote % |
|---------------|--------------|---------------|
| Total | 1927 | 100.00% |
| Overvotes | 2 | |
| Undervotes | 951 | |

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
December 2nd, 2024





ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PLANNING COMMISSION RESIGNATION

Meeting Date: December 9, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission Reports
Staff Contact: Grace Jelks, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Planning Commission Member Janelle James has resigned from her position on the Commission.

BACKGROUND

A. Council Action History.

n/a.

B. Analysis.

Commissioner James informed staff of her resignation effective the end of 2024. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, staff will begin soliciting from interested parties through the local news media, social media and the City's website.

C. Financial/Resource Considerations.

n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner James' resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner James' resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT JANELLE JAMES' RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

Grace Jelks

From: Stuart I. Cowie
Sent: Tuesday, December 3, 2024 9:10 AM
To: Amy Nytes; Grace Jelks
Cc: Nicole A. Messenger; Mark Moffett
Subject: FW: Planning Commission Resignation

From: Janelle James [REDACTED]
Sent: Monday, November 25, 2024 3:13 PM
To: Stuart I. Cowie <scowie@cityofroseburg.org>
Subject: Planning Commission Resignation

Dear Stuart Cowie,

This is regretfully my official notice of resignation from the City of Roseburg Planning Commission effective the end 2024.

I have enjoyed being part of the work to make Roseburg a better place. My personal situation has changed so that I need the first Monday for a different commitment. It was a difficult choice to make, choosing to leave the commission, but I think it is what is best.

I would like to thank you, the City, the other commissioners, and the people of Roseburg for bringing interesting projects and opinions and information before us.

Best regards,
Janelle James

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
December 3, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on December 3, 2024, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Mohr led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, City Attorney Jim Forrester, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Grace Jelks, Levi Huffman Engineering – Owner, and The News Review Reporter Drew Winklemaier

3. Mayor Reports

A. Mayor Rich presented Urban Campground Next Steps. Discussion ensued.

Councilor Sipos' comments and questions included whether there would be a group of agents to interview and choose from.

Councilor Porter's comments and questions included whether there are options to reconsider properties that we passed on previously, certain properties can be excluded from the agent contract, and asking Bernie Woodard to the table to discuss support for his projects in lieu of the City purchasing property for a campground.

Mayor Rich stated there were no responses to the bid request, we want to contact the person that was recommended to find out if this is a good fit, coming to an agreement on the commission percentage before work begins, this is a new process and everything is back on the table, unclear about paying the commission to the agent if Council moves forward with the purchase of property previously considered outside of the new agent's search, and being open and transparent about what we are doing.

There was a consensus to contact the person recommended by the real estate agent that worked with the Homeless Commission subcommittee to assist with the search for property.

4. Commission Reports/Council Ward Reports

Councilor Smith discussed educating residents in her neighborhood about leaf pickup after a resident was injured.

5. Audience Participation

None.

6. Consent Agenda

A. November 18, 2024, Regular Meeting Minutes

B. Resolution No. 2024-21 – Authorizing FAA Grant Acceptance for Standby Power Generator.

Council President Mohr moved to approve the consent agenda. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Public Hearings

A. Mayor Rich opened the public hearing at 7:09 p.m. and clarified the rules governing public hearings.

Councilor Michalek declared ex-parte contact with a neighboring property owner. Forrester clarified the nature of the contact and confirmed with Councilor Michalek that he did not feel that it would affect his ability to remain impartial.

Cowie presented Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue File Nos. AN-24-001 & ZC-24-001, First Reading. Discussion ensued.

Councilor Michalek's comments and questions included clarification of an M2 designation, whether mixed-use zoning includes housing, can we build two-story buildings by the airport, placement of 20 – 30 houses on the 5-acre plot, whether to the owner would be willing to sell the property to the City for an urban campground, and there are already quite a few mini storage units available.

Councilor Porter's comments and questions included whether there are plans for placement of multi-family units.

Councilor Sipos' comments and questions included the property value now and possible use for a homeless camp.

Mayor Rich's comments and questions included clarification of the airport crash zone.

Cowie clarified that an M2 designation is a medium industrial zoning designation, both the County and City have M2 zones, we are proposing a mixed-use zone, some types of apartments are allowed under a conditional-use permit, there are limits to the height of a structure because of the proximity to the airport, zoning allows for multi-family housing, the comprehensive plan around the 5-acre plot is zoned for industrial use, there are not any current plans for multi-family housing, current value is unknown, the current proposal is about zoning and annexation, possible homeless camp usage is not part of the criteria, and clarification of the current crash zone area.

Huffman, the representative for the property owner, expressed his appreciation to the Council for consideration of this proposal, unaware of the property owner's intentions to sell, and currently planning to build storage units.

Forrester clarified the Council's role in a quasi-judicial matter.

As no one wished to speak, the public comment and the public hearing were closed at 7:23 p.m.

Council President Mohr moved to adopt the Findings and Fact and Order approved by the Planning Commission for File Nos. AN-24-001 & ZC-24-001. The motion was seconded by Councilor Porter and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council agreed to a first reading of Ordinance No. 3607. Nytes read Ordinance No. 3607, entitled, "An Ordinance Annexing 5.27 Acres of Property Addressed as 255 NE General Ave., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map," for the first time.

- B. Mayor Rich opened the public hearing at 7:27 p.m. Harker presented Supplemental Budget for the ARPA and General Funds, Fiscal Year 2024-25, Resolution No. 2024-20. Discussion ensued.

Councilor Porter's comments and questions included clarification of where the interest will go, whether the fund will remain open, criteria for closing the ARPA Funds or transferring the remaining balance, and the reasoning behind not transferring assets now.

Councilor Sipos' comments and questions included clarification of the use of ARPA Funds to cover employee salaries for two months, what happens to the money already budgeted to cover those costs, concern about the

legalities of paying for salaries that were already a budgeted expense, and the deadline to use the money.

Mayor Rich's comments and questions included clarification of the Capital Outlay Funds.

Council President Mohr's comments and questions included clarification of other requirements.

Harker clarified the interest will stay in the ARPA Fund, the ARPA Fund will remain open to cover current commitments, remaining assets can be moved into another fund before closing the ARPA Fund, keeping a buffer in the fund for now, using ARPA Funds to cover salaries meets the federal requirements, moving budgeted money into the General Fund to cover other expenses, this increases the Council's budget balance and appropriation authority, Council can approve more projects, Capital Outlay Funds were rounded off because nothing has been earmarked, and other requirements are similar to materials and services.

