

**ROSEBURG CITY COUNCIL AGENDA – MAY 13, 2024**  
**City Council Chambers, City Hall**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**



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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://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. EMS Week Proclamation

B. National Public Works Week Proclamation

C. Homeless Commission Future/Focus

**4. Commission Reports/Council Ward Reports**

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

**6. Consent Agenda**

A. April 22, 2024 Regular Meeting Minutes

B. April 29, 2024 Work Session Minutes

C. 2024 OLCC Annual Liquor License Renewal Endorsement

D. OLCC – Change of Ownership – Lil Pantry Roseburg LLC 1 at 2611 NW Edenbower Blvd.

E. OLCC – Greater Privilege – Ami Japanese Restaurant at 634 SE Cass Avenue

**7. Public Hearings**

A. CDBG Close Out – City of Roseburg, Douglas County and Lane County-Wide, Technical Assistance Program – Reality Kitchen

**8. Resolutions**

A. Annual Fee Adjustment

i. Resolution No. 2024-10: General Fees

ii. Resolution No. 2024-11: Water Related Fees

B. Resolution No. 2024-12 Opting In to ORS 105.668 Recreational Immunity

**9. Department Items**

A. Parker Road Newton Creek Bridge Intergovernmental Agreement for Right-Of-Way Services with Oregon Department of Transportation

**10. Items from Mayor, City Council and City Manager**

**11. Adjourn**

**12. Executive Session ORS 192.660(2)**

**Informational**

A. City Manager Activity 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@cityofroseburg.org](mailto:info@cityofroseburg.org).**
    - 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@cityofroseburg.org](mailto:info@cityofroseburg.org)) 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.
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- 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>

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### EMS WEEK

**WHEREAS:** Emergency medical services is a vital public service; and

**WHEREAS:** The members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS:** Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS:** Emergency Medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS:** the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

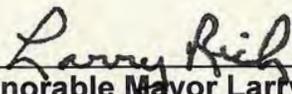
**WHEREAS:** The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS:** It is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of May 19 - 25, 2024 as

### Emergency Medical Services Week

**DATED** this 13<sup>th</sup> day of May 2024.

  
\_\_\_\_\_  
Honorable Mayor Larry Rich



# PROCLAMATION

CITY OF ROSEBURG, OREGON

## National Public Works Week – Advancing Quality of Life For All

**WHEREAS:** Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Roseburg; and,

**WHEREAS:** These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

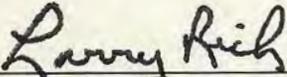
**WHEREAS:** It is in the public interest for the citizens, civic leaders and children in Roseburg to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

**WHEREAS:** The year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the week of May 19-25, 2024 as

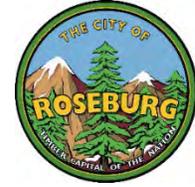
### National Public Works Week

DATED this 13<sup>th</sup> day of May 2024.

  
\_\_\_\_\_  
Honorable Mayor Larry Rich



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## HOMELESS COMMISSION FUTURE/FOCUS

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**Meeting Date: May 13, 2024**  
**Department: Mayor and Council**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Mayor Reports**  
**Staff Contact: Larry Rich/Nikki Messenger**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

The Homeless Commission has been in place for just under three years. This being a newer commission, Mayor Rich has been wanting to have an evaluation of the commission. As part of that process Mayor Rich requested input from the members of the Homeless Commission and the Council. This is an opportunity for the Council to review the Commission's role in addressing issues and impacts related to unhoused community members.

### BACKGROUND

#### **A. Council Action History.**

The Mayor has requested a review of the Homeless Commission's role.

#### **B. Analysis.**

The Homeless Commission was established by the City Council in late 2020 and began meeting in January of 2021. The Commission's duties are outlined in the Roseburg Municipal Code as follows:

#### **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.

The Commission has been involved with a number of discussions and decisions over the past three years. At the first meeting, the Commission identified the short-term priority of finding a site for a warming center and longer-term goal of opening a low barrier shelter. With the help of community partners, a warming shelter was established. There have been some bumps in the road, but thanks to Shaun Pritchard's work, a new location has been secured. And in 2022, the Gary Leif Navigation Center opened its first phase. The project was completed and the second phase opened this fall.

Since inception, the Homeless Commission has been involved with a number of discussions and/or decisions that have been forwarded to Council for final action. A few highlights include:

- Reviewed proposed municipal code language regarding warming fires, time/place camping restrictions
- Worked on immediate needs
- Reviewed the Community Homeless Assessment performed by Rogue Retreat
- Made recommendations concerning the site purchase, construction contract, and operational contract for the navigation center
- Reviewed and recommended policies for Tent Camping and Vehicle Camping sites
- Reviewed and recommended changes to the proposed Time, Place, and Manner regulations prior to adoption by Council
- Authorized acceptance of grants to fund the navigation center
- Received regular updates from community partners
- Received public input on a variety of topics
- Reviewed possible locations and operator for an urban campground

By having discussions at both the Homeless Commission and the City Council, the public has the opportunity to hear the information and comment in multiple forums. City staff often lacks the expertise provided by the Commission members that work in the social service industry. As with most commissions, the Homeless Commission does not have 'final say' on decisions, as that responsibility resides with the City Council.

The Homeless Commission discussed its role at the April 22 meeting. There was a renewed interest in reviewing previous documents and initiating a strategic plan and request that the Council find a campsite location, not the Homeless Commission.

**C. Financial and/or Resource Considerations.**

None.

**D. Timing Considerations.**

The next Homeless Commission meeting is scheduled for June 24, 2024. Any Council direction this evening can be brought to the Homeless Commission at the next meeting.

**COUNCIL OPTIONS**

Staff is seeking direction from Council if they desire to make any changes to the Homeless Commission's roles and responsibilities.

**STAFF RECOMMENDATION**

No recommendations from Staff.

**SUGGESTED MOTION:**

None.

**ATTACHMENTS:**

None.

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
April 22, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on April 22, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

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

Absent: Kylee Rummel

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

- A. Mayor Rich proclaimed May 2024 as Historic Preservation Month. Community Development Director Cowie shared information about historic resources, as well as appreciation for the Council's recognition.
- B. Mayor Rich proclaimed May 1, 2024, as Thrive Umpqua Day. Strategic Partnerships Director John Dimof shared information about Thrive Umpqua, as well as appreciation for the Council's recognition.
- Mayor Rich shared a reminder about the upcoming Work Session (Goal Setting) scheduled on April 29, 2024, beginning at 4:00 p.m. at the Public Safety Center (PSC) and the Budget Committee meeting on Tuesday May 7, 2024, beginning at 6:00 p.m. at City Hall in the Council Chambers.

4. Commission Reports/Council Ward Reports.

- 1. Councilor Zielinski reported on the April 16, 2024 Library Commission meeting.
- 2. Councilor Briggs Loosley reported on the April 22, 2024 Homeless Commission meeting.

5. Audience Participation

- A. Dale Greenley, resident, provided his historical knowledge of the Stewart Park Veteran's Bridge and support for keeping it green.

6. Consent Agenda

- A. April 8, 2024 Regular Meeting Minutes.
- B. April 15, 2024 Work Session Minutes.

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, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Ordinances

- A. Ordinance No. 3601 – An Ordinance Repealing Section 2.32.060 of the Roseburg Municipal Code and Ordinance No. 3600 – An Ordinance Amending Chapter 2.18 “Economic Development Commission” of the Roseburg Municipal Code, Second Reading.

Nytes read Ordinance No. 3601 entitled, “An Ordinance Repealing Section 2.32.060 of the Roseburg Municipal Code,” for the second time.

Council President Mohr moved to adopt Ordinance No. 3601, An Ordinance Repealing Section 2.32.060 of the Roseburg Municipal Code. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3601 as adopted.

Nytes read Ordinance No. 3600 entitled, “An Ordinance Amending Chapter 2.15 “Economic Development Commission” of the Roseburg Municipal Code,” for the second time.

Council President Mohr moved to adopt Ordinance No. 3600, An Ordinance Amending Chapter 2.15 “Economic Development Commission” of the Roseburg Municipal Code. The motion was seconded by Councilor Smith. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3600 as adopted.

- B. Ordinance No. 3602 – An Ordinance Granting a Telecommunications Franchise Agreement to Patriot Mobile, LLC, First Reading.

Nytes read Ordinance No. 3602 entitled, “An Ordinance Granting a Telecommunications Franchise Agreement to Patriot Mobile, LLC,” for the second time.

Council President Mohr moved to adopt Ordinance No. 3602, An Ordinance Granting a Telecommunications Franchise Agreement to Patriot Mobile, LLC. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3602 as adopted.

8. Department Items

- A. Easley presented the Bid Award: Bradford Avenue ADA Ramp Project, Project No. 24PW07. Discussion ensued.  
Councilor Porter's comments and questions included how many ramps were left to replace.  
Councilor Mohr's comments and questions included whether any of the ramps are outside of the City's jurisdiction.  
Mayor Rich's comments and questions included whether the project was broken up by streets, how the decision is made to replace ramps, and whether Schedule A included most of the ramps.  
Easley clarified there were 1,554 ramps identified that need replaced, there have been 270 ramps replaced to date, any new construction projects include ramp replacements, we are trying to keep track of ramps around schools, we are on track, it is the City's responsibility to replace all the ramps identified in the Transportation Plan, the project is not broken up by streets, the location for this project started close to the schools and fanned out, Schedule A includes the most expensive ramps closer to the school, bids for ramps come in at \$9000 - \$12,000 per ramp, and there is enough funding for both Schedules A and B.  
Messenger clarified that ramp replacement depends on the situation and that new projects that include sidewalks or frontage will include ramp installation or replacements.  
Councilor Porter moved to award the Bradford Avenue ADA Ramps project to the lowest responsible bidder, Freedom Builders LLC, for \$208,672.00. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no.
- B. Easley presented the Stewart Park Drive South Umpqua Bridge Project – Intergovernmental Agreement – Amendment No. 1. Discussion ensued.  
Councilor Porter's comments and questions included the load rate after project completion, whether there is a risk of losing matching funds if we decide that the bridge color should be green, what would delay the project if we decide we want the bridge to be green, whether green paint is more expensive than black, the VA's color preference and why they want it that color, and when the project will go out to bid.  
Councilor Michalek's comments and questions included whether SHPO is making a request or demand, if they are aware that we want the bridge to be painted green, the community would be very disappointed if it was painted black, it is the City's bridge, and support for pushing back on keeping the color green without delaying the project.  
Councilor Sipos' comments and questions included the main focus of the project is to make sure a firetruck can cross the bridge safely, the cost to paint the bridge, and whether the bridge is the City's property.  
Council President Mohr's comments and questions included a summary of the history of the bridge and color, support for fixing the bridge now and addressing the color change later, whether the City could push back on the color selection, the VA should own the bridge and pay for the repairs, support for keeping the

bridge green, and whether the City could approve an Ordinance to paint the bridge green since it is City property.

Councilor Zielinski's comments and questions included support for keeping the bridge green, we shouldn't delay making repairs so that emergency vehicles can cross the bridge, and moving forward with the project.

Mayor Rich's comments and questions included that we are getting \$5 million to pay for the project, we don't want to lose that contribution, support for moving forward with the project and asking again to keep the bridge green, and changing the bridge color by Ordinance might void the funding agreement and cause difficulty in getting funding on future projects.

Easley clarified they are hopeful the load rate will be up to 22 after project completion so that some fire apparatus' can get through, the final design is still in progress, federal funding is unstable right now and requesting the green color would require a new review process, a new review process will likely be pushed to the next fiscal year and increase the costs, the State Historic Preservation Office (SHPO) would have to review the request to keep the bridge green, the delaying the project would keep it from going out to bid in August and starting construction in October, ODOT made it clear they are not convinced they could make a successful argument to SHPO about keeping the bridge green, green paint is not more expensive than black, delaying the project is what will cause it to be more expensive, paint removal is the most expensive part, SHPO wants the bridge painted black and they were made aware that we wanted it painted green early in the process, the bridge being part of the VA Historic District is what is driving the decision to keep it black, it is the City's bridge and needs to be rehabilitated, the VA would prefer the bridge to be black, confirmation that the focus of the project is increasing the load bearing weight so that emergency services can make it across safely, historical bridge's that are black are usually kept black, the bid will go out August 2024, pushing back on the project will delay the bid and project, support from the Council during another conversation would be helpful, changing the color now would require another review process and delay the project, it might make more sense to keep the project going now and address the color in an amendment later, ODOT is hearing us on our color preference, it is designated as a historical bridge that belongs to the City, triggering a new review process with the DOJ will be about six weeks, and that delay will push us past our bid timeline and project start date.

Messenger clarified that painting a bridge is not cheap, changing the agreement now will require a new review process with the DOJ, the review process is not quick and may push the project out to another federal budget year, SHPO would still have to review any color changes due to the bridge's historical designation, and painting a bridge that involves containment would cost over \$1 million.

Christopherson clarified the bridge is able to accommodate the height and width of an emergency vehicle.

Forrester clarified there is a process for transferring the bridge out of the City's jurisdiction so that it can be maintained by another organization.

Councilor Porter moved to authorize execution of Amendment No. 1 to the Intergovernmental Agreement with ODOT for the Stewart Park Drive South

Umpqua Bridge Rehabilitation project. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no.

Councilor Porter moved to request that Staff communicate with the State Historic Preservation Office (SHPO) the importance of keeping the Stewart Park Drive South Umpqua Bridge color green. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no.

- C. Messenger and Cowie presented the Off-Street Parking Discussion. Discussion ensued.

Councilor Sipos' comments and questions included clarification of the number of meters, water users outside the city limits should also have to pay, people outside the city limits come to the downtown area, other fee options, support for using a parking app, and business owners are supportive of teaching their customers about the app.

Councilor Smith's comments and questions included that adding a fee to the water meters was to deal with the immediate deficit, adding more permit parking at the garage, making the garage safe so that people will want to use it, more students will be moving into the area and need parking options, the parking discussion group are not experts, support for a work session, young businesses are concerned about parking fees, and concern for buildings with larger meters that provide services to the community.

Mayor Rich's comments and questions included clarification of the current water bill criteria for fees and identifying groups that should pay and at what percentage.

Councilor Porter's comments and questions what it would take to tear down the parking garage since people don't like to use it due to safety concerns, creating equity in determining a surcharge, some households in my neighborhood have larger meters, has not taken the time to figure out parking apps in other cities, people may not want to give out credit card information due to fraud concerns, people in the county are using city services, and support for a work session.

Councilor Michalek's comments and questions included clarification of the different meter sizes, raising the price of water to pay for parking, and people that need to park should pay for it.

Council President Mohr's comments and questions included clarification of preferred options for paid parking recommended by staff, whether the deficit will get larger depending on our decision and if there is data available, what is the actual utilization of the parking garage, and whether we can make sacrifices in the current budget to pay for the gap.

Councilor Zielinski's comments and questions included clarification of options in the outlined in the report, why we chose not move forward with the options presented previously in the report, and our parking garage is an important asset and needs to have adequate funding to keep it safe.

Messenger clarified adding a fee for water users outside the city limits is difficult because they are represented by other elected officials, it is possible to add a fee

to the water bill, meter size is easier to determine than individual lots, households that have larger water meters can ask for them to be replaced, clarification was given of the different meter sizes available in the City, there is a monthly fee and a usage fee, it is not okay to raise the price of water to pay for parking, estimates based on different rates are available, we do not have a mechanism pay an inter-fund loan back, we've been reviewing options to move forward, and clarification was given about the total number of meters.

Cowie clarified the options that staff have researched that are outlined in the parking plan, the main issue is dealing with the deficit, adding other options for paid parking, ACE Parking are the subject matter experts in parking options, the deficit could get larger based on Council's decision, current user fees can be restructured, selling surface lots could be a one-time infusion to pay for improvements or equipment installation, most groups are already paying parking fees that can be restructured, and we are trying to find a way to fund the big gap.

Forrester clarified that adding a fee to any water meter in the county may not be feasible and creating a fee to the water meter will require new code language.

Direction was given to Staff to review options submitted by ACE Parking, whether water meters outside city limits can be assessed a fee, identify groups that will be charged a fee, equitable fees based on water meter sizes, and to schedule a work session to discuss these options.

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

Council President Mohr expressed appreciation for the goal setting session and would like to work on a vision and strategy to get to the bigger outcomes.

10. Adjourn

Mayor Rich adjourned the regular meeting at 9:07 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

**MINUTES OF THE WORK SESSION  
OF THE CITY COUNCIL MEETING  
April 29, 2024**

Mayor Rich called the work session of the Roseburg City Council to order at 4:02 p.m. on April 29, 2024, at the Public Safety Center (PSC) – Umpqua Room, 700 SE Douglas Avenue, Roseburg, Oregon.

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: Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Library Director Kris Wiley, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, Executive Coach Meredith Bliss, and The New Review Reporter Drew Winklemaier

3. Council Matters

A. Mayor Rich and Council President Mohr presented Council Goals. Discussion ensued.

Council and Staff participated in a Goal Setting Session. Strategies for communication, identifying priorities, and ranking attainable goals were discussed.

4. Adjourn

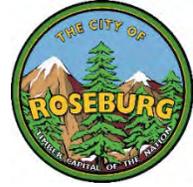
Mayor Rich adjourned the work session at 5:54 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2024 OLCC ANNUAL LICENSE RENEWAL ENDORSEMENT

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**Meeting Date: May 13, 2024**

**Agenda Section: Consent Agenda**

**Department: Administration Staff Contact: Autumn David, Management Assistant**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1<sup>st</sup> of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

### BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2024. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council, rather than waiting to bring each application to Council as they are individually submitted.

#### **A. Council Action History.**

Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.

#### **B. Analysis.**

The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.

#### **C. Financial/Resource Considerations.**

Each licensee will be required to pay a renewal fee of \$35.00 per license.

#### **D. Timing Considerations.**

As noted, all current licenses will expire on June 30, 2024.

### COUNCIL OPTIONS

Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

### STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2024 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."***

**ATTACHMENTS**

Attachment #1 - List of Current Licenses

## Oregon Liquor Control Commission Licensee 2024 List

Renewal Fee - \$35  
*Per license type*

Licensee	Local Location	# of Fees	Fee Types
1 AM Market	1931 NE Stephens Street	1	Off premises sales
7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101	1	Full on premises/Commercial sales
Abby's Pizza Inn of Rsbg Stephens	1661 NE Stephens Street	1	Limited on premises
Abby's Pizza Inn of Rsbg/Diamond	2585 Diamond Lake Boulevard	1	Limited on premises
Abraham Inc	831 SE Cass Avenue	1	Off premises sales
Albertson's #515	3013 NW Stewart Parkway	1	Off premises sales
Alexander's Greek Cuisine	643 SE Jackson Street	1	Full on Premises, Commercial
Ami Japanese Restaurant	634 SE Cass Avenue	1	Limited on premises
Anderson Market & Deli	1030 W Harvard Avenue	1	Off premises sales
Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard	1	Full on Premises, Commercial
Backside Brewing, Co	1640 NE Odell Avenue	2	Full On Premises Commercial and Brewery Public House
Bangkok West	2521 W Harvard Avenue	1	Limited on premises
Barb's Flowers & Gifts	1440 NW Valley View Drive	1	Off premises sales
Best Kept Secret LLC	428 SE Main Street	1	Full on Premises, Commercial
Best Taste of India Roseburg	227 NW Garden Valley Boulevard	1	Full on Premises, Commercial
Bi-Mart #609	1381 NW Garden Valley Boulevard	1	Off premises sales
Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101	1	Full on Premises, Commercial
Bob's Deli	1147 NE Stephens Street	1	Limited on Premises sales
Brix 527	527 SE Jackson Street	1	Full on Premises, Commercial

Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard	1	Full on Premises, Commercial
Buy2 011	1859 Diamond Lake Boulevard	1	Off premises sales
Buy2 013	334 W Harvard Avenue	1	Off premises sales
Cattle Dogs Golf Center LLC	1807 NE Diamond Lake Blvd	1	Limited On-premises sales
Cellars & Gifts, LLC	444 NE Winchester Street	1	Off premises sales
Chen's Family Dish House	968 NE Stephens Street	1	Full on Premises, Commercial
Chipotle Mexican Grill	2060 NW Stewart Parkway	1	Limited On-premises sales
Chi's Garden Restaurant	1023 NE Stephens Street	1	Full on Premises
Colony Market & Deli	1612 NE Keasey Street	1	Off premises sales
Costco Wholesale #1073	4141 NE Stephens Street	1	Off premises sales
D&J Rentals, LLC	2980 NW Stewart Parkway	1	Full on premises sales, Commercial
Denny's #7743	350 W Harvard Avenue	1	Full On Premises Commercial sales
Diamond Lake Market	2976 Diamond Lake Boulevard	1	Off premises sales
Dinos Ristorante Italiano	404 SE Jackson Street	1	Full On Premises Commercial sales
Dollar General Store #19709	2141 NE Diamond Lake Blvd	1	Off premises sales
Douglas County Farmers Co-op	3171 NE Stephens Street	1	Off premises sales
Downtown Market	741 SE Jackson Street	1	Off premises sales
Draper Draft House	640 SE Jackson Street	1	Full on premises sales, Commercial
El Dorado Restaurant	368 NE Winchester Street	1	Full on premises sales, Commercial
Elk's Lodge #326 Roseburg	749 SE Jackson Street	1	Full on premises sales
Elmer's Breakfast Lunch Dinner	1440 NW Mulholland	1	Full on premises sales
Family Mart	346 NW Garden Valley Boulevard	1	Off premises sales
Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard	1	Off premises sales

