

afS
6-27-18

CITY OF ROSEBURG
PLANNING COMMISSION
Monday, July 2, 2018
City Hall Council Chambers – 7:00 pm

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

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL: Chair Ron Hughes Daniel Onchuck Victoria Hawks
 Charlie Allen Kerry Atherton Ron Sperry
 Shelby Osborn
- III. APPROVAL OF MINUTES
 A. May 7 – Planning Commission Meeting
- IV. AUDIENCE PARTICIPATION: See Reverse for Information
- V. PUBLIC HEARING
- VI. BUSINESS FROM STAFF
 A. Land Use Development Regulation Updates – Work Session
 B. Director’s Report
- VII. BUSINESS FROM THE COMMISSION
- VIII. NEXT MEETING – August 6, 2018
- IX. ADJOURNMENT

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

Please contact the office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

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

AUDIENCE PARTICIPATION INFORMATION

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

Non-Agenda Items

If you wish to address the Planning Commission on a matter not on the agenda, at the appropriate time please raise your hand and wait to be recognized by the Chair. Persons addressing the Commission must state their full name and address for the record. All remarks are to be directed to the Planning Commission. For items not on the agenda the presentation should be brief and be on a topic of interest to the Planning Commission, such as a general land use matter. These presentations are reserved for new material which has not been previously considered. The Planning Commission will not be taking action on any item presented under Audience Participation and if needed will provide direction to staff for appropriate follow-up.

Agenda Items

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

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

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

**CITY OF ROSEBURG
PLANNING COMMISSION MEETING MINUTES
May 7, 2018**

CALL TO ORDER: Chair Ron Hughes called the regular meeting of the Roseburg Planning Commission to order at 7:00 p.m. on Monday, May 7, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Chair Ron Hughes, Commissioners Charlie Allen, Kerry Atherton, Victoria Hawks, Dan Onchuck, and Shelby Osborn.

Absent: Ron Sperry-excused.

Others present: Community Development Director Stuart Cowie, Department Technician Chrissy Matthews and Scott Vanden Bos from Elaine Howard Consulting.

APPROVAL OF MINUTES

Atherton moved to approve the April 16, 2018 minutes as presented; Allen seconded. Motion passed unanimously.

AUDIENCE PARTICIPATION – None

BUSINESS FROM STAFF –

Cowie introduced Scott Vanden Bos from Elaine Howard Consulting. The Roseburg Planning Commission is being asked to make a recommendation to the Roseburg City Council regarding their consideration and adoption of the proposed Diamond Lake Urban Renewal Plan (Plan). The focus of the Planning Commission's review is the conformance of the Plan with the Roseburg Comprehensive Plan. This action does not require a public hearing, and the Planning Commission is not being asked to approve the Plan, but rather make a recommendation to the Roseburg City Council on the conformance to the Roseburg Comprehensive Plan issue.

Vanden Bos presented the power point presentation of the Diamond Lake Urban Renewal. The power point can be viewed at the link below.

http://www.cityofroseburg.org/files/9315/2055/7256/UR_101_Roseburgv3.pdf

Vanden Bos explained how the Plan aligns with the Roseburg Comprehensive Plan and policies stating the Urban Renewal Plan makes sense, given that there has been no significant improvements in the area for a decade. He highlighted the unique challenges in the area like inadequate transportation infrastructure, land locked properties, power poles located in the sidewalks, and inadequate storm and sewer infrastructure making it challenging for developers to develop the area. Urban renewal can provide funding and make the area more attractive for developers and shovel ready.

Atherton shared his concern with the possible plan dividing the champion site parcel by putting a street through the middle. Cowie responded the street can be constructed in a couple of ways, but it is important for a transportation connection and splitting the property

can possibly offer further develop opportunities. Discussion ensued regarding access, private property owner development, taxing district notification, and the opportunity for the Plan to be used as a funding source to offset the cost of public infrastructure. An example of an urban renewal project is the left turn lane on Edenbower and the Oakridge Apartments where the City provided a loan for the street improvement with an agreement outlining that the developer is responsible for the cost if not developed after the improvements are made. Discussion ensued regarding different funding possibilities in addition to urban renewal. The Plan is a flexible tool set for future generations if the view of the plan changes. Cowie shared that with a minor amendment the Pine Street Alley District can be included with the Urban Renewal Plan.

Bob Dannenhoffer, 255 Dawson Rd, Roseburg OR 97470 – addressed the need for bicyclist and walking paths to address the safety of pedestrian and to allow connection throughout the city suggesting the use of the old railroad right-of-way. Cowie acknowledged the need and concern. There is money devoted to multi-use paths and path improvements but the area of paths are to be determined.

Hearing no further discussion a motion was considered.

Allen moved that the Roseburg Planning Commission finds, based upon the information provided in the staff report and the provided attachments, that the Diamond Lake Urban Renewal Plan conforms with the Roseburg Comprehensive Plan and further recommends that the Roseburg City Council adopt the proposed Diamond Lake Urban Renewal Plan; Hawks seconded. Motion passed unanimously.