Messenger clarified the amount available for transfer and this action removes the deadline for use.

As no one wished to speak, the public comment and the public hearing were closed at 7:43 p.m.

Council President Mohr moved to adopt Resolution No. 2024-20 Authorizing Supplemental Budget Revisions and Appropriation Transfers for Fiscal Year 2024-25. The motion was seconded by Councilor Porter and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Messenger introduced, and Council took a moment to recognize, the new Public Works Director, Ryan Herinckx.

8. Department Items

- A. Herinckx presented the Task Order Amendment, Airport Fencing and Security Improvements Environmental Work Project 24GR03. Discussion ensued.

Councilor Porter's comments and questions included clarification of the cultural resource survey, finishing up the project, what has been found so far, and whether there is a grant available.

Councilor Sipos' comments and questions included what happens to the artifacts that are found.

Councilor Michalek's comments and questions included clarification of building a fence, fees, and whether arrowheads were found.

Mayor Rich's comments and questions included whether Mead and Hunt used a markup of fees and clarification of the fence location.

Council President Mohr's comments and questions included clarification of criteria for determining where the item came from.

Herinckx clarified the environmental survey included an archeological investigation, the survey is not finished, they have found several old glass bottle pieces and communication insulators by the railroad, there were two rocks that were found and are driving the additional work, we will be applying for a grant after the environmental work is completed, the grant is an administrative process, if the artifacts in question are found to be significant, they will likely be curated and submitted to the national register, Archeological Investigations Northwest conducted this survey, we are replacing an existing fence, costs include consultant fees, there were not any arrowheads found, items found were considered pre-contact with European and Indigenous people, the study is an FAA requirement, there were no wetland issues, the fence will start at Stewart Pkwy and connect at the Tom Thumb Mini Storage, and this study is to determine where the item came from.

Messenger clarified we are applying for grant that already has money programmed upon application submittal, intensive administrative process, we are hoping to include design and construction into one grant, and it is not uncommon to markup fees for sub-consultants.

Councilor Porter moved to authorize the execution of Amendment No. 1 to Task Order No. 3 with Mead & Hunt for \$41,620 for additional Environmental Study for the Fencing & Security Improvement Project at the Roseburg Regional Airport. The motion was seconded by Council President Mohr and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Items from Mayor, City Council, and City Manager

- A. Councilor Porter asked for clarification of an email regarding Commission member term expirations. Nytes confirmed that we are inquiring about which Commissioners are asking for reappointments, and we will send contact information.
- B. Councilor Michalek shared concerns about illegal camping at the Point, restricting camping and overuse by changing the designation to an Environmentally Sensitive Area, establishing a new ordinance to restrict people to the walkway, adding a permit process for fishing or events, and notification protocols of camp cleanups.

Mayor Rich's comments and questions included reviewing places that are off limits listed in the Time/Place/Manner Ordinance, and remedies for places that have been environmentally damaged.

Councilor Porter's comments and questions included asking for a report from the Police Department on the hurdles to enforcing Time/Place/Manner, an incident involving an explosion in that area, and appreciation to Officer Chavez for his hard work.

Council President Mohr's comments and questions included support for reviewing remedies or special situations for environmentally damaged areas.

Councilor Smith's comments and questions included needing to identify a space for people to go, not just where they cannot go.

Klopfenstein clarified that he has an app showing citations issued for Time/Place/Manner violations, current statistics demonstrating prioritization of enforcement in these areas, special attention to areas that limit accessibility, dedicated shifts for enforcement, there are still legal protocols for notifications of cleanups, cleanups are a thirty-day process versus arresting or ticketing someone using a sixty-day process, the explosion incident was probably a propane tank, and we are having an impact.

Forrester clarified it is already prohibited to camp in those places, the law says it is public property, and we have to follow the statutory rules.

10. Adjourn

Mayor Rich adjourned the regular meeting at 8:24 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC CHANGE OF OWNERSHIP THE WILD ROSE SALOON LLC DBA THE WILD ROSE SALOON & CAFE 805 SE STEPHENS STREET #103

Meeting Date: December 9, 2024

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

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 and Cannabis Commission (OLCC) 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

The OLCC has received a change of ownership application from The Wild Rose Saloon LLC dba The Wild Rose Saloon & Cafe, for a "Retail On-Premises Sales & Consumption Liquor License".

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 applicant 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 CHANGE OF OWNERSHIP APPLICATION FOR THE WILD ROSE SALOON LLC, DBA THE WILD ROSE SALOON & CAFE, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

| Annual Liquor License Types | |
|--|--------------------------------|
| Off-Premises Sales | Brewery-Public House |
| Limited On-Premises Sales | Brewery |
| Full On-Premises, Caterer | Distillery |
| Full On-Premises, Commercial | Grower Sales Privilege |
| Full On-Premises, For Profit Private Club | Winery |
| Full On-Premises, Non Profit Private Club | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location | Warehouse |
| Full On-Premises, Public Passenger Carrier | |

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): *Alexis Roberson*

Proposed Trade Name: *The Wild Rose Saloon LLC - DBA The Wild Rose Saloon & Cafe*

Premises Address: *805 SE Stephens St #103* Unit: _____

City: *Roseburg* County: *Douglas* Zip: *97470*

Application Type: New License Application Change of Ownership Change of Location

License Type: *Full on-premises commercial* Additional Location for an Existing License

Application Contact Information

Contact Name: *Alexis Roberson* Phone: *541-784-6339*

Mailing Address: *156 Sunshin Rd Apt 109*

City: *Roseburg* State: *OR* Zip: *97470*

Email Address: *ASRshantell77@hotmail.com*

Business Details

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption Outdoor Consumption

Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): *Alexis Roberson*

Proposed Trade Name: *The Wild Rose Saloon & Cafe*

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

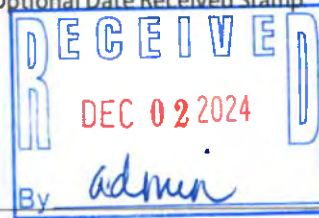
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Roseburg*

Date Application Received: *12-02-2024*

Received by: *admin*

Optional Date Received Stamp



Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

pd # 533837

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



**ORDINANCE NO. 3607
ANNEXATION AND ZONE CHANGE – 255 NE GENERAL AVENUE
FILE NOS. AN-24-001 & ZC-24-001**

Meeting Date: December 9, 2024
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At the December 3, 2024 meeting, the Council adopted the Findings of Fact and Order approved by the Planning Commission for File No. AN-24-001 & ZC-24-001. The Council then heard first reading of Ordinance No. 3607

In order to complete the process, Council will need to hear second reading and adopt the ordinance. For second reading, no motion is needed only consensus to proceed. After second reading occurs, the following motion would be appropriate.