Fred Meyer #281	929 NW Garden Valley Boulevard	1	Off premises sales
G N Market	508 NE Winchester Street	1	Off premises sales
Garden Valley Liquor	780 Garden Valley Boulevard #84	1	Off premises sales
Garden Valley Market	247 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Market	792 NW Garden Valley Boulevard	1	Off premises sales
Gilberto's Mexican Restaurant	1347 NE Stephens Street	1	Full on premises sales
Hacienda Vieja Mexican Restaurant	780 NW Garden Valley Boulevard #45	2	Full on premises Commercial sales/Off Premises sales
Hair Garage	1035 SE Oak Street	1	Limited on premises sales
Hampton Inn & Suites of Roseburg	1620 NW Mulholland	1	Off premises sales
IBC Investing LLC	642 SE Jackson Street	1	Limited on premises sales
Idle Hour Tavern	216 NE Jackson Street	1	Full on premises sales
J&J Market	1532 SE Stephens Street	1	Off premises sales
Jackson Street Provisions	424 SE Jackson Street	2	Limited On Premises Sales and Off premises sales
Lil' Pantry	2611 NW Edenbower Boulevard	1	Off premises sales
Linus Oakes	2665 Van Pelt Boulevard	1	Limited On Premises Sales
Los Dos Amigos	1390 NE Stephens Street	1	Full on premises, Commercial sales
Mariachi Loco Restaurant	647-649 SE Jackson Street	1	Full on premises, Commercial sales
McMenamin's Roseburg	700 SE Sheridan	2	Brewery Public House and Full on premises sales, Commercial sales
Mod Pizza	1176 NW Garden Valley Blvd.	1	Limited On-premises sales
Mountain Mike's Pizza	722 W Harvard Avenue#108	1	Limited on premises sales
MSM 537	2610 NW Edenbower Boulevard	1	Off premises sales
North Forty Beer Company	435 SE Jackson Street	1	Brewery Public House
Oak Street Market	711 SE Oak Street	1	Off premises sales

Old Soul Pizza	525 SE Main Street	1	Limited on premises sales
Parrott Hospitality LLC	622 SE Jackson Street #2	1	Full on premises, Commercial sales
Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101	1	Limited On Premises Sales
R Mart	2646 W Harvard Avenue	1	Off Premises sales
Red Robin	2200 NE Stewart Parkway	1	Full on premises sales
Renard's Deli	2230 NW Stewart Parkway A-3	1	Limited on premises sales
Ridgeway Market	1800 NW Garden Valley Boulevard	1	Off premises sales
Rite Aid #5380	1430 NW Garden Valley Boulevard	1	Off premises sales
Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard	1	Commercial Full On premises sales
Roseburg Chevron	2625 NE Diamond Lake Blvd	1	Off premises sales
Roseburg Cinemas	1750 NW Hughwood	1	Limited On Premises Sales
Roseburg Grocery Outlet	780 NW Garden Valley Blvd., Suite 160	1	Off premises sales
Roseburg Tobacco & Food Mart	2050 NE Stephens Street	1	Off premises sales
Round Table Pizza # 236	2040 NW Stewart Parkway	1	Limited On Premises Sales
Rumors	2686 NE Diamond Lake Boulevard	1	Commercial Full On premises sales
Safeway Stores #1666	1539 NE Stephens Street	1	Off premises sales
Sakura Sushi	2385 NE Diamond Lake Boulevard	1	Limited On-premises sales
Salud Brewery	723 SE Lane Avenue	1	Full on premises/Commercial sales
Scoreboard Sports Bar	920 SE Stephens Street	1	Full on premises/Commercial sales
Shari's of Roseburg #243	3030 NW Aviation Drive	1	Limited On Premises Sales
Shazaam's	2421 W Harvard Avenue	1	Limited On Premises Sales
Sherm's Thunderbird Market #4	2553 NW Stewart Parkway	1	Off premises sales
Sizzler	1156 NW Garden Valley Boulevard	1	Limited On Premises Sales

South Gate Market & Deli	1967 SE Stephens Street	1	Off premises sales
Stephens Arco AM PM	2530 NE Stephens Street	1	Off premises sales
Stephens Market	1498 SE Stephens Street	1	Off premises sales
Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive	1	Limited Off Premises Sales
TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard	1	Full on premises/Commercial sales
The Apothecary - Roseburg LLC	415 SE Jackson Street	1	Off premises sales
The Blade Axe House	1873 NE Diamond Lake Blvd	1	Limited On Premises Sales
The Fox Den Eatery	838 NW Garden Valley Boulevard	1	Limited On Premises Sales
The Jersey Lily Tavern	1430 NE Dee Street	1	Full on premises/Commercial sales
The Kodiak Bar & Grill	929 SE Stephens Street	1	Full on premises/Commercial sales
The Place in Roseburg	841 SE Cass Avenue	1	Full on premises/Commercial sales
The Sunnyside Theatre	663 SE Jackson Street	1	Full On premises Commercial sales
The Wild Rose Bar & Grill	805 SE Stephens Street	1	Full On premises Commercial sales
The Wine Destination	526 SE Jackson Street	1	Limited on premises sales
T-Mart	1515 W Harvard Avenue	1	Off premise sales
Trella Vineyards	646 SE Jackson Street	1	Winery 2nd Location
True Kitchen & Bar	629 SE Main Street	1	Full On premises Commercial sales
Tuck's Place	509 SE Jackson Street	1	Full On premises Commercial sales
Two Shy Brewing	1308 NW Park Street, Ste. 100	1	Brewery Public House Sales
Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue	1	Limited On Premises Sales
Urban NY Pizza & Grill	529 SE Jackson Street	1	Full On Premises Commercial
US Market 541	3150 Aviation Drive	1	Limited Off Premises Sales
Walgreens #12068	1377 NE Stephens Street	1	Off premises sales
Walgreens #13819	1236 NW Garden Valley Boulevard	1	Off premises sales

Walmart #2477	2125 NW Stewart Parkway	1	Off premises sales
Winco Foods, LLC	2757 NW Stewart Parkway	1	Off premises sales
Yellow Flamingo	177 NW Garden Valley Boulevard	1	Limited On Premises Sales



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC CHANGE OF OWNERSHIP LIL PANTRY ROSEBURG LLC 1 2611 NW EDENBOWER BLVD.

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Meeting Date: May 13, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Grace Jelks, Management Assistant  
Contact Telephone Number: 541-492-6866

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### 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

OLCC has received an application from Lil Pantry Roseburg LLC 1, as a change of ownership granted for "Change of Ownership – Off Premises" 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 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 LIL PANTRY ROSEBURG LLC 1, IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet | 
  Change of Ownership | 
  Greater Privilege | 
  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

### Limited On-Premises

### Off Premises

### Warehouse

### Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

**LOCAL GOVERNMENT**  
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

*City of Roseburg*

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: *04-17-24*

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Trade Name

*Lil Pantry Roseburg LLC 1*

# LIQUOR LICENSE APPLICATION

Page 2 of 4

## APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Lil Pantry Rosburg LLC 1

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Lil Pantry Rosburg LLC 1

Premises street address (The physical location of the business and where the liquor license will be posted):

2611 nw edenbowler blvd

City:

Roseburg

Zip Code:

97471

County:

Douglas

Business phone number:

541-673-9797

Business email:

Gurpal sandhu 12 @ gmail.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(1)):

16386 Earhart Ave

City:

Oregon City

State:

Oregon

Zip Code:

97045

Does the business address currently have an OLCC liquor license?  Yes  No

Does the business address currently have an OLCC marijuana license?  Yes  No

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Gurpal Sandhu

Phone number:

503-706-2701

Email:

Gurpalsandhu 12 @ gmail.com

pd #492209

# LIQUOR LICENSE APPLICATION

Page 4 of 4

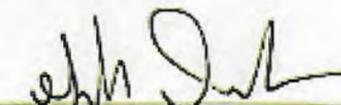
**Applicant Signature(s):** Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Gurpal Sandhu</u> Applicant name	<u></u> Signature	<u>4-17-2024</u> Date
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_____ Applicant name	_____ Signature	_____ Date
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_____ Applicant name	_____ Signature	_____ Date
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_____ Applicant name	_____ Signature	_____ Date
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**Applicant/Licensee Representative(s):** If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

*Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC GREATER PRIVILEGE “FULL ON-PREMISES – COMMERCIAL” AMI JAPANESE RESTAURANT 634 SE CASS AVENUE

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Meeting Date: May 13, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Grace Jelks, Management Assistant  
Contact Telephone Number: 541-492-6866

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#### 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

OLCC has received an application from Ami Japanese Restaurant, as a greater privilege granted for “Full 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 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 GREATER PRIVILEGE  
“FULL ON-PREMISES – COMMERCIAL” APPLICATION FOR AMI JAPANESE  
RESTAURANT, IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

- Limited On-Premises
- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

### LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

*City of Roseburg*  
(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

AMI JAPANESE RESTAURANT

Trade Name

# LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
<b>Identify</b> the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <b>KWANG PARK</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <b>AMI JAPANESE RESTAURANT</b>		
Premises street address (The physical location of the business and where the liquor license will be posted): <b>634 SE CASS AVE</b>		
City: <b>ROSEBURG</b>	Zip Code: <b>97470</b>	County: <b>DOUGLAS</b>
Business phone number: <b>541-672-8459</b>		Business email: <b>AMISUSHI@AMISUSHI.INFO</b>
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[11]</a> ): <b>634 SE CASS AVE</b>		
City: <b>ROSEBURG</b>	State: <b>OR</b>	Zip Code: <b>97470</b>
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<b>AUTHORIZED REPRESENTATIVE</b> – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application. <b>I give permission for the below named representative to:</b> <input type="checkbox"/> Make changes regarding this license/application on my behalf. <input type="checkbox"/> Sign application forms regarding this license/application on my behalf. <input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
<b>Representative Name:</b>		
Phone number:		Email:
Mailing address:		
City:	State:	Zip Code:

Please note: liquor license applications are public records.

OLCC Liquor License Application (Rev. 6.1.23)

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**  
KWANG PARK

Phone number:  
541-554-9447

Email:  
AMISUSHI@AMISUSHI.INFO

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

AMI JAPANESE RESTAURANT

# LIQUOR LICENSE APPLICATION

AMI JAPANESE RESTAURANT

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

**KWANG PARK**



**04/21/24**

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

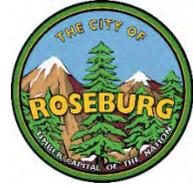
Print name

Signature

Date

Atty. Bar Info (if applicable)

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE OUT CITY OF ROSEBURG, DOUGLAS COUNTY AND LANE COUNTY-WIDE, TECHNICAL ASSISTANCE PROGRAM - REALITY KITCHEN

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**Meeting Date:** May 13, 2024  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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#### ISSUE STATEMENT AND SUMMARY

The City of Roseburg was awarded a \$250,000 Community Development Block Grant (CDBG) through the Oregon Business Development Department in order to assist Reality Kitchen develop an online curriculum to lead young adults who experience Intellectual and Developmental Disabilities (IDD). The curriculum involved learning and practicing skills required to plan and prepare meals in a home-based environment, that could then translate into assisting those with IDD gain meaningful employment in the food industry. The purpose of the public hearing is to make City Council aware of what occurred as a result of the program and to officially close out the grant.

#### BACKGROUND

##### A. Council Action History.

- December 12, 2022: Council held a public hearing and adopted Resolution 2022-35 authorizing an application for CDBG funds for Business Oregon's Technical Assistance Program.

##### B. Analysis.

On April 5, 2023, the City of Roseburg entered into a contract with the Oregon Business Development Department. Shortly thereafter, an additional contract was developed between the City and the CCD Business Development Corporation (CCD), in which CCD acted as the subgrantee for the project, assisting in grant administration and carrying out the grant fund in accordance with CDBG program requirements.

With the assistance of CCD, the City of Roseburg was able to provide funding to Reality Kitchen to help them develop an online curriculum adapted from their in-person program that serves individuals with IDD currently offered in their Eugene bakery and café. During COVID, Reality Kitchen recognized the need to provide continued assistance to those who were unable to attend training at their Eugene facility. They developed a plan to broaden the number of individuals they could assist by creating an online course that

people experiencing IDD living in rural communities across Lane and Douglas counties could utilize.

Major activities and accomplishments from the program include:

- The development of the curriculum.
- The development of partnerships with local stakeholders throughout Douglas and Lane counties to help ensure program sustainability and ongoing financial resources so the use of the online curriculum will be available to individuals in the future.
- Partnered with Verizon and other technology specialists to build a web-based portal for participants to access the online curriculum.

**C. Financial/Resource Considerations.**

If the grant is not closed out properly, the City could be held responsible for repayment of portions of the grant.

**D. Timing Considerations.**

Holding the public hearing will enable City staff to close out the grant with the Oregon Business Development Dept., the US Dept. of Housing and Urban Development and our local grant administrative partners, CCD.

**COUNCIL OPTIONS**

- Council can direct staff to close out the CDBG grant; or
- Council can choose not to close out the CDBG grant.

**STAFF RECOMMENDATION**

Staff recommends that Council make a motion to have staff close out the Reality Kitchen CDBG grant.

**SUGGESTED MOTION**

***“I MOVE TO DIRECT STAFF TO OFFICIALLY CLOSE OUT THE REALITY KITCHEN CDBG GRANT.”***

**ATTACHMENTS:**

Attachment #1 – Notice of Public Hearing Regarding Completion of Community Development Block Grant Project

**CITY OF ROSEBURG NOTICE OF PUBLIC HEARING REGARDING A REALITY KITCHEN  
RURAL INITIATIVE PROJECT FUNDED WITH COMMUNITY DEVELOPMENT BLOCK  
GRANT FROM THE OREGON BUSINESS DEVELOPMENT DEPARTMENT**

**NOTICE IS HEREBY GIVEN**, the City of Roseburg is completing a Reality Kitchen Rural Initiative project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is Lane and Douglas counties. It is estimated the project will benefit at least 12 people of whom 100% are low or moderate income.

**NOTICE IS HEREBY GIVEN**, that a public hearing will be held by the City of Roseburg City Council at 7:00p.m. on Monday, May 13, 2024 at the City Council Chambers, City Hall, 900 SE Douglas Ave., Roseburg, Oregon.

The purpose of the hearing is for the City of Roseburg City Council to obtain citizens' views about the project and to take comments about the local government's performance.

Written comments are also welcome and must be received by Monday, May 13, 2024 at City Hall, 900 SE Douglas Ave., Roseburg, OR 97470 ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)). Both oral and written comments will be reviewed by the City of Roseburg City Council.

The location of the hearing is accessible to persons with disabilities. Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas Ave., Roseburg, OR 97470 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need accommodation. TDD users please call Oregon Telecommunications Relay at 1-800-735-2900.

More information about the Oregon Community Development Block Grant program and the project is available for public review at Roseburg City Hall, 900 SE Douglas Ave., Roseburg, OR 97470 during regular office hours. Advance notice is requested.

  
Amy Nyles, City Recorder

Dated this 18<sup>th</sup> day of April and published in The News-Review on April 25, 2024.

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

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# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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## ANNUAL FEE ADJUSTMENTS

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Meeting Date: May 13, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Amy Nytes, City Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, fees are to be adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI) to account for the increased cost to provide those services. As part of the review process, staff included a deeper look at the Community Development Department (CDD) fees. The issue for Council is whether to adopt the attached resolution(s) updating the City fee schedule.

### BACKGROUND

#### A. Council Action History.

Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May to adjust fees effective July 1<sup>st</sup>.

#### B. Analysis.

City of Roseburg fees were originally adopted through two resolutions: Resolution No. 91-18 applied to water service related fees; and Resolution No 92-13 applied to all other fees. Therefore, there are two resolutions attached for your consideration. The attached Resolutions incorporate all of the adjustments described in this section.

1. **Airport Facilities:** Rent/Lease Rates for the Airport are adjusted annually using the CPI (CPI-U West index) and rounded to the nearest dollar, with a maximum increase of 3%. The CPI-U West increase is 3.6%; therefore, the proposed increase would be 3%.
2. **Business Permits/Licenses:** Most of these fees are proposed to stay the same. The linear foot fee for non-carrier telecommunication providers that occupy the public way, but have no customers in the City, shall be adjusted annually in accordance with the current CPI (CPI-U West index – 3.6%) rate.
3. **Community Development - Planning:** In compliance with Resolution No. 2008-10, Department fees are to be adjusted by the current CPI (CPI-U West index – 3.6%) rate. However, due to increased costs associated with software and staffing, CDD took a deeper look at their existing fees. After analyzing other cities of a similar size up and down the I-5 corridor and reviewing similar fees with the

Douglas County Planning Department, staff determined that Roseburg's permitting and land use action fees are extremely low. In most cases, comparable cities and Douglas County are charging twice the amount of what Roseburg is requiring for a similar service. Attachment #4 includes a fee comparison from a number of different communities.

Like most City departments, the CDD is funded through the General Fund. Most of the departmental fees are charged for actions that the property owner is requesting to take, such as partitions, zone changes or site plan reviews. These are individual to the project being performed and are currently subsidized by the entire taxpayer base. As costs for things like software and staffing continue to grow, staff is recommending that a portion of these costs be offset with higher fees for these owner-initiated projects.

In order to provide the City Council with a number of options, staff has provided information showing three scenarios.

1. Increase fees by CPI of 3.6%
  2. Increase fees in two increments – July 1, 2024 and January 1, 2025
  3. Increase fees immediately to better offset costs
4. **Fire Department:** Pursuant to Resolution 2006-02, Fire Department service fees are to be adjusted annually based on the current CPI (CPI-U West index – 3.6%) rate.
  5. **Library:** The Library proposes to add a Technology Fee for use of the OWL in community rooms.
  6. **Parks Department:** The Parks Commission recommended updates to a number of fees within the Parks Department's fee schedule based on increasing costs associated with maintaining the City's Parks facilities.
  7. **Police Department:** The Police Department proposes to increase the administrative fee associated with vehicle impoundment and the fee for fingerprinting. The department proposes to add two new fees – one for preparing good conduct letters for visa applications and a fee for use of AV equipment in the PSC community rooms.
  8. **System Development Charges:** System Development Charges are to be adjusted annually based upon the March Construction Cost Index (CCI) as reported in the Engineering News Record twenty-city average with an inflation factor cap of 5% per year. This year's CCI is 2.70% and will impact the Parks, Storm, Transportation, and Water SDC's.
  9. **Storm Drainage Fees:** Monthly fees associated with storm drainage services is proposed to increase by the CPI (CPI-U West index – 3.6%).

**10. Water:** Water Service (monthly) fees, both demand and commodity charges, are to be adjusted annually based on the current CPI (CPI-U West index – 3.6%). Water System Development charges are proposed to be increased by the CCI, 2.70%.

**11. New Fees:** The Community Development Department is proposing to add the following fees: Addressing, Accessory Detached Structure fees, and a Zoning Confirmation Letter fee. The Library and Police Departments are proposing to add a Technology Fee for use of the OWL/AV in the community rooms. The Police Department is proposing to add a Good Conduct/Visa Letter fee.

**C. Financial/Resource Considerations.**

The proposed fee increases will help the City to offset the cost of services. In FY 2022-23, CDD fees generated \$53,116. They are projected to generate a similar amount in the current fiscal year. With the proposed fee increase, staff would estimate the fees to generate approximately \$100,000 annually. The increase would help offset the cost associated with new/improved software that is budgeted for implementation in the draft budget.

**D. Timing Considerations.**

In order to implement the fees on a fiscal year basis, the fee amendment resolutions should be adopted as soon as possible to allow Staff sufficient opportunity to prepare for implementation.

**COUNCIL OPTIONS**

Most of the fee updates have been proposed per existing Council policies. The increases to the Community Development Fees can be implemented in any of the following three ways:

- Implement the CPI increase of 3.6% - Exhibit "A" -1
- Implement increased CDD fees in two steps, one on July 1, 2024 and one on January 1, 2025 – Exhibit "A" -2
- Implement increased CDD fees in one step – reflected in Exhibit "A" - 3 – effective July 1, 2024

Once a decision is made concerning the implementation of increase CDD fees, the Council has the option to:

- Adopt the fee resolutions as presented; or
- Make amendments to fees and adopt the resolutions as amended; or
- Request additional information; or
- Take no action.

**STAFF RECOMMENDATION**

Staff recommends Council provide direction regarding the CDD fees and adopt the resolutions as presented.

