



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
Fax: (541) 582-0937 • website: cityofrogueriver.org

REGULAR COUNCIL MEETING

THURSDAY, AUGUST 28, 2025

6:00 P.M.

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/rogueriver>:

Dial-in using your phone:

1-978-990-5207

Enter Access Code: 2145898

Or visit the website:

freeconferencecall.com

Enter Online Meeting ID: rogueriver

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION - Pastor Richard Wheeler, Footh Creek Chapel

ROLL CALL

AGENDA

APPROVAL OF MINUTES:

July 24, 2025

COMMITTEE REPORTS:

Community Relations: Chamber of Commerce Liaison
Community Relations: Community Center Representative
Emergency Communications of Southern Oregon
Finance Committee
Planning Commission Liaison
Rogue Valley Area Commission on Transportation
Rogue Valley Council of Governments
Rogue Valley Metropolitan Planning Organization

(City Councilor Barb Hilty)
(City Councilor Barb Gregory)
(City Administrator Ryan Nolan)
(City Councilor Sherrie Moss)
(City Councilor Barb Gregory)
(City Councilor Sharie Davis)
(Mayor Pam VanArsdale)
(Mayor Pam VanArsdale)

PUBLIC INPUT: *Speakers will be allowed three (3) minutes*

NEW BUSINESS:

- 1 Funding Request** Consider approving a request from the Rogue River Community Center to sponsor a 3rd Friday Dinner.
- 2 Park Request** Consider approving a request from Rogue Valley Council of Governments to hold Salmon Watch in Palmerton Park on September 24th, 2025.
- 3 Ordinance** Consider adopting Ordinance 25-440-0, an Ordinance revising sign rules and regulations within the City.



- 4 **Resolution** Consider approving Resolution 25-1459-R, a Resolution identifying a voting delegate and one alternate voting delegate to represent the City at the League of Oregon Cities 2025 annual business meeting.
- 5 **Resolution** Consider approving Resolution 25-1460-R, a Resolution updating the job descriptions of the City.
- 6 **Salary Schedule** Consider amending the City's adopted Salary Schedule for employees.
- 7 **Support** Consider approving a letter of support for a Rogue River Rural Fire Protection District (Jackson County Fire District #1) solar grant application.
- 8 **Committee** Consider accepting the August 14th, Tree City Committee Minutes.

OTHER BUSINESS:

ADJOURN

Public Participation: *Members of the public are welcome to attend Council meetings unless otherwise noted. Public participation by testimony or comment is only permitted on certain matters, the order and length of which shall be regulated by the Council's presiding officer. Any member of the public who fails to comply with the Council's rules of conduct or who causes a disturbance shall be asked to leave, and upon failure to do so, becomes a trespasser. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted.*

Access Assistance: *City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for the other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Administrator, Ryan Nolan, in person, Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at rnolan@cityofrogueriver.org.*

Meeting Violation: *Written grievances regarding violations of provisions of Public Meeting Law (ORS 192.610 to 192.705) may be submitted to City Administrator, Ryan Nolan, in person Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at rnolan@cityofrogueriver.org.*

Invocation Policy: *Any invocation that may be offered before the official start of the City Council meeting is the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution No. 23-1408-R. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Council or the City of Rogue River. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.*

If you wish to speak regarding an agenda item, please sign in before the start of the meeting.

REGULAR COUNCIL MEETING MINUTES

THURSDAY, JULY 24, 2025

6:00 P.M.

CALL TO ORDER: The meeting was called to order by Mayor Pam VanArsdale at 6:00PM

PLEDGE OF ALLEGIANCE

INVOCATION – Lucas Bradburn, Creekside Bible Church

ROLL CALL: Councilor Gregory, Councilor Moss, Councilor Hilty, Councilor Howell, Councilor Davis, and Mayor Pam VanArsdale

ABSENT: Councilor Minegar

STAFF: Nolan, City Administrator, and Recorder, Oliver

PRESS: Brian Mortenson, with the Rogue River Press

AGENDA (REVISED)

APPROVAL OF MINUTES: Move to approve the minutes of June 26th, 2025. Motion by Moss, seconded by Hilty, ayes unanimous, motion carries.

COMMITTEE REPORTS:

Community Relations: Chamber of Commerce Liaison Councilor Barb Hilty did not attend, no report

Community Relations: Community Center Representative Councilor Barb Gregory could not attend virtually, so no report to give.

Emergency Communications of Southern Oregon: City Administrator Ryan Nolan reports that the recent 911 power outage on July 7th from the storm. Other 911 agencies provided backup. Since that time, the Jackson County ESCO has gotten their own backup facility fully operational. They have thirty-one out of thirty-seven dispatchers hired. In September they plan to go live with The new radio system with twenty active towers instead of eight. Our police station is on track to Work with the system.

Finance Committee: City Councilor Sherrie Moss reports that between June 21st and July 18th, 2025, the finance committee met four times, issuing a total of ninety-two checks, and ten Electronic payments totaling \$263, 021.93.

Planning Commission Liaison City Councilor Barb Gregory reports that the meeting was this last week regarding Planned Unit Developments.

Rogue Valley Area Commission on Transportation City Councilor Sharie Davis reported that the meeting was cancelled, so there was no report.

Rogue Valley Council of Governments Mayor Pam VanArsdale there was no meeting in July.

Rogue Valley Metropolitan Planning Organization Mayor Pam VanArsdale was unable to Attend, however Nolan attended the meeting where they approved an amendment to the 2027-2030 TIP funding projects. There were only two applications converting the county road in Grants Pass on Lincoln Road. ODOT got partial funding for a project to improve the traffic signals starting with Sixth and Seventh Street in Grants Pass, and working out on Highway 199 to Williams Hwy.

PUBLIC INPUT: *Barbara Oxford of 4834 North River Hwy, Gold Hill, Oregon 97525 who is Located outside city limits, is paying double the fees for water, which is the city's policy. The lot is located in the Urban Growth Boundary, so annexing it into city limits would make sense so that her bill could come down. That is her request to the Council.*

Larry Shank of 521 Pine Street asked a question regarding the circulation study, and if that would help with the current traffic problems. He also spoke about the speeding problems on Pine Street.

NEW BUSINESS: None

Appointment Move to approve Mayor's Appointment of James Dyck to the Tree City
Motion by, Councilor Gregory, seconded by Councilor Moss, discussion on
the motion
Ayes unanimous, motion carries

Ordinance Move to approve adopting Ordinance 25-439-O, an Ordinance amending
Park Rules for the City of Rogue River.
Motion by Councilor Moss, seconded by Councilor Hilty
No discussion on the motion

Vote: Gregory, yes
Moss, yes

Hilty, Yes
Howell, yes
Davis, yes
Motion carries

Resolution Move to approve Resolution 25-1456-R, a Resolution updating Council Rules by adding a Park Naming Policy and use of the City Seal and City Logo policy.
No discussion on the motion
Vote: Gregory, yes
Moss, yes
Hilty, Yes
Howell, yes
Davis, yes
Motion carries

Committee Move to accept the July 10th, Tree City Committee Minutes.
Motion by Moss, seconded by Gregory
No discussion on the motion
Ayes unanimous, motion carries

Park Request Move to approve a park sign request from Wards Creek Restoration Initiative who have requested permission to hang two temporary banners on the fence at Rooster Park starting July 24th for 45 days starting at 8am as they hold a Jackson Alert sign up at the Umpqua Bank Parking Lot on August 1st, working with Jackson County Emergency Management.
Motion by Hilty, seconded by Davis
Discussion on the motion
Ayes unanimous, motion carries

Dick Converse spoke about the project he will be working on if Council approves.

Resolution Move to approve Resolution 25-1457-R, a Resolution supporting a DLCD Housing Planning Assistance Grant for Rogue Valley Council of Governments.
Motion by Councilor Moss, seconded by Councilor Hilty
Discussion on the motion
Vote: Gregory, yes

Moss, yes
Hilty, Yes
Howell, yes
Davis, yes
Motion carries

Resolution

Move to approve Resolution 25-1458-R, a Resolution supporting an ODOT Transportation Growth Management planning grant application for transportation improvement planning related to areas adjacent to the I-5 interchange and downtown circulation patterns.

Motion by Councilor Hilty, seconded by Councilor Howell

Discussion on the motion

Vote: Gregory, yes

Moss, yes

Hilty, Yes

Howell, yes

Davis, yes

Motion carries

OTHER BUSINESS: None

Mayor Pam VanArsdale asked for a motion to adjourn being that there is no other business.

Motion to adjourn by Gregory, seconded by Councilor Howell

No discussion on the motion

Ayes unanimous, motion carries

ADJOURN: 6:24PM

ATTEST:

Mayor Pam VanArsdale _____ Date _____

Diane Oliver, City Recorder _____

Rogue River Community Center



132 Broadway Street
P.O. BOX 295, Rogue River, OR 97537
(541) 582-0609

501(c)3
93-0780300

City of Rogue River,

August 2025

We would like to thank you for your ongoing support of the Rogue River Community Center. It is from the generosity of businesses like yours, and our individual donors, that we have been able to continue serving our community for almost 50 years!

We began serving our Senior community in 1974 and in March 1976 we became incorporated as 501(c)3 and now we serve old and young alike. Some of our little to no charge classes are:

Junior/Senior high school cooking class, SAIL, Tai Chi, Yoga, 2 Art Groups, Fly tying, Senior Planet (AARP) (making technology approachable), Pinocle, Strength & Encouragement, and writing classes.

Free medical equipment loans, computer room use, lending library and free jigsaw puzzle exchange.

Food and Friends meal delivery or dine-in: 60+ only pay \$3.00.

Access food pantry every Tuesday morning. Low cost 3rd Friday Dinners with door prizes and games. Monday, Wednesday, Friday, our Thrift Store is open which also helps support the Community Center.

We have also teamed with the American Red Cross as Community Adaptation Program Partner, ready to help in the case of a disaster.

We hope you will please consider donating any of the following; merchandise or services to be used for door or raffle prizes, or a general donation which helps with our overall operations.

Or please consider sponsoring one of the upcoming 3rd Friday dinners. Dinner sponsorship is 250.00 and includes 4 tickets to that months dinner. Thanksgiving and Christmas Dinners we are hoping to have more than one sponsor or sponsorship is \$500.00 so we can continue to offer those Holiday dinners for free. We have several months available and if there is something special you would like to see served, please contact the Community Center at (541) 582-0609 and ask for Scott Swanton to pick an available month.