SUGGESTED MOTION

“I MOVE TO ADOPT ORDINANCE NO. 3607.”

ATTACHMENTS:

Attachment #1 Ordinance No. 3607

ORDINANCE NO. 3607

AN ORDINANCE ANNEXING 5.27 ACRES OF PROPERTY ADDRESSED AS 255 NE GENERAL AVE., WITHDRAWING THE PROPERTY FROM THE CENTRAL DOUGLAS FIRE & RESCUE AUTHORITY, AND AMENDING THE ROSEBURG ZONING MAP

WHEREAS, the subject property is addressed as 255 NE General Ave. and further identified as Tax Lot 1800 on Douglas County Assessors Map Township 27 South, Range 06 West, Willamette Meridian, Section 01AC or by Property ID #R61092. The subject property is also identified on the map in attached Exhibit A; and

WHEREAS, the proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals; and

WHEREAS, this proposal includes annexation of land and a zone change which came before the Roseburg Planning Commission as a quasi-judicial matter considered at a public hearing after due and timely notice; and

WHEREAS, the annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent; and

WHEREAS, the owner of the subject property consents to annexation into the City as a logical extension of the city boundary; and

WHEREAS, the annexation and withdrawal of the property from the Central Douglas Fire & Rescue Authority is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies; and

WHEREAS, City Council finds the request is consistent with the Roseburg Urban Area Comprehensive Plan and Land Use Development Regulations; and

WHEREAS, the subject property is zoned County Medium-Industrial (M2) and annexation will cause a zone change to a City designation of Mixed-Use (MU); and

WHEREAS, the existing Comprehensive Plan Designation of Industrial (IND) will remain the same; and

WHEREAS, all public facilities and services are within distance to serve the subject property or are currently serving the property; and

WHEREAS, upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177; and

WHEREAS, within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

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

SECTION 1. The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated October 7, 2024, attached as Exhibit B.

SECTION 2. This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

SECTION 3. The subject property shall be withdrawn from the Central Douglas Fire & Rescue Authority on the effective date of the annexation.

SECTION 4. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

SECTION 5. The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit C) and accurate map showing the annexed territory (attached hereto as Exhibit A) to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

SECTION 6. On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the Mixed-Use (MU) zoning designation to the subject property, as shown by the list herein made part of this ordinance.

SECTION 7. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2024.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2024.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

Exhibit B

In the matter of the)
Annexation & Zone Change) Annexation & Zone Change
request by) File No's. AN-24-001 & ZC-24-001
Sherry Scallon Kearney)

**BEFORE THE ROSEBURG PLANNING COMMISSION
FINDINGS OF FACT AND ORDER**

I. NATURE OF APPLICATION

Levi Huffman on behalf of Sherry Scallon Kearney, property owner, submitted applications for approval of an annexation and zone change of a 5.27+/- ac. unit of land. The proposed annexation would bring the parcel into Roseburg City Limits and would change zoning from Medium Industrial (M2) to Mixed-Use (MU). The subject property has an Industrial Comprehensive Plan designation. The property is currently addressed 255 General Avenue. The property can further be described on Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 01AC, Tax Lot 1800; R61092. The purpose of the zone change is to enable the applicant to develop a mini-storage facility, a use allowed within the MU zone, but not the M2 zone.

The annexation and zone change request will be evaluated pursuant to Land Use and Development Regulations Chapter 12.10.040 and all other applicable sections of the Roseburg Municipal Code.

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 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 subject property is described on Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 01AC, Tax Lot 1800; R61092.
4. The subject property is 5.27+/- acres, is designated by the Comprehensive Plan as Industrial and is currently zoned Medium Industrial (M2).
5. Levi Huffman on behalf of the property owner Sherry Scallon Kearney applied for an annexation and zone change to bring the property into Roseburg City Limits and change the zone of the subject property from Medium Industrial (M2) to Mixed-Use (MU).

B. AGENCY COMMENTS

Comments regarding the zone change request were solicited from the Fire Department, Public Works Department, Douglas County Building Department, County Public Works Department, ODOT and Roseburg Urban Sanitary Authority.

ODOT was the only agency that provided written comments. In order to adequately address Statewide Planning Goal 12 – Transportation (OAR 660-012-0060), ODOT indicated that a traffic impact analysis be completed or a “trip cap” be instituted limiting allowable trips associated with the MU zoning to a reasonable development scenario in the existing M2 zone. These comments are part of the record and have been incorporated, into the conditions of approval at the end of these findings of fact.

C. PUBLIC COMMENTS

The Community Development Department notified all owners of adjacent and neighboring properties per ORS 197.610 and RMC 12.10.030. No comments were received.

D. PUBLIC HEARING

A public hearing was held on September 16, 2024 regarding the matter of the annexation and zone change request.

E. APPLICABLE CRITERIA

The applicable approval criteria for the subject annexation and zone change is contained within the following:

1. ORS 222.125, “Annexation by consent to allow owners of land,” the following criteria must be demonstrated:

A) Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Finding: The subject property is contiguous with the city limits of Roseburg, and the applicant has given written consent, by applying for the annexation, to be annexed into the city. The legal description was provided by the applicant on a location map referencing deed document no. 2021-016386.

In the recorded deed document the property is described as a portion of lot 3, Edenbower Orchard Tracts as the same is recorded in book 4, page 56 in the plat records of Douglas County, Oregon said portion being more particularly described as follows;

Beginning at a 5/8” iron rod set at the Northwest corner of the above said lot 3; thence along the North line of said lot 3 South 88° 50’ East 634.79 feet to a 5/8’ iron rod; thence South 00° 58’ 17” West 361.06 feet to a 5/8” iron rod as set in the North line of General Avenue; thence along said North line North 88° 50’ West 636.40 feet to a 3/4” iron rod; thence along the West line of the above said lot 3 North 01° 13’ 30” East 361.06 feet to the place of beginning.

2. Pursuant to City of Roseburg Resolution 2006-04, "Annexation Policies," the following Policies shall be adhered to:

A) ANNEXATION ENCOURAGED. Over time, the City of Roseburg shall be the primary provider of municipal water service and other urban services within the UGB, provided the City can offer these services in an efficient and cost-effective manner.

Annexation to the City should be encouraged:

- For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;

- Where the availability of infrastructure and services allows for the development of urban densities.