**SUGGESTED MOTION**

1. ***"I MOVE TO INCLUDE OPTION (1, 2, OR 3) FOR THE CDD FEE CHANGES IN RESOLUTION NO. 2024-10."***
2. ***"I MOVE TO ADOPT RESOLUTION NO. 2024-10 AMENDING RESOLUTION NO. 92-13 REGARDING FEES."***
3. ***"I MOVE TO ADOPT RESOLUTION NO. 2024-11 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES."***

**ATTACHMENTS:**

- Attachment #1 – Resolution No. 2024-10 Amending Fees
- Attachment #2 – Resolution No. 2024-11 Amending Water Fees
- Attachment #3 – Comparison of existing vs proposed fees
- Attachment #4 -- CDD Fee Comparison

**RESOLUTION NO. 2024-10**

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES**

**WHEREAS**, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Department fees be made based upon the CPI (CPI-U West) index. That adjustment is 3.6% as of March 2024; and

**WHEREAS**, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the CPI (CPI-U West) index for the preceding calendar year up to a maximum of 3%. The current CPI index is 3.6%; the proposed adjustment will be capped for an increase of 3%; and

**WHEREAS**, Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index up to a maximum of 5%. The current year over year March Construction Cost index is 2.70%; and

**WHEREAS**, monthly storm drainage rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 3.6%; and

**WHEREAS**, Roseburg Municipal Code Section 9.25.110(B) establishes that the linear foot fee for non-carrier telecommunication providers that occupy the public way but have no customers in the City shall be adjusted annually in accordance with the CPI (CPI-U West) index. That adjustment is 3.6%; and

**WHEREAS**, the Parks Commission recommended fee increases to the Parks Fee Schedule at the May 1, 2024 meeting; and

**WHEREAS**, the Police Department has proposed small increases to the Vehicle Impoundment fee and the Fingerprint fee to better reflect actual costs; and

**WHEREAS**, the Community Development Department has requested increases in several existing fees to reflect the increase in costs associated with processing permit requests; and

**WHEREAS**, new fees are proposed for inclusion in the fee schedule. These include the following fees in the Community Development Department: "Addressing", "Zoning Confirmation Letter", "Accessory Detached Structure", a "Technology Fee" in the Library Department and Police Departments for use of the OWL in community rooms, and a "Good Conduct/Visa Letter" fee in the Police Department.

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

**Section 1. The City of Roseburg Fee Schedule, effective July 1, 2024 and attached hereto as Exhibit "A", is adopted.**

**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 13<sup>th</sup> DAY OF MAY, 2024.**

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**Amy Nytes, City Recorder**

**PUBLIC INFORMATION REQUESTS**

**COPIES/STAFF TIME**

**MISCELLANEOUS RECORDS: (Applied to requests from any department)** **COST** **UNIT**

**Contract/Bid Documents**

Containing 20-50 pages .....	\$ 15.00	per document
Containing more than 50 pages .....	\$ 25.00	per document

(Note: May be waived by City Manager on individual contract basis)

**Personnel Costs**

Will be charged for requests requiring more than 1/2 hour staff time. Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.

**Photocopy Charges**

Service charge of \$1.00 plus

Black and White up to 8 1/2 x 14 .....	\$ 0.25	per page
Color up to 8 1/2 x 14 .....	\$ 0.50	per page
11 x 17 .....	\$ 0.50	per page
36 x 36 .....	\$ 5.00	per page

<b>Digital Images (Photos, Videos or Files)</b> .....	\$ 15.00	each
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**CITY RECORDER RECORDS**

**Business Registration List**

Complete List .....	\$ 15.00	per document
Annual List .....	per page fee	

**Municipal Code**

Complete (unbound) .....	\$ 75.00	per document
Updates .....	per page fee	

**COMMUNITY DEVELOPMENT/BUILDING RECORDS**

Comprehensive Plan .....	\$ 25.00	per document
Comprehensive Plan Map .....	\$ 20.00	per document
Downtown Master Plan .....	\$ 25.00	per document
Historic Resources Inventory		
Per Volume .....	\$ 25.00	per volume
Per Set .....	\$ 100.00	per set
Title 12 (Land Use Development Regulations) - Roseburg Municipal Code .....	\$ 25.00	per document
Urban Renewal Plan .....	\$ 10.00	per document
Wetlands Conservation Plan .....	\$ 15.00	per document
Zoning Maps .....	\$ 20.00	per document

**FINANCE RECORDS**

Audit .....	\$ 30.00	per document
Budget .....	\$ 30.00	per document

**FIRE DEPARTMENT RECORDS**

Emergency Response Report .....	\$ 10.00	per document
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**LIBRARY**

Black and White Copies .....	\$ 0.25	per page
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City of Roseburg Master Fee Schedule  
Exhibit "A"

Color Copies .....	\$	0.50	per page
<b>PARK DEPARTMENT RECORDS</b>			
Bikeway Master Plan .....	\$	25.00	per document
Parks Master Plan .....	\$	25.00	per document
<b>POLICE /COURT RECORDS</b>			
Accident Report .....	\$	10.00	per report
Police Report .....	\$	10.00	per report
Supplemental Copies .....	\$	5.00	per supplement
Digital Images (Photos/Videos) .....	\$	15.00	per image
Video Cam Footage			
Full blur (digital or CD) .....	\$	15.00	
Partial blur .....			\$12.00/minute staff time + \$5.00/dvd
<b>PUBLIC WORKS RECORDS</b>			
Aerial Maps - photo copy .....	\$	2.50	per document
Aerial Maps - digital format .....	\$	15.00	per document
Airport Master Plan .....	\$	25.00	per document
Base Maps (Storm/Water) (photo copy) .....	\$	2.50	per document
Computer Mapping .....	\$	50.00	per hour
Computerized City Map .....	\$	15.00	per document
Design Standards .....	\$	25.00	per document
Mylars .....	\$	15.00	each
Standard Specifications (hardbound) .....	\$	15.00	per document
Standard Drawings (hardbound) .....	\$	15.00	per document
Storm Drain Master Plan .....	\$	25.00	per document
<b>WATER DEPARTMENT RECORDS</b>			
Master/Capital Improvement Plan .....	\$	25.00	per document
Test Report .....	\$	2.00	per document

City of Roseburg Master Fee Schedule  
Exhibit "A"

ADMINISTRATION	COST	UNIT
<b>Appeal</b> of Commission/City Manager/Staff Decision ..... <i>(unless defined under department)</i>	\$ 250.00	
<b>Document Recording</b> .....	Actual Cost	
<b>Employment Application Processing</b> Tested Positions Only <i>(per applicant)</i> .....	Actual Cost	
<b>Public Safety Center Room Rental</b>		
Non-Governmental Agencies:		
North Umpqua Room .....	\$ 50.00	per hour or portion
South Umpqua Room .....	\$ 50.00	per hour or portion
Salmon Room .....	\$ 50.00	per hour or portion
Umpqua Room .....	\$ 100.00	per hour or portion
Refundable Security Deposit .....	\$ 250.00	per occurrence
Governmental Agencies:		
All Rooms .....	no charge	first 4 hours
All Rooms .....	\$ 100.00	per day if over 4 hrs
<b>Roseburg Public Library Room Rental</b>		
Roseburg Public Library/City of Roseburg/Douglas ESD/Friends of the Library ..	no charge	
Recognized veterans organizations .....	no charge	
Other agencies:		
Ford Family Room		
Re-key fee.....	\$ 150.00	per incident
When Douglas ESD or Library open to public .....	\$ 25.00	
When Douglas ESD and Library closed to public .....	\$ 75.00	
Deer Creek Room .....	\$ 25.00	
South Umpqua Room .....	\$ 25.00	
Multipurpose Room #1		
Meeting Room only or single-point videoconferencing .....	\$ 25.00	
Multi-point videoconferencing .....	Contact ESD for quote	
Multipurpose Room #2		
Meeting Room only or single-point videoconferencing .....	\$ 25.00	
Multi-point videoconferencing .....	Contact ESD for quote	
Study Room..... <i>(time may be extended if no one is waiting)</i>	no charge	drop-in basis for 2 hrs
<b>Right-of-Way Permit</b>		
Sidewalk Sales, Sign/Obstruction <i>(see Public Works for construction)</i> .....	\$ 25.00	
<i>(Events sponsored by the city or a city-funded downtown association exempted)</i>		
<b>Street Closure Permits/Barricades (Parades/Special Permits)</b> .....	\$ 25.00	
<i>(Military and funerals exempted)</i>		
<b>Voters' Pamphlet Submissions</b>		
Candidate Statement .....	\$ 25.00	
Measure Argument or Statement of Endorsement .....	\$ 25.00	

City of Roseburg Master Fee Schedule  
Exhibit "A"

**AIRPORT FACILITIES**

	COST	UNIT
<b>Commercial Operator's Permit</b>		
Seasonal .....	\$ 200.00	3 months
Non-Seasonal .....	\$ 125.00	per quarter
Initial Application Review .....	\$ 100.00	
<b>Fuel</b>		
Fuel Flowage ( <i>payable by fuel purchaser</i> ) .....	\$ 0.05	per gallon
Profit Margin on Retail Sales of Aviation Fuels .....	\$ 0.50	per gallon over wholesale
<b>Overnight Tie-Down Rates</b> ( <i>Government Operations exempted</i> )		
Single engine .....	\$ 3	per day
Twin engine .....	\$ 5	per day
<b>Rent/Lease Rates (Annual)</b>		
Non-Aviation Related Use of Corporate Hangar Space .....	\$ 0.75	per square foot
<p><i>Annual adjustments to the following Airport fees will be tied to the CPI-U West index, December to December and rounded to the nearest dollar (3% maximum) and become effective July of each year. This applies to: Non-Aviation Related Use of Corporate Hangar Space, Aviation Suites , Commercial "Lear"; Storage Units B, F, G, H, I; Hangar row "C", south end Single T-Hangars; all Twin hangars; north end Single T-Hangars; Tie-Downs Single and Twin. This adjustment will not apply to Storage Unit J until such time as the fees charged for storage units rise to the same level. Corporate Hangar Space and Aviation Suites shall be adjusted by the CPI-U West index, but is not rounded to the nearest dollar or cent.</i></p>		
<b>Rent/Lease Rates (Monthly)</b>		
Additional North-End Corporate Hangar Parking Space .....	\$ 26.00	per month
3 Commercial "Lear" .....	\$ 875.00	per month
Corporate Hangar Space & Aviation Suites .....	\$ 0.3423	annual per sq foot
Storage Units B, G, H, I .....	\$ 88.00	
Storage Unit J .....		per month
Storage Unit F .....	\$ 65.00	per month
T-Hangar Single (except I-5, I-9, I-14) .....	\$ 270.00	per month
T-Hangar Single (North End 1-5, 1-9, 1-14) .....	\$ 198.00	per month
T-Hangar Twin .....	\$ 497.00	per month
T-Hangar Single Daily Rate .....	\$ 25.00	per day
T-Hangar Twin Daily Rate .....	\$ 36.00	per day
T-Hangar Row "C" .....	\$ 230.00	per month
Tie-Downs Single .....	\$ 44.00	monthly per space
Tie-Downs Twin .....	\$ 74.00	monthly per space
<b>Security Deposit (Refundable) for T-Hangar and Storage Unit Rentals .....</b>	<b>\$ 100.00</b>	

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>BUSINESS PERMITS/LICENSES</b>		
	<b>COST</b>	<b>UNIT</b>
<b>Appeals</b>		
Denied/Suspended/Revoked Application/Registration/Permit/License .....	\$ 250.00	
<b>Alarm Agent Permit</b> .....		
On or After 7/1 .....	\$ 20.00	annually
Original Application Investigation Charge .....	\$ 10.00	
Original Application Investigation Charge .....	\$ 30.00	one-time
<b>Business Registration</b> .....		
Addition of Co-Owner .....	\$ 150.00	one-time
Addition of Co-Owner .....	\$ 75.00	one-time
<b>Closing Out Sale</b> .....		
	\$ 50.00	each
<b>Facilities/Property Use Agreement (nonpark)</b>		
Application/Agreement Processing .....	\$ 25.00	each
Damage Deposit ( <i>refundable</i> ) .....	\$ 100.00	
<b>Medical Marijuana Dispensaries</b>		
Operator's License .....	\$ 500.00	annually
On or After 7/1 .....	\$ 250.00	
Original Application Investigation Charge .....	\$ 500.00	one-time
Dispenser License .....	\$ 50.00	annually
On or After 7/1 .....	\$ 25.00	
Original Application Investigation Charge .....	\$ 50.00	one-time
<b>OLCC</b>		
New Outlet .....	\$ 100.00	each
Ownership, Location or Privilege Change .....	\$ 75.00	each
Renewal or Temporary License .....	\$ 35.00	each
Special Occasion Events on City Property .....	\$ 10.00	per day
Special Occasion Events on Private Property .....	\$ -	
<b>Recreational Marijuana Dispensaries</b>		
Operator's License .....	\$ 500.00	annually
On or After 7/1 .....	\$ 250.00	
Original Application Investigation Charge .....	\$ 500.00	one-time
Dispenser License .....	\$ 50.00	annually
On or After 7/1 .....	\$ 25.00	
Original Application Investigation Charge .....	\$ 50.00	one-time
<b>Social Gaming License</b>		
License .....	\$ 150.00	annually
On or After 7/1 .....	\$ 75.00	
Original Application Investigation Charge .....	\$ 100.00	one-time
<b>Solid Waste Management License</b>		
Annual (per fiscal year) .....	\$ 29,500.00	annually
On or After 7/1 .....	\$ 14,750.00	
Original Application Investigation Charge .....	\$ 2,500.00	one-time
Term Extension .....	\$ 500.00	annually

City of Roseburg Master Fee Schedule  
Exhibit "A"

**Taxicab/Limousine**

Driver's Permit .....	\$ 20.00	annually
On or After 7/1 .....	\$ 10.00	
Original Application Investigation Charge .....	\$ 30.00	
Operator's License .....	\$ 150.00	per vehicle/per year
On or After 7/1 .....	\$ 75.00	
Original Application Investigation Charge .....	\$ 200.00	

**Transportation Network**

Driver's Permit .....	\$ 20.00	annually
On or After 7/1 .....	\$ 10.00	
Original Application Investigation Charge .....	\$ 30.00	
Operator's License .....	\$ 480.00	annually
On or After 7/1 .....	\$ 240.00	
Original Application Investigation Charge .....	\$ 200.00	

**Telecommunications Providers**

Franchise Application Review .....	\$ 200.00	
Franchise Renewal .....	\$ 100.00	
Carrier Franchise Fee ( <i>paid quarterly - Qwest only</i> ) .....	7% of gross revenues prior qtr	
Non-Carrier w/City Customers ( <i>paid quarterly</i> ) .....	5% of gross revenues prior qtr	
Small Cell .....	\$ 270.00	per cell/annually

*Annual adjustments to the Non-Carrier w/facilities in right-of-way but no City Customers fees will be tied to the CPI-U West index, December to December, not rounded to the nearest dollar or cent and become effective July of each year (RMC 9.25.110(B))*

		annual/per linear foot
*Non-Carrier w/facilities in right-of-way, but no City Customers .....	\$ 2.7732	of public way

City of Roseburg Master Fee Schedule  
Exhibit "A"

FINANCE DEPARTMENT	COST	UNIT
<b>Collection Fee</b>		
23% of the monetary obligation for utility and miscellaneous accounts, added to the amount of the debt, to equal the collection fee charged by the collection agency		
<b>Credit Card Processing Fee</b> <i>(Does not apply to utility payments)</i>	3%	Payments over \$1000
<b>Hotel/Motel Occupancy Tax</b> <i>(of room rent charged)</i> .....	8%	
<i>Note: State of Oregon assesses additional 1% which goes to State</i>		
<b>Lien Search Fee</b> .....	\$ 25.00	
Exception: Search conducted on the same parcel of property by the same Title company within 45 days of the initial search on that piece of property...		
	\$ 15.00	
<b>Municipal Court</b>		
Collection Fee - 25% of the monetary obligation .....	up to Max of \$250.00	
Juror Appearance Fee .....	\$ 5.00	per day
Jurors Chosen and Sworn as a Juror .....	\$ 10.00	per day
Witness Compensation <i>(subpoenaed to Municipal Court)</i> .....	\$ 10.00	per day
<b>Non-Sufficient Funds</b> <i>(for returned checks)</i> .....	\$ 25.00	
<b>Parking Facilities</b>		
Armory Parking Lot .....	\$ 35.00	monthly
Court Street Lot .....	\$ 22.00	monthly
Phillips Parking Lot .....	\$ 28.00	monthly
Shalimar Parking Lot .....	\$ 32.00	monthly
Overpark 2nd Level .....	\$ 22.00	monthly
3rd Level .....	\$ 17.00	monthly
Oversize Vehicle .....	\$ 25.00	monthly
Discount Bulk Purchase of Rental Spaces		
Spaces 10 through 15 .....	10%	
Additional Spaces over the additional 15 .....	15%	
<b>Parking Meter Rates</b> .....	\$ 0.50	time varies
<b>Residential Parking Exemption Permits</b>		
Permanent Residents .....	\$ 10.00	annually
Temporary Houseguest of Resident .....	\$ 5.00	two-weeks
<b>Parking Meter Exemption Permits</b> .....	\$ 5.00	per day

City of Roseburg Master Fee Schedule  
Exhibit "A"

**Service and Delivery Permit**

*(Pursuant to Roseburg Municipal Code Section 8.02.100(F))*

Monthly .....	\$	5.00
Annually .....	\$	50.00

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>FIRE DEPARTMENT</b>	<b>COST</b>	<b>UNIT</b>
<i>All annual adjustments to the Fire Department fee schedule will be tied to the CPI-U West index, December to December and rounded to the nearest dollar and become effective July of each year. This adjustment will not apply to Burn Permits or Special Event Inspections.</i>		
<b>False Alarm Response Fee</b> to be assessed for the 3rd through 6th false alarm for the same locaction within any calendar year (partial reimbursement) .....		
\$	391.00	each
7th and each subsequent false alarm (full reimbursement) .....		
\$	908.00	each
<b>False Alarm Appeal Fee</b> .....		
\$	151.00	
<b>Inspections</b>		
Illegal Occupancy .....		
\$	430.00	each
Exceeding Maximum Occupant Load .....		
\$	198.00	each
"A" Occupancy Inspections ( <i>after hours</i> ) .....		
\$	121.00	each
<b>Business Inspections</b>		
Initial Inspection .....		
	No Charge	
Unmitigated violations - Subsequent re-inspections		
1st Re-inspection Visit .....		
		per facility plus
\$	198.00	\$33.00 per violation
2nd Re-inspection Visit .....		
\$	351.00	\$33.00 per violation
3rd & Subsequent Re-inspection Visit .....		
\$	624.00	\$33.00 per violation
<b>Permits</b>		
Blasting .....		
\$	196.00	
Burn Permits		
Residential .....		
\$	75.00	
Commercial .....		
\$	370.00	
Exempt from Seasonal Restriction .....		
\$	100.00	
Fireworks including retail sales inspection		
Booth .....		
\$	156.00	
Tent .....		
\$	196.00	
Display .....		
\$	391.00	
Storage Tanks		
Installation .....		
\$	196.00	
Removal .....		
\$	118.00	
<b>On-Site Inspections</b>		
Underground Piping		
Flushing .....		
\$	117.00	
Hydrostatic Test .....		
\$	117.00	
Aboveground Piping		
Modifications/Remodels .....		
\$	117.00	
Sprinkler System Pre-Cover ( <i>\$50 minimum</i> ) .....		
\$	117.00	per hour
Hydrostatic Test .....		
\$	117.00	
Pneumatic Test .....		
\$	117.00	
Dry Piping Trip Test .....		
\$	117.00	

City of Roseburg Master Fee Schedule  
Exhibit "A"

Standpipes .....	\$ 117.00	
Fire Alarm Systems .....	\$ 117.00	per hour
Missed Appointment Fee .....	\$ 117.00	
Smoke Removal Systems .....	\$ 117.00	
Final Inspection (\$100.00 minimum) .....	\$ 117.00	per hour
New Hydrant Installation Inspection and Flushing per Hydrant .....	\$ 196.00	per hydrant
 <b>Additional Inspections</b>		
Clean Agent System (site inspection/room integrity flow & alarm test) .....	\$ 196.00	
Commercial Cooking Suppression System (site inspection / trip test) .....	\$ 156.00	
Special Events (per vendor, per year) .....	\$ 50.00	
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell		
Special Inspection (typically business insurance purposes) .....	\$ 146.00	per hour
Spray Booth (site inspection/trip test) .....	\$ 196.00	
Temporary Membrane Structures, Tents and Canopies .....	\$ 117.00	
 <b>Plan Review</b>		
Including Deferred Submittals (\$50.00 minimum if less than 1 hour) .....	\$ 117.00	per hour
 <b>Mechanical Inspection</b>		
Fire Smoke Damper (per damper) .....	\$ 24.00	
 <b>Site Review/Consultation</b>		
First hour free - Each additional hour per project .....	\$ 117.00	per hour
 <b>Hazardous Materials</b>		
One hour minimum - Non-State Team Response .....	\$ 391.00	
After first hour (fractional thereafter by 1/4 hour; actual wage & benefit of employees)		
Materials (e.g. foam, booms, absorbent) .....	Actual Cost	
Apparatus .....	Pursuant to Oregon State Fee	