Sincerely,
The Board of Directors, Staff, and Volunteers



Memo

To: City Council
From: Ryan
Date: August 11, 2025
Re: Park Use Request

The City has received a request to allow Rogue Valley Council of Governments to allow their annual Salmon Watch Program to occur in Palmerton Park on Wednesday September 24th. The program is expected to include approximately 40 students and will run from 9:00am to 2:00pm. The request does not include exclusive use of any park areas, but does include a request to set up some demonstration equipment and to hand out informational material.

The City Administrator suggests that the Council consider approving the request at no fee to the organization as they have a history of successful park use and are not asking to have exclusive use of any park areas.

**CITY OF ROGUE RIVER
DEVELOPMENT CODE TEXT AMENDMENT
TITLE 17 SIGN ORDINANCE REVISION
FILE TA 2025-01**

APPLICANT: City of Rogue River

APPLICATION: The proposal is an ordinance amending Rogue River Municipal Code Title 17, Zoning – sign ordinance of the City of Rogue River. The ordinance as proposed is designed to accommodate changes to the City's sign regulations in Chapter 17.85, and all subsections within it.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission recommends that the City Council approve the proposed amendments, with greater consideration given to Section 17.85.080.A.3 (General Requirements for Nonconforming Billboard Signs).

I. BACKGROUND:

Throughout this term, the Rogue River Planning Commission met in a public workshop setting several times to review concepts and research, identify regulatory intent, and revise potential draft language.

Overall, the goals for this code update were to:

1. Address sign issues identified by Staff and the City's Planning Commission.
2. Provide a user-friendly document through organization, clear and simplified language, and the use of tables and graphics.

With the changes incorporated into the document shown in exhibit A, the Planning Commission finds that these proposed changes will enable the City of Rogue River to more efficiently regulate signs within the city and ultimately preserve the character of Rogue River.

II. FINDINGS OF FACT AND CONCLUSIONS OF LAW and APPLICABLE CRITERIA

A) Section 17.125.010 Text Amendment

The text of the Municipal Code may be recommended for amendment and amended at any time through initiation from the Rogue River Planning Commission or City Council whenever the public necessity and convenience and the general welfare require such an amendment as outlined in Section 17.125.010.

FINDING: Ensuring that Chapter 17.85 of the Rogue River Municipal Code efficiently regulates the function of signs and the need to safeguard and enhance economic and aesthetic values in the city of Rogue River is a public necessity and therefore warrants such an amendment.

B) Section 1.01.020 Title, citation, reference, amendments

It shall be sufficient that any ordinance amending or repealing a provision of this code refer to the section, chapter, or title being affected without reference to the underlying ordinance.

FINDING: The ordinance as proposed is to amend the City's sign standards in Chapter 17.85, known and designated as the sign ordinance of the city of Rogue River." [Ord. 23-418-O § 124 (Exh. A-4)], and all subsections within it. These new edits will make up ordinance 25-437-O.

C) City of Rogue River Amended Comprehensive Plan Goal 2

Goal 2, Land Use Planning is aligned with the Statewide Planning Goal 2. The City's specific Goal related to Land Use states that it is the goal of the City of Rogue River to establish a land use planning process and policy framework which will be the basis for all land use decisions, and will provide an adequate, factual base for these land use decisions.

FINDING: The Planning Commission carefully considered the potential impacts of these revisions, and implementing the proposed amendments to Title 17 will help advance the objectives of Goal 2.

III. RECOMMENDATION

The City Council may determine that this application is consistent with the City of Rogue River Comprehensive Plan Goals - particularly Goal 2 - and meets the requirements for Municipal Code text amendments as specified in Chapter 17.125.010.

The Planning Commission recommends that the City Council approve the proposed amendments, after giving specific consideration to Section 17.85.080.A.3 (General Requirements for Nonconforming Billboard Signs), and amend Title 17 with the text found in Exhibit 'A'.

Regan Nelson for Jay Chick
Jay Chick, Chair

4/25/2025
Date

ORDINANCE NO. 25-440-O

AN ORDINANCE AMENDING ROGUE RIVER MUNICIPAL CODE TITLE 17 CHAPTER 85, REVISING SIGN RULES AND REGULATIONS WITHIN THE CITY OF ROGUE RIVER.

WHEREAS, Exterior signs have a substantial impact on the character and quality of the environment; and,

WHEREAS, Signs provide an important medium through which individuals may convey a variety of messages; and,

WHEREAS, Signs can create safety hazards that threaten the public health, safety or welfare. Such a safety threat is particularly great for signs that are structurally inadequate, or that may confuse or distract drivers or pedestrians, or that may interfere with official directional or warning signs; and,

WHEREAS, Signs can also threaten the public welfare by creating aesthetic concerns and detriments to property values. Such aesthetic concerns and detriments to property values are particularly great when an accumulation of signs results in visual clutter, or when one or more signs spoil vistas or views, or when one or more signs add or increase commercialism in non-commercial areas; and,

WHEREAS, The ability to erect signs serving certain functions, such as an address sign or a sign announcing that the property on which it sits is for sale or for lease or a sign used to indicate areas not available (or available) for public use, is an integral part of nearly every property owner's ability to realize fundamental attributes of property ownership. The same cannot be said for signs serving other functions, such as signs in a billboard district that are erected so as to be visible from public rights-of-way. Such signs are primarily designed to take advantage of an audience drawn to that location by the public's substantial investment in rights-of-way and other public property; and,

WHEREAS, Signs serving certain other functions, such as signs that serve a purely directional function, are important because they enable visitors or residents to efficiently and safely reach their intended destinations. Experience teaches that citizens often plan as if such signs will be present in those settings, so in the absence of such signs, frustration, disorientation and disruption of intended traffic patterns may result, and time and fuel may be wasted; and,

WHEREAS, Only static signs (which change, if at all, only on rare occasions when they are repainted or covered with a new picture) constitute a customary use of signage in the City; and,

WHEREAS, No signs that exceed the size or spacing limitations of this section constitute a customary use of signage in the City; and,

WHEREAS, Obscenity is a category of speech not protected by the First Amendment. And therefore, the City of Rogue River may choose to limit the ability of sign permittees from using obscenity without violating citizen's free speech. A three-part test can be used to determine whether speech is obscene.

i. The average person sees the material as having/encouraging excessive sexual interest based on community standards.

ii. The material depicts or describes sexual conduct in a clearly offensive way.

iii. The work, when considered in its entirety, lacks serious literary, artistic, political or scientific value; and,

WHEREAS, The City's land use regulations have included the regulation of signs in an effort to foster adequate information and means of expression and to promote the economic viability of the community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community or threaten health, safety or the welfare of the community. The appropriate regulation of the physical characteristics of signs in the City and other communities has had a positive impact on the safety and the appearance of the community.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER ORDAINS AS FOLLOWS:

SECTION 1. Chapter 17.85 of the Rogue River Municipal Code shall be replaced in its entirety as follows:

CHAPTER 17.85

SIGNS

Sections:

17.85.010 Short title.

17.85.020 Purpose.

17.85.030 Definitions.

17.85.040 Responsibilities.

17.85.050 General requirements.

17.85.060 Exempt signs.

17.85.070 Prior Lawful Nonconforming Signs.

17.85.090 Exemptions from requirement for permit.

17.85.100 Temporary signs.

- 17.85.110 Residential sign regulations.**
- 17.85.120 Commercial, Industrial and Public-Open Space sign regulations.**
- 17.85.130 Measurements.**
- 17.85.140 Construction and maintenance standards.**
- 17.85.150 Illumination—General restrictions.**
- 17.85.160 Sign permit application.**
- 17.85.170 Adjustments.**
- 17.85.180 Appeal of decision on sign permit.**
- 17.85.190 Inspections.**
- 17.85.200 Enforcement of Sign Code – General Provisions.**
- 17.85.210 Notice of violation.**
- 17.85.220 Penalties and Other Remedies.**

17.85.010 Short title.

This chapter shall hereafter be known and designated as the “sign ordinance of the city of Rogue River.”

17.85.020 Purpose.

1. The purposes of this Code are to:
 - a. Regulate signage in a manner that does not create an impermissible conflict with statutory, administrative, or constitutional standards, or impose an undue financial burden on the City.
 - b. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
 - c. Improve the safety and the visual appearance of the City while providing for effective means of communication and orientation, particularly in those settings in which the need for such communication or orientation is greater, consistent with constitutional guarantees and the City’s Findings and other Purposes.
 - d. Maintain, enhance and improve the aesthetic environment of the City, including its scenic views and rural character consistent with the purpose of each zone, by preventing visual clutter that is harmful to the appearance of the community, protecting vistas and other scenic views from spoliation, and preventing or reducing commercialism in noncommercial areas.

- e. Otherwise ensure that the choices for signage that are available in particular settings are compatible with their surroundings.
 - f. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
- 2. Because the impacts of signage are often different in pedestrian-oriented areas and vehicle-oriented areas, these regulations distinguish between areas of the City designed for primarily vehicular access and areas designed for primarily pedestrian access.
 - 3. These regulations do not seek to regulate every form and instance of visual communication that may be displayed anywhere within the jurisdictional limits of the City. Rather, they are intended to regulate those forms and instances related to structures or uses or property that are most likely to meaningfully affect one or more of the purposes set forth above.

17.85.030 Definitions.

For the purposes of the Rogue River Sign Code, unless the context indicates otherwise: words in the present tense include the future; the singular number includes the plural and the plural number includes the singular; undefined words have their ordinary accepted meaning; and, the following words and phrases mean:

“A’ board,” “curb sign,” “sandwich board” or “sidewalk sign” means a sign made out of a solid material that is constructed to stand on its own displaying information for a business.

“Abandoned sign” means a sign or sign structure where:

- A. The sign is no longer used by the person who constructed the sign. Discontinuance of sign use may be shown by cessation of use of the property where the sign is located.
- B. The sign has been damaged, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.

“Alter” means to make a change to a sign or sign structure, including but not limited to, changes in area, height, projection, illumination, shape, materials, placement and location on a site. Altering a sign does not include ordinary maintenance or repair, repainting an existing sign surface, including changes of message or image, or exchanging the display panels of a sign.

“Amortization (zoning)” means the time period a non-conforming property has to conform to a new zoning classification before the non-conforming use becomes prohibited.

“Area” means the area included within the outer dimensions of a sign, normally the area of a rectangle, square, circle of the backboard to which the lettering, logo, etc., of the business is affixed, or a geometric border approximate to the outside of the lettering and/or logo.