Finding: The subject property can logically be served by the City given that it is surrounded by properties that are already benefitting from city services. Infrastructure and services necessary for urban densities can be provided when approval is granted for development consistent with the proposed zoning.

B) CITY INITIATED ANNEXATION. If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed.

Finding: The City has not initiated this annexation.

C) FULL RANGE OF CITY SERVICES IN TIMELY MANNER. The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.

Finding: Surrounding properties of the subject property are already serviced by municipal water and sewer. Roseburg Urban Sanitary Authority services the property with a sewer service lateral. The frontage street is improved with curb, gutter, sidewalk, and storm water collection. The property is not currently served by city water nor does it have a well to draw from. Extending city water service to the property is mandatory and shall be provided within a timely manner.

D) PREFERENCE FOR ANNEXATION AREAS. Highest preference for annexation shall be given to those areas that best meet annexation policies and where revenues derived from the annexed areas exceed City expenses. Lowest preference shall be given to those annexation requests that exhibit a negative financial situation for the City of Roseburg or only minimally meet City annexation policies. Fiscal impacts are only one of many criteria to be evaluated, and must be balanced with other annexation policies and goals.

Finding: The subject property lies adjacent to the existing City boundary and has, or can have, urban services provided to it in a cost-effective manner consistent with logical growth patterns.

E) UNINCORPORATED ISLANDS. Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands.

Finding: The subject property is directly adjacent to Roseburg City Limits and is not considered an unincorporated island.

F) PROPERTIES NOW SERVED BY MUNICIPAL WATER BUT LOCATED OUTSIDE EXISTING CITY LIMITS. Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.

Finding: The subject property and the surrounding properties are or can be served by municipal water service. The property is not currently being served by City water, however, the applicant will be required to obtain a city water meter for the property upon application for development. The city shall provide the property with water upon request.

G) NEW CONSENT TO ANNEXATION AGREEMENTS PROHIBITED. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.

Finding: The property owners have requested annexation of the subject property to facilitate future development and the extension of City Services to benefit the site. In order to allow for these service extensions, the property must be annexed into Roseburg City Limits.

3. Roseburg Municipal Code 12.10.040(D):

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

Findings: The property is located within the Roseburg Urban Growth Boundary in an area that is designated Industrial in the Comprehensive Plan. Regarding zoning designations, the current zoning for the property is Medium Industrial (M2) and it is surrounded by County-zoned Medium Industrial (M2) parcels to the west and north, City-zoned Medium Industrial (M2) zoning to the east, and Mixed-Use (MU) property to the south. The proposed MU zone conforms to the Comprehensive Plan under the Low-Density Industrial Comprehensive Plan designation, and therefore does not require a Comprehensive Plan amendment.

Staff finds the rezoning meets this criterion.

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

Findings: The site is suitable for the proposed zone change as it is surrounded by like zoning and uses. All utilities are available to the subject property and will ensure that public safety and welfare requirements in the area will continue to be satisfied with future development on the property. The proposed Zoning District is compatible with existing adjacent development as well as future permissible development, and as such is presumably no less suitable than the existing Zoning.

Staff finds the rezoning meets this criterion.

C) The zone change is consistent with the safety and performance measures of the transportation system.

Findings: The locally-classified street network that serves the subject property is consistent with the safety and performance measures of the transportation system. The property is served by General Ave. and any future development on the subject property will gain access off of General Ave. The proposal to convert the zoning to MU will not compromise the existing roadways this property benefits, and all future development would be required to meet access standards determined by the Transportation System Plan, RMC and Public Works standards.

As a precautionary measure to align with Oregon Statewide Planning Goal 12 and the Oregon Department of Transportation's recommendations, trip generation for the proposed development shall be capped at 550 total daily trips. The proposed mini-storage facility is calculated at 143 weekday trips, which falls well beneath the trip cap being imposed on the property.

Staff finds the rezoning meets this criterion with the trip cap in place.

Any future uses on the property other than the proposed storage facility, will require a memorandum identifying the proposed use and calculating daily trips to be submitted by a licensed Oregon Traffic Engineer with all new, expanded or changed uses at the site to ensure that the trip generation stay below the cap of 550 total daily trips. Prior to approval of a future use that may exceed 550 daily trips, a favorable traffic impact study must be performed and new deeds removing the trip cap shall be recorded.

III. CONCLUSION

Upon review of the application, and other materials referenced as File AN-24-001 & ZC-24-001, and after conclusion of the Public Hearing and all testimony provided herein, the Planning Commission concludes that the application by Levi Huffman on behalf of the property owner Sherry Scallon Kearney satisfies the approval criteria, therefore warranting the approval of the zone change as requested.

IV. ORDER

Based on the Findings and Conclusions above, the Planning Commission refers the annexation and zone change request to the City Council recommending **APPROVAL** of the annexation and zone change, as contained within file AN-24-001 & ZC-24-001 and subject to the conditions as follows:

1. The applicant shall obtain Site Plan Review and Building Permit Approval prior to the commencement of any construction of the subject property.
2. The applicant shall record a deed instrument indicating a trip cap of no more than 550 daily trips based upon the possible uses allowed within the current Medium Industrial (M2) zone. Prior to any future uses that may occur on the property with the new Mixed-Use (MU) zone, which would exceed 550 daily trips, a favorable traffic impact study must be performed and new deeds removing the trip cap shall be recorded.
3. Any future development of the property shall fully conform to all the applicable standards and requirement of the Roseburg Municipal Code.



Jaime Yraguen, Planning Commission Chair

10-7-24
Date



Stuart Cowie, Community Development Director

10/7/24
Date

Planning Commission Members:

Jaime Yraguen, Chair
Shelby Osborn, Vice Chair
Janelle James
Matthew Brady
Emily Brandt
Matthew Keller
Jarrett Nielsen

Attachments:

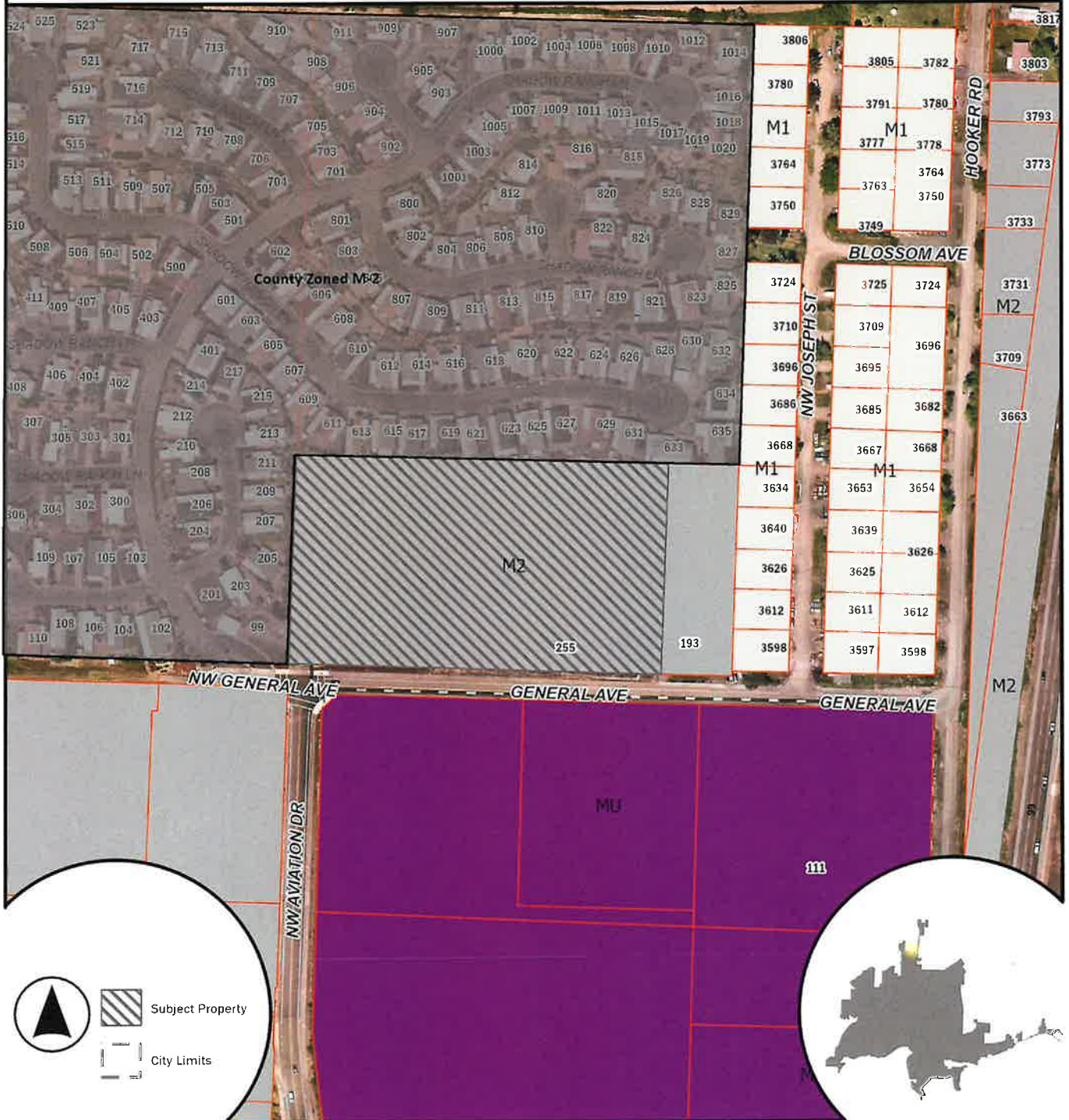
Attachment 1: Current Zoning Map
Attachment 2: Proposed Zoning Map
Attachment 3: Property Line Survey Map
Attachment 4: Site Plan

ATTACHMENT #1



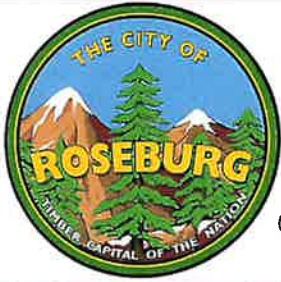
Zoning Map 255 General Avenue AN/ZC-24-001

T27S R6W SEC01AC TL01800 R61092
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



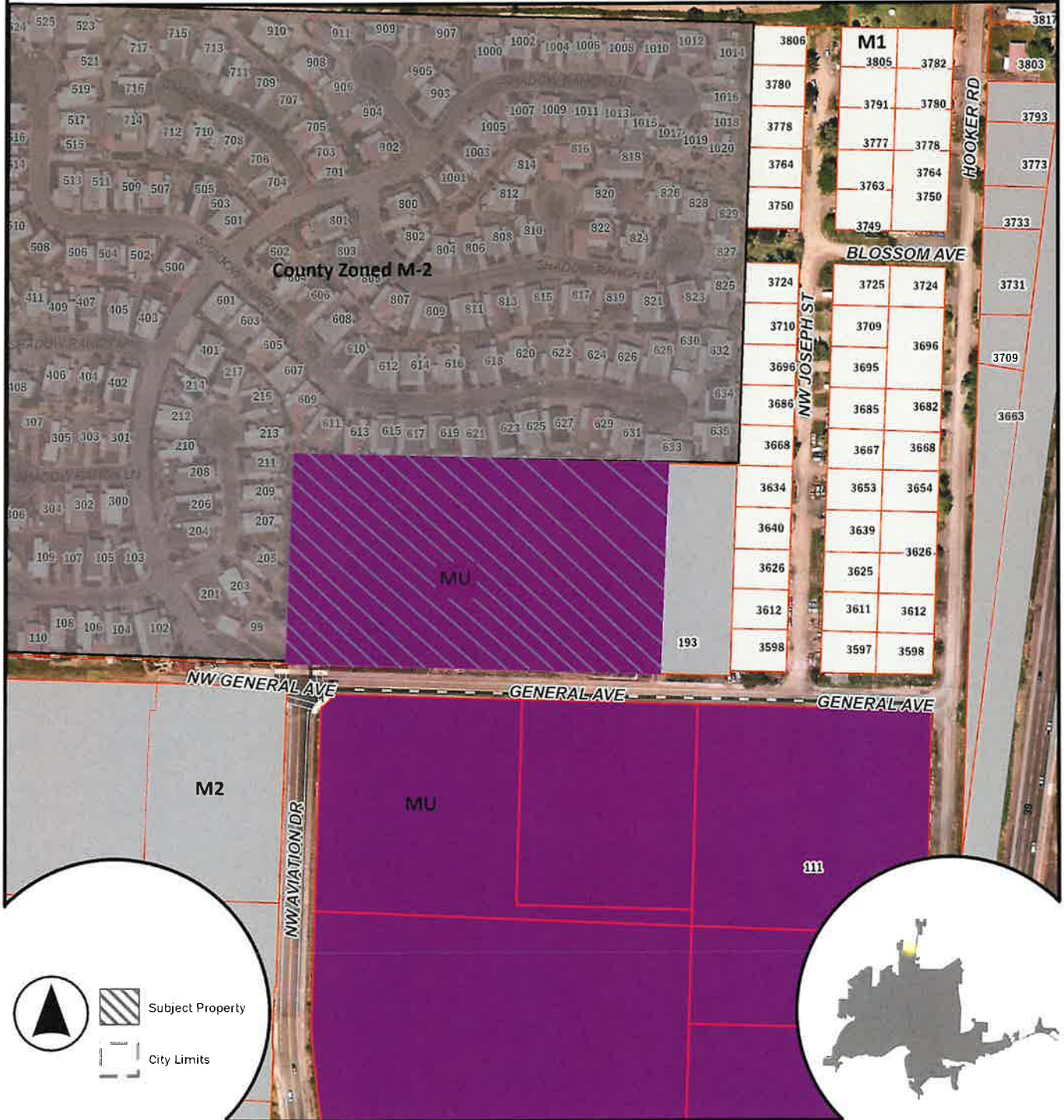
This map is intended for informational purposes and is not suitable for legal engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