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>LIBRARY</b>	<b>COST</b>	<b>UNIT</b>
<b>Library Card</b>		
Residents .....	No Charge	
Transitional ( <i>residents without a permanent address</i> ) .....	No Charge	
Student ( <i>youth ages 0-high school graduation living within the Roseburg Public School District boundary</i> ) .....	No Charge	
Teacher Cards ( <i>full-time Kindergarten through grade 12 classroom teachers and school media center staff employed by public or private schools within the Roseburg Public School District boundary, who reside outside the Roseburg city limits</i> ) .....	No Charge	
Douglas County School Districts - Students and Staff ( <i>outside Roseburg Public School Boundary - under contract with the City</i> ) .....	\$ 20.00	per person/annually
Non-Residents* .....	\$ 60.00	annually
.....	\$ 15.00	per quarter
Replacement Fee .....	\$ 1.00	
<i>*Every person in one household may have a non-resident library card for the single fee. "Household means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.</i>		
<b>Lost or Damaged Items</b>		
<i>Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the items plus a processing fee.</i>		
Cost of Items as Indicated in Automation System; or		
Adult Hardcover Book .....	\$ 30.00	
YA and Junior Hardcover Book .....	\$ 20.00	
Picture Book .....	\$ 15.00	
Board Book (Toddler) .....	\$ 10.00	
Adult Trade Paperback .....	\$ 15.00	
Adult Mass Market Paperback .....	\$ 8.00	
YA and Junior Paperback .....	\$ 10.00	
Adult Audiobook .....	\$ 50.00	
Children's Audiobook .....	\$ 35.00	
Compact Disc .....	\$ 20.00	
Magazine and Newspaper .....	\$ 4.00	
DVD .....	\$ 25.00	
Large Print Hardcover Book .....	\$ 35.00	
Large Print Paperback Book .....	\$ 25.00	
Processing Fee for Damaged or Lost Item .....	\$ 2.00	
<b>Reference Services</b>		
Microfilm Reference Request .....	\$ 10.00	
Interlibrary Loan .....	\$ 5.00	plus cost of shipping per item
<b>Maker Space Materials</b>		
Bobbin .....	\$ 0.50	each
3D Printer Filament .....	\$ 0.05	gram
1 Inch Button .....	\$ 0.10	each

City of Roseburg Master Fee Schedule  
Exhibit "A"

2 1/4 Inch Button .....	\$	0.15	each
12"x12" scrapbook paper	\$	0.75	per sheet
<b>Miscellaneous</b>			
Enclosure Case ( <i>e.g. DVD or audiobook</i> ) Replacement .....	\$	2.00	each
Earbuds .....	\$	2.00	each
Technology Fee (OWL) - Community Rooms in the Library	\$	25.00	

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>PARKS DIVISION</b>		
	<b>COST</b>	<b>UNIT</b>
<b>Band Shell</b>		
	<b>Resident</b>	
Entire Shell .....	\$ 300.00	
Platform Only .....	\$ 150.00	
Cleaning Deposit ( <i>Refundable</i> ) .....	\$ 60.00	
<b>Band Shell</b>		
	<b>Non-Resident</b>	
Entire Shell .....	\$ 360.00	
Platform Only .....	\$ 180.00	
Cleaning Deposit ( <i>Refundable</i> ) .....	\$ 60.00	
<b>Concessionaire</b>		
Daily .....	\$ 20.00	per day
Monthly .....	\$ 150.00	per month
Utility Hook-up ( <i>per day - upon request</i> ) .....	\$ 30.00	per day
<b>Field Lighting</b>		
Stewart Park Softball Fields .....	\$ 8.00	per hour
<b>Key Deposit (<i>Refundable</i>)</b> .....	\$ 25.00	
<b>Loudspeaker Permit</b> .....	\$ 20.00	
<b>Memorial Fees</b>		
Stationary Park Bench - Stewart Park .....	\$ 1,500.00	
Stationary Park Bench - All Other Parks .....	\$ 1,200.00	
Swinging Park Bench - Stewart Park .....	\$ 3,000.00	
Swinging Park Bench -All Other Parks .....	\$ 2,500.00	
Tree (2" + caliper) - Stewart Park .....	\$ 500.00	
Tree (2" + caliper) - All Other Parks .....	\$ 450.00	
<b>Parks and Recreation Programs</b>		
Resident .....	Actual cost of time and materials	
Non-Resident .....	Actual cost of time and materials plus 25%	
<b>Pavilion/Gazebo/Patio Use</b>		
	<b>Resident</b>	
1/2 Stewart Park Pavilion .....	\$ 90.00	
Entire Stewart Park Pavilion .....	\$ 180.00	
Stewart Park Small Pavilion .....	\$ 60.00	
Gaddis Park Pavilion .....	\$ 90.00	
Sunshine Park - North Pavilion .....	\$ 75.00	
Sunshine Park - South Pavilion .....	\$ 90.00	
<b>Pavilion/Gazebo/Patio Use</b>		
	<b>Non-Resident</b>	
1/2 Stewart Park Pavilion .....	\$ 110.00	
Entire Stewart Park Pavilion .....	\$ 220.00	
Stewart Park Small Pavilion .....	\$ 70.00	
Gaddis Park Pavilion .....	\$ 110.00	
Sunshine Park - North Pavilion .....	\$ 90.00	

**City of Roseburg Master Fee Schedule  
Exhibit "A"**

Sunshine Park - South Pavilion ..... \$ 110.00

**Special Event** *(Assessed per event per day for any Park or Park area within the Park System)*

Resident .....	\$ 150.00	per event/per day
Non-Resident .....	\$ 180.00	per event/per day
Refundable Cleaning Deposit .....	\$ 30.00	per event

**Seasonal Activity User** *(Annual by Agreement - allows unlimited League Participation)*

Individual - Resident .....	\$ 15.00	annually
Individual - Non-Resident .....	\$ 18.00	annually
Practice Field Users <i>(per team per season)</i> .....	\$ 125.00	ea team/per season
School District #4 .....	\$ 5,000.00	annually
Y.M.C.A. ....	\$ 1,925.00	annually

**Stewart Park Field Advertising** *(per field location and advertising period)* ..... \$ 250.00

**Recognized Veteran organizations shall be exempt from paying park usage fees under the following circumstances:**

- \* Exemption applies only to Memorial Day and Veteran's Day
- \* Exemption applies only to reservations for events sponsored by a recognized Veteran organization that will be open to the general public.
- \* No exemption shall be granted for events that are exclusive to the Veteran organization and preclude the general public from utilizing the reserved park facility.

**System Development Charge**

*Annual adjustments to the System Development Charges will be adjusted by the March Construction index, rounded to the nearest dollar and become effective July of each year.*

SDC Per Equivalent Residential Unit [ERU] for new development .....	\$ 736.00
Administrative Fee in addition to the SDC Charge .....	4%
Maximum Administrative Fee in addition to SDC Charge .....	\$ 2,500.00

Based on the ratios included in the methodology [Resolution 98-4] for each individual dwelling unit, the SDC will be as follows:

Single Family Detached Dwelling .....	1.00	ERU Ratio
Single Family Attached Dwelling .....	0.86	ERU Ratio
Duplex <i>(two attached units)</i> .....	0.76	ERU Ratio
Multi-Family Dwelling <i>(3 or more units)</i> .....	0.58	ERU Ratio
Manufactured Home Park <i>(3 or more units)</i> .....	0.66	ERU Ratio
Transient Occupancy Development <i>(per room)</i> .....	0.57	ERU Ratio

**Effective July 1, 2010,** development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>POLICE DEPARTMENT</b>
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	COST	UNIT
<b>Administrative Fee - Vehicle Impoundment</b> .....	\$125.00	
<b>False Alarm Response Fee</b> to be assessed for the third and each subsequent false alarm for the same location in any calendar year .....	\$ 100.00	
<b>False Alarm Appeal Fee</b> .....	\$ 100.00	
<b>Fingerprint</b> .....	\$ 30.00	
Each additional .....	\$ 5.00	
<b>Firearms Discharge Permit</b> .....	\$ 10.00	
<i>(Military and Funerals Exempted)</i>		
<b>Livestock Permit</b> .....	\$ 50.00	
<b>Loudspeaker Permit</b> <i>(for Non-Park Events)</i> .....	\$ 20.00	
Good Conduct/Visa Letter	\$ 25.00	
Technology Fee - Community Rooms in PSC	\$ 25.00	

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>PUBLIC WORKS DEPARTMENT</b>
--------------------------------

	COST	UNIT
<b>Pavement Cut Penalty</b>		
Arterial/Collector Streets .....	\$ 500.00	base
If in travel lane, additional .....	\$ 25.00	per square foot
Residential Streets .....	\$ 200.00	base
If in travel lane, additional .....	\$ 25.00	per square foot
<b>Paving Permit</b> .....	\$ 25.00	
<b>Revocable Permit</b>		
Residential .....	\$ 200.00	
Non-Residential up to 100 l.f. Initial Fee .....	\$ 200.00	
Non-Residential up to 100 l.f. Annual Fee .....	\$ 150.00	
Non-Residential Encroachments over 100 l.f. ....	Basic Charge + 0.50 per l.f.	annually
<b>Right-of-Way Permit</b>		
Construction - Base Fee for first 40 lineal feet .....	\$ 30.00	
Trenching 0.35 per lineal foot over 40 lineal feet in addition to base fee		
Boring and Overhead 0.20 per lineal foot in addition to base fee		
Re-inspection Penalty Fee .....	\$ 50.00	
<b>Sidewalk/Driveway Curb Permit:</b> Minimum ( <i>plus 0.15 per square foot/0.15 per lineal foot for driveway/curb cut</i> ) .....	\$ 10.00	
<b>Transportation System Development Charge: (for new development)</b>		
<i>Transportation System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.</i>		
	<u>Per End Trip</u>	
Methodology ( <i>Resolution 2014-1</i> ) .....	\$ 3,529.00	
Administrative Fee in Addition to the SDC Charge .....	4%	
Maximum Administrative Fee in Addition to the SDC Charge .....	\$ 2,500.00	
Credit Application .....	\$ 250.00	

***Pursuant to Resolution #2014-2, Transportation SDC's are imposed at 25% or \$882.00 per end trip***  
**Effective July 1, 2010,** development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg Master Fee Schedule  
Exhibit "A"

<b>STORM DRAINAGE</b>
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**COST                      UNIT**

**System Development Charge**

*Storm System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.*

*New service connections: Any new development which results in increasing the amount of storm water discharged directly or indirectly from property into a public drainage facility shall pay the following connection fee and drainage system development charge.*

For a single family unit .....	\$	1,257.00	
For all other development per square foot of impervious surface .....	\$	0.419	
Minimum .....	\$	1,257.00	
Administrative Fee in Addition to the SDC Charge .....		4%	
Maximum Administrative Fee in Addition to the SDC Charge .....	\$	2,500.00	

**Storm Drainage Service**

*Effective July 1, 2019, Storm Drainage Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July of each year.*

For a single family unit .....	\$	9.23		
For other residential use property, per dwelling unit or per space .....	\$	9.23		per month
For all non-residential property receiving storm drainage service per ERU .....	\$	9.23		per month

**Application to Reduce Monthly Fee for Storm Drainage Service**

On ERU Residential .....	\$	50.00	
Two or more ERU Commercial .....	\$	100.00	

City of Roseburg - Master Fee Schedule

Resolution No. 2024-10  
Exhibit "A" - 1 CPI Only

**COMMUNITY DEVELOPMENT - PLANNING**

**COST UNIT**

*Unless otherwise indicated, all Community Development - Planning Division fees shall be adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.*

**Administrative Function**

Land use compatability statement (LUCS), DMV, State/Federal Forms..... \$ 37.30  
Zoning Confirmation Letter (letterhead, specific questions) .....  
Addressing ..... \$ 100.00  
\$ 100.00

**Amendment (Conditions, Findings and Plat) .....** \$ 355.00

**Annexation**

Petition Initiated ..... \$ 855.00

**Appeals**

Dangerous Building Abatement (to City Manager then Council) ..... \$ 350.00  
Director's Decision (\$250 cap) ..... Actual Cost  
Land Use Action (\$500 cap) ..... 1/2 of Application Fee  
Nuisance Abatement (to City Manager then Council) ..... \$ 300.00

**Boundary Line Adjustment .....** \$ 283.86

Resubmittal Fee (30% of the required application fee for the initial application)

**Comprehensive Plan Amendment (Map/Text) .....** \$ 1,712.00

Urban Growth Boundary ..... \$ 2,135.00  
Resubmittal Fee (Map) (30% of the required application fee for the initial application)

**Conditional Use Permit .....** \$ 712.00

Day Care ..... \$ 350.00  
Resubmittal Fee (30% of the required application fee for the initial application)

**Demolition Permit .....** \$ 40.00

**Derelict Building Registration**

Residential Application ..... \$ 361.00  
Commercial Application ..... \$ 652.00

Monthly Registration for each month or portion thereof building is registered for the first six months

Residential ..... \$ 143.00 per month  
Commercial ..... \$ 652.00 per month

Extension - Monthly Registration for each month or portion thereof building is registered after six months

Residential ..... \$ 283.00 per month  
Commercial ..... \$ 1,324.00 per month

Delinquent Payment Penalty (for each monthly payment more than 30 days past due)

Residential ..... \$ 143.00 per month  
Commercial ..... \$ 652.00 per month

**Expedited Land Use Action (plus \$100 postage) .....** \$ 2,276.09

**Grading Plan**

Single Family Unit/Duplex ..... \$ 70.00

## City of Roseburg - Master Fee Schedule

Other .....	\$	355.00
 <b>Historic Structure</b> - Alteration/Construction/Demolition with HRRC public hearing ( <i>plus corresponding Site Review Fee</i> ) .....		
	\$	70.00
	\$	213.00
<b>Non-Conforming Use Alteration</b> .....	\$	213.42
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )		
 <b>Partition</b> .....		
	\$	570.00
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )		
Final Plat .....	\$	143.00
 <b>Planned Development</b>		
Preliminary ( <i>plus \$10.00 per lot</i> ) .....	\$	1,280.00
Final .....	\$	143.00
Resubmittal Fee .....	\$	143.00
Construction Review .....	\$	143.00
 <b>Preliminary Application Conference</b> .....	\$	143.00
 <b>Re-inspection Fee</b>	\$	52.00
 <b>Site Plan Review</b>		
Above Ground Storage Tank .....	\$	284.00
<i>Accessory Detached Structure - Single Family Unit/Duplex</i> .....	\$	150.00
<i>Accessory Detached Structure - Commercial/Industrial/Other</i> .....	\$	200.00
Alteration/Remodel Single Family Unit/Duplex .....	\$	49.00
Alteration/Remodel Commercial/Industrial/Other .....	\$	70.00
<i>FP - Floodplain Review (plus corresponding Site Review fee)</i> .....	\$	100.00
Grading - Single Family Unit/Duplex .....	\$	70.00
Grading - Commercial Site Work/Parking Lots/Other .....	\$	355.00
<i>HR - Historic Review (plus corresponding Site Review fee)</i> .....	\$	70.00
New Construction Single Family Unit/Duplex .....	\$	143.00
New Construction Commercial/Industrial/Other .....	\$	496.00
Mobile Home Park .....	\$	496.00
<i>Riparian Setback Consultation/Reduction with ODFW</i> .....	\$	213.00
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )		
 <b>Site Plan Review - Signs</b>		
Area - 0-32 square feet .....	\$	29.00
Area - 33-60 square feet .....	\$	44.00
Area - 61-99 square feet .....	\$	49.00
Area - 100-250 square feet .....	\$	70.00
Freestanding (in addition to above) .....	\$	29.00
<i>FP - Floodplain Review (plus corresponding Site Review fee)</i> .....	\$	100.00
<i>HR - Historic Review (plus corresponding Site Review fee)</i> .....	\$	70.00
Temporary (30 days or less) .....	\$	25.00
Temporary Sign Refundable Deposit .....	\$	61.00
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )		
 <b>Subdivision</b>		
Preliminary (plus \$10.00 per lot) .....	\$	1,280.00
Construction Plan Review .....	\$	143.00
Final Plat .....	\$	143.00
Replat .....	\$	496.00

## City of Roseburg - Master Fee Schedule

Resubmittal Fee .....	\$	143.00
<b>Temporary Use Permit</b>		
Family Hardship/Structure <i>(City Manager and/or Community Development ... Director can waive fee based on financial hardship)</i>	\$	143.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		
Use/Zoning, Etc. ....	\$	143.00
<b>Vacation</b> <i>(Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)</i> .....	\$	496.00
<b>Variance</b>		
Administrative .....	\$	284.00
Public Hearing before Planning Commission .....	\$	571.00
Riparian Setback .....	\$	213.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		
<b>Water Service Request for Outside City Limits</b>		
Residential - Single Family .....	\$	143.00
Residential - Other .....	\$	350.00
Commercial .....	\$	496.00
<b>Zone Change</b>	\$	1,066.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		

City of Roseburg - Master Fee Schedule

COMMUNITY DEVELOPMENT - PLANNING				
	COST	UNIT	COST	UNIT
<i>adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.</i>				
	<b>7/1/24 - 12/31/24</b>		<b>1/1/25- 6/30/25</b>	
<b>Administrative Function</b>				
land use compatability statement LUCS, DMV) .....	\$ 54.00		\$ 72.00	
Zoning Confirmation Letter (letterhead, specific questions) .....	\$ 100.00		\$ 100.00	
Addressing .....	\$ 100.00		\$ 100.00	
<b>Amendment (Conditions, Findings and Plat) .....</b>	\$ 375.00		\$ 375.00	
<b>Annexation</b>				
Petition Initiated .....	\$ 1,285.00		\$ 1,650.00	
<b>Appeals</b>				
Dangerous Building Abatement (to City Manager then Council) .....	\$ 350.00		\$ 350.00	
Director's Decision (\$250 cap) .....	Actual Cost		Actual Cost	
Land Use Action (\$500 cap) .....	1/2 of	Application	1/2 of	Application
Nuisance Abatement (to City Manager then Council) .....	\$ 300.00		\$ 300.00	
<b>Boundary Line Adjustment .....</b>	\$ 410.00		\$ 550.00	
Resubmittal Fee (30% of the required application fee for the initial application)				
<b>Comprehensive Plan Amendment (Map/Text) .....</b>	\$ 2,500.00		\$ 3,300.00	
Urban Growth Boundary .....	\$ 3,090.00		\$ 4,120.00	
Resubmittal Fee (Map) (30% of the required application fee for the initial application)				
<b>Conditional Use Permit .....</b>	\$ 1,030.00		\$ 1,375.00	
Day Care .....	\$ 350.00		\$ 350.00	
Resubmittal Fee (30% of the required application fee for the initial application)				
<b>Demolition Permit .....</b>	\$ 60.00		\$ 80.00	
<b>Derelict Building Registration</b>				
Residential Application .....	\$ 360.00		\$ 360.00	
Commercial Application .....	\$ 652.00		\$ 652.00	
Monthly Registration for each month or portion thereof building is registered for the first six months				
Residential .....	\$ 143.00	per month	\$ 143.00	per month
Commercial .....	\$ 652.00	per month	\$ 652.00	per month
Extension - Monthly Registration for each month or portion thereof building is registered after six months				
Residential .....	\$ 283.00	per month	\$ 283.00	per month
Commercial .....	\$ 1,324.00	per month	\$ 1,324.00	per month
Delinquent Payment Penalty (for each monthly payment more than 30 days past due)				
Residential .....	\$ 143.00	per month	\$ 143.00	per month
Commercial .....	\$ 652.00	per month	\$ 652.00	per month
<b>Expedited Land Use Action (plus \$100 postage) .....</b>	\$ 3,300.00		\$ 4,400.00	
<b>Grading Plan</b>				
Single Family Unit/Duplex .....	\$ 105.00		\$ 140.00	
Other .....	\$ 520.00		\$ 700.00	
<b>Historic Structure - Alteration/Construction/Demolition with HRRC public hearing (plus corresponding Site Review Fee) .....</b>	\$ 105.00		\$ 140.00	
<b>Non-Conforming Use Alteration .....</b>	\$ 305.00		\$ 410.00	
Resubmittal Fee (30% of the required application fee for the initial application)				

## City of Roseburg - Master Fee Schedule

<b>Partition</b> .....	\$ 825.00	\$ 1,100.00
Resubmittal Fee (30% of the required application fee for the initial application)		
Final Plat .....	\$ 210.00	\$ 280.00
 <b>Planned Development</b>		
Preliminary (plus \$10.00 per lot) .....	\$ 1,875.00	\$ 2,500.00
Final .....	\$ 210.00	\$ 280.00
Resubmittal Fee .....	\$ 210.00	\$ 280.00
Construction Review .....	\$ 210.00	\$ 280.00
<b>Preliminary Application Conference</b> .....	\$ 200.00	\$ 200.00
<b>Re-inspection Fee</b>	\$ 75.00	\$ 100.00
 <b>Site Plan Review</b>		
Above Ground Storage Tank .....	\$ 415.00	\$ 550.00
Accessory Detached Structure - Single Family Unit/Duplex.....	\$ 100.00	\$ 150.00
Accessory Detached Structure - Commercial/Industrial/Other.....	\$ 140.00	\$ 210.00
Alteration/Remodel Single Family Unit/Duplex .....	\$ 100.00	\$ 150.00
Alteration/Remodel Commercial/Industrial/Other .....	\$ 210.00	\$ 280.00
FP - Floodplain Review (plus corresponding Site Review fee) .....	\$ 100.00	\$ 100.00
Grading - Single Family Unit/Duplex .....	\$ 105.00	\$ 140.00
Grading - Commercial Site Work/Parking Lots/Other .....	\$ 515.00	\$ 686.00
HR - Historic Review (plus corresponding Site Review fee) .....	\$ 85.00	\$ 100.00
New Construction Single Family Unit/Duplex .....	\$ 210.00	\$ 280.00
New Construction Commercial/Industrial/Other .....	\$ 720.00	\$ 960.00
Mobile Home Park .....	\$ 720.00	\$ 960.00
Riparian Setback Consultation/Reduction with ODFW .....	\$ 310.00	\$ 412.00
Resubmittal Fee (30% of the required application fee for the initial application)		
 <b>Site Plan Review - Signs</b>		
Area - 0-32 square feet .....	\$ 40.00	\$ 60.00
Area - 33-60 square feet .....	\$ 73.00	\$ 84.00
Area - 61-99 square feet .....	\$ 75.00	\$ 100.00
Area - 100-250 square feet .....	\$ 140.00	\$ 210.00
Freestanding (in addition to above) .....	\$ 40.00	\$ 60.00
FP - Floodplain Review (plus corresponding Site Review fee) .....	\$ 100.00	\$ 100.00
HR - Historic Review (plus corresponding Site Review fee) .....	\$ 84.00	\$ 100.00
Temporary (30 days or less) .....	\$ 38.00	\$ 50.00
Temporary Sign Refundable Deposit .....	\$ 90.00	\$ 120.00
Resubmittal Fee (30% of the required application fee for the initial application)		
 <b>Subdivision</b>		
Preliminary (plus \$10.00 per lot) .....	\$ 1,875.00	\$ 2,500.00
Construction Plan Review .....	\$ 210.00	\$ 280.00
Final Plat .....	\$ 210.00	\$ 280.00
Replat .....	\$ 720.00	\$ 960.00
Resubmittal Fee .....	\$ 210.00	\$ 280.00
 <b>Temporary Use Permit</b>		
Family Hardship/Structure (City Manager and/or Community Development ... Director can waive fee based on financial hardship)	\$ 210.00	\$ 280.00
Resubmittal Fee (30% of the required application fee for the initial application)		
Use/Zoning, Etc. ....	\$ 210.00	\$ 280.00
<b>Vacation (Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)</b> .....	\$ 720.00	\$ 960.00
 <b>Variance</b>		
Administrative .....	\$ 410.00	\$ 550.00
Public Hearing before Planning Commission .....	\$ 825.00	\$ 1,100.00
Riparian Setback .....		