DIRECTOR'S REPORT –

Cowie shared the city council has a lot of goals for the CDD to implement and development is increasing making it necessary to hire another planner. Associate Planner Ricky Hoffman will start May 14. The Community Development Department has rearranged the front office to accommodate our new planner.

BUSINESS FROM COMMISSION – none

ADJOURNMENT – The meeting adjourned at 7:59 pm. The next meeting is scheduled for Monday, June 4, 2018.

Chrissy Matthews
Department Technician

CITY OF ROSEBURG PLANNING COMMISSION STAFF REPORT



Land Use Code Text Amendment Workshop

Meeting Date: July 2, 2018

Completeness Date: N/A

120-Day Limit: N/A

Staff Contact: John K. Lazur, Associate Planner

*S.C.
6/27/18*

Applicant: City of Roseburg

Request: Discuss the possibility of amending RMC Title 12 Land Use Development Regulations to revise 12.04.030 Residential Districts to accommodate statutory changes and refinements to "Accessory Residential Units" and 12.08.040 Supplemental Standards to allow changes to Mini-Retail Businesses (ie. Food Trucks, Coffee Stands) to define specific standards to allow short-term mobile and long-term retail operations

DISCUSSION ITEMS:

Discussion of amendments will be as follows:

1. Accessory Dwelling Units: House Bill 2007 was introduced in the 2017 legislative session and was described as a bill to "remove barriers to development". This bill has since been signed into law by Governor Brown. Among the provisions of the law, it requires Cities and Counties of a certain size to allow accessory dwelling units (ADUs), which are "interior, attached, or detached residential structure (i.e. granny flats, in-law suite). Many cities and counties like Roseburg already have ADU regulations; however, the overall legislative intent was to remove developmental and cost-prohibitive barriers for those that sought to construct ADUs. Therefore, the City has looked into adopting code similar to DLCDS model code which is intended to help jurisdictions comply with the legislation.
2. As many of you may be aware, mobile vendors have become increasingly popular over the last decade, specifically Food Trucks. Food Trucks are currently regulated by our code as a Temporary Use, which is processed as an administrative action in which we provide notice to surrounding property owners within 100 feet which potentially subjects the proposal to a public hearing. The entire process takes approximately 45 days to complete on average. Furthermore, each Temporary Use Permit that is applied for only lasts a year which would require the applicant to process the same permit again 10 months later. According to city business registration records, there were 11 new food trucks registered in the last year. As you can see, the regulatory process coupled with the number of applications we receive creates a strain on staff

and the businesses themselves. Therefore, the intent of this code revision is to streamline the permitting process while ensuring that basic health and safety regulations are met to allow staff to focus on outreach and customer service rather than processing of applications.

ATTACHMENTS:

Proposed Amendment Changes
Amendment Draft

Proposed Amendment Changes:

*This draft includes the current code language for Accessory Residential Units and Mini-Retail Businesses with proposed changes highlighted red. New text additions is shown as **red, bold and underlined** and proposed text to be removed is ~~red and struck-out~~.*

Accessory Dwelling Units and Mini-Retail Businesses

12.02.090 Definitions. As used in this Chapter, unless the context in which used clearly requires a different meaning, the following words or phrases shall be defined as follows:

“ACCESSORY DWELLING UNIT” An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.

TABLE 2-4: RESIDENTIAL—ALLOWED USES

USE CATEGORY	R10	R7.5	R6	MR14	MR18	MR29	MR40	STANDARDS
Specific Use								
RESIDENTIAL								
1) Single-Family Dwelling	P	P	P	P	P	P	-	-
2) Two-Family Dwelling ^[1]	P, C	P, C	P, C	P	P	P	-	12.04.030(F)(2)
3) Townhouses	C	C	C	P	P	P	P	12.04.030(E)
4) Multifamily Dwelling	-	-	-	P	P	P	P	12.04.030(F)
5) Mobile Home Parks	-	-	-	P	P	-	-	12.10.120
6) Accessory Dwelling Residential Unit ^[2]	P P	P P	P P	P	P	P	P	12.04.030(C)

^[2] Accessory ~~dwelling~~**residential** units ~~shall be accessory to~~ ~~must be in conjunction with~~ a ~~lawfully established~~ single-family dwelling and is subject to the standards in Subsection 12.04.030(C).