“Athletic scoreboard” means a sign erected next to an athletic field by the owner or operator of the field and which is visible to spectators.

“Awning” means a shelter projecting from and supported entirely from the exterior wall of a building and constructed of rigid or nonrigid materials on a supporting framework.

“Awning Sign” means a sign attached to or incorporated into an awning.

“Banner” means a sign made of cloth, canvas, plastic, or other comparable nonrigid material, without an enclosing framework or supporting structure and is typically attached by cords, ropes, or similar means.

“Beacon Sign” means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also, any light with one or more beams that rotate or move.

“Billboard” means a sign on which any sign face exceeds 200 square feet in area.

“Building elevation area” means the area of a single side of a building, measured in square feet and calculated by multiplying the length of the side of the building by the height of the building to the roof line. If the roof line height varies along the side of the building, the average of the lowest and highest roof line height on that side shall be used in the calculation.

“Building face” or “wall” means all window and wall areas of a building in one plane or elevation.

“Building frontage, primary” means the ground floor lineal length of a building wall that faces a street, driveway, parking lot, courtyard or plaza and has an entrance or exit open to the general public.

“Building frontage, secondary” means the ground floor lineal length of a building wall that faces a street, driveway, parking lot, courtyard or plaza and does not have an entrance or exit open to the general public.

“Building official” means the building official or his or her designee.

“Bulletin board” means a permanent sign providing information in a horizontal linear format, that can be changed either manually through placement of letters or symbols on

tracks mounted on a panel, or electronically, through use of an array of lights in a dot matrix configuration, from which characters can be formed.

“Business” means a commercial, industrial or public enterprise.

“Business frontage” means a lineal front footage of a building or portion thereof that is devoted to a specific business or enterprise.

“Business premises” means a parcel of property or that portion thereof occupied by one tenant.

“Canopy” means a permanent roofed structure which may be freestanding or attached to a building, but which is not a completely enclosed structure or awning.

“Changing image/electronic message” means any characteristic of a sign that appears to have movement or that appears to change, caused by any method other than physically removing and replacing the sign face or its components, except through the operation of moving, rotating, or otherwise animated parts. This definition does not include Video Signs or Tri-vision Signs as defined below. This definition includes a display that incorporates a technology or method allowing the sign face to change the image without having to replace the sign face or its components physically or mechanically. This definition also includes any flashing, blinking, or animated graphic or illumination, and any graphic that incorporates LED lights manipulated through digital input, “digital ink” or any other method or technology that allows the sign face to present a series of images or displays.

“City” means the City of Rogue River, Oregon.

“City Administrator” means the City Administrator or his or her designee.

“Commercial Speech” means any sign wording, logo or other representation advertising a business, profession, commodity, service or entertainment for business purposes.

“Component” means, when used in describing a sign, any element of a sign or its source of support (excluding a building), including but not limited to support structure, accessories, wiring, or framing. Paint, vinyl, paper, fabric, lightbulbs, diodes, or plastic copy panels on a sign do not constitute components.

“Directional sign” means a sign required by the Travel Information Council (TIC) as a follow up sign, needed by a business having a freeway sign, or any approved sign requested by a business, but said sign to be located off the business premises and used as a locator and the definition also includes any master directional sign installed by the city.

“Flag” means any fabric, bunting or other lightweight material that is secured or mounted so as to allow movement caused by the atmosphere.

“Flashing” means, when used in describing a sign, the presence of an intermittent or flashing light source (whether on the face or externally mounted), or the presence of a light source which creates the illusion of intermittent or flashing light by means of animation.

“Freestanding sign” means a sign wholly supported by integral pole(s), post(s), or other structure or frame, the primary purpose of which is to support the sign and connect it to the ground. Examples include monument signs and pole signs. A freestanding sign does not include a portable sign.

“Governmental entity” means any United States government, State of Oregon, Travel Oregon (Oregon Tourism Commission), Jackson County or Rogue River function.

“Government Sign” means a sign that is constructed, placed or maintained by the federal, state or local government for the purpose of carrying out an official duty or responsibility or a sign that is required to be constructed, placed or maintained by a federal, state or local government either directly or to enforce a property owner’s rights.

“Grade” For freestanding signs, “grade” means the average level of the ground measured five feet from either end of the base of the sign, parallel to the sign face. For signs mounted on buildings, grade means the average level of the sidewalk, alley or ground below the mounted sign measured five feet from either end of the sign face.

“Grave marker” means a sign on a cemetery plot or space, including any floral displays or other decorations placed upon it.

“Ground-mounted sign” means a sign erected on a freestanding frame, mast or pole and not attached to any building.

“Handheld sign” means a hand-carried sign of six square feet or less in area, worn or carried by a person when being displayed.

“Height” means the vertical distance measured from grade to the highest attached component of a sign including the supporting structure.

“Historical or landmark marker” means a sign constructed in close proximity to a historic place, object, building, or other landmark recognized by an official historical resources entity, where the sign is constructed by the owner of the historic property and does not exceed 20 square feet in size.

“Historical sign” means a sign designated as a historic or cultural resource under city, state or federal law or a sign that is an historical element of an historical landmark.

“Illegal sign” means a sign which is erected in violation of this chapter.

“Illuminated sign” means a sign illuminated by an internal light source or an external light source primarily designed to illuminate the sign. The illumination is “external” when the light source is separate from the sign surface and is directed to shine upon the sign and “internal” when the light source is contained within the sign but does not include signs where the text or image is composed of dot-matrix or LEDs. External illumination is “direct” when the source of light is directly seen by the public, such as floodlight, and “indirect” when the source of light is not directly seen by the public, such as cove lighting.

“Incidental Sign” means a sign that is not legible to a person of ordinary eyesight with vision adequate to pass a state driver’s license exam standing at ground level at a location on the public right of way or on other private property.

“Indirect” means, when describing the illumination of a sign, external illumination from a source located away from the sign, which lights the sign, but which is itself not visible to persons viewing the sign from any street, sidewalk or adjacent property.

“Integral Sign” means a sign that is embedded, extruded or carved into the material of a building façade. A sign made of bronze, brushed stainless steel or aluminum, or similar noncombustible material attached to the building façade and projecting no more than 18 inches from a building.

“Interior sign” means a sign erected and maintained inside of a building, including, but not limited to, a sign attached to or painted on the inside of windows. This definition does not include text, pictures, graphics, or similar representations in display windows.

“Lawn Sign” means a temporary freestanding sign made of lightweight materials such as cardboard or vinyl that is supported by a frame, pole or other structure placed directly in or upon the ground without other support or anchor.

“LED” means a semiconductor diode that converts applied voltage to light and is used in digital displays.

“Maintenance” means normal care or servicing needed to keep a sign functional or perpetuate its use, such as cleaning, replacing or repairing a part made unusable by ordinary wear, and changing light bulbs.

“Marquee” means a permanent roofed structure attached to or supported by a building.

“Marquee sign” means a sign which is painted on, attached to, or supported by a marquee, awning, or canopy.

“Monument sign” means a freestanding sign that is placed on a solid base that extends a minimum of 12 inches above the ground and extends at least 75 percent of the length and width of the sign. The above ground portion of the base is considered part of the total allowable height of a monument sign.

“Name plate” means a permanent wall sign located on the front facade of a residential structure.

“Noncommercial Speech” means any message that is not commercial speech, which includes but is not limited to, messages concerning political, religious, social, ideological, public service and informational topics.

“Original Art Display” A hand-painted work of visual art that is either affixed to or painted directly on the exterior wall of a structure with the permission of the property owner. An original art display does not include mechanically produced or computer-generated prints or images, including but not limited to digitally printed vinyl; electrical or mechanical components; or changing image art display.

“Owner” means the person owning title to real property on which a sign is located, or the contract purchaser of the real property as shown on the last available complete assessment roll in the office of county assessor. “Owner” also includes the owner of a sign who has a continuing lease of the real property on which the sign is located.

“Pennant” means any flag.

“Person” means every person, firm, partnership, association, or corporation.

“Pole sign” means a sign that is a freestanding sign connected to the ground by one or more supports with the lower edge of the sign separated vertically from the ground by a distance of nine feet or greater as measured from grade.

“Portable sign” means a sign which is not affixed to a building or other structure, or the ground in a permanent manner and is designed to be moved from place to place.

“Principal use” means a nonresidential use of property by an owner or lessee. Multiple principal uses may be located on a lot or development.

“Prior lawful nonconforming sign” means a sign whose location, dimensions or other physical characteristics do not conform to the standards of this ordinance, but which was legally constructed or placed in its current location prior to the enactment of this ordinance or its amendment that made it nonconforming.

“Projecting sign” means a sign, other than a wall sign, that projects from, and is supported by or attached to, a roof or wall of a building or structure.

“Public right of way” means travel area dedicated, deeded or under control of a public agency, including but not limited to, highways, public streets, bike paths, alleys and sidewalks.

“Public sign” means a sign erected, constructed, or placed within the public right of way or on public property by or with the approval of the governmental agency having authority over, control of, or ownership of the right of way or public property.

“Razor Flag Banner” means a tall, narrow, vertically oriented advertising sign made of fabric or other flexible material, designed with a curved or tapered top resembling a feather or teardrop shape. It is mounted on a flexible pole that allows the banner to flutter or wave in the wind, thereby attracting attention.

“Reader Board” means a sign with a fixed or changeable display area composed of letters, numbers, symbols, or graphics that can be manually arranged or electronically updated to convey messages, announcements, or information. Reader boards are typically freestanding or mounted and designed for easy updating of the displayed content, often used to advertise events, promotions, or other timely information.

“Repair” means mending or replacing broken or worn parts with comparable materials.

“Roof line” means the top edge of a roof or a building parapet, whichever is higher, excluding any cupolas, chimneys or other minor projections.

“Roof sign” means a sign erected upon, against, or over the roof of any building or structure.

“Rope Light” means a light that has holiday lights or mini lights inside of a PVC tube.

“Seasonal decorations” means every type of decoration displayed on a seasonal basis.

“Setback” means the horizontal distance from the property line to the sign, measured at the closest points of the sign to the property line.

“Shopping center” or “business complex” means any business or group of businesses which are in a building or group of buildings, on one or more lots.

“Sign area” means the area of the sign measured within lines drawn between the outermost points of a sign, but excluding essential sign structures, foundations, or supports.

“Sign band” means a continuous horizontal band located on a facade where there are no doors, windows or other architectural features.