# City of Roseburg - Master Fee Schedule

Resubmittal Fee (30% of the required application fee for the initial application)

## Water Service Request for Outside City Limits

Residential - Single Family .....	\$ 150.00	\$ 175.00
Residential - Other .....	\$ 350.00	\$ 350.00
Commercial .....	\$ 500.00	\$ 500.00

## Zone Change

	\$ 1,545.00	\$ 2,060.00
Resubmittal Fee (30% of the required application fee for the initial application)		

City of Roseburg - Master Fee Schedule

**COMMUNITY DEVELOPMENT - PLANNING**

	COST	UNIT
<i>adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.</i>		
<b>Administrative Function</b>		
Land use compatability statement (LUCS), DMV, State/Federal Forms.....	\$ 72.00	
Zoning Confirmation Letter (letterhead, specific questions) .....	\$ 100.00	
Addressing .....	\$ 100.00	
<b>Amendment (Conditions, Findings and Plat) .....</b>	<b>\$ 375.00</b>	
<b>Annexation</b>		
Petition Initiated .....	\$ 1,650.00	
<b>Appeals</b>		
Dangerous Building Abatement (to City Manager then Council) .....	\$ 350.00	
Director's Decision (\$250 cap) .....	Actual Cost	
Land Use Action (\$500 cap) .....	1/2 of	Application
Nuisance Abatement (to City Manager then Council) .....	\$ 300.00	
<b>Boundary Line Adjustment .....</b>	<b>\$ 550.00</b>	
Resubmittal Fee (30% of the required application fee for the initial application)		
<b>Comprehensive Plan Amendment (Map/Text) .....</b>	<b>\$ 3,300.00</b>	
Urban Growth Boundary .....	\$ 4,120.00	
Resubmittal Fee (Map) (30% of the required application fee for the initial application)		
<b>Conditional Use Permit .....</b>	<b>\$ 1,375.00</b>	
Day Care .....	\$ 350.00	
Resubmittal Fee (30% of the required application fee for the initial application)		
<b>Demolition Permit .....</b>	<b>\$ 80.00</b>	
<b>Derelict Building Registration</b>		
Residential Application .....	\$ 360.00	
Commercial Application .....	\$ 652.00	
Monthly Registration for each month or portion thereof building is registered for the first six months		
Residential .....	\$ 143.00	per month
Commercial .....	\$ 652.00	per month
Extension - Monthly Registration for each month or portion thereof building is registered after six months		
Residential .....	\$ 283.00	per month
Commercial .....	\$ 1,324.00	per month
Delinquent Payment Penalty (for each monthly payment more than 30 days past due)		
Residential .....	\$ 143.00	per month
Commercial .....	\$ 652.00	per month
<b>Expedited Land Use Action (plus \$100 postage) .....</b>	<b>\$ 4,400.00</b>	

## City of Roseburg - Master Fee Schedule

### Grading Plan

Single Family Unit/Duplex .....	\$ 140.00
Other .....	\$ 700.00

### Historic Structure - Alteration/Construction/Demolition with HRRC public hearing (*plus corresponding Site Review Fee*) .....

\$ 140.00

### Non-Conforming Use Alteration .....

\$ 410.00

Resubmittal Fee (*30% of the required application fee for the initial application*)

### Partition .....

\$ 1,100.00

Resubmittal Fee (*30% of the required application fee for the initial application*)

Final Plat .....

\$ 280.00

### Planned Development

Preliminary (*plus \$10.00 per lot*) ..... \$ 2,500.00

Final ..... \$ 280.00

Resubmittal Fee ..... \$ 280.00

Construction Review ..... \$ 280.00

### Preliminary Application Conference .....

\$ 200.00

### Re-inspection Fee

\$ 100.00

### Site Plan Review

Above Ground Storage Tank ..... \$ 550.00

*Accessory Detached Structure - Single Family Unit/Duplex*..... \$ 150.00

*Accessory Detached Structure - Commercial/Industrial/Other*..... \$ 210.00

Alteration/Remodel Single Family Unit/Duplex ..... \$ 150.00

Alteration/Remodel Commercial/Industrial/Other ..... \$ 280.00

*FP - Floodplain Review (plus corresponding Site Review fee)* ..... \$ 100.00

Grading - Single Family Unit/Duplex ..... \$ 140.00

Grading - Commercial Site Work/Parking Lots/Other ..... \$ 686.00

*HR - Historic Review (plus corresponding Site Review fee)* ..... \$ 100.00

New Construction Single Family Unit/Duplex ..... \$ 280.00

New Construction Commercial/Industrial/Other ..... \$ 960.00

Mobile Home Park ..... \$ 960.00

*Riparian Setback Consultation/Reduction with ODFW* ..... \$ 412.00

Resubmittal Fee (*30% of the required application fee for the initial application*)

### Site Plan Review - Signs

Area - 0-32 square feet ..... \$ 60.00

Area - 33-60 square feet ..... \$ 84.00

Area - 61-99 square feet ..... \$ 100.00

Area - 100-250 square feet ..... \$ 210.00

Freestanding (in addition to above) ..... \$ 60.00

*FP - Floodplain Review (plus corresponding Site Review fee)* ..... \$ 100.00

*HR - Historic Review (plus corresponding Site Review fee)* ..... \$ 100.00

Temporary (30 days or less) ..... \$ 50.00

Temporary Sign Refundable Deposit ..... \$ 120.00

Resubmittal Fee (*30% of the required application fee for the initial application*)

## City of Roseburg - Master Fee Schedule

### Subdivision

Preliminary (plus \$10.00 per lot) .....	\$ 2,500.00
Construction Plan Review .....	\$ 280.00
Final Plat .....	\$ 280.00
Replat .....	\$ 960.00
Resubmittal Fee .....	\$ 280.00

### Temporary Use Permit

Family Hardship/Structure ( <i>City Manager and/or Community Development ... Director can waive fee based on financial hardship</i> )	\$ 280.00
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )	
Use/Zoning, Etc. ....	\$ 280.00

### Vacation (*Street, Alley, Easements*) (*plus deposit for costs as determined by the City Recorder*)

.....	\$ 960.00
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### Variance

Administrative .....	\$ 550.00
Public Hearing before Planning Commission .....	\$ 1,100.00
Riparian Setback .....	
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )	

### Water Service Request for Outside City Limits

Residential - Single Family .....	\$ 175.00
Residential - Other .....	\$ 350.00
Commercial .....	\$ 500.00

### Zone Change

	\$ 2,060.00
Resubmittal Fee ( <i>30% of the required application fee for the initial application</i> )	

**RESOLUTION NO. 2024-11**

**A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES**

**WHEREAS**, certain Water System Development Charges are to be adjusted annually based upon the March Construction Cost index up to a maximum of 5%. The current year over year March Construction Cost index is up 2.70%; and

**WHEREAS**, per Resolution No. 2022-16, the monthly demand and per unit water service rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 3.6%.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

**Section 1. Effective July 1, 2024, the following Water fees shall be adjusted as outlined in the attached 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 13<sup>th</sup> DAY OF MAY 2024.**

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**Amy Nytes, City Recorder**

City of Roseburg - Master Fee Schedule

**WATER**

	COST	UNIT
<b>New Account Fees</b>		
New Customer Deposit .....	\$ -	
Activation of Service		
During normal working hours .....	\$ 15.00	
Overtime .....	\$ 20.00	
After hours call out .....	\$ 100.00	

**Service Connections and Meters**

New Service

All service connections shall pay the following connection fee:

Meter Size	Installation
5/8" x 3/4" .....	\$ 800.00
3/4" x 3/4" .....	\$ 850.00
1" .....	\$ 950.00
1 1/2" .....	\$ 1,390.00
2" .....	\$ 1,440.00
3" .....	\$ 4,445.00
4" .....	\$ 7,230.00
6" .....	\$ 11,920.00

**System Development Charge**

*Water System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.*

All service connections, **except one- and two-family residential** combined domestic/fire, shall pay the following Water System Development Charge.

Meter Size	SDC Charge
5/8" x 3/4" .....	\$2,745.00
3/4" x 3/4" .....	\$4,115.00
1" .....	\$6,860.00
1 1/2" .....	\$13,721.00
2" .....	\$21,956.00
3" .....	\$48,028.00
4" .....	\$82,329.00
6" .....	\$185,244.00
8" .....	\$ 219,546.00
Administrative Fee in Addition to the SDC Charge .....	4%
Maximum Administrative Fee in Addition to the SDC Charge .....	\$ 2,500.00

All service connections one- and two-family residential combined domestic/fire service shall pay the following water system development charge:

	SDC Charge
Meter Size - All .....	\$ 2,745.00
Administrative Fee in Addition to the SDC Charge .....	4%
Maximum Administrative Fee in Addition to the SDC Charge .....	\$ 2,500.00

To qualify for reduced SDCs, customer shall be required to install an automatic fire extinguishing sprinkler system inspected and approved by the City of Roseburg Fire Department prior to occupancy of the structure.

Effective July 1, 2024

# City of Roseburg - Master Fee Schedule

**Meter Adjustment**

Increase in meter size: Difference of SDC charge plus average cost to install new meter as listed under Service.

**Service Connections and Meters**

Division of multiple block meter: Difference of SDC charge plus average cost to install new meter as listed under Service.

**Connections and Meters**

Reduction in meter size:

1" to 5/8" x 3/4" .....	\$	50.00	
1 1/2" or 2" to 5/8" x 3/4" .....	\$	85.00	
1 1/2" or 2" to 1" .....	\$	85.00	
All others .....			Actual Cost
Change in Location .....			Actual Cost

**Meter Error Deposit**

3/4" meter .....	\$	10.00	
1" to 1 1/2" meter .....	\$	25.00	
Larger than 1 1/2" meter .....			Estimated Cost

*Effective July 1, 2023, Water Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December - and become effective July 1 of each year.*

**Monthly Water Services Rates** including Temporary Service (may be billed bi-monthly):

Commodity Charge per Unit .....	\$	2.24	per 100 cubic feet
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*(Commodity Charge unit = 748 gallons or 100 cubic feet)*

Monthly demand charge on open accounts (charge indicated does not include an allowance for water-consumed - Consumption is charged at rate in Commodity Charge above):

3/4" Level 1 .....	\$	18.50	per month
3/4" Level 2 .....	\$	24.96	per month
3/4" Level 3 .....	\$	31.40	per month
3/4" Level 4 .....	\$	37.85	per month
1" Level 1 .....	\$	46.46	per month
1" Level 2 .....	\$	52.90	per month
1" Level 3 .....	\$	59.36	per month
1 1/2" Level 1 .....	\$	71.85	per month
1 1/2" Level 2 .....	\$	78.30	per month
1 1/2" Level 3 .....	\$	84.49	per month
2" Level 1 .....	\$	102.24	per month
2" Level 2 .....	\$	108.70	per month
3" Level 1 .....	\$	158.21	per month
4" Level 1 .....	\$	209.60	per month
6" Level 1 .....	\$	395.15	per month
8" Level 1 .....	\$	591.37	per month
10" Level 1 .....	\$	793.06	per month

A special Facilities Surcharge may be added to the charge for monthly demand or open account charge when the City has agreed with the property owner(s) or his/her predecessor(s) in title to use such a special charge to finance all or part of the cost of a special facility which services the customer's property.

## City of Roseburg - Master Fee Schedule

### Outside Water Service Fee (monthly)

Meter Size - 5/8" x 3/4" .....	\$ 10.00	per month
Meter Size - 3/4" x 3/4" .....	\$ 10.00	per month
Meter Size - 1" .....	\$ 25.11	per month
Meter Size - 1 1/2" .....	\$ 38.85	per month
Meter Size - 2" .....	\$ 54.59	per month
Meter Size - 3" .....	\$ 85.56	per month
Meter Size - 4" .....	\$ 113.58	per month
Meter Size - 6" .....	\$ 213.70	per month
Meter Size - 8" .....	\$ 319.80	per month
Meter Size - 10" .....	\$ 428.90	per month

**Dixonville Maintenance Fee** \$10.00 per month

### Dixonville Membership Certificates

Starting July 1, 2018 - no new water connections are allowed outside the Urban Growth Boundary unless required through applicable statutory regulations.

### Water used extinguishing a fire

No Charge

Monthly standby charges for automatic fire service:

Size of Service - 1 1/2" or smaller connection to main .....	\$ 8.35	per month
Size of Service - 2" connection to main .....	\$ 10.11	per month
Size of Service - 3" connection to main .....	\$ 18.97	per month
Size of Service - 4" connection to main .....	\$ 25.28	per month
Size of Service - 6" connection to main .....	\$ 50.58	per month
Size of Service - 8" connection to main .....	\$ 75.88	per month
Size of Service - 10" connection to main .....	\$ 101.16	per month
Size of Service - 12" connection to main .....	\$ 126.32	per month

### Fire Hydrants

Hydrant Relocation Charge

Actual Cost

Standby Monthly Charge per Hydrant

Private Hydrant within City Limits .....	\$ 1.00	per month
Hydrant outside City Limits .....	\$ 2.00	per month

### Public Agency Fire Hydrant Use

Bulk Rate Setup Charge .....	\$ 25.00	
Annual Truck Inspection Fee, Per Vehicle .....	\$ 50.00	per vehicle
Annual Training & Certification, Per Authorized Employee .....	\$ 50.00	per employee
Bulk Water .....	\$ 2.24	per 100 cubic feet
Monthly Demand or Open Account Charge .....	\$ 150.00	per month
Unauthorized Use of Water .....	\$ 250.00	

### Hydrant Meter and Double Check Assembly

Bulk Rate Setup Charge (Administrative Setup and Public Works Crew Installation) .....

\$ 100.00

Bulk Rate .....

\$ 2.24

per 100 cubic feet

Demand Open Account Charge:

Daily Rate .....

\$ 10.00

per day

Monthly Rate .....

\$ 150.00

per month

Unauthorized Use of Water from Hydrant .....

\$ 250.00

*(Contractors will not be charged when working under a City contract)*

## City of Roseburg - Master Fee Schedule

**Central Dispensing Station**

Bulk Water Customers

Bulk Rate Setup Charge .....	\$	25.00	
<i>(Waived if account is set up online or by credit card)</i>			
Bulk Rate .....	\$	5.00	per 100 cubic feet
Monthly Demand or Open Account Charge .....	\$	50.00	per month
Unauthorized Use of Water from Hydrant .....	\$	250.00	

Monthly Water Service Charge may be prorated when service is being connected or terminated.

**Cross Connection:**

Actual Cost per Contract + \$25

Service Certification as provided by City Contractor .....		Administrative Fee
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**Discontinuance of Service:**

Shut Off at Main .....	\$	250.00
Removing Meter .....	\$	15.00
Reconnection of Service Discontinued because of Noncompliance with Rules (during business hours)	\$	20.00
Temporary at Customer's Request		
During working hours .....	\$	20.00
After hours call out .....	\$	100.00
Credit when Customer Control Valve is Installed .....	\$	(20.00)

**Delinquent Accounts:**

Delinquency Charge <i>(added when a delinquency charge has been mailed or delivered to customer)</i> .....	\$	20.00
After hours call out .....	\$	100.00

**Engineering Costs** shall be computed as 10% of total construction cost

**Administrative Costs** shall be computed as 2% of total construction costs, plus engineering

**Materials:** a charge of 20% on all materials will be made for handling and storage of materials by utility

Damage to Lines by Contractors .....		Actual Cost
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Administrative Penalty for failure to obtain a permit before extending service to a separate service unit on same parcel .....	\$	100.00
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Utility Variance .....	\$	50.00
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<b>PUBLIC INFORMATION REQUESTS</b>
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**COPIES/STAFF TIME**

**MISCELLANEOUS RECORDS: (Applied to requests from any department)**

	COST	UNIT
<b>Contract/Bid Documents</b>		
Containing 20-50 pages .....	\$ 15.00	per document
Containing more than 50 pages .....	\$ 25.00	per document
(Note: May be waived by City Manager on individual contract basis)		

**Personnel Costs**

Will be charged for requests requiring more than 1/2 hour staff time. Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.