ATTACHMENT #2



Proposed Zoning Map 255 General Avenue AN/ZC-24-001

T27S R6W SEC01AC TL01800 R61092
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



This map is intended for informational purposes 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.

ATTACHMENT #3

NARRATIVE:

THIS SURVEY WAS COMPLETED AT THE REQUEST OF LEVY HUFFMAN ENGINEERING LLC FOR HIS CLIENT SHERRY KEARNEY

THE BASIS OF HEARINGS IS BETWEEN MONUMENTS NUMBER 100 & 101 OREGON COORDINATE REFERENCE SYSTEM (CCRS), HORIZONTAL DATUM: NAD 83, VERTICAL DATUM: NAVD 83 ZONE COTTAGE GROVE CANYONVILLE (GUND) GROUND DISTANCE, GRID BEARING

FOR THE BOUNDARY RESOLVE, FIELD MONUMENTS AS SHOWN AND THE RECORD RESOLVE FROM DOUGLAS COUNTY RECORD SURVEY NO. M177-09

AS WITNESSED ON THE GROUND THERE ARE RAIN DRAINS FROM THE MOBILE HOME PARK MOUNTED AT THE SLOPE OF THE SURVEY PARCEL, AND ALL OF THE SURROUNDING PROPERTIES DRAIN NATURALLY INTO THE SITE

REFERENCES:

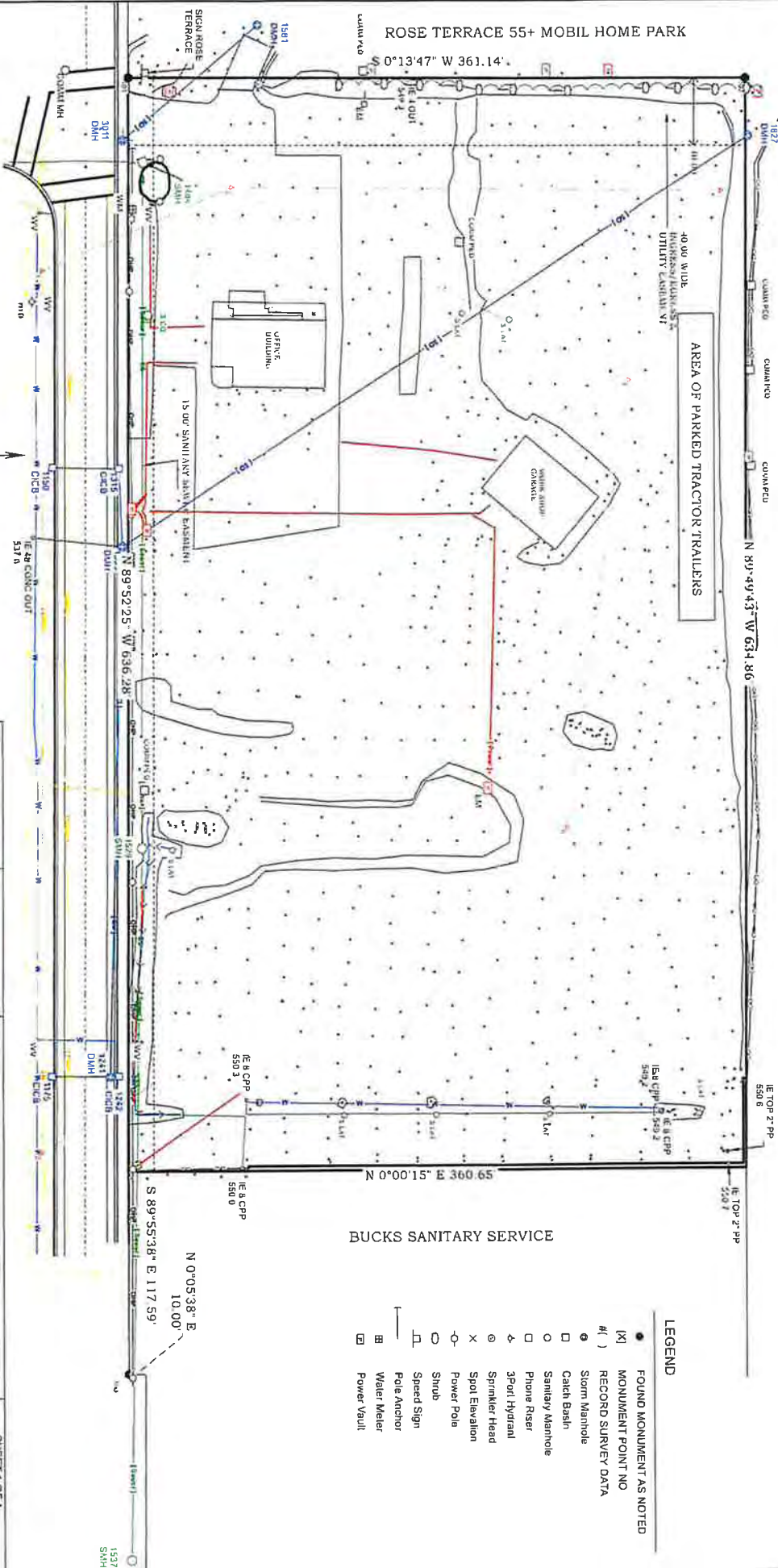
- SURVEYS**
- 1 - VOL. 4, P. 96
 - 2 - M177-09
 - 3 - M177-09
 - 4 - 2021-016386
- MONUMENT NOTES:**
- (101) FOUND A 1 1/2" IRON ROD, FIELD PER CS NO. M177-09
 - (101) FOUND A 1 1/2" IRON ROD, FIELD PER CS NO. M177-09