“Sign copy” means the message or image conveyed by a sign.

“Sign height” means the average level of the grade below the sign to the topmost point of the sign including the supporting sign structure, foundations, and supports.

“Sign face” means the sum of the surfaces of a sign face as seen from one plane or elevation included within the outer dimensions of the sign board, frame or cabinet.

“Site” means the area, tract, parcel, or lot of land owned by or under the lawful control of an owner. Abutting platted lots under the same ownership shall be considered one site.

“Street frontage” means the length or width of a site, measured along a line separating the site from a street or public right of way.

“String Light” means a lighting fixture that is composed of electrical wiring encased in plastic with sockets for bulb placement.

“Subdivision” means a site with four or more lots.

“Supporting structure” means a structure specifically intended for supporting or containing a sign.

“Suspended sign” means a sign suspended from the underside of a canopy, awning, eve, or marquee.

“Temporary business” means a temporary business as defined by the city of Rogue River Municipal Code.

“Temporary sign” means a sign that is attached to a building, structure, vegetation, or the ground for what is expected to be a transitory or temporary period not to exceed 90 days, cumulatively, within a single calendar year. Temporary signs include, but are not limited to, A-frames, banners, flags, pennants, balloons, blimps, streamers, lawn signs and portable signs.

“Tri-vision sign” means a sign that contains display surfaces composed of a series of three-sided rotating slates arranged side by side, either horizontally or vertically, that are rotated by an electro-mechanical process, capable of displaying a total of no more than three separate and distinct messages, one message at a time; provided, that the rotation from one message to another message is no more frequent than every eight seconds and the actual rotation process is accomplished in four seconds or less.

“Unlawful Sign” means a sign that does not conform to the provisions of this Code and is not a nonconforming sign.

“Utility Sign” means a sign constructed or placed by a public utility on or adjacent to a pole, pipe, or distribution facility of the utility and within the public right of way or utility easement.

“Vehicle sign” means a sign placed in or attached to the motor vehicle, trailer, railroad car, or light rail car that is used for either personal purpose or is regularly used for purposes other than the display of signs.

“Video sign” means a sign providing information in both a horizontal and vertical format (as opposed to linear), through the use of pixel and subpixel technology having the capacity to create continuously changing sign copy in a full spectrum of colors and light intensities.

“Vision clearance area” means a triangular area on a lot at the intersection of two streets or a street and a railroad, alley, or driveway as defined and measured in Rogue River Zoning Ordinance.

“Wall graphics” includes but is not limited to any mosaic, mural, painting or graphic art technique or combination or grouping of mosaics, murals, paintings or graphic art techniques applied, implanted or placed directly onto a wall or fence.

“Wall sign” means a sign that is painted on a wall of a building, or a sign attached to the wall of a building and extending no more than 18 inches from a wall, or attached to or erected against a roof with a slope not more than 20 degrees from vertical, with the exposed face of the sign in a plane that is vertical or parallel to the plane of that roof, and which does not project more than 18 inches from the wall or roof. Window signs that are permanently attached to the outside of a window are wall signs.

“Wind sign or device” means any sign or device in the nature of banners, flags, balloons, or other objects fastened in such a manner as to move upon being subject to pressure by wind or breeze.

“Window sign” means a sign attached to or painted on a window or displayed inside the building within six inches of a window or building opening so that it is viewable from the outside of the building.

17.85.040 Responsibilities.

The City Administrator, or his or her designee, is responsible for regulating, reviewing, amending and enforcing this chapter.

17.85.050 General requirements.

- A. Signs shall be maintained in a neat, clean, and attractive condition. All signs shall be constructed of such materials or treated in such a manner to withstand normal wear from weathering. Sign materials should be able to meet the Uniform Building Code for wind resistance. The design, fabrication and lettering and/or message elements shall be comparable in quality to a product produced by a professional commercial sign shop.
- B. Except as provided in Section 17.85.060 of this chapter, no person shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip,

use or maintain any sign, or cause or permit the same to be done, contrary to or in violation of any of the provisions of the Rogue River Sign Code.

- C. Except as provided in Section 17.85.090 of this chapter, no person shall erect, construct or alter a sign, or permit the same to be done, unless a sign permit has been issued by the city. A sign permit for the construction and continued use of a sign is subject to the terms and conditions stated in the permit and to the Rogue River Sign Code.
- D. All signs shall be sited in accordance with RRMC 17.65.040.
- E. An application for sign permit approval is subject to the procedures set forth in Section 17.85.150 of this chapter.
- F. The Rogue River Sign Code shall not be construed to permit the erection or maintenance of any sign at any place or in any manner unlawful under any other city code provision or other applicable law. In any case where a part of the Rogue River Sign Code conflicts with a provision of any zoning/development, building, fire, safety or health ordinance or code, the provision which establishes a stricter standard for the protection of public health and safety shall prevail.
- G. Subject to the landowner's consent, noncommercial speech may be substituted for commercial speech, provided that the sign structure or mounting device is legal without consideration of message content. This provision prevails over any provision to the contrary in this ordinance. The purpose of this provision is to prevent any inadvertent favor of commercial speech over noncommercial speech or favoring of any particular noncommercial message over any other noncommercial message. This provision does not create a right to increase the total amount of signage on a lot or parcel, nor does it affect the requirement that a sign structure or mounting device be properly permitted.
- H. The Rogue River Sign Code is not intended to and does not restrict speech based on its content, viewpoint or message. No part of this chapter shall be construed to favor commercial speech over noncommercial speech. To the extent any provision of this chapter is ambiguous, the term shall be interpreted to not regulate on the basis of speech content, and the interpretation resulting in the least restriction on the content of the sign message shall prevail.
- I. If any section, subsection, paragraph, sentence, clause or phrase of the Rogue River Sign Code is declared invalid for any reason by a court having jurisdiction under state or federal law, the remaining portions of this chapter shall remain in full force and effect.

17.85.060 Exempt signs.

Except for signs prohibited by this chapter, the following signs are exempt from the provisions of the Rogue River Sign Code:

- A. Incidental signs.
- B. Grave markers.
- C. Original art displays that do not constitute commercial speech.
- D. Seasonal decorations, rope lights, string lights, holiday lights or mini-lights.

17.85.070 Prohibited signs.

Except for prior lawful nonconforming signs, the following signs are unlawful and are nuisances:

- A. Abandoned signs.
- B. Beacon signs, except those associated with emergencies or aircraft facilities.
- C. Flying signs, such as blimps or kites, designed to be kept aloft by mechanical, wind, chemical or hot air means that are attached to the property, ground or other permanent structure.
- D. Inflatable signs that are attached to the property, ground or other permanent structure, including but not limited to balloons.
- E. Billboards.
- F. Video signs.
- G. Signs and components and elements of faces of signs that move, shimmer, or contain reflective devices.
- H. Signs which emit any odor, noise or visible matter other than light.
- I. Commercial speech affixed to any transmission facility.
- J. Vehicle signs, including trailers, used as static displays such that the primary purpose of the vehicle is the display of the sign, placed or parked on the public right-of-way for a continuous period of two days or more. Vehicles and equipment regularly used in the conduct of the business such as delivery vehicles, construction vehicles, fleet vehicles, or similar uses, shall not be subject to this prohibition.

- K. Any sign constructed, maintained or altered in a manner not in compliance with the Rogue River Sign Code.
- L. Any nonpublic sign constructed or maintained which, by reason of its size, location, movement, coloring or manner of illumination may be confused with or construed as a traffic control device or which hides from view any traffic control device.
- M. Any sign (other than a government sign) constructed in such a manner or at such a location that it will obstruct access to any fire escape or other means of ingress or egress from a building or an exit corridor, exit hallway or exit doorway. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that it will substantially limit access to the building in case of fire.
- N. Any sign located in a manner which could impede traffic on any street, alley, sidewalk, bikeway or other pedestrian or vehicular travel way.
- O. Any sign equipped with moving, rotating or otherwise animated parts, except for athletic scoreboards permitted under Section 17.85.090.
- P. Any sign that is wholly or partially illuminated by a flashing or intermittent light, lights, lamps, bulbs, or tubes. Rotary beacon lights, zip lights, strobe lights, or similar devices shall not be erected or maintained, or attached to or incorporated in any sign.
- Q. Any sign (other than a government sign) within the vision clearance area provisions contained in the zoning/development ordinance.
- R. Any sign attached to a tree or a plant, a fence or a utility pole, except as otherwise allowed or required by the Rogue River Sign Code or other chapters of the City Code.
- T. Any sign that is offensive or obscene based on community standards.

17.85.080 Prior lawful nonconforming signs.

- A. Nonconforming signs may continue in use, subject to the restrictions in this subsection:
 - 1. Removal Generally Required for Nonconforming Signs Following Amortization Period. Any sign made nonconforming by a provision of the sign code:

- a. May be maintained for a reasonable period of time to amortize the investment therein. The amortization period shall be determined as follows:

- i. Except as provided in paragraphs (ii) of this subsection and nonconforming billboards, every nonconforming sign shall be removed in accordance with the following amortization schedule:

Type of Sign	Maximum Period of Time Sign May Be Maintained
Residential Sign within a Residential District	6 Months
Non-Residential Sign in a Residential District	9 Months
Signs within a Commercial, Industrial or Public-Open Space District	1 Year

- ii. The amortization period shall begin on the date of mailing by the City Administrator or his or her designee of notice to the owner of the property on which the sign is located (as determined from the most recent tax assessor's roll), of the fact that the sign is nonconforming and subject to amortization. The notice shall include a statement of the owner's right to seek an extension of the amortization period under subsection (3) of this section.

- iii. Notwithstanding any other provision in this paragraph, any nonconforming sign that has been fully depreciated for federal or state income tax purposes shall be removed or modified to comply with the provisions of the sign code within one year of the date the sign became nonconforming.

2. Extension of Amortization Period. If the amortization period established by the above provision of this section creates an exceptional hardship for the sign owner, the owner may make an application for an extension of the amortization period, provided the application is submitted before the expiration of such amortization period. For purposes of this subsection, "owner" includes lessee.

- a. Application. An application shall be submitted to the City Administrator or his or her designee and shall be accompanied by a fee as may be set by resolution adopted by the City Council. The application shall contain the name and address of the sign owner, the land owner, the type, location and size of sign, the date the sign

was erected, the height (including supports) of the sign, the cost of construction, and the length of time extension is requested; and shall be accompanied by a detailed statement of reasons an extension is sought, and why the amortization period constitutes an exceptional hardship.