**Photocopy Charges**

Service charge of \$1.00 plus		
Black and White up to 8 1/2 x 14 .....	\$ 0.25	per page
Color up to 8 1/2 x 14 .....	\$ 0.50	per page
11 x 17 .....	\$ 0.50	per page
36 x 36 .....	\$ 5.00	per page
<b>Digital Images (Photos, Videos or Files)</b>	\$ 15.00	each

**CITY RECORDER RECORDS**

<b>Business Registration List</b>		
Complete List .....	\$ 15.00	per document
Annual List .....		per page fee
<b>Municipal Code</b>		
Complete (unbound) .....	\$ 75.00	per document
Updates .....		per page fee

**COMMUNITY DEVELOPMENT/BUILDING RECORDS**

Comprehensive Plan .....	\$ 25.00	per document
Comprehensive Plan Map .....	\$ 20.00	per document
Downtown Master Plan .....	\$ 25.00	per document
<b>Historic Resources Inventory</b>		
Per Volume .....	\$ 25.00	per volume
Per Set .....	\$ 100.00	per set
Title 12 (Land Use Development Regulations) - Roseburg Municipal Code .....	\$ 25.00	per document
Urban Renewal Plan .....	\$ 10.00	per document
Wetlands Conservation Plan .....	\$ 15.00	per document
Zoning Maps .....	\$ 20.00	per document

**FINANCE RECORDS**

Audit .....	\$ 30.00	per document
Budget .....	\$ 30.00	per document

**FIRE DEPARTMENT RECORDS**

Emergency Response Report .....	\$ 10.00	per document
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**LIBRARY**

Black and White Copies .....	\$ 0.25	per page
Color Copies .....	\$ 0.50	per page

**PARK DEPARTMENT RECORDS**

Bikeway Master Plan .....	\$ 25.00	per document
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City of Roseburg Draft Master Fee Schedule  
~~Existing vs. Proposed~~

Parks Master Plan .....	\$	25.00	per document
<b>POLICE /COURT RECORDS</b>			
Accident Report .....	\$	10.00	per report
Police Report .....	\$	10.00	per report
Supplemental Copies .....	\$	5.00	per supplement
Digital Images (Photos/Videos) .....	\$	15.00	per image
Video Cam Footage			
Full blur (digital or CD) .....	\$	15.00	
Partial blur .....			\$12.00/minute staff time + \$5.00/dvd
<b>PUBLIC WORKS RECORDS</b>			
Aerial Maps - photo copy .....	\$	2.50	per document
Aerial Maps - digital format .....	\$	15.00	per document
Airport Master Plan .....	\$	25.00	per document
Base Maps (Storm/Water) (photo copy) .....	\$	2.50	per document
Computer Mapping .....	\$	50.00	per hour
Computerized City Map .....	\$	15.00	per document
Design Standards .....	\$	25.00	per document
Mylars .....	\$	15.00	each
Standard Specifications (hardbound) .....	\$	15.00	per document
Standard Drawings (hardbound) .....	\$	15.00	per document
Storm Drain Master Plan .....	\$	25.00	per document
<b>WATER DEPARTMENT RECORDS</b>			
Master/Capital Improvement Plan .....	\$	25.00	per document
Test Report .....	\$	2.00	per document

**City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed**

<b>ADMINISTRATION</b>	<b>COST</b>	<b>UNIT</b>
<b>Appeal</b> of Commission/City Manager/Staff Decision ..... <i>(unless defined under department)</i>	\$ 250.00	
<b>Document Recording</b> .....	Actual Cost	
<b>Employment Application Processing</b> Tested Positions Only <i>(per applicant)</i> .....	Actual Cost	
<b>Public Safety Center Room Rental</b>		
Non-Governmental Agencies:		
North Umpqua Room .....	\$ 50.00	per hour or portion
South Umpqua Room .....	\$ 50.00	per hour or portion
Salmon Room .....	\$ 50.00	per hour or portion
Umpqua Room .....	\$ 100.00	per hour or portion
Refundable Security Deposit .....	\$ 250.00	per occurrence
Governmental Agencies:		
All Rooms .....	no charge	first 4 hours
All Rooms .....	\$ 100.00	per day if over 4 hrs
<b>Roseburg Public Library Room Rental</b>		
Roseburg Public Library/City of Roseburg/Douglas ESD/Friends of the Library ..	no charge	
Recognized veterans organizations .....	no charge	
Other agencies:		
Ford Family Room		
Re-key fee.....	\$ 150.00	per incident
When Douglas ESD or Library open to public .....	\$ 25.00	
When Douglas ESD and Library closed to public .....	\$ 75.00	
Deer Creek Room .....	\$ 25.00	
South Umpqua Room .....	\$ 25.00	
Multipurpose Room #1		
Meeting Room only or single-point videoconferencing .....	\$ 25.00	
Multi-point videoconferencing .....	Contact ESD for quote	
Multipurpose Room #2		
Meeting Room only or single-point videoconferencing .....	\$ 25.00	
Multi-point videoconferencing .....	Contact ESD for quote	
Study Room..... <i>(time may be extended if no one is waiting)</i>	no charge	drop-in basis for 2 hrs
<b>Right-of-Way Permit</b>		
Sidewalk Sales, Sign/Obstruction <i>(see Public Works for construction)</i> .....	\$ 25.00	
<i>(Events sponsored by the city or a city-funded downtown association exempted)</i>		
<b>Street Closure Permits/Barricades (Parades/Special Permits)</b> .....	\$ 25.00	
<i>(Military and funerals exempted)</i>		
<b>Voters' Pamphlet Submissions</b>		
Candidate Statement .....	\$ 25.00	
Measure Argument or Statement of Endorsement .....	\$ 25.00	

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

<b>AIRPORT FACILITIES</b>
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	OLD FEE	COST	UNIT
<b>Commercial Operator's Permit</b>			
Seasonal .....	\$	200.00	3 months
Non-Seasonal .....	\$	125.00	per quarter
Initial Application Review .....	\$	100.00	
<b>Fuel</b>			
Fuel Flowage ( <i>payable by fuel purchaser</i> ) .....	\$	0.05	per gallon
Profit Margin on Retail Sales of Aviation Fuels .....	\$	0.50	per gallon over wholesale
<b>Overnight Tie-Down Rates</b> ( <i>Government Operations exempted</i> )			
Single engine .....	\$	3	per day
Twin engine .....	\$	5	per day
<b>Rent/Lease Rates (Annual)</b>			
Non-Aviation Related Use of Corporate Hangar Space .....	\$	0.75	per square foot

*Annual adjustments to the following Airport fees will be tied to the CPI-U West index, December to December and rounded to the nearest dollar (3% maximum) and become effective July of each year. This applies to: Non-Aviation Related Use of Corporate Hangar Space, Aviation Suites, Commercial "Lear"; Storage Units B, F, G, H, I; Hangar row "C", south end Single T-Hangars; all Twin hangars; north end Single T-Hangars; Tie-Downs Single and Twin. This adjustment will not apply to Storage Unit J until such time as the fees charged for storage units rise to the same level. Corporate Hangar Space and Aviation Suites shall be adjusted by the CPI-U West index, but is not rounded to the nearest dollar or cent.*

<b>Rent/Lease Rates (Monthly)</b>			
Additional North-End Corporate Hangar Parking Space .....	<del>\$ 25.00</del>	\$ 26.00	per month
3			
Commercial "Lear" .....	<del>\$ 845.00</del>	\$ 875.00	per month
Corporate Hangar Space & Aviation Suites .....	<del>\$ 0.3304</del>	\$ 0.3423	annual per sq foot
Storage Units B, G, H, I .....	<del>\$ 85.00</del>	\$ 88.00	
Storage Unit J .....			per month
Storage Unit F .....	<del>\$ 63.00</del>	\$ 65.00	per month
T-Hangar Single (except I-5, I-9, I-14) .....	<del>\$ 261.00</del>	\$ 270.00	per month
T-Hangar Single (North End 1-5, 1-9, 1-14) .....	<del>\$ 191.00</del>	\$ 198.00	per month
T-Hangar Twin .....	<del>\$ 480.00</del>	\$ 497.00	per month
T-Hangar Single Daily Rate .....	<del>\$ 24.00</del>	\$ 25.00	per day
T-Hangar Twin Daily Rate .....	<del>\$ 35.00</del>	\$ 36.00	per day
T-Hangar Row "C" .....	<del>\$ 222.00</del>	\$ 230.00	per month
Tie-Downs Single .....	<del>\$ 42.00</del>	\$ 44.00	monthly per space
Tie-Downs Twin .....	<del>\$ 71.00</del>	\$ 74.00	monthly per space
<b>Security Deposit (Refundable) for T-Hangar and Storage Unit Rentals .....</b>	\$	100.00	

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

BUSINESS PERMITS/LICENSES			
	OLD FEE	COST	UNIT
<b>Appeals</b>			
Denied/Suspended/Revoked Application/Registration/Permit/License .....	\$	250.00	
<b>Alarm Agent Permit</b> .....			
On or After 7/1 .....	\$	20.00	annually
Original Application Investigation Charge .....	\$	10.00	
	\$	30.00	one-time
<b>Business Registration</b> .....			
Addition of Co-Owner .....	\$	150.00	one-time
	\$	75.00	one-time
<b>Closing Out Sale</b> .....			
	\$	50.00	each
<b>Facilities/Property Use Agreement (nonpark)</b>			
Application/Agreement Processing .....	\$	25.00	each
Damage Deposit ( <i>refundable</i> ) .....	\$	100.00	
<b>Medical Marijuana Dispensaries</b>			
Operator's License .....	\$	500.00	annually
On or After 7/1 .....	\$	250.00	
Original Application Investigation Charge .....	\$	500.00	one-time
Dispenser License .....	\$	50.00	annually
On or After 7/1 .....	\$	25.00	
Original Application Investigation Charge .....	\$	50.00	one-time
<b>OLCC</b>			
New Outlet .....	\$	100.00	each
Ownership, Location or Privilege Change .....	\$	75.00	each
Renewal or Temporary License .....	\$	35.00	each
Special Occasion Events on City Property .....	\$	10.00	per day
Special Occasion Events on Private Property .....	\$	-	
<b>Recreational Marijuana Dispensaries</b>			
Operator's License .....	\$	500.00	annually
On or After 7/1 .....	\$	250.00	
Original Application Investigation Charge .....	\$	500.00	one-time
Dispenser License .....	\$	50.00	annually
On or After 7/1 .....	\$	25.00	
Original Application Investigation Charge .....	\$	50.00	one-time
<b>Social Gaming License</b>			
License .....	\$	150.00	annually
On or After 7/1 .....	\$	75.00	
Original Application Investigation Charge .....	\$	100.00	one-time
<b>Solid Waste Management License</b>			
Annual (per fiscal year) .....	\$	29,500.00	annually
On or After 7/1 .....	\$	14,750.00	
Original Application Investigation Charge .....	\$	2,500.00	one-time
Term Extension .....	\$	500.00	annually
<b>Taxicab/Limousine</b>			
Driver's Permit .....	\$	20.00	annually
On or After 7/1 .....	\$	10.00	
Original Application Investigation Charge .....	\$	30.00	
Operator's License .....	\$	150.00	per vehicle/per year
On or After 7/1 .....	\$	75.00	
Original Application Investigation Charge .....	\$	200.00	

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

**Transportation Network**

Driver's Permit .....	\$	20.00	annually
On or After 7/1 .....	\$	10.00	
Original Application Investigation Charge .....	\$	30.00	
Operator's License .....	\$	480.00	annually
On or After 7/1 .....	\$	240.00	
Original Application Investigation Charge .....	\$	200.00	

**Telecommunications Providers**

Franchise Application Review .....	\$	200.00	
Franchise Renewal .....	\$	100.00	
Carrier Franchise Fee ( <i>paid quarterly - Qwest only</i> ) .....		7% of gross revenues prior qtr	
Non-Carrier w/City Customers ( <i>paid quarterly</i> ) .....		5% of gross revenues prior qtr	
Small Cell	\$	270.00	per cell/annually

*Annual adjustments to the Non-Carrier w/facilities in right-of-way but no City Customers fees will be tied to the CPI-U West index, December to December, not rounded to the nearest dollar or cent and become effective July of each year (RMC 9.25.110(B))*

			annual/per linear foot
*Non-Carrier w/facilities in right-of-way, but no City Customers .....	<del>\$ 2.6768</del>	\$ 2.7732	of public way

# City of Roseburg Draft Master Fee Schedule Existing vs. Proposed

COMMUNITY DEVELOPMENT - PLANNING	OLD FEE	COST	UNIT	COST	UNIT	COST	UNIT
<i>Unless otherwise indicated, all Community Development - Planning Division fees shall be adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.</i>							
				7/1/24 - 12/31/24		1/1/25- 6/30/25	
							CPI-U W
<b>Administrative Function</b>							
Land Use Compatibility Statement (LUCS), DMV, State/Federal Forms.....	<del>\$ 36.00</del>	\$ 37.30		\$ 54.00		\$ 72.00	
Zoning Confirmation Letter (letterhead, specific questions) .....		\$ 100.00		\$ 100.00		\$ 100.00	
Addressing .....	NEW	\$ 100.00		\$ 100.00		\$ 100.00	
<b>Amendment (Conditions, Findings and Plat) .....</b>	<del>\$ 343.00</del>	\$ 355.00		\$ 375.00		\$ 375.00	
<b>Annexation</b>							
Petition Initiated .....	<del>\$ 825.00</del>	\$ 855.00		\$ 1,285.00		\$ 1,650.00	
<b>Appeals</b>							
Dangerous Building Abatement (to City Manager then Council) .....	<del>\$ 343.00</del>	\$ 350.00		\$ 350.00		\$ 350.00	
Director's Decision (\$250 cap) .....	Actual Cost	Actual Cost		Actual Cost		Actual Cost	
Land Use Action (\$500 cap) .....	1/2 App. Fee	1/2 of Application Fee		1/2 of Application		1/2 of Application	
Nuisance Abatement (to City Manager then Council) .....	<del>\$ 296.00</del>	\$ 300.00		\$ 300.00		\$ 300.00	
<b>Boundary Line Adjustment .....</b>	<del>\$ 274.00</del>	\$ 283.86		\$ 410.00		\$ 550.00	
Resubmittal Fee (30% of the required application fee for the initial application)							
<b>Comprehensive Plan Amendment (Map/Text) .....</b>	<del>\$ 1,653.00</del>	\$ 1,712.00		\$ 2,500.00		\$ 3,300.00	
Urban Growth Boundary .....	<del>\$ 2,061.00</del>	\$ 2,135.00		\$ 3,090.00		\$ 4,120.00	
Resubmittal Fee (Map) (30% of the required application fee for the initial application)							
<b>Conditional Use Permit .....</b>	<del>\$ 687.00</del>	\$ 712.00		\$ 1,030.00		\$ 1,375.00	
Day Care .....	<del>\$ 343.00</del>	\$ 350.00		\$ 350.00		\$ 350.00	
Resubmittal Fee (30% of the required application fee for the initial application)							
<b>Demolition Permit .....</b>	<del>\$ 39.00</del>	\$ 40.00		\$ 60.00		\$ 80.00	
<b>Derelict Building Registration</b>							
Residential Application .....	<del>\$ 348.00</del>	\$ 361.00		\$ 360.00		\$ 360.00	
Commercial Application .....	<del>\$ 629.00</del>	\$ 652.00		\$ 652.00		\$ 652.00	
Monthly Registration for each month or portion thereof building is registered for the first six months							
Residential .....	<del>\$ 138.00</del>	\$ 143.00	per month	\$ 143.00	per month	\$ 143.00	per month
Commercial .....	<del>\$ 629.00</del>	\$ 652.00	per month	\$ 652.00	per month	\$ 652.00	per month
Extension - Monthly Registration for each month or portion thereof building is registered after six months							
Residential .....	<del>\$ 273.00</del>	\$ 283.00	per month	\$ 283.00	per month	\$ 283.00	per month
Commercial .....	<del>\$ 1,278.00</del>	\$ 1,324.00	per month	\$ 1,324.00	per month	\$ 1,324.00	per month
Delinquent Payment Penalty (for each monthly payment more than 30 days past due)							
Residential .....	<del>\$ 138.00</del>	\$ 143.00	per month	\$ 143.00	per month	\$ 143.00	per month
Commercial .....	<del>\$ 629.00</del>	\$ 652.00	per month	\$ 652.00	per month	\$ 652.00	per month
<b>Expedited Land Use Action (plus \$100 postage) .....</b>	<del>\$ 2,197.00</del>	\$ 2,276.09		\$ 3,300.00		\$ 4,400.00	
<b>Grading Plan</b>							
Single Family Unit/Duplex .....	<del>\$ 68.00</del>	\$ 70.00		\$ 105.00		\$ 140.00	
Other .....	<del>\$ 343.00</del>	\$ 355.00		\$ 520.00		\$ 700.00	
<b>Historic Structure - Alteration/Construction/Demolition with HRRC public hearing (plus corresponding Site Review Fee) .....</b>	<del>\$ 68.00</del>	\$ 70.00		\$ 105.00		\$ 140.00	
		\$ 213.00					
<b>Non-Conforming Use Alteration .....</b>	<del>\$ 206.00</del>	\$ 213.42		\$ 305.00		\$ 410.00	
Resubmittal Fee (30% of the required application fee for the initial application)							
<b>Partition .....</b>	<del>\$ 551.00</del>	\$ 570.00		\$ 825.00		\$ 1,100.00	
Resubmittal Fee (30% of the required application fee for the initial application)							
Final Plat .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00		\$ 280.00	
<b>Planned Development</b>							
Preliminary (plus \$10.00 per lot) .....	<del>\$ 1,236.00</del>	\$ 1,280.00		\$ 1,875.00		\$ 2,500.00	
Final .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00		\$ 280.00	
Resubmittal Fee .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00		\$ 280.00	
Construction Review .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00		\$ 280.00	
<b>Preliminary Application Conference .....</b>	<del>\$ 138.00</del>	\$ 143.00		\$ 200.00		\$ 200.00	
<b>Re-inspection Fee .....</b>	<del>\$ 50.00</del>	\$ 52.00		\$ 75.00		\$ 100.00	
<b>Site Plan Review</b>							
Above Ground Storage Tank .....	<del>\$ 274.00</del>	\$ 284.00		\$ 415.00		\$ 550.00	
Accessory Detached Structure - Single Family Unit/Duplex.....	<del>\$ 47.00</del>	\$ 150.00		\$ 100.00		\$ 150.00	
Accessory Detached Structure - Commercial/Industrial/Other.....	<del>\$ 68.00</del>	\$ 200.00		\$ 140.00		\$ 210.00	
Alteration/Remodel Single Family Unit/Duplex .....	<del>\$ 202.00</del>	\$ 49.00		\$ 100.00		\$ 150.00	
Alteration/Remodel Commercial/Industrial/Other .....	<del>\$ 138.00</del>	\$ 70.00		\$ 210.00		\$ 280.00	
FP - Floodplain Review (plus corresponding Site Review fee) .....	<del>\$ 479.00</del>	\$ 100.00		\$ 100.00		\$ 100.00	
Grading - Single Family Unit/Duplex .....	<del>\$ 479.00</del>	\$ 70.00		\$ 105.00		\$ 140.00	
Grading - Commercial Site Work/Parking Lots/Other .....		\$ 355.00		\$ 515.00		\$ 686.00	
HR - Historic Review (plus corresponding Site Review fee) .....		\$ 70.00		\$ 85.00		\$ 100.00	
New Construction Single Family Unit/Duplex .....		\$ 143.00		\$ 210.00		\$ 280.00	
New Construction Commercial/Industrial/Other .....		\$ 496.00		\$ 720.00		\$ 960.00	
Mobile Home Park .....		\$ 496.00		\$ 720.00		\$ 960.00	

# City of Roseburg Draft Master Fee Schedule Existing vs. Proposed

Riparian Setback Consultation/Reduction with ODFW .....	\$	213.00		\$ 310.00	\$ 412.00
Resubmittal Fee (30% of the required application fee for the initial application)					
<b>Site Plan Review - Signs</b>					
Area - 0-32 square feet .....	<del>\$ 28.00</del>	\$ 29.00		\$ 40.00	\$ 60.00
Area - 33-60 square feet .....	<del>\$ 42.00</del>	\$ 44.00		\$ 73.00	\$ 84.00
Area - 61-99 square feet .....	<del>\$ 47.00</del>	\$ 49.00		\$ 75.00	\$ 100.00
Area - 100-250 square feet .....	<del>\$ 68.00</del>	\$ 70.00		\$ 140.00	\$ 210.00
Freestanding (in addition to above) .....	<del>\$ 28.00</del>	\$ 29.00		\$ 40.00	\$ 60.00
FP - Floodplain Review (plus corresponding Site Review fee) .....		\$ 100.00		\$ 100.00	\$ 100.00
HR - Historic Review (plus corresponding Site Review fee) .....		\$ 70.00		\$ 84.00	\$ 100.00
Temporary (30 days or less) .....	<del>\$ 24.00</del>	\$ 25.00		\$ 38.00	\$ 50.00
Temporary Sign Refundable Deposit .....	<del>\$ 59.00</del>	\$ 61.00		\$ 90.00	\$ 120.00
Resubmittal Fee (30% of the required application fee for the initial application)					
<b>Subdivision</b>					
Preliminary (plus \$10.00 per lot) .....	<del>\$ 1,236.00</del>	\$ 1,280.00		\$ 1,875.00	\$ 2,500.00
Construction Plan Review .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00	\$ 280.00
Final Plat .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00	\$ 280.00
Replat .....	<del>\$ 479.00</del>	\$ 496.00		\$ 720.00	\$ 960.00
Resubmittal Fee .....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00	\$ 280.00
<b>Temporary Use Permit</b>					
Family Hardship/Structure (City Manager and/or Community Development ... Director can waive fee based on financial hardship)	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00	\$ 280.00
Resubmittal Fee (30% of the required application fee for the initial application)					
Use/Zoning, Etc. ....	<del>\$ 138.00</del>	\$ 143.00		\$ 210.00	\$ 280.00
<b>Vacation (Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)</b>					
.....	<del>\$ 479.00</del>	\$ 496.00		\$ 720.00	\$ 960.00
<b>Variance</b>					
Administrative .....	<del>\$ 274.00</del>	\$ 284.00		\$ 410.00	\$ 550.00
Public Hearing before Planning Commission .....	<del>\$ 551.00</del>	\$ 571.00		\$ 825.00	\$ 1,100.00
Riparian Setback .....	<del>\$ 206.00</del>	\$ 213.00			
Resubmittal Fee (30% of the required application fee for the initial application)					
<b>Water Service Request for Outside City Limits</b>					
Residential - Single Family .....	<del>\$ 138.00</del>	\$ 143.00		\$ 150.00	\$ 175.00
Residential - Other .....	<del>\$ 343.00</del>	\$ 350.00		\$ 350.00	\$ 350.00
Commercial .....	<del>\$ 479.00</del>	\$ 496.00		\$ 500.00	\$ 500.00
<b>Zone Change</b>					
Resubmittal Fee (30% of the required application fee for the initial application)	<del>\$ 1,029.00</del>	\$ 1,066.00		\$ 1,545.00	\$ 2,060.00