DEED DOCUMENT NO. 2021-016386, METES & BOUNDS DESCRIPTION

A PORTION OF LOT 3, EUBANKER OCEAN AND TRAILS, AS THE SAME IS RECORDED IN BOOK 4, PAGE 58 IN THE PLAT RECORDS OF DOUGLAS COUNTY, OREGON, SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

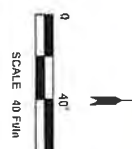
BEGINNING AT A 5/8" IRON ROD SET AT THE NORTHWEST CORNER OF THE ABOVE SAID LOT 3, THENCE ALONG THE NORTH LINE OF SAID LOT 3 SOUTH BY S 0° 00' 15" E 634.86 FEET TO A 5/8" IRON ROD; THENCE SOUTH BY S 89° 52' 25" W 636.28 FEET TO A 5/8" IRON ROD; THENCE SOUTH BY S 89° 55' 38" E 117.59 FEET TO A 5/8" IRON ROD; THENCE SOUTH BY S 0° 05' 38" E 10.00 FEET TO A 5/8" IRON ROD; THENCE SOUTH BY S 89° 55' 38" E 117.59 FEET TO A 5/8" IRON ROD; THENCE ALONG THE WEST LINE OF THE ABOVE SAID LOT 3 NORTH BY N 13° 30' EAST 161.00 FEET TO THE PLACE OF BEGINNING.

ROSE TERRACE 55+ MOBIL HOME PARK



LEGEND

- FOUND MONUMENT AS NOTED
- (X) MONUMENT POINT NO.
- (#) RECORD SURVEY DATA
- Storm Manhole
- Catch Basin
- Sanitary Manhole
- Phone Riser
- 3port Hydrant
- Sprinkler Head
- Spot Elevation
- Power Pole
- Shrub
- Speed Sign
- Pole Anchor
- Water Meter
- Power Vault



REGISTERED PROFESSIONAL LAND SURVEYOR
SHERRY KEARNEY
 OREGON
 SEPTEMBER 14, 2021
 JANE STEVENS

Property Line Surveying

PROPERTY LINE SURVEYING, LLC
 3410 DUNDAS STREET, SUITE 100
 KASSEL, OREGON 97145
 phone: (503) 251-9999
 propertylinesurveying.com

TOPOGRAPHIC SURVEY FOR
SHERRY KEARNEY
 IN THE SW 1/4 OF THE NE 1/4 OF SECTION 1,
 TOWNSHIP 21 SOUTH, RANGE 6 WEST, W.M.,
 DOUGLAS COUNTY, OREGON,
 BEING THOSE LANDS DESCRIBED IN DEED
 INSTRUMENT NO. 2021-016386,
 DOUGLAS COUNTY DEED RECORDS

| |
|-------------------------------|
| SHEET 1 OF 1 |
| DRAWN BY: JOT |
| FIELD CREW: JOT & JLT |
| EQUIPMENT: HANNA 5275CDS |
| FIELD WORK: 1/29 - 2/2, 2024 |
| JOB: 2023055 |
| FILE NAME: 2023055_Kearney_TV |
| REVISION: 7/28/2024 |

ATTACHMENT #4



1 PLAN VIEW - CIVIL SITE PLAN
CS 2.0 SCALE: 1" = 1'



- KEYED NOTES:**
1. ACCESS GATE ENTRANCE
 2. NEW 20'-0" WIDE ACCESS ROAD PER INTERNATIONAL FIRE CODE REQUIREMENTS
 3. EXISTING FIRE HYDRANT

EX. CONDITIONS/DEMOLITION LEGEND

| | |
|--|----------------------------------|
| | PROPERTY BOUNDARIES |
| | EXISTING EASEMENT |
| | DIRECTION OF TRAFFIC |
| | NEW ASPHALT PAVEMENT |
| | NEW LANDSCAPING |
| | PROPOSED LIMITS OF NEW BUILDINGS |
| | PROPOSED WATER RETENTION BASIN |

CIVIL SITE NOTES
 EXISTING SITE PROPERTY LINES ARE PER TAX ASSESSOR MAP. SITE FEATURES, PROPERTY LINES AND PROPOSED STRUCTURES LOCATION MAY CHANGE ONCE SITE SURVEY IS COMPLETED.

STORAGE FACILITY
 KORY KEARNEY

255 GENERAL AVE
 ROSEBURG, OR 97470
 541 315 6901



| REV | DATE | DESCRIPTION |
|-----|------|-------------|
| | | |
| | | |
| | | |
| | | |

DOCUMENT TYPE:
 PRELIMINARY

DATE:
 6/17/2024

PROJECT #:
 78-01

SHEET SCALE:
 AS SHOWN

| DESIGNED | CHECKED | REVIEWED |
|----------|---------|----------|
| | | |

SHEET NAME:
 PLAN VIEW - CIVIL
 SITE PLAN

CS 2.0

EXHIBIT C

LEGAL DESCRIPTION

DEED DOCUMENT NO. 2021-016386, METES & BOUNDS DESCRIPTION

A PORTION OF LOT 3, EDENBOWER ORCHARD TRACTS, AS THE SAME IS RECORDED IN BOOK 4, PAGE 56 IN THE PLAT RECORDS OF DOUGLAS COUNTY, OREGON, SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD SET AT THE NORTHWEST CORNER OF THE ABOVE SAID LOT 3; THENCE ALONG THE NORTH LINE OF SAID LOT 3 SOUTH 88°50' E 634.79 FEET TO A 5/8" IRON ROD; THENCE SOUTH 00°58'17" WEST 361.06 FEET TO A 5/8" IRON ROD AS SET IN THE NORTH LINE OF GENERAL AVENUE; THENCE ALONG SAID NORTH LINE NORTH 88°50' WEST 636.40 FEET TO A 3/4" IRON ROD; THENCE ALONG THE WEST LINE OF THE ABOVE SAID LOT 3 NORTH 01°13'30" EAST 361.06 FEET TO THE PLACE OF BEGINNING.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



STREETLIGHT MAINTENANCE SERVICES CONTRACT

Meeting Date: December 9, 2024
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City's existing streetlight maintenance contract will expire at the end of this calendar year. Staff advertised a Request for Proposals (RFP) for a new Streetlight Maintenance Services contract. Staff is seeking authorization to execute a contract with the highest ranked proposer.