- b. Procedures. Applications for extension of an amortization period shall be heard by the City Administrator or his or her designee, which shall determine whether the application satisfies the criteria set forth in subsection (A)(3) of this section. The City Administrator or his or her designee may grant or deny the extension and impose such conditions as may be necessary to minimize the adverse effects of such extension upon surrounding properties. In granting an extension, the City Administrator or his or her designee shall determine the length of the time for the extension. The findings and the basis for the City Administrator or his or her designee's decision shall be transmitted to the applicant in writing.
- c. Criteria. In considering an application for an extension of the amortization period for a nonconforming sign, the following criteria shall be applied:
 - i. The original cost of the sign;
 - ii. The date the sign was constructed and located on the site;
 - iii. The degree of deviation from the sign regulations;
 - iv. Whether unusual circumstances concerning the sign's size, height, location or nature are present;
 - v. The nature of the exceptional hardship, and whether allowing an extension in light of the hardship would be inconsistent with the intent of sign amortization;
 - vi. The effect of the nonconforming sign on the use, value, and enjoyment of surrounding and neighboring properties;
 - vii. The least amount of additional time required, if any, for the applicant to amortize any unreasonable economic loss, over and above the amortization period already permitted under this section; and

- viii. Proof that the sign has not been fully depreciated for federal income tax purposes shall be required except in extraordinary circumstances where such proof is deemed inapplicable.

3. General Requirements for Nonconforming Billboard Signs.

- a. All billboard signs in service as of the date of the passage of the ordinance codified in this chapter are allowed to remain, as long as said sign complied with the ordinances in existence at the time the sign permit was issued. Any construction, replacement, alteration, or relocation of an existing sign shall require a new sign permit application.
- b. A billboard sign may undergo normal maintenance with the following exceptions:
 - i. “Normal maintenance” excludes major structure repairs designed to extend the useful life of the nonconforming sign.
 - ii. If a billboard sign is damaged by wind, fire, neglect or by any other cause, and such damage exceeds 50 percent of its replacement value, the billboard sign shall be removed.
 - iii. When any proposed change, repair, or maintenance constitutes an expense of more than 50 percent of the lesser of the original value or replacement value of the sign, the billboard sign shall be removed.

B. Nothing in this section shall be deemed to prevent the maintenance of any sign, or regular manual changes of sign copy on a sign.

C. Continuation of Prior Lawful Nonconforming Sign as Public Nuisance; Removal and Abatement.

- 1. The continuation of any nonconforming sign beyond the time period(s) set forth in Subsection A of this Section is hereby declared to be a public nuisance, which may be abated as provided by this section.
- 2. Any nonconforming sign that remains in place after the expiration of the amortization period, or any extension thereof, shall be removed within 30 days after a written notice for removal has been posted on the property upon which the sign is located, and a copy sent by certified mail, postage prepaid, to the sign owner and landowner, if different. Such notice shall state the particulars of the violation and require removal of the sign upon or before a date specified in the notice, but not less than 30 days after such posting and mailing, and that written objections to such removal may be

filed with the City Administrator or his or her designee on or before such date. If the nonconforming sign is not removed on or before the date specified in the notice, and if no written objections to such removal are filed, the City Administrator or his or her designee may cause the removal thereof at the expense of the owner of the real property upon which such sign is located.

3. Upon receipt of timely filing of objections, the nonconforming sign shall remain in place. Hearing upon the objections shall be held before the Planning Commission. Notice of the time, date and place of the hearing shall be personally delivered, or mailed by certified mail, postage prepaid, to the person filing such objections at the address provided in the objections, at least ten days prior to the hearing.
 4. Any nonconforming sign ordered removed by the Planning Commission shall be removed within 30 days after notice of the removal order has been mailed to such objector and if not removed within such time, the City Administrator or his or her designee shall cause the removal to be made at the expense of the owner of the real property upon which such sign is located.
- D. Prior to approval of an additional sign, all existing signs must be brought into conformance.

17.85.090 Exemptions from requirement for permit.

The following signs are allowed in all zones without a permit. Use of these signs does not affect the amount or type of signage otherwise allowed by this chapter. The painting, repainting, cleaning, maintenance and repair of an existing sign shall not require a permit, unless a substantial structural alteration is made. The changing of a sign copy or message shall not require a permit. All signs listed in this section are subject to all other applicable requirements of the Rogue River Sign Code.

- A. Government signs.
- B. Informational Signs. Informational signs placed by the city of Rogue River, Jackson County, state of Oregon, or the United States government in the publicly owned right-of-way. Collective identification or directory signs placed by the city showing the types and locations of various civic, business, recreation, historic interest areas, or other similar uses, when such signs are located on publicly owned right-of-way or on city property.
- C. Memorials. Memorial tablets, cornerstones, or similar plaques not exceeding six square feet in size.

- D. Flags made of fabric or other flexible material, customarily bearing a distinctive design or message, and attached along one edge to a staff or pole, used for identification, signaling, or decorative purposes—including, but not limited to, flags of national, state, or local government. No flag shall exceed a height of 6 feet or an area of 6 square feet.
- E. Interior Signs. Signs within a building provided they are not visible to persons outside the building.
- F. Signs Not Visible from Public Way. Any sign which is not visible to motorists or pedestrians on any public highway, sidewalk, street, or alley.
- G. Small Incidental Signs. Small incidental signs provided said signs do not exceed two square feet in area per sign, not more than two in number on any parcel or two per business frontage, whichever is greater.
- H. String of Lights. Strings of lights in nonresidential zones where the lights do not exceed five watts per bulb and do not flash or blink in any way. Strings of lights in residential ~~zones~~ districts are not regulated.
- I. Integral signs.
- J. One indirectly illuminated or nonilluminated sign not exceeding one and one-half square feet in an area placed on any non-multifamily residential lot. This type of sign is typically used as a name plate.
- K. Vehicle signs that are not prohibited signs under 17.85.070.
- L. Signs displayed upon a bus or light rail vehicle owned by a public transit district.
- M. Historical signs or historical or landmark markers.
- N. Handheld signs.
- O. A sign up to six square feet constructed or placed within a parking lot, for each access point square feet of parking area. These signs are typically used to direct traffic and parking.
- P. A sign within the public right of way that is erected by a governmental agency, utility or contractor doing authorized work within the right of way.
- Q. A sign that does not exceed eight square feet in area and six feet in height and is erected on property where there is a danger to the public or to which public access is prohibited.

- R. Nonilluminated interior signs in nonresidential zones designed primarily to be viewed from a sidewalk or street, provided the sign does not obscure more than 25 percent of any individual window.
- S. Illuminated interior signs in nonresidential zones designed primarily to be viewed from a sidewalk or street, provided the sign face is less than six square feet in area.
- T. One suspended sign for each principal use erected on property which is not considered public right of way, under an attached first floor awning or canopy upon a building with direct exterior pedestrian access, provided the sign does not exceed six square feet in area and has a minimum of eight feet of clearance.
- U. An exterior sign erected next to an entrance, exit, rest room, office door, or telephone, provided the sign is no more than six square feet in area. This type of sign is typically used to identify and locate a property feature.
- V. Signs located within a sports stadium or athletic field, or other outdoor assembly area which are intended for viewing by persons within the facility. The signs shall be placed so as to be oriented towards the interior of the field and the viewing stands.
- W. Signs incorporated into vending machines or gasoline pumps.
- X. Temporary signs as allowed under Section 17.85.100 of this chapter.
- Y. Utility signs.
- Z. Signs for hospital or emergency services, and railroad signs.

17.85.100 Temporary signs.

The following signs are temporary by their nature, and are limited to special events, self-canceling upon completion of advertisement, or are placed by a governmental agency. All temporary signs shall be subject to the other regulations contained in this chapter relative to the size, lighting or spacing of such sign.

Temporary signs exempt from permit requirements include, but are not limited to, the following, provided they adhere to the requirements associated with their specific type. In addition, no temporary sign shall be affixed to utility poles or public property or shall be placed without a property owner's written consent.

1. Temporary signs not exceeding six square feet in area and six feet in height, provided these signs shall be erected for no more than 90 continuous days, cumulatively, within a single calendar year.

2. One temporary sign is permitted per building frontage.
 - A. Banners and Bunting. Cloth, canvases, or fabric signs may extend across a public street only with permission of from the city council. Such signs, when extended over a public street, shall maintain a minimum clearance of 18 feet above grade. One banner sign shall be permitted for each temporary use. The maximum sign area shall not exceed 20 square feet in any residential district or 50 square feet in any commercial, industrial or public-open space district.
 - B. Razor Flag Banner. Razor flag banners, also known as feather flags, swooper flags, or blade banners, shall be permitted only in Commercial, Industrial, and Public-Open Space zones and must be located solely on the property where the business is conducted. Such banners shall not extend into public sidewalks, streets, or rights-of-way, nor create obstructions to pedestrian or vehicular traffic.
 - C. Portable Business Signs. A movable sign, such as a real estate sign, that is not permanently fixed to any building, structure, or ground. It shall be located only on the property where the business or real estate is situated and must not encroach into public sidewalks, streets, or rights-of-way, nor cause obstruction to pedestrian or vehicle movement.
 - D. Reader board signs, to include sandwich board and A-frame signs, on public sidewalks adjacent to commercial, public or institutional uses which comply with the following standards:
 - a. The temporary sign does not exceed three and a half feet in height, and
 - b. The temporary sign is placed on the sidewalk within the first three feet behind the curb, and
 - c. The temporary sign is present only during the business hours of the enterprise responsible, and
 - d. No more than one temporary sign shall be placed in the public right of way adjacent to any property frontage on a single street, and
 - e. A temporary sign placed elsewhere than directly adjacent to the primary use shall be placed only with the written consent of the property owner of the adjacent property.
 - E. Temporary Window Signs, Non-Residential Zone. Temporary signs painted or placed upon a window in a non-residential zone, when such signs do not obscure more than 25 percent of such window area and are maintained for a period not exceeding 90 days. Signs that remain longer than 90 days will be considered permanent and must comply with the provisions of this chapter.

Table 17.85.100(A) Temporary and Other Exempt Signs^{1,2,3,4,5}

TYPE OF SIGN	NUMBER	HEIGHT	MAXIMUM AREA	LOCATION ⁴	DURATION
Banner and Bunting Sign: A sign made of fabric or other nonrigid material with no enclosing framework.	One banner sign shall be permitted for each temporary use.	Such signs, when extended over a public street, shall maintain a minimum clearance of 18 feet above grade.	20 square feet in any residential district. 50 square feet in any commercial, industrial or public-open space district.	May extend across a public street only with permission from the city council.	Banners shall be erected for no more than 90 continuous days in duration, cumulatively, within a single calendar year.
Memorials: Memorial tablets, cornerstones, or similar plaques.			Six Square Feet		
Portable Signs: “Real estate sign” A sign which is not affixed to a building or other structure, or the ground in a permanent manner and is designed to be moved from place to place.	One for each building frontage.	Six Feet	Six Square Feet	Located only on the property where the business or real estate is situated and , not within the public right-of-way or as to interfere with pedestrian or vehicular traffic.	No more than 90 continuous days in duration, cumulatively, within a single calendar year.
Razor Flag Banner: A tall, narrow, vertically oriented advertising sign made of fabric or other flexible material, designed with a curved or tapered	One for each building frontage.	Six Feet		Located on the property, not within the public right-of-way or as to interfere with	No more than 90 continuous days in duration, cumulatively, within a single calendar year.

top resembling a feather or teardrop shape. It is mounted on a flexible pole that allows the banner to flutter or wave in the wind, thereby attracting attention.				pedestrian or vehicular traffic.	
Signs on public sidewalks: “Reader board,” “A-frame,” “sandwich board” or “sidewalk sign” A sign made out of a solid material that is constructed to stand on its own displaying information for a business.	No more than one temporary sign shall be placed in the public right of way adjacent to any property frontage on a single street.	3 ½ Feet		Adjacent to commercial, public, or institutional uses within the first three feet behind the curb.	Present only during business hours of the enterprise responsible. Temporary signs placed elsewhere than directly adjacent to the primary use shall be placed only with the written consent of the property owner of the adjacent property.
Small Incidental Signs: A sign that is not legible to a person with ordinary eyesight with vision adequate to pass a state driver’s license exam standing at ground level at a location on the public right of way or on other private property.	Not more than two on any parcel or two per business frontage, whichever is greater.		Two square feet in area per sign.		
String Lights: A lighting fixture that is composed of electrical wiring encased in plastic with sockets for bulb placement.				In nonresidential zones, the lights may not exceed five watts per bulb and may not	

* Strings of lights in residential districts are not regulated.				flash or blink in any way.	
Temporary Sign: A sign that is attached to a building, structure, vegetation, or the ground for what is expected to be a transitory or temporary period. Temporary signs include, but are not limited to, A-frames, banners, flags, pennants, balloons, blimps, streamers, lawn signs and portable signs.	One for each building frontage.	Six Feet	Six Square Feet	No temporary sign shall be affixed to utility poles or public property or shall be placed without a property owner's written consent.	No more than 90 days in duration, cumulatively, within a single calendar year.
Temporary Window Sign (non-residential zones): A sign attached to or painted on a window or displayed inside the building within six inches of a window or building opening so that it is viewable from the outside of the building.				May not obscure more than 25 percent of window area.	Signs that remain longer than 90 days will be considered permanent and must comply with the provisions of Chapter 17.85.

¹ All signs shall be sited in accordance with RPMC 17.65.040. ² Any of the temporary signs are deemed exempt from requiring a sign permit, so long as they adhere to the specific requirements associated with their type. ³ Limited to special events, self-canceling upon completion of advertisement, or are placed by a governmental agency. ⁴ Except for holiday seasonal decorations, temporary signs shall not be illuminated. ⁵ Any temporary sign placed elsewhere than directly adjacent to the primary use shall be placed only with the written consent of the property owner of the adjacent property.

17.85.110 Residential sign regulations.

In addition to the signage allowed without permits, the following signage is allowed subject to the requirements of this chapter:

- A. Temporary signs as allowed under Section 17.85.100 of this chapter.

- B. Permitted Sign Types, Number and Area. Signs within the residential districts are limited as follows and require issuance of permits under Section 17.85.160 of this chapter.

1. Residential sign regulations.

a. Banner Signs.

- i. For multifamily residential developments, one banner sign shall be permitted for each development. The banner sign shall be limited to a display period of a maximum of 90 continuous days, cumulatively, within a single calendar year. The sign area shall not exceed 20 square feet.
- ii. For temporary uses, one banner sign shall be permitted for each temporary use provided these signs shall be erected for no more than 90 continuous days, cumulatively, within a single calendar year. The maximum sign area shall not exceed 20 square feet.

b. Monument and Ground-Mounted Signs.

- i. In multifamily developments, one double-faced monument sign, or not more than two single-faced monument signs on either side of a vehicular entrance shall be permitted on the primary street frontage. Sign area shall not exceed 20 square feet for each sign face. Where a complex has multiple street frontages, this signage may be permitted on each building frontage that abuts a TSP designated arterial or collector street.
- ii. In subdivisions, not more than two single-faced monument signs for a subdivision or planned unit development having 20 or more lots may be permitted on either side of a public right of way or private street tract entrance. Sign area shall not exceed 20 square feet for each sign face.

2. Nonresidential sign regulations in the Residential Districts.

a. Awning Signs.

- i. Awning signs are permitted only as an integral part of the awning to which they are attached or applied.
- ii. The awning supporting structure shall maintain a clearance of 8.5 feet.
- iii. An awning shall not extend to within two feet from the curb. An awning shall not project above the roof line.

- iv. The awning sign shall extend no more than eight feet from the building face.
 - v. One awning sign for each building frontage shall be permitted. Total sign area including wall signs shall not exceed 12 percent of the building elevation area, with a maximum sign face area of 20 square feet on primary frontages, and eight percent of the building elevation area on secondary frontages, with a maximum sign face area of 20 square feet.
- b. Banner Signs.
 - i. For principal uses in residential districts, one banner sign shall be permitted for each principal use. The banner sign shall be limited to a display period of a maximum of 90 continuous days, cumulatively, within a single calendar year. The sign area shall not exceed 20 square feet.
 - ii. For temporary uses, one banner sign shall be permitted for each temporary use provided these signs shall be erected for no more than 90 continuous days, cumulatively, within a single calendar year. The maximum sign area shall not exceed 20 square feet.
- c. Bulletin Boards.
 - i. One single- or double-faced bulletin board per site may be incorporated into an approved monument or ground-mounted sign. Sign area for a bulletin board shall not exceed 20 square feet for each sign face or 65 percent of the total sign face.
- d. Freestanding signs.
 - i. No part of a freestanding sign shall be erected or maintained within three feet of a street front property line, or within five feet of a side lot line, unless the application for the permit has been reviewed by the fire marshal and the fire marshal has determined that the location of the sign does not interfere with adequate fire access to any property.

- ii. No part of a freestanding sign shall project or extend into any public right of way.
 - iii. Except as provided in this subsection, no freestanding sign shall project or extend into any vision clearance area. One or two sign poles supporting a freestanding sign may be located within the vision clearance area if they are necessary for the support of the sign, and if no other portion of the sign is located within the vision clearance area between two feet and ten feet over grade.
 - iv. A freestanding sign shall be directly supported by poles or foundation supports in or upon the ground. No external cross braces, guy wires, "T" frames, "A" frames, "trusses," or similar bracing systems shall be used to buttress, balance, or support a freestanding sign.
 - v. Only one freestanding sign is allowed for each street frontage.
 - vi. A minimum of nine feet clearance is required in areas accessible to vehicles. The lowest point of these signs may be less than nine feet above grade in areas not accessible to vehicles when the signs are protected from physical damage by the installation of bumper poles or other ground protections.
- e. Monument and Ground-Mounted Signs.
- i. For public and institutional uses, one single- or double-faced monument sign shall be permitted for each such facility. Where such a facility has multiple street frontages, this signage may be permitted on each frontage. Sign area shall not exceed 20 square feet for each sign face.
 - ii. For commercial uses within a residential district, one single- or double-faced monument sign shall be permitted on the primary frontage of the development. In lieu of one monument sign, one single- or double-faced ground-mounted sign shall be permitted on the primary frontage of developments which contain five or more principal uses in one structure. Where a development has multiple street frontages, this signage may be permitted on each building frontage that abuts an arterial or collector street. Sign area shall not exceed 20 square feet for each sign face.

- f. Projecting Signs. An otherwise authorized sign shall be permitted to project over public right of way if the sign meets all of the following requirements:
 - i. The sign is attached to the face of a building where the building face is located within five feet of the property line abutting a street.
 - ii. No external cross braces, guy wires, trusses, or similar bracing systems are used in constructing the sign.
 - iii. The sign extends no more than 18 inches from the building's face and shall be no less than eight feet above the ground under the projecting sign.
 - iv. For upper floor businesses, two projecting signs for each street frontage shall be permitted for buildings having two or more floors and at least 50 feet of street frontage.
 - v. Sign area for each sign shall not exceed six square feet.
 - vi. The sign shall not project above the roof line or parapet wall, whichever is higher.
 - vii. Projecting signs shall conform to all provisions of this section which are designed to provide safe minimum clearance along public sidewalks and streets. The setback of the outer edge of the projecting sign must be a minimum of two feet from the curbline.
 - viii. Spacing between an earlier erected and any later erected projecting sign shall be a minimum of 20 feet.
- g. Suspended Signs.
 - i. For each business in the residential districts, one suspended sign over public right of way shall be permitted under an attached first floor awning or canopy with direct exterior pedestrian access. The sign area shall not exceed six square feet.
- h. Wall Signs.
 - i. A wall sign shall not project more than 18 inches from the wall to which it is attached. A wall sign located on an alley frontage shall have 15 feet of clearance.

- ii. A wall sign shall not be projected above the roof line, or top of the parapet wall, whichever is higher.
- iii. No external braces, guy wires, “A” frames, or similar bracing systems shall be used in constructing a wall sign.
- iv. The height of a wall sign attached to the end or face of a marquee shall not exceed 30 inches. The lower edge of the sign shall not extend below the marquee.
- v. Wall signs on mansard roofs of 30 degrees or less may be installed vertically if solid background is used.
- vi. Wall signs shall be placed within the sign band.
- vii. For commercial uses permitted in the residential districts, one wall sign for each tenant occupancy shall be permitted.
- viii. For public and institutional uses, one wall sign for each building frontage shall be permitted.
- ix. Sign area for all wall signs shall not exceed eight percent of the building elevation area, with a maximum individual sign face area of 20 square feet on primary frontages. Sign area for all wall signs shall not exceed six percent of the building elevation area on secondary frontages, with a maximum individual sign face area of 20 square feet.
- x. No more than two wall signs shall be permitted on the frontage of the primary building. Only one wall sign shall be permitted on the secondary frontage.

C. Maximum Sign Height. Signs shall be no more than six feet in height.

D. Illumination.

- 1. Except for monument signs in the residential districts, athletic scoreboards, bulletin boards, and wall signs permitted in the residential districts, any illumination of signs in the residential districts shall be indirect.
- 2. The illumination of signs within the residential districts shall comply with the standards contained in Section 17.85.150 of this chapter.

Table 17.85.110 (A) Residential Sign Regulations in the Residential Districts^{1, 2,3}

TYPE OF SIGN	NUMBER	HEIGHT	MAXIMUM AREA	LOCATION
Banner Signs (multifamily residential developments): A sign made of fabric or other nonrigid material with no enclosing framework.	One banner sign for each development	Six Feet	20 Square Feet	Limited to a display period of a maximum of 90 continuous days, cumulatively, within a single calendar year.
Banner Signs (temporary uses): A sign made of fabric or other nonrigid material with no enclosing framework.	One banner sign for each temporary use.	Six Feet	20 Square Feet	Limited to special events, self-canceling upon completion of advertisement. Banners shall be erected for no more than 90 continuous days, cumulatively, within a single calendar year.
Monument and Ground-Mounted Signs (multifamily developments): “Monument sign” A freestanding sign that is placed on a solid base that extends a minimum of 12 inches above the ground and extends at least 75 percent of the length and width of the sign. The above ground portion of the base is considered part of the total allowable height of a monument sign. “Ground-mounted sign” means a sign erected on a freestanding frame, mast or pole and not attached to any building.	One double-faced monument sign, or not more than two single-faced monument signs on either side of a vehicular entrance on the primary street frontage.	Six Feet	20 square feet for each sign face.	Where a complex has multiple street frontages, this signage may be permitted on each building frontage that abuts a TSP designated arterial or collector street.
Monument and Ground-Mounted Signs (subdivisions): “Monument sign” A freestanding sign that is placed on a solid base that extends a minimum of 12	Not more than two single-faced monument signs for a	Six Feet	20 square feet for each sign face.	On either side of a public right of way or private street tract entrance.

<p>inches above the ground and extends at least 75 percent of the length and width of the sign. The above ground portion of the base is considered part of the total allowable height of a monument sign.</p> <p>“Ground-mounted sign” means a sign erected on a freestanding frame, mast or pole and not attached to any building.</p>	<p>subdivision or planned unit development having 20 or more lots.</p>			
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¹ All signs shall be sited in accordance with RRM C 17.65.040. ² The lowest portion of a projecting sign must be at least eight feet above grade, or ten feet above grade if located within a corner clearance clear vision area. ³ Except for monument signs, athletic scoreboards, bulletin boards, and wall signs, any illumination of signs shall be indirect and comply with the standards contained in Section 17.85.150 of this chapter.

Table 17.85.110 (B) Non-residential Sign Regulations in the Residential Districts ^{1, 2, 3, 4}

TYPE OF SIGN	NUMBER	HEIGHT	MAXIMUM AREA	LOCATION
<p>Awning Signs:</p> <p>A sign attached to or incorporated into an awning.</p>	<p>One awning sign for each building frontage.</p>	<p>The awning supporting structure shall maintain a clearance of 8.5 feet. An awning shall not project above the roof line.</p>	<p>Total sign area including wall signs shall not exceed 12 percent of the building elevation area, with a maximum sign face area of 20 square feet on primary frontages, and eight percent of the building elevation area on secondary frontages, with a maximum sign face area of 20 square feet.</p>	<p>An awning shall not extend to within two feet from the curb. The awning sign shall extend no more than eight feet from the building's face.</p>

Banner Signs (principal uses): A sign made of fabric or other nonrigid material with no enclosing framework.	One banner sign shall be permitted for each principal use.	Six Feet	20 Square Feet	Limited to a display period of a maximum of 90 continuous days, cumulatively, within a single calendar year.
Bulletin Boards: A permanent sign providing information in a horizontal linear format, that can be changed either manually through placement of letters or symbols on tracks mounted on a panel, or electronically, through use of an array of lights in a dot matrix configuration, from which characters can be formed.	One single- or double-faced bulletin board incorporated into an approved monument or ground-mounted sign.	Six Feet	Sign area for a bulletin board shall not exceed 20 square feet for each sign face or 65 percent of the total sign face.	

<p>Freestanding signs:</p> <p>A sign wholly supported by integral pole(s), post(s), or other structure or frame, the primary purpose of which is to support the sign and connect it to the ground. Examples include monument signs and pole signs. A freestanding sign does not include a portable sign.</p> <p>*For freestanding signs, “grade” means the average level of the ground measured five feet from either end of the base of the sign, parallel to the sign face. For signs mounted on buildings, grade means the average level of the sidewalk, alley or ground below the mounted sign measured five feet from either end of the sign face.</p>	<p>Only one freestanding sign is allowed for each street frontage.</p>	<p>Six feet in height with a minimum of nine feet in clearance is required in areas accessible to vehicles. The lowest point of these signs may be less than nine feet above grade in areas not accessible to vehicles when the signs are protected from physical damage by the installation of bumper poles or other ground protections.</p>	<p>20 Square Feet</p>	<p>No part of a freestanding sign shall be erected or maintained within three feet of a street front property line, or within five feet of a side lot line, unless the application for the permit has been reviewed by the fire marshal and the fire marshal has determined that the location of the sign does not interfere with adequate fire access to any property. No part of a freestanding sign shall project or extend into any public right of way.</p>
<p>Monument and Ground-Mounted Signs (public and institutional uses):</p> <p>“Monument sign” A freestanding sign that is placed on a solid base that extends a minimum of 12 inches above the ground and extends at least 75 percent of the length and width of the sign. The above ground portion of the base is considered part of the total</p>	<p>One single- or double-faced monument sign shall be permitted for each such facility.</p>	<p>No more than six feet in height.</p>	<p>Sign area shall not exceed 20 square feet for each sign face.</p>	<p>Where such a facility has multiple street frontages, this signage may be permitted on each frontage.</p>

allowable height of a monument sign.				
<p>“Ground-mounted sign” means a freestanding sign with a minimum of 12 inches of vertical solid base directly and continuously connected to at least 50 percent of the sign face width or, is borne by two or more supports which are a minimum of 12 inches but less than eight feet above grade.</p>				
<p>Monument and Ground-Mounted Signs (commercial uses):</p> <p>“Monument sign” A freestanding sign that is placed on a solid base that extends a minimum of 12 inches above the ground and extends at least 75 percent of the length and width of the sign. The above ground portion of the base is considered part of the total allowable height of a monument sign.</p> <p>“Ground-mounted sign” means a freestanding sign with a minimum of 12 inches of vertical solid base directly and continuously connected to at least 50 percent of the sign face width or, is borne by two or more supports which are a minimum of 12 inches but less than eight feet above grade.</p>	<p>One single- or double-faced monument sign shall be permitted on the primary frontage of the development. In lieu of one monument sign, one single- or double-faced ground-mounted sign shall be permitted on the primary frontage of developments which contain five or more principal</p>	<p>No more than six feet in height.</p>	<p>Sign area shall not exceed 20 square feet for each sign face.</p>	<p>Where a development has multiple street frontages, this signage may be permitted on each building frontage that abuts an arterial or collector street.</p>

	uses in one structure.			
Projecting Signs: A sign, other than a wall sign, that projects from, and is supported by or attached to, a roof or wall of a building or structure.	Two signs for each street frontage shall be permitted for buildings having two or more floors and at least 50 feet of street frontage.	The sign shall not project above the roof line or parapet wall, whichever is higher.	Sign area for each sign shall not exceed six square feet.	Attached to the face of a building where the building face is located within five feet of the property line abutting a street. The sign shall not extend more than 18 inches from the building's face and shall be no less than eight feet above the ground under the projecting sign. The setback of the outer edge of the projecting sign must be a minimum of two feet from the curblineline. Spacing between an earlier erected and any later erected projecting sign shall be a minimum of 20 feet.

<p>Suspended Signs (business):</p> <p>A sign suspended from the underside of a canopy, awning, eve, or marquee.</p>	<p>One suspended sign over public right of way shall be permitted under an attached first floor awning or canopy with direct exterior pedestrian access.</p>	<p>A minimum of eight feet of clearance.</p>	<p>Six Square Feet</p>	
<p>Wall Signs (permitted commercial, public and institutional uses):</p> <p>A sign that is painted on a wall of a building, or a sign attached to the wall of a building and extending no more than 12 inches from a wall, or attached to or erected against a roof with a slope not more than 20 degrees from vertical, with the exposed face of the sign in a plane that is vertical or parallel to the plane of that roof, and which does not project more than 18 inches from the wall or roof. Window signs that are permanently attached to the outside of a window are wall signs.</p>	<p>For commercial uses permitted in the residential district, one wall sign for each tenant occupancy shall be permitted. For public and institutional uses, one wall sign for each building frontage shall be permitted. No more than two wall signs shall be permitted on the</p>	<p>A wall sign shall not be projected above the roof line, or top of the parapet wall, whichever is higher. A wall sign shall not be projected above the roof line, or top of the parapet wall, whichever is higher. The height of a wall sign attached to the end or face of a marquee shall not exceed 30 inches. The lower edge of the sign shall not extend below the</p>	<p>Sign area for all wall signs shall not exceed eight percent of the building elevation area, with a maximum individual sign face area of 20 square feet on primary frontages. Sign area for all wall signs shall not exceed six percent of the building elevation area on secondary frontages, with a maximum individual sign face area of 20 square feet.</p>	<p>A wall sign shall not project more than 18 inches from the wall to which it is attached. A wall sign located on an alley frontage shall have 15 feet of clearance. Wall signs on mansard roofs of 30 degrees or less may be installed vertically if solid background is used.</p>

	frontage of the primary building. Only one wall sign shall be permitted on the secondary frontage.	marquee.		
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¹ All signs shall be sited in accordance with RRM C 17.65.040. ² The lowest portion of a projecting sign must be at least eight feet above grade, or ten feet above grade if located within a corner clearance clear vision area. ³ No ground sign shall be erected where the sign projects into a pedestrian walkway. ⁴ Except for monument signs in the residential districts, athletic scoreboards, bulletin boards, and wall signs permitted in the residential districts, any illumination of signs in the residential districts shall be indirect and comply with the standards contained in Section 17.85.150 of this chapter.

17.85.120 Commercial, Industrial and Public-Open Space sign regulations.

In addition to the signage allowed without permits, the following signage is allowed subject to the requirements of this chapter:

A. Special Provisions.

1. Frontage. The number and use of signs allowed by virtue of a given business street frontage shall be placed only upon such business street frontage, and no business shall be allowed more than two signs for each business frontage except by application and approval of the City Administrator or his or her designee.
2. Area. The total area of any sign shall not exceed 60 square feet.

B. Temporary signs as allowed under Section 17.85.100 of this chapter.

C. Permitted Sign Types, Number and Area. Signs within the commercial, industrial and public-open space districts are limited as follows and require issuance of permits under Section 17.85.160 of this chapter.

1. Wall Signs.
 - a. Signs may project a maximum of 18 inches from the face of the building to which they are attached, provided the lowest portion of the sign is at least eight feet above grade. A wall sign located on an alley frontage shall have 15 feet of clearance.

- b. No business shall be allowed, more than two wall signs for each business frontage except by application and approval of the City Administrator
 - c. A wall sign shall not project above the roof line, or top of the parapet wall, whichever is higher.
 - d. No external braces, guy wires, "A" frames, or similar bracing systems shall be used in constructing a wall sign.
 - e. The height of a wall sign attached to the end or face of a marquee shall not exceed 30 inches. The lower edge of the sign shall not extend below the marquee.
 - f. Wall signs on mansard roofs of 30 degrees or less may be installed vertically if solid background is used.
 - g. Wall signs shall be placed within the sign band.
2. Monument and Ground-mounted Signs.
- a. Monument and Ground-mounted signs shall be limited to one per business, and the height shall be determined by the City Administrator or his or her designee with consideration given to location and area. No ground sign shall exceed 40 feet in height.
 - b. The lowest portion of a ground sign, if within a pedestrian traffic area, shall not be less than eight feet above grade.
3. Marquee or Awning Signs.
- a. A maximum of two signs shall be permitted for each business frontage in lieu of wall signs.
 - b. Awning signs shall not exceed 12 percent of the building elevation area with a maximum sign face area of 60 square feet. Where the use has multiple frontages, the signage on secondary frontages shall not exceed eight percent of the building elevation area, with a maximum sign face area of 50 square feet.
 - c. Signs may not project beyond the face of the marquee if suspended, or above the face of the marquee if attached to and parallel to the face of the marquee.

- d. Signs shall have a maximum face height of nine inches if placed below the marquee, and the lowest portion of any sign must be at least eight feet above grade.
 - e. The supporting structure shall maintain a clearance of 8.5 feet.
 - f. Awning signs are permitted only as an integral part of the awning to which they are attached or applied.
 - g. An awning shall not extend to within two feet from the curb. An awning shall not project above the roof line.
 - h. The awning sign shall extend no more than eight feet from the building face.
4. Projecting Signs/Roof Signs.
- a. One sign shall be permitted for each business or group of businesses occupying a single common space or suite in lieu of a wall sign.
 - b. Except for marquee or awning signs, a projecting sign shall not exceed an area of one square foot for each two feet of lineal business frontage that is not already utilized by a wall sign. The maximum area of any projecting sign shall be 20 square feet.
 - c. Signs may project from the face of the building to which they are attached a maximum of 18 inches if located eight feet above grade.
 - d. No roof sign shall exceed 40 feet in height from grade and shall be at a minimum of eight feet above grade.
 - e. An otherwise authorized sign shall be permitted to project over public right of way if the sign meets all the following requirements:
 - i. The sign is attached to the face of a building where the building face is located within five feet of the property line abutting a street.
 - ii. No external cross braces, guy wires, trusses, or similar bracing systems are used in constructing the sign.
 - iii. The sign extends no more than 18 inches from the building's face and shall be no less than eight feet above the ground under the projecting sign.

- iv. The sign does not project above the roof line or parapet wall, whichever is higher.
 - v. Projecting signs shall conform to all provisions of this section which are designed to provide safe minimum clearance along public sidewalks and streets. The setback of the outer edge of the projecting sign must be a minimum of two feet from the curbline.
 - vi. Spacing between an earlier erected and any later erected projecting sign shall be a minimum of 20 feet.
5. Changing Image Signs or Electronic Message Signs. Changing image signs or electronic message signs permitted under this chapter shall comply with the following standards and all other applicable requirements under this code or other applicable law:
- a. The sign is constructed, established, operated, or otherwise functioning in such a way that the message or display changes no more frequently than every two seconds, and the actual copy change shall be accomplished in four seconds or less. Once changed, the copy shall remain static until the next change.
 - b. The changing image sign may not be more than 40 square feet, whether the changing image is stand alone or a part of a more comprehensive sign.
 - c. The changing image sign must be constructed, established, and operated so that its illumination is limited to what is necessary for visibility only. Under no circumstances shall the brightness exceed 5,000 nits or equivalent candelas during daylight hours, or 1,000 nits or equivalent candelas between dusk and dawn. If a sign is found to be overly luminous, the city administrator may require it to be adjusted or removed.
 - d. The permittee shall submit written certification from the manufacturer stating that the sign's light intensity has been preset in the factory and does not exceed the specified brightness thresholds. The certification must also confirm that the intensity level is secured against adjustment by the end-user, either through password-protected software or another method acceptable to the building official.
 - e. No other flashing light is permitted on the same side of a sign containing a changing image sign.

- f. Displays may travel horizontally or scroll vertically onto electronic message signs, but must hold in a static position after completing the travel or scroll.
 - g. Electronic message signs requiring more than four seconds to change from one copy to another shall be turned off during the change interval.
 - h. Sign copy shall not appear to flash, undulate, or pulse, or portray explosions, fireworks, flashes of lights, or blinking or chasing lights. Copy shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist, or otherwise portray graphics or animation as it moves onto, is displayed on, or leaves the sign face.
 - i. For shopping centers and business complexes, one single- or double-faced changing image sign or electronic message sign per site may be incorporated into a pole, monument, or ground sign; the sign area of the electronic message portion of the sign shall not exceed 50 percent of the total sign face, not to exceed the maximum allowable square footage of a changing image/electronic message sign of 40 square feet.
 - j. Changing image or electronic message signs located within 150 feet of any residence or residential district, as measured from any part of the sign to the nearest boundary of a property used or zoned residential, are subject to the following additional requirements:
 - i. Between the hours of 7:00 a.m. and 10:00 p.m., the signs may operate in accordance with the provisions outlined above.
 - ii. Between the hours of 10:00 p.m. and 7:00 a.m., the sign may only display static images with a hold time of no less than three seconds, with instantaneous transitions from one static frame to another static frame, without the use of any frame entrance, exit or hold effects or the use of any animation or background animation.
6. Freestanding signs.
- a. No part of a freestanding sign shall be erected or maintained within three feet of a street front property line, or within five feet of a side lot line, unless the application for the permit has been reviewed by the fire marshal and the fire marshal has determined that the

location of the sign does not interfere with adequate fire access to any property.

- b. No part of a freestanding sign shall project or extend into any public right of way.
 - c. Except as provided in this subsection, no freestanding sign shall project or extend into any vision clearance area. One or two sign poles supporting a freestanding sign may be located within the vision clearance area if they are necessary for the support of the sign, and if no other portion of the sign is located within the vision clearance area between two feet and ten feet over grade.
 - d. A freestanding sign shall be directly supported by poles or foundation supports in or upon the ground. No external cross braces, guy wires, "T" frames, "A" frames, "trusses," or similar bracing systems shall be used to buttress, balance, or support a freestanding sign.
 - e. Only one freestanding sign is allowed for each street frontage.
 - f. A minimum of nine feet clearance is required in areas accessible to vehicles. The lowest point of these signs may be less than nine feet above grade in areas not accessible to vehicles when the signs are protected from physical damage by the installation of bumper poles or other ground protections.
 - g. Freestanding signs permitted in a commercial, industrial or public-open space district shall not be located closer than 50 linear feet from the property line of any single-family residential or multifamily residential property as measured along the street frontage.
- D. Illumination. The illumination of signs within the commercial, industrial and public-open space districts shall meet the standards contained in Section 17.85.150 of this chapter.

Table 17.85.120 Commercial, Industrial and Public-Open Space Sign Regulations^{1,2,3,4}

TYPE OF SIGN	NUMBER	HEIGHT	MAXIMUM AREA ^{2,3}	LOCATION ¹	DURATION
<p>Changing Image Signs or Electronic Message Signs:</p> <p>*Signs shall conform to the additional regulations in 17.85.120(C)(5)(a)-(j).</p> <p>* The sign is constructed, established, operated, or otherwise functioning in such a way that the message or display changes no more frequently than every two seconds, and the actual copy change shall be accomplished in four seconds or less. Once changed, the copy shall remain static until the next change.</p>	For shopping centers and business complexes, one single- or double-faced changing image sign or electronic message sign per site may be incorporated into a pole, monument, or ground sign.		No more than 40 square feet, whether the changing image is stand alone or a part of a more comprehensive or aggregate sign. The sign area of the electronic message portion of the sign shall not exceed 50 percent of the total sign face, not to exceed the maximum allowable square footage of a changing image/electronic message sign of 40 square feet.	No other flashing light is permitted on the same side of a sign containing a changing image sign.	Changing image or electronic message signs located within 150 feet of any residence or residential district, as measured from any part of the sign to the nearest boundary of a property used or zoned residential, are subject to the additional requirements in Section 17.85.120.5.j (i) and (ii).

<p>Freestanding signs: A sign wholly supported by integral pole(s), post(s), or other structure or frame, the primary purpose of which is to support the sign and connect it to the ground. Examples include monument signs and pole signs. A freestanding sign does not include a portable sign.</p> <p>* Freestanding signs permitted in a commercial, industrial or public-open space district shall not be located closer than 50 linear feet from the property line of any single-family residential or multifamily residential property as measured along the street frontage.</p> <p>**For freestanding signs, “grade” means the average level of the ground measured five feet from either end of the base of the sign, parallel to the sign face. For signs mounted on buildings, grade means the average level of the sidewalk, alley or ground below the mounted sign measured five feet from either end of the sign face.</p>	<p>Only one freestanding sign is allowed for each street frontage.</p>	<p>A minimum of nine feet in clearance is required in areas accessible to vehicles. The lowest point of these signs may be less than nine feet above grade