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

**FINANCE DEPARTMENT**

	COST	UNIT
<b>Collection Fee</b> 23% of the monetary obligation for utility and miscellaneous accounts, added to the amount of the debt, to equal the collection fee charged by the collection agency		
<b>Credit Card Processing Fee</b> <i>(Does not apply to utility payments)</i>	3%	Payments over \$1000
<b>Hotel/Motel Occupancy Tax</b> <i>(of room rent charged)</i> .....	8%	
<i>Note: State of Oregon assesses additional 1% which goes to State</i>		
<b>Lien Search Fee</b> .....	\$ 25.00	
Exception: Search conducted on the same parcel of property by the same Title company within 45 days of the initial search on that piece of property...	\$ 15.00	
<b>Municipal Court</b>		
Collection Fee - 25% of the monetary obligation .....	up to Max of \$250.00	
Juror Appearance Fee .....	\$ 5.00	per day
Jurors Chosen and Sworn as a Juror .....	\$ 10.00	per day
Witness Compensation <i>(subpoenaed to Municipal Court)</i> .....	\$ 10.00	per day
<b>Non-Sufficient Funds</b> <i>(for returned checks)</i> .....	\$ 25.00	
<b>Parking Facilities</b>		
Armory Parking Lot .....	\$ 35.00	monthly
Court Street Lot .....	\$ 22.00	monthly
Phillips Parking Lot .....	\$ 28.00	monthly
Shalimar Parking Lot .....	\$ 32.00	monthly
Overpark 2nd Level .....	\$ 22.00	monthly
3rd Level .....	\$ 17.00	monthly
Oversize Vehicle .....	\$ 25.00	monthly
Discount Bulk Purchase of Rental Spaces		
Spaces 10 through 15 .....	10%	
Additional Spaces over the additional 15 .....	15%	
<b>Parking Meter Rates</b> .....	\$ 0.50	time varies
<b>Residential Parking Exemption Permits</b>		
Permanent Residents .....	\$ 10.00	annually
Temporary Houseguest of Resident .....	\$ 5.00	two-weeks
<b>Parking Meter Exemption Permits</b> .....	\$ 5.00	per day
<b>Service and Delivery Permit</b> <i>(Pursuant to Roseburg Municipal Code Section 8.02.100(F))</i>		
Monthly .....	\$ 5.00	
Annually .....	\$ 50.00	

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

FIRE DEPARTMENT	OLD FEE	COST	UNIT
<i>All annual adjustments to the Fire Department fee schedule will be tied to the CPI-U West index, December to December and rounded to the nearest dollar and become effective July of each year. This adjustment will not apply to Burn Permits or Special Event Inspections.</i>			
<b>False Alarm Response Fee</b> to be assessed for the 3rd through 6th false alarm for the same location within any calendar year (partial reimbursement) .....	<del>\$ 377.00</del>	\$ 391.00	each
7th and each subsequent false alarm (full reimbursement) .....	<del>\$ 876.00</del>	\$ 908.00	each
<b>False Alarm Appeal Fee</b> .....	<del>\$ 146.00</del>	\$ 151.00	
<b>Inspections</b>			
Illegal Occupancy .....	<del>\$ 415.00</del>	\$ 430.00	each
Exceeding Maximum Occupant Load .....	<del>\$ 191.00</del>	\$ 198.00	each
"A" Occupancy Inspections ( <i>after hours</i> ) .....	<del>\$ 117.00</del>	\$ 121.00	each
<b>Business Inspections</b>			
Initial Inspection .....		No Charge	
Unmitigated violations - Subsequent re-inspections			
1st Re-inspection Visit .....	<del>\$ 191.00</del>	\$ 198.00	per facility plus \$33.00 per violation
2nd Re-inspection Visit .....	<del>\$ 339.00</del>	\$ 351.00	per facility plus \$33.00 per violation
3rd & Subsequent Re-inspection Visit .....	<del>\$ 602.00</del>	\$ 624.00	per facility plus \$33.00 per violation
<b>Permits</b>			
Blasting .....	<del>\$ 189.00</del>	\$ 196.00	
Burn Permits			
Residential .....		\$ 75.00	
Commercial .....		\$ 370.00	
Exempt from Seasonal Restriction .....		\$ 100.00	
Fireworks including retail sales inspection			
Booth .....	<del>\$ 151.00</del>	\$ 156.00	
Tent .....	<del>\$ 189.00</del>	\$ 196.00	
Display .....	<del>\$ 377.00</del>	\$ 391.00	
Storage Tanks			
Installation .....	<del>\$ 189.00</del>	\$ 196.00	
Removal .....	<del>\$ 114.00</del>	\$ 118.00	
<b>On-Site Inspections</b>			
Underground Piping			
Flushing .....	<del>\$ 113.00</del>	\$ 117.00	
Hydrostatic Test .....	<del>\$ 113.00</del>	\$ 117.00	
Aboveground Piping			
Modifications/Remodels .....	<del>\$ 113.00</del>	\$ 117.00	
Sprinkler System Pre-Cover ( <i>\$50 minimum</i> ) .....	<del>\$ 113.00</del>	\$ 117.00	per hour
Hydrostatic Test .....	<del>\$ 113.00</del>	\$ 117.00	
Pneumatic Test .....	<del>\$ 113.00</del>	\$ 117.00	
Dry Piping Trip Test .....	<del>\$ 113.00</del>	\$ 117.00	
Standpipes .....	<del>\$ 113.00</del>	\$ 117.00	
Fire Alarm Systems .....	<del>\$ 113.00</del>	\$ 117.00	per hour
Missed Appointment Fee .....	<del>\$ 113.00</del>	\$ 117.00	
Smoke Removal Systems .....	<del>\$ 113.00</del>	\$ 117.00	
Final Inspection ( <i>\$100.00 minimum</i> ) .....	<del>\$ 113.00</del>	\$ 117.00	per hour
New Hydrant Installation Inspection and Flushing per Hydrant .....	<del>\$ 189.00</del>	\$ 196.00	per hydrant
<b>Additional Inspections</b>			

**City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed**

Clean Agent System ( <i>site inspection/room integrity flow &amp; alarm test</i> ) .....	<del>\$ 189.00</del>	\$ 196.00	
Commercial Cooking Suppression System ( <i>site inspection / trip test</i> ) .....	<del>\$ 151.00</del>	\$ 156.00	
Special Events ( <i>per vendor, per year</i> ) .....		\$ 50.00	
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell			
Special Inspection ( <i>typically business insurance purposes</i> ) .....	<del>\$ 141.00</del>	\$ 146.00	per hour
Spray Booth ( <i>site inspection/trip test</i> ) .....	<del>\$ 189.00</del>	\$ 196.00	
Temporary Membrane Structures, Tents and Canopies .....	<del>\$ 113.00</del>	\$ 117.00	

**Plan Review**

Including Deferred Submittals ( <i>\$50.00 minimum if less than 1 hour</i> ) .....	<del>\$ 113.00</del>	\$ 117.00	per hour
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**Mechanical Inspection**

Fire Smoke Damper ( <i>per damper</i> ) .....	<del>\$ 23.00</del>	\$ 24.00	
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**Site Review/Consultation**

First hour free - Each additional hour per project .....	<del>\$ 113.00</del>	\$ 117.00	per hour
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**Hazardous Materials**

One hour minimum - Non-State Team Response .....	<del>\$ 377.00</del>	\$ 391.00	
<i>After first hour (fractional thereafter by 1/4 hour; actual wage &amp; benefit of employees)</i>			
Materials ( <i>e.g. foam, booms, absorbent</i> ) .....		Actual Cost	
Apparatus .....		Pursuant to Oregon State Fee	

**City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed**

<b>LIBRARY</b>	<b>OLD FEE</b>	<b>COST</b>	<b>UNIT</b>
<b>Library Card</b>			
Residents .....		No Charge	
Transitional ( <i>residents without a permanent address</i> ) .....		No Charge	
Student ( <i>youth ages 0-high school graduation living within the Roseburg Public School District boundary</i> ) .....		No Charge	
Teacher Cards ( <i>full-time Kindergarten through grade 12 classroom teachers and school media center staff employed by public or private schools within the Roseburg Public School District boundary, who reside outside the Roseburg city limits</i> ) .....		No Charge	
Douglas County School Districts - Students and Staff ( <i>outside Roseburg Public School Boundary - under contract with the City</i> ) .....	\$	20.00	per person/annually
Non-Residents* .....	\$	60.00	annually
.....	\$	15.00	per quarter
Replacement Fee .....	\$	1.00	
 <i>*Every person in one household may have a non-resident library card for the single fee. "Household means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.</i>			
<b>Lost or Damaged Items</b>			
<i>Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the items plus a processing fee.</i>			
Cost of Items as Indicated in Automation System; or			
Adult Hardcover Book .....	\$	30.00	
YA and Junior Hardcover Book .....	\$	20.00	
Picture Book .....	\$	15.00	
Board Book (Toddler) .....	\$	10.00	
Adult Trade Paperback .....	\$	15.00	
Adult Mass Market Paperback .....	\$	8.00	
YA and Junior Paperback .....	\$	10.00	
Adult Audiobook .....	\$	50.00	
Children's Audiobook .....	\$	35.00	
Compact Disc .....	\$	20.00	
Magazine and Newspaper .....	\$	4.00	
DVD .....	\$	25.00	
Large Print Hardcover Book .....	\$	35.00	
Large Print Paperback Book .....	\$	25.00	
Processing Fee for Damaged or Lost Item .....	\$	2.00	
<b>Reference Services</b>			
Microfilm Reference Request .....	\$	10.00	
Interlibrary Loan .....	\$	5.00	plus cost of shipping per item
<b>Maker Space Materials</b>			
Bobbin .....	\$	0.50	each
3D Printer Filament .....	\$	0.05	gram
1 Inch Button .....	\$	0.10	each
2 1/4 Inch Button .....	\$	0.15	each
12"x12" scrapbook paper .....	\$	0.75	per sheet
<b>Miscellaneous</b>			
Enclosure Case ( <i>e.g. DVD or audiobook</i> ) Replacement .....	\$	2.00	each
Earbuds .....	\$	2.00	each
Technology Fee (OWL) - Community Rooms in the Library	NEW	\$	25.00

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

PARKS DIVISION			
	OLD FEE	COST	UNIT
<b>Band Shell</b>			
		<b>Resident</b>	
Entire Shell .....	<del>\$ 250.00</del>	\$ 300.00	
Platform Only .....	<del>\$ 125.00</del>	\$ 150.00	
Cleaning Deposit ( <i>Refundable</i> ) .....	<del>\$ 50.00</del>	\$ 60.00	
<b>Band Shell</b>			
		<b>Non-Resident</b>	
Entire Shell .....	<del>\$ 300.00</del>	\$ 360.00	
Platform Only .....	<del>\$ 150.00</del>	\$ 180.00	
Cleaning Deposit ( <i>Refundable</i> ) .....	<del>\$ 50.00</del>	\$ 60.00	
<b>Concessionaire</b>			
Daily .....	<del>\$ 20.00</del>	\$ 20.00	per day
Monthly .....	<del>\$ 150.00</del>	\$ 150.00	per month
Utility Hook-up ( <i>per day - upon request</i> ) .....	<del>\$ 30.00</del>	\$ 30.00	per day
<b>Field Lighting</b>			
Stewart Park Softball Fields .....	<del>\$ 8.00</del>	\$ 8.00	per hour
<b>Key Deposit (<i>Refundable</i>)</b> .....	<del>\$ 25.00</del>	\$ 25.00	
<b>Loudspeaker Permit</b> .....	<del>\$ 20.00</del>	\$ 20.00	
<b>Memorial Fees</b>			
Stationary Park Bench - Stewart Park .....	<del>\$ 1,500.00</del>	\$ 1,500.00	
Stationary Park Bench - All Other Parks .....	<del>\$ 1,200.00</del>	\$ 1,200.00	
Swinging Park Bench - Stewart Park .....	<del>\$ 3,000.00</del>	\$ 3,000.00	
Swinging Park Bench -All Other Parks .....	<del>\$ 2,500.00</del>	\$ 2,500.00	
Tree (2" + caliper) - Stewart Park .....	<del>\$ 500.00</del>	\$ 500.00	
Tree (2" + caliper) - All Other Parks .....	<del>\$ 450.00</del>	\$ 450.00	
<b>Parks and Recreation Programs</b>			
Resident .....			Actual cost of time and materials
Non-Resident .....			Actual cost of time and materials plus 25%
<b>Pavilion/Gazebo/Patio Use</b>			
		<b>Resident</b>	
1/2 Stewart Park Pavilion .....	<del>\$ 75.00</del>	\$ 90.00	
Entire Stewart Park Pavilion .....	<del>\$ 150.00</del>	\$ 180.00	
Stewart Park Small Pavilion .....	<del>\$ 50.00</del>	\$ 60.00	
Gaddis Park Pavilion .....	<del>\$ 75.00</del>	\$ 90.00	
Sunshine Park - North Pavilion .....	<del>\$ 75.00</del>	\$ 75.00	
Sunshine Park - South Pavilion .....	<del>\$ 75.00</del>	\$ 90.00	
	-		
		<b>Non-Resident</b>	
1/2 Stewart Park Pavilion .....	<del>\$ 90.00</del>	\$ 110.00	
Entire Stewart Park Pavilion .....	<del>\$ 180.00</del>	\$ 220.00	
Stewart Park Small Pavilion .....	<del>\$ 60.00</del>	\$ 70.00	
Gaddis Park Pavilion .....	<del>\$ 90.00</del>	\$ 110.00	
Sunshine Park - North Pavilion .....	<del>\$ 90.00</del>	\$ 90.00	
Sunshine Park - South Pavilion .....	<del>\$ 90.00</del>	\$ 110.00	
<b>Special Event (<i>Assessed per event per day for any Park or Park area within the Park System</i>)</b>			
Resident .....	<del>\$ 125.00</del>	\$ 150.00	per event/per day
Non-Resident .....	<del>\$ 150.00</del>	\$ 180.00	per event/per day
Refundable Cleaning Deposit .....	<del>\$ 25.00</del>	\$ 30.00	per event
<b>Seasonal Activity User (<i>Annual by Agreement - allows unlimited League Participation</i>)</b>			
Individual - Resident .....	<del>\$ 12.00</del>	\$ 15.00	annually

## City of Roseburg Draft Master Fee Schedule Existing vs. Proposed

Individual - Non-Resident .....	<del>\$ 15.00</del>	\$ 18.00	annually
Practice Field Users ( <i>per team per season</i> ) .....	<del>\$ 100.00</del>	\$ 125.00	ea team/per season
School District #4 .....	<del>\$ 5,000.00</del>	\$ 5,000.00	annually
Y.M.C.A. ....	<del>\$ 1,925.00</del>	\$ 1,925.00	annually

**Stewart Park Field Advertising** (*per field location and advertising period*) ..... ~~\$ 250.00~~ \$ 250.00

**Recognized Veteran organizations shall be exempt from paying park usage fees under the following circumstances:**

- \* Exemption applies only to Memorial Day and Veteran's Day
- \* Exemption applies only to reservations for events sponsored by a recognized Veteran organization that will be open to the general public.
- \* No exemption shall be granted for events that are exclusive to the Veteran organization and preclude the general public from utilizing the reserved park facility.

**System Development Charge**

*Annual adjustments to the System Development Charges will be adjusted by the March Construction index, rounded to the nearest dollar and become effective July of each year.*

SDC Per Equivalent Residential Unit [ERU] for new development .....	<del>\$ 717.00</del>	\$ 736.00
Administrative Fee in addition to the SDC Charge .....		4%
Maximum Administrative Fee in addition to SDC Charge .....		\$ 2,500.00

Based on the ratios included in the methodology [Resolution 98-4] for each individual dwelling unit, the SDC will be as follows:

Single Family Detached Dwelling .....	1.00	1.00	ERU Ratio
Single Family Attached Dwelling .....	0.86	0.86	ERU Ratio
Duplex ( <i>two attached units</i> ) .....	0.76	0.76	ERU Ratio
Multi-Family Dwelling ( <i>3 or more units</i> ) .....	0.58	0.58	ERU Ratio
Manufactured Home Park ( <i>3 or more units</i> ) .....	0.66	0.66	ERU Ratio
Transient Occupancy Development ( <i>per room</i> ) .....	0.57	0.57	ERU Ratio

**Effective July 1, 2010**, development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

POLICE DEPARTMENT			
	OLD FEE	COST	UNIT
<b>Administrative Fee - Vehicle Impoundment</b> .....	<del>\$ 100.00</del>	\$125.00	
<b>False Alarm Response Fee</b> to be assessed for the third and each subsequent false alarm for the same location in any calendar year .....	\$ 100.00	\$ 100.00	
<b>False Alarm Appeal Fee</b> .....	\$ 100.00	\$ 100.00	
<b>Fingerprint</b> .....	<del>\$ 25.00</del>	\$ 30.00	
Each additional .....	\$ 5.00	\$ 5.00	
<b>Firearms Discharge Permit</b> .....	\$ 10.00	\$ 10.00	
<i>(Military and Funerals Exempted)</i>			
<b>Livestock Permit</b> .....	\$ 50.00	\$ 50.00	
<b>Loudspeaker Permit</b> <i>(for Non-Park Events)</i> .....	\$ 20.00	\$ 20.00	
Good Conduct/Visa Letter	New	\$ 25.00	
Technology Fee - Community Rooms in PSC	New	\$ 25.00	

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

<b>PUBLIC WORKS DEPARTMENT</b>
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	OLD FEE	COST	UNIT
<b>Pavement Cut Penalty</b>			
Arterial/Collector Streets .....	\$ 500.00	\$ 500.00	base
If in travel lane, additional .....	\$ 25.00	\$ 25.00	per square foot
Residential Streets .....	\$ 200.00	\$ 200.00	base
If in travel lane, additional .....	\$ 25.00	\$ 25.00	per square foot
<b>Paving Permit</b> .....	\$ 25.00	\$ 25.00	
<b>Revocable Permit</b>			
Residential .....	\$ 200.00	\$ 200.00	
Non-Residential up to 100 l.f. Initial Fee .....	\$ 200.00	\$ 200.00	
Non-Residential up to 100 l.f. Annual Fee .....	\$ 150.00	\$ 150.00	
Non-Residential Encroachments over 100 l.f. ....	Basic Charge + 0.50 per l.f.	Basic Charge + 0.50 per l.f.	annually
<b>Right-of-Way Permit</b>			
Construction - Base Fee for first 40 lineal feet .....	\$ 30.00	\$ 30.00	
Trenching 0.35 per lineal foot over 40 lineal feet in addition to base fee			
Boring and Overhead 0.20 per lineal foot in addition to base fee			
Re-inspection Penalty Fee .....	\$ 50.00	\$ 50.00	
<b>Sidewalk/Driveway Curb Permit:</b> Minimum <i>(plus 0.15 per square foot/0.15 per lineal foot for driveway/curb cut</i> .....	\$ 10.00	\$ 10.00	

**Transportation System Development Charge: (for new development)**

*Transportation System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.*

		<u>Per End Trip</u>
Methodology (Resolution 2014-1) .....	<del>\$ 3,436.00</del>	\$ 3,529.00
Administrative Fee in Addition to the SDC Charge .....	4%	4%
Maximum Administrative Fee in Addition to the SDC Charge .....	\$ 2,500.00	\$ 2,500.00
Credit Application .....	\$ 250.00	\$ 250.00

**Pursuant to Resolution #2014-2, Transportation SDC's are imposed a t 25% or \$882.00 per end trip**

**Effective July 1, 2010,** development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg Draft Master Fee Schedule  
Existing vs. Proposed

**STORM DRAINAGE**

**OLD FEE**

**COST**

**UNIT**

**System Development Charge**

*Storm System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.*

*New service connections: Any new development which results in increasing the amount of storm water discharged directly or indirectly from property into a public drainage facility shall pay the following connection fee and drainage system development charge.*

For a single family unit .....	<del>\$ 1,224.00</del>	\$ 1,257.00
For all other development per square foot of impervious surface .....	<del>\$ 0.408</del>	\$ 0.419
Minimum .....	<del>\$ 1,224.00</del>	\$ 1,257.00
Administrative Fee in Addition to the SDC Charge .....	4%	4%
Maximum Administrative Fee in Addition to the SDC Charge .....	\$ 2,500.00	\$ 2,500.00

**Storm Drainage Service**

*Effective July 1, 2019, Storm Drainage Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July of each year.*

For a single family unit .....	<del>\$ 8.91</del>	\$ 9.23	per month
For other residential use property, per dwelling unit or per space .....	<del>\$ 8.91</del>	\$ 9.23	per month
For all non-residential property receiving storm drainage service per ERU .....	<del>\$ 8.91</del>	\$ 9.23	per month

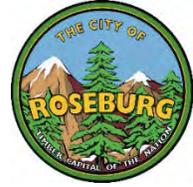
**Application to Reduce Monthly Fee for Storm Drainage Service**

On ERU Residential .....	\$ 50.00	\$ 50.00
Two or more ERU Commercial .....	\$ 100.00	\$ 100.00

Permit Type	Roseburg Population: 23,853	Adjusted Fee Schedule 2024	Newberg Population: 25,777	Grants Pass Population: 39,079	Happy Valley Population: 26,456	Ashland Population: 21,285	Woodburn Population: 27,290	Central Point Population: 19,222
Admin Function/LUCS	\$36.00	\$72.00	\$202.00	\$71.50	\$107.00	\$50 - \$200	\$100-\$220	\$130/hour
Amendments	\$343.00	\$375.00	\$202.00	Not listed	\$267 - \$1,068+	Not listed	Not listed	\$1,100-2200
Annexations	\$825.00	\$1,650.00	\$2,833 + \$270 per acre	\$267.25 - \$1,103.50	\$3,000+	\$4,502.25	\$2,565 - \$5,130	\$3,900.00
Appeals	\$296-\$500	\$300 - \$500	\$582 - \$1,239	\$487.50 - \$1,272.50	\$534 - \$1,068 (3k deposit)	\$150 - \$325	\$250 - \$2,700	\$1,000.00
BLA	\$274.00	\$550.00	\$1,015.00	\$774.50	\$1,602.00	\$402.00	\$2,025.00	\$1,200.00
CPA	\$1,653 - \$2,061	\$3,300 - \$4,120	\$2,655.00	\$2,758.75	\$3,833 - \$1,1736+	\$3,247.50 - \$5,254.25	\$4,670 - \$4,700	\$9,300.00
CUP	\$343 - \$687	\$1,375.00	\$2,155.00	\$1,379.25 + \$34.50 per 1,000sf	\$3,428+	\$1,215.50 - \$2,438.75	\$5,390.00	\$3,100.00
Demo Perm	\$39.00	\$80.00	\$202.00	Not listed	Not listed	\$402.00	Not listed	\$130 per hour
Derelict Bldg	\$348 - \$629	\$360 - \$652	\$202.00	Not listed	Not listed	\$402.00	Not listed	Not listed
Expedite LUA	\$2,197.00	\$4,400.00	\$7,563 + \$88 per lot	\$3,937.75 + \$26.75 per lot	\$12,040.00	Not listed	\$6,320 - \$9,060	Not listed
Grading Plan	\$68 - \$343	\$140.00	\$202.00	Not listed	Not listed	\$402.00	\$685.00	Not listed
Historic Fee	\$68.00	\$140.00	\$202.00	\$260.00	\$1,000 deposit	\$1,215.50	\$1,725.00	Not listed
Non-Conforming Use Alt	\$206.00	\$410.00	\$202.00	\$1,445.50	\$105 - \$534	\$1,215.50	\$685.00	Not listed
Partition	\$551.00	\$1,100.00	\$1,015 + \$88 per parcel	\$2,299.25	\$4,136 + \$300 per lot	\$1,215.50 + \$80.75 per unit	\$3,720 + \$1,860	\$3,100 + \$1,200
PUD	\$1,236 + \$10 per lot	\$2,500 + \$10 per lot	\$2,034 + \$88 per lot	\$1,179 + \$67.75 per lot	\$4,136 + \$107-\$320 per lot	\$3,247.50 + \$162.75 per lot	\$4,480 + \$55 per lot	\$7,900.00
Pre-App	\$138.00	\$200.00	\$100.00	\$461.00	\$534 - \$1,068	\$217.00	\$685.00	\$250.00
Site-Review	\$47 - \$479	\$140 - \$960	\$202-\$505	\$128.75 - \$2,786+	\$112 - \$9,483+	\$34 - \$2,438.75+	\$685 - \$19,440	\$30-\$2,900
Sign Review	\$24 - \$68	\$50 - \$210	\$89 + \$1 per sf	\$127.50 + \$2.70 per sf	\$53 - \$160	\$158.25 + \$3 per sf	\$115 - \$520	Not listed
Subdivision	\$1,236 + \$10 per lot	\$2,500 + \$10 per lot	\$2,034 + \$88 per lot	\$2,299 + \$67.75 per lot	\$107 - \$4,136 + \$320 per lot	\$3,247.50 + \$162.75 per lot	\$5,665 + \$55 per lot	\$5,900.00
Replat	\$479.00	\$960.00	\$202.00	\$2,299 + \$67.75 per lot	\$107 - \$4,136 + \$320 per lot	\$1,215.50	\$5,665 + \$55 per lot	\$5,900.00
TUP	\$138.00	\$280.00	\$202.00	\$925.00	\$107- \$320	\$1,215.50	Not listed	\$60.00
Vacation	\$479.00	\$960.00	\$1,015.00	Not listed	\$1,602 (\$2,500-10K deposit)	\$2,438.75	Not listed	\$3,800.00
Variance	\$206-\$551	\$550 - \$1,100	\$1,015.00	\$1,795.00	\$324 - \$3,095	\$1,215.50 - \$2,438.75	\$3,285-\$4,695	\$1,600 - \$3,000
Zone Change	\$1,029.00	\$2,060.00	\$2,684.00	\$2,315.75	\$3,833+	\$3,247.50 - \$5,254.25	\$3,520-\$4,615	\$2,800.00
Resubmittal	\$138.00	\$280.00	Not listed	Not listed	\$534 - \$801	Not listed	Not listed	Not listed
Re-inspection	\$50.00	\$100.00	Not listed	Not listed	\$107.00	Not listed	\$250.00	Not listed

Permit Type	Roseburg Population: 23,853	Adjusted Fee Schedule 2024	Medford Population: 85,556	Eugene Population: 177,923	Klamath Falls Population: 21,977	Winston Population: 5,673	Sutherlin Population: 8,634	Phoenix Population: 4,206	Douglas County Jurisdiction: 59,656 +/-
Admin Function/LUCS	\$36.00	\$72.00	\$77.25	\$60.71/hour	\$60/hour	\$30.00	\$50.00	\$50-\$150	\$165.00
Amendments	\$343.00	\$375.00	\$1,596.50	\$597.32 - \$4,520.23	Not listed	50% of app fee	\$200-75% of app fee	\$350-\$1,000	75% of app fee
Annexations	\$825.00	\$1,650.00	\$5,036.70	\$5,155.70	\$500.00	\$750+	\$600+	\$1,000.00	\$165.00
Appeals	\$296-\$500	\$300 - \$500	\$103 - \$618	25-50% of app fee	100% of app fee	\$250-\$350	\$330+	\$250 + half of app fee	\$825.00
BLA	\$274.00	\$550.00	\$1,236.00	\$897.07	\$450.00	\$525.00	\$200.00	\$300.00	\$580.00
CPA	\$1,653 - \$2,061	\$3,300 - \$4,120	\$4,635.00	\$6,339 - \$8,777	\$1,500 - \$2,000	\$2,500+	\$1,200+	\$5,000.00	\$4,950+
CUP	\$343 - \$687	\$1,375.00	\$1,699.50 - \$3,399	\$1,534 - \$6,840	\$750.00	\$500+	\$725+	\$2,500.00	\$3,300.00
Demo Perm	\$39.00	\$80.00	Not listed	\$391.00	Free	\$50.00	Not listed	Not listed	Not listed
Derelict Bldg	\$348 - \$629	\$360 - \$652	Not listed	Not listed	Not listed	N/A	Not listed	Not listed	Not listed
Expedite LUA	\$2,197.00	\$4,400.00	\$5,047.00	Not listed	Not listed	Not listed	\$1,800+	Not listed	Not listed
Grading Plan	\$68 - \$343	\$140.00	Not listed	Not listed	Not listed	\$50.00	Not listed	Not listed	Not listed
Historic Fee	\$68.00	\$140.00	\$51.50 - \$3,399	Not listed	Not listed	Not listed	Not listed	Not listed	\$165.00
Non-Conforming Use Alt	\$206.00	\$410.00	Not listed	Not listed	\$175.00	\$200.00	\$300.00	Not listed	\$165.00
Partition	\$551.00	\$1,100.00	\$3,193.00	\$2,801 + \$1,736	\$950.00	\$500 - \$1,000+	\$500.00	\$1,315.00	\$1,650.00
PUD	\$1,236 + \$10 per lot	\$2,500 + \$10 per lot	\$4,326.00	\$17,335 + \$4,342	\$1,800.00	\$1,500 + \$30 per lot	\$930 + \$30 per unit	\$4,200.00	\$3,300.00
Pre-App	\$138.00	\$200.00	\$412.00	Free	Not listed	\$125.00	\$125.00	\$150-\$300	\$165.00
Site-Review	\$47 - \$479	\$140 - \$960	\$206 - \$3,193	\$354 -\$5,845	\$300-\$600	\$100 - \$550	\$50 - \$200	\$500-\$2,500	\$85 - \$165
Sign Review	\$24 - \$68	\$50 - \$210	\$51.50	Not listed	\$75.00	\$50 -\$100	\$50.00	\$130-\$500	\$165.00
Subdivision	\$1,236 + \$10 per lot	\$2,500 + \$10 per lot	\$4,831.00	\$12,258.00	\$1,800.00	\$450 - \$2,500 + \$10-\$40 per lot	\$1,000 + \$30 per unit	\$2,850 + \$150 per lot	\$3,300.00
Replat	\$479.00	\$960.00	\$4,831.00	Not Listed	\$1,800.00	\$450 - \$2,500 + \$10-\$40 per lot	\$1,000 + \$30 per unit	\$2,850 + \$150 per lot	\$3,300.00
TUP	\$138.00	\$280.00	Not listed	Not listed	Not listed	\$250.00	\$300.00	\$156.00	\$165.00
Vacation	\$479.00	\$960.00	\$2,049.70 - \$5,654.70	\$1,277 - \$4,999.01	\$600.00	Not listed	\$200 - \$400	\$1,000+	\$580.00
Variance	\$206-\$551	\$550 - \$1,100	\$1,802.50 - \$3,605	\$735.00	\$50-\$600	\$350 - \$500+	\$200 - \$460	\$600 - \$2500	\$1,650.00
Zone Change	\$1,029.00	\$2,060.00	\$2,884.00	\$3,983.00	\$1,500.00	\$1,500.00	\$1,200.00	\$5,000.00	Not listed
Resubmittal	\$138.00	\$280.00	Not listed	25% of app fee	Not listed	Not listed	Not listed	5% of app fee	Not listed
Re-inspection	\$50.00	\$100.00	Not listed	\$325.00	Not listed	Not listed	Not listed	3% of app fee	Not listed

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION NO. 2024-12 OPTING IN TO ORS 105.668 RECREATIONAL IMMUNITY

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Meeting Date: May 13, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: John VanWinkle  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

During the recent short session, the Oregon Legislature temporarily reinstated recreational immunity to cities with populations larger than 500,000. Cities with smaller populations can “opt in” to receive the same immunity. The issue for Council is whether to adopt the attached resolution opting in to ORS 105.668.

### BACKGROUND

#### A. Council Action History.

At the February 27, 2017, meeting, the Council adopted Resolution No. 2017-06 entitled “A Resolution Recommending Restoring Recreational Immunity Rights.”

#### B. Analysis.

In a recent court case involving the City of Newport, the judge in the case denied the City of Newport recreational immunity because the plaintiff claimed she was not recreating on the path she was travelling on and the existing statute did not list “walking” as a recreational activity. During the 2024 legislative session, Senate Bill 1576 amended the statute to add walking, running and bicycling, and applied the immunity to both improved and unimproved trails. The statute applies to cities with a population larger than 500,000. Smaller cities are able to opt in to the statute by ordinance, resolution, rule, order or other regulation.

#### C. Financial/Resource Considerations.

None.

#### D. Timing Considerations.

The current form of ORS 105.668 is valid through January 1, 2026, and will apply to the City immediately if Council elects to opt in.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the attached resolution opting in to recreational immunity; or
2. Recommend changes to the attached resolution prior to adoption; or
3. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends adoption of Resolution 2024-12 opting in to recreational immunity.

**SUGGESTED MOTION**

***“I MOVE TO ADOPT RESOLUTION 2024-12 OPTING IN TO ORS 105.668 RECREATIONAL IMMUNITY.”***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2024-12

**RESOLUTION NO. 2024-12**

**A RESOLUTION OPTING IN TO ORS 105.668 RECREATIONAL IMMUNITY**

**WHEREAS**, ORS 105.668 provides immunity against negligence claims arising from personal injury or property damage from the use of a trail or structures in a right of way or public easement; and

**WHEREAS**, ORS 105.668 immunity extends automatically to:

- Cities with populations of 500,000 or more;
- those cities' agents, officers, and employees, to the extent they are covered by ORS 30.285;
- owners of the land abutting the public unimproved right of way or public easement; and
- nonprofits and their volunteers who construct or maintain the trail or structure in the right of way or public easement; and

**WHEREAS**, Cities with populations fewer than 500,000 residents may choose to opt in to ORS 105.668, and the immunity will cover those entities as above.

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

**Section 1.** The City of Roseburg hereby opts in to Oregon Revised Statute (ORS) 105.668 entitled "Immunity from liability for injury or property damage arising from use of trail or structures in public easement or right of way."

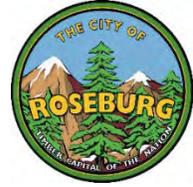
**Section 2.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 13<sup>th</sup> DAY OF MAY, 2024.**

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Amy Nytes, City Recorder

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### PARKER ROAD NEWTON CREEK BRIDGE INTERGOVERNMENTAL AGREEMENT FOR RIGHT-OF-WAY SERVICES WITH OREGON DEPARTMENT OF TRANSPORTATION

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**Meeting Date: May 13, 2024**  
**Department: Public Works**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Dawn Easley, PW Director**  
**Contact Telephone Number: 541-492-6730**

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#### ISSUE STATEMENT AND SUMMARY

Staff recently received the draft Intergovernmental Agreement (IGA) for Parker Road Newton Creek Bridge Right-of-Way Services from the Oregon Department of Transportation (ODOT). The issue for the Council is whether to authorize the City Manager to execute the agreement.

#### BACKGROUND

##### A. Council Action History.

In October 2020, the City Council authorized the City Manager to apply for the ODOT Local Bridge Program grant to design and replace the bridge on Parker Road over Newton Creek. In July 2022, the Council adopted Resolution No. 2022-25, accepting the grant award from ODOT for the design and construction of the Parker Road Newton Creek Bridge. In January 2023, the Council authorized the execution of an IGA with ODOT to deliver the federal project on behalf of the City of Roseburg.

##### B. Analysis.

The City is not a certified local agency and is not qualified to deliver the project according to Federal Highway Administration (FHWA) rules. Since ODOT is delivering the project, it makes sense for ODOT to perform the right-of-way acquisition services for the project as well. Any right-of-way acquired as part of the project will be under the jurisdiction of the City.

Right-of-way acquisition is the process of obtaining property or easements necessary for the project, from negotiation to possession of the property, using various sub-processes including, but not limited to, appraisal, negotiation, condemnation, relocation, title closing, and the potential exercise of eminent domain. The Right-of-Way Services IGA requires the City to adopt a resolution outlining intention and determination of necessity in accordance with ORS 35.235 and ORS 35.610, authorizing acquisition or condemnation if made necessary by the project. Per ORS 35.235, the state will attempt to agree with the owner with respect to the compensation to be paid for any taking and any related damages.

**C. Financial/Resource Considerations.**

The funding and payment for the services are outlined in the Project Agreement executed in January 2023. This agreement does not commit to additional funding for the services.

**D. Timing Considerations.**

ODOT would like the IGA executed as soon as practical. The project is in the early stages, so no right-of-way acquisition is anticipated before 2025.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize execution of the IGA for Right-of-Way Services; or
2. Request additional information; or
3. Not authorize the execution of the IGA for Right-of-Way Services.

**STAFF RECOMMENDATION**

The project is federally funded and managed by ODOT, and the state should perform all aspects of the project to ensure all federal and state regulations are met. The Public Works Commission discussed the IGA at its May 9, 2024, meeting. Their recommendation will be presented to the Council. Staff recommends that the City Council authorize the execution of the Right-of-Way Services for the Parker Road Newton Creek Bridge Project.

**SUGGESTED MOTION**

**“I MOVE TO AUTHORIZE THE EXECUTION OF THE INTERGOVERNMENTAL AGREEMENT WITH OREGON DEPARTMENT OF TRANSPORTATION FOR RIGHT-OF-WAY SERVICES FOR THE PARKER ROAD NEWTON CREEK BRIDGE PROJECT.”**

**ATTACHMENTS:**

None



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** May 13, 2024  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### 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 May 13, 2024 meeting, the following items are included:

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



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
April 23, 2024 - 10:00 a.m.

1. April 22, 2024 City Council Meeting Synopsis
2. May 13, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
  - A. Community Event – Doug John Rememberance Celebration
  - B. Community Event – Birthday Party w/ Mariachi Band (no speakers this year)
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
May 6, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. May 13, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items
6. Employee Service Pins
  - A. Dan Banuelos – Fire Department, 10 years
  - B. Rob Mueller – Fire Department, 20 years
  - C. Donetta Cooper – Police Department, 25 years
  - D. Scott Carroll – PW Water Department, 30 years
  - E. Shane Crosier – Facilities Maintenance, 30 years

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Authorization to accept FAA Grant
- 2024-2029 Capital Improvement Plan Update

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**May 27, 2024      MEMORIAL DAY**

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**June 10, 2024**

Mayor Reports

- A. Optimist 50<sup>th</sup> Anniversary Proclamation

Consent Agenda

- A. May 13, 2024 Meeting Minutes

Resolution

- A. Resolution No. 2024-13 Budget Adoption

Department Items

- A. Patrol Vehicles Purchase  
B. Shopping Cart Update  
C. RPEA Contract

Informational

- A. City Manager Activity Report

*Urban Renewal Agency Board Meeting*

Consent Agenda

- A. December 11, 2023 Meeting Minutes

Resolution

- A. Resolution No. UR2024-02 Budget Adoption

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**June 24, 2024**

Mayor Reports

Consent Agenda

- A. June 10, 2024 Meeting Minutes

Public Hearings

- A. Urban Growth Boundary Swap

Informational

- A. City Manager Activity Report

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**July 8, 2024**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentations

- A. AmeriCorps Member Presentation

Consent Agenda

- A. June 24, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
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**July 22, 2024**

Mayor Reports

Consent Agenda

A. July 8, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

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**August 12, 2024**

Consent Agenda

A. July 22, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

B. Quarterly Financial Report

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**August 26, 2024**

Consent Agenda

A. August 12, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

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**September 9, 2024**

Consent Agenda

A. August 26, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

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**September 23, 2024**

Consent Agenda

A. September 9, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

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**October 14, 2024**

Consent Agenda

A. September 23, 2024 Meeting Minutes  
Department Items

A. 2024 Oregon Public Library Statistical Report  
Informational

A. City Manager Activity Report

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**October 28, 2024**

Consent Agenda

A. October 14, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

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**November 2024 (to be determined)**

Mayor Reports

A. Veterans Day and Military Families Month Proclamation

Consent Agenda

B. October 28, 2024 Meeting Minutes  
Informational

A. City Manager Activity Report

**November 11, 2024**      **Veterans Day**

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**City Manager Updates**  
*April 19, 2024*

- Stuart Cowie did a great job at the UGB Swap Open House meeting on Tuesday. We had a good turnout with lots of questions and comments. Information on the process, upcoming meetings, and how to learn more were provided to the attendees. The first joint City/County Planning Commission meeting is scheduled for May 6.
- The Library Commission met on Tuesday and discussed amending the fee schedule and digital magazine subscription platforms. The Public Works Commission met last week and recommended awarding the Bradford ADA project.
- I attended the NW Regional CM Conference in late March. There were lots of great sessions, including one on Medford's latest efforts regarding homelessness in their public spaces. I am hoping to schedule a trip down to visit their new improved urban campground and learn more about their programs. We do not have all of the pieces in place that they do, but I think there is great value in learning more.
- Staff completed compilation of the draft budget and it is currently being printed and bound. The budget and accompanying PowerPoint presentation are scheduled to be available for pick up on April 30. Thank you to all of the staff that put in a lot of work to pull the budget together in preparation for the first Budget Committee meeting on May 7.
- On April 5, I was given the opportunity to speak to the OCCMA Women's Leadership Cohort about my path to leadership. It was a great day in Eugene with the City Manager's from Eugene and Springfield and the Travel Lane County CEO as the other speakers. On April 8, I attended the OTC's ACT Chairs meeting in Salem. While these activities can be time consuming, I believe it is important to advocate for important transportation issues/policies that impact southwest Oregon and other rural areas in Oregon.
- Other meetings included Dawn Easley and I meeting with regional Avista representatives, and with Sarah Moehrke from Oregon Department of Energy to learn more about grant opportunities, a meeting with UHI Executive Director Natasha Atkinson, the Mayor, Police Chief and I met with Russ Woolley, the new CEO at Mercy and I met with the Douglas ESD Executive Director Analicia Nicholson to discuss the UGB swap project.
- The Partnership Board met on Tuesday and received updates for the upcoming Southern Oregon Economic Development Summit - more information here:
- [Southern Oregon Summit \(southernoregoneconomicssummit.com\)](https://southernoregoneconomicssummit.com) As a sponsor, we received 10 complimentary tickets. Please let me know if you are interested in attending. We will offer any available tickets to EDC members.
- The next Chamber luncheon is coming up on May 20. The program includes the graduation of the chamber's 2023-24 Project Leadership class and our annual timber/wood products industry update. The program will be presented by Lone Rock Resources president & CEO Toby Luther and Lone Rock Timber president Joe Newton, with a federal O&C update from Matt Hill, DTO executive director. Please let Grace know by noon on May 14 if you would like to attend.
- Meetings next week:
  - Homeless Commission - Monday, 4/22 @ 11 am, City Hall Council Chambers
  - City Council – Monday, 4/22 @ 7 pm, City Hall Council Chambers
  - Economic Development Commission – Thursday, 4/25 @ 3:30, Council Chambers