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9-19-2023

**CITY OF ROSEBURG PLANNING COMMISSION**

**Monday, October 2, 2023 at 7:00 pm**

**City Hall Council Chambers**

**Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)**

**City website at <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>**

**AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL**  
Shelby Osborn, Vice-Chair    Matt Brady                      Emily Brandt                      Janelle James  
Matt Keller                      Jarrett Nielsen                      Jaime Yraguen
3. **APPROVAL OF MINUTES**  
A. June 5, 2023 Planning Commission Meeting
4. **AUDIENCE PARTICIPATION: See Information on the Reverse**
5. **ELECTION OF OFFICERS**
6. **BUSINESS FROM STAFF**  
A. UGB Swap Update
7. **BUSINESS FROM THE COMMISSION**
8. **NEXT MEETING – TBD**
9. **ADJOURNMENT**

The agenda packet is available on-line at:

<http://www.cityofroseburg.org/your-government/commissions/planning-commission/>

**The Planning Commission meetings can also be viewed on the City website the next day at: <https://www.cityofroseburg.org/your-government/commissions/planning-commission/videos>.**

**AMERICANS WITH DISABILITIES ACT NOTICE**

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

## AUDIENCE PARTICIPATION INFORMATION

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

**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.**
- **Email by sending an email by 4:00 p.m. the day of the meeting to [cdd@cityofroseburg.org](mailto:cdd@cityofroseburg.org)**
- **Virtually during the meeting. Contact the Community Development Department by phone (541)492-6750 or email [cdd@cityofroseburg.org](mailto:cdd@cityofroseburg.org) by 4:00 p.m. the day of the meeting to get a link to the meeting.**

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

**When participating virtually, 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.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a "waiting room" until called on to speak.

**Persons addressing the Commission must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire Commission. The Commission reserves the right to delay any action requested until they are fully informed on the matter.**

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

For items on the agenda you will be given an opportunity to address the Commission once the item is called. Agenda items typically begin with establishing those who have party status, (to be explained by the Chair), a report from staff, followed by Commission questions to staff, then the applicant along with anyone they wish to call as a witness on their behalf will be called to speak, followed by those with party status. After all initial testimony is completed there will be an opportunity for rebuttal. Everyone addressing the Commission is subject to questioning. After the hearing portion of the item is completed, the Commission will discuss the matter with a motion for consideration being presented and acted on.

Once final action is taken on Quasi-Judicial matters, the action of the Commission can be appealed to City Council within 14 calendar days of the decision by filing a Notice of Review with the Community Development Department. Action on Legislative matters is typically a recommendation to City Council and will be forwarded to them for final consideration.

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

If you wish to address the Commission on a matter not on the agenda, at the appropriate time, speakers who attend in person will be called up to speak by the Chair in the order in which they signed up. Speakers on Zoom (video or phone only) will be called on to speak by the Chair in the order in which they signed up. Persons addressing the Commission must state their full name and address, including whether or not they are a resident of the City of Roseburg, for the record. All remarks are to be directed to the Commission. For items not on the agenda the presentation should be brief and be on a topic of interest to the Planning Commission, such as a general land use matter. These presentations are reserved for new material which has not been previously considered. The Commission will not be taking action on any item presented under Audience Participation and if needed will provide direction to staff for appropriate follow-up.

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

**CITY OF ROSEBURG  
PLANNING COMMISSION MINUTES  
June 5, 2023**

**CALL TO ORDER**

Chair Onchuck called the meeting of the Roseburg Planning Commission to order at 7:03 p.m. on Monday, June 5, 2023 in the City Hall Council Chambers.

**ROLL CALL**

Present: Chair Dan Onchuck, Commissioners Matt Brady, Emily Brandt, Janelle James, Shelby Osborn and Jaime Yraguen.

Others present: Community Development Director Stuart Cowie, and Department Technician Chrissy Matthews.

**APPROVAL OF MINUTES**

Commissioner Yraguen moved to approve the May 2, 2023 minutes as submitted. The motion was seconded by Commissioner Brady and approved with the following vote: Chair Onchuck, Commissioners Brady, Brandt, James, Osborn and Yraguen voted yes. No one voted no.

**BUSINESS FROM STAFF –**

Cowie stated Commissioner Andy Blondell submitted a letter of resignation from the Planning Commission due to being hired as an Associate Planner with the City of Roseburg on June 1st.

Cowie introduced RARE AmeriCorps Member Nik Ramstad who will work for our department until September, Associate Planner Liam Bean recently hired, and Mark Moffett was promoted from Associate Planner to Senior Planner.

**AUDIENCE PARTICIPATION - None**

**PUBLIC HEARING – None**

**WORK STUDY SESSION –**

Cowie stated with the assistance of 3J Consulting and staff, a draft staff report and findings were prepared in order to submit an application for an Urban Growth Boundary (UGB) Swap.

The purpose of the work-study session was to bring the Planning Commission up to speed on the work staff has been doing in order to prepare for the future UGB swap application.

The meeting was informational only and no decisions were made.

The Oregon Department of Land Conservation and Development (DLCD) is reviewing the draft application to provide comments. Cowie acknowledged former employees Ricky Hoffman and RARE AmeriCorps Member Kate Bentz as being instrumental in helping to put the application together.

Cowie provided an overview of the Proposal, Analysis of Proposal, Consistency with Statewide Planning Goals, Consistency with the Roseburg Urban Area Comprehensive Plan Policies, refinement, and Resulting Procedures.

Housing Needs Analysis and Buildable Lands Inventory was completed and Cowie highlighted the key findings.

Commissioner Yraguen asked if DLCD can block the application. Cowie said they could; however, the City has been working with the Southern Oregon representative to ensure the key points are addressed. The objective is to provide housing opportunities to assist with the housing shortage.

The areas to be removed from the UGB are two privately owned properties, 91.5± acres on the hillside east of NW Daysha Dr., owned by John and Donna Atkinson and 193± acres on the hillside north of NE Barager Ave., owned by Barry Serafin. The majority of these two properties have a comprehensive plan designation of low-density residential. The area proposed to be added to the UGB is 229± acres and located on the west side of the City, generally bounded by the South Umpqua River and Troost Street, a portion of an area commonly known as Charter Oaks. This land exchange results in a decrease in acreage within the UGB, but will enable the same number of possible future dwelling units by providing new opportunities for residential development.

Discussion ensued regarding the history of Charter Oaks area of expansion.

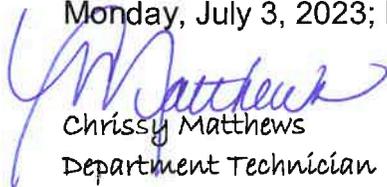
Commissioner Yraguen asked about the guidelines to discuss this application with the County.

Cowie stated a joint hearing between the City and County Planning Commissions could occur, or the commissions could hold separate hearings. The hope is the Planning Commission will provide a favorable recommendation to City Council. The Douglas County Planning Commission will make a recommendation to the Board of Commissioners. The City has been in discussions with the County from the beginning of the process.

The next steps is for staff is to work on notices to send to the surrounding property owners, which will be tailored to the different areas, facilitate an open house, and hold a public hearing with the opportunity for mailing lists.

**BUSINESS FROM COMMISSION – None**

**ADJOURNMENT** - The meeting adjourned at 8:24 p.m. The next meeting is scheduled for Monday, July 3, 2023; however, the City will be closed in observance of Independence Day.



Chrissy Matthews  
Department Technician