BACKGROUND

A. Council Action History.
None

B. Analysis.

The City maintains approximately 350 streetlights principally located within the downtown area, SE Stephens and SE Pine streets and SE Oak and SE Washington avenues. The City has previously utilized two-year contracts for Streetlight Maintenance Services. The RFP was advertised as a five-year contract with the option to renew for an additional two years.

On October 8, 2024, the City issued a Request for Proposals for Streetlight Maintenance Services. On October 24, 2024, three proposals were received. The proposals were reviewed and ranked by three members of the Public Works staff. The proposers and their final rankings are shown below. The scoring was based on criteria outlined in the RFP with a maximum of 100 points.

| <u>Proposer:</u> | <u>Score</u> |
|-------------------|--------------|
| Sims Electric | 96 |
| Kunert Electric | 87 |
| Aaken Corporation | 78 |

C. Financial/Resource Considerations.

Maintenance costs have averaged \$25,000 annually over the past five years. Over the last three years, the average has been \$30,000 each year. The current FY 24-25 budget includes \$38,480 in the General Fund Street Light Division for maintenance costs.

D. Timing Considerations.

The current Streetlight Maintenance Services contract with Sims Electric will expire on December 31, 2024.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to execute the Streetlight Maintenance Services contract with Sims Electric; or
2. Request additional information; or
3. Not recommend executing the Streetlight Maintenance Services contract.

STAFF RECOMMENDATION

Money is budgeted each fiscal year for the maintenance of City-owned streetlights. The Public Works Commission discussed this contract at their November 14, 2024, meeting. The Commission unanimously recommended awarding the Streetlight Maintenance Services contract to the highest ranked proposer, Sims Electric. Staff concurs with this recommendation.

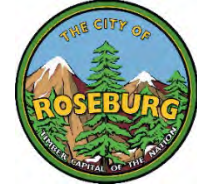
SUGGESTED MOTION

“I MOVE TO AWARD THE STREETLIGHT MAINTENANCE SERVICES CONTRACT TO THE HIGHEST RANKED PROPOSER, SIMS ELECTRIC.”

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MILITARY AND ALTAMONT STORM WATER IMPROVEMENT PROJECT BID AWARD RECOMMENDATION – 23PW14

Meeting Date: December 9, 2024
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the Military and Altamont Storm Water Improvement Project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

None

B. Analysis.

The City experiences storm water drainage deficiencies in the area near the intersection of Military Avenue and Altamont Street. The existing storm drainage culvert directs runoff from Mt. Nebo and W. Military across private properties to the north.

This project includes approximately 425 lineal feet of 12-inch diameter storm drainage pipe, two new manholes, and other site improvements to capture and re-route storm water to an existing storm water manhole located within City right-of-way. This project isn't explicitly identified in the 2011 Storm Water Master Plan; however, the entirety of Military Avenue was identified as an area that should be addressed as funding allows.

The project was advertised on October 16, 2024, and bids were opened November 5, 2024. Six (6) bids were received and are outlined below.

| No. | Bidder | Total Bid Amount |
|------------|-----------------------------------|-------------------------|
| 1 | Mars Construction | \$117,710.00 |
| 2 | Cradar Enterprises | \$126,911.00 |
| 3 | LTM dba Knife River | \$164,711.00 |
| 4 | Black Pearl Paving and Excavation | \$185,045.00 |
| 5 | BRX, Inc | \$187,359.00 |
| 6 | Western Construction | \$197,795.00 |

Engineer's Estimate: \$160,650.00

C. Financial/Resource Considerations.

The FY 2024-25 adopted Storm Drainage Fund includes \$125,000 for this project. This project was designed in-house, and staff will be providing construction management services. Any additional funds needed for this project as part of the contingency can be covered by funds from other projects that were delivered under budget. The project costs are estimated below.

| | |
|------------------------------|-------------------|
| Construction | \$ 117,710 |
| Contingency (10% of const.) | \$ 11,771 |
| <i>Total Estimated Costs</i> | <i>\$ 129,481</i> |

D. Timing Considerations.

This project is budgeted for FY 24-25. If awarded, the Notice to Proceed will be issued in January 2025. The contractor is allowed 60 days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsive bidder, Mars Construction, for \$117,710; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their November 14, 2024, meeting and unanimously recommended awarding the project to the lowest responsive bidder, Mars Construction, for \$117,710. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO AWARD THE MILITARY AND ALTAMONT STORM WATER IMPROVEMENT PROJECT TO THE LOWEST RESPONSIBLE BIDDER, MARS CONSTRUCTION, FOR \$117,710."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: December 9, 2024
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 9, 2024 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
December 2, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 9, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
None.
5. Discussion Items
6. Employee Service Pins
 - A. Austin Hunt - Parks Department – 5 years
 - B. Chanelle Rogers – Public Works Department – 20 years
 - C. Todd Spingath – Police Department – 25 years



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
December 2, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 9, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
None.
5. Discussion Items
6. Employee Service Pins
 - A. Austin Hunt - Parks Department – 5 years
 - B. Chanelle Rogers – Public Works Department – 20 years
 - C. Todd Spingath – Police Department – 25 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
 - VA Director Presentation
 - Council Goals Adoption
 - 2024-2029 Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Fireworks Risk Assessment
 - Parking Discussion Continued
 - FEMA Model Ordinance, First Reading / Second Reading
-

January 13, 2025

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 9, 2024 Meeting Minutes

Resolutions

- A. Resolution Setting a New Council Reimbursement Amount for 2025

Informational

- A. City Manager Activity Report
-

January 27, 2025

Mayor Reports

- A. Municipal Judge Pay

Consent Agenda

- A. January 13, 2025 Meeting Minutes

Department Items

- A. Bid Award – 5 Year Pavement Management
- B. Library Room Reservation Policy Update

Informational

- A. City Manager Activity Report
 - B. Municipal Court Quarterly Report
 - C. Finance Quarterly Report
-

February 10, 2025

Consent Agenda

- A. January 27, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

February 24, 2025

Mayor Reports

- A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2024
- C. 2025 – 2026 Budget Calendar

Consent Agenda

- A. February 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 10, 2025

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 24, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 24, 2025

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

April 14, 2025

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 24, 2025 Meeting Minutes

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension

- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. City Manager Activity Report
-

April 28, 2025

Mayor Reports

- A. Historic Preservation Month Proclamation

- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 14, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report

- B. Finance Quarterly Report

- C. Municipal Court Quarterly Report
-

May 12, 2025

Mayor Reports

- A. EMS Week Proclamation

- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees

Informational

- A. City Manager Activity Report
-