C. **Accessory dwelling residential units.** ~~Accessory dwelling Residential u~~Units shall conform to the following standards:

1. Accessory dwelling units are exempt from the housing density standards of residential zoning districts.
2. Not exceed one (1) per single family unit A maximum of one (1) accessory dwelling unit is allowed per legal single family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g. above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g. an addition or the conversion of an existing floor);
 - a. A detached accessory dwelling unit shall not exceed 800 square feet in floor area, or 75% of the primary dwelling's floor area, whichever is smaller.
 - b. An attached or interior accessory dwelling unit shall not exceed 800 square feet of floor area, or 75% of the primary dwelling's floor area, whichever is smaller. However, accessory dwelling units that result from the conversion of a level or floor (e.g. basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the accessory dwelling unit would be more than 800 square feet.
3. Accessory dwelling units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:
 - a. Conversion of an existing legal non-conforming structure to an accessory dwelling unit is allowed, provided that the conversion does not increase the non-conformity; and
 - b. No off-street parking is required for an accessory dwelling unit.
4. Street improvements are not required for interior accessory dwelling units in which no increase to the size of the total gross floor area on the property occurs
 2. ~~Not exceed a maximum size of 1,000 square feet or no more than 50% of the gross floor area of the primary residence;~~
 3. ~~Have at least one (1) unit owner occupied;~~
 4. ~~Have one (1) additional off-street parking space;~~
 5. ~~Have the primary heat source be electric or gas, not wood; and~~
 6. ~~Not have separate dedicated utility meters including gas, electric and water.~~

~~Prior to clearance to occupy the accessory residential unit, a restrictive covenant shall be recorded with the Douglas County Clerk setting forth these requirements. Said covenant shall remain binding on the property for the life of the accessory unit.~~

“MINI-RETAIL BUSINESS (MRB)” A commercial operation from a small structure or mobile vehicle or cart within the parking lot or a vacant parcel of an existing business location within the C3, M1, or MU commercial or industrial zones, subject to requirements of the International Building Code and development standards of the zone in which it is located. A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.

TABLE 2-7: COMMERCIAL—ALLOWED USES

USE CATEGORY		PO	C1	C2	C3	STANDARDS
Specific Use						
51)	Mini-Retail Business (no more than two at any host business location and no larger than 250 sq. ft.)	P-	P-	P-	P	<u>12.08.040(M)-</u>

TABLE 2-9: CBD—ALLOWED USES

USE CATEGORY		CBD	STANDARDS
Specific Use			
18)	Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)	PE	<u>-12.08.040(M)</u>

TABLE 2-13: INDUSTRIAL—ALLOWED USES

USE CATEGORY		MU	M1	M2	M3	STANDARDS
Specific Use						
RESIDENTIAL						
56)	Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)	p	p	p	P-	<u>12.08.040(M)-</u>

12.08.040 SUPPLEMENTAL PROVISIONS

M. Mini-Retail Businesses.

1. Definition: A commercial operation from a small (less than 250 sq. ft.) temporary structure, vehicle or cart (ie. Food truck, coffee stand, vendor cart) within the parking lot of an existing business location or a vacant parcel within the commercial or industrial zones. A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.
2. The following standards shall apply to all mini-retail businesses:
 - a. Shall not obstruct the public right-of-way, fire lane, private access way (e.g. driveway, parking aisle, pedestrian walkway, bike lane) or restrict access to any parking facilities (auto, motorcycle, or bicycle) or loading zones.
 - b. Shall allow for unobstructed access from the nearest active driveway by locating further than 20 feet from any local or collector driveway entrance or 40 feet from any arterial driveway entrance, respectively.
 - c. Drive-up uses shall provide a minimum stacking area (a lane in which vehicles temporarily idle while awaiting service) clear of the public right-of-way and parking lot aisle, for the window serving the vehicles. The stacking area shall allow space for 4 vehicles (72 feet measured from the service window) and not interfere with safe and efficient access to other parking areas on the property.
 - d. Shall provide documented property owner permission to operate the business
 - e. Any appurtenances associated with the business (ie. Tables, chairs, trash bins, wash stations) shall be removed from the site with the vendor vacates the site.
3. A site which allows the placement of mini-retail businesses to be placed permanently for more than 6 hours in a single day or the placement of more than two (2) vendors at a time:
 - a. Shall meet the applicable standards of the base zone, including conformance with the site review standards of RMC 12.06.010
4. All food service vendors shall follow local fire, health and sanitation standards including:
 - a. obtain a Roseburg Fire Department annual vendor permit.
 - b. provide documentation from RUSA indicating an approved wastewater/graywater disposal method to ensure fats, oils and grease (FOG) do not enter the RUSA sanitary system.
 - c. vendors requiring the provision of restroom facilities shall utilize permanently constructed facilities or have documented permission to access restroom facilities from an adjacent business. The use of temporary restroom facilities is prohibited.

Amendment Draft:

This draft indicates how the code would be presented if adopted with the changes proposed in the “proposed draft changes” document.

“ACCESSORY DWELLING UNIT” An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.

C. Accessory dwelling units. Accessory dwelling units shall conform to the following standards:

1. Accessory dwelling units are exempt from the housing density standards of residential zoning districts.
2. A maximum of one (1) accessory dwelling unit is allowed per legal single family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g. above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor);
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3. Accessory dwelling units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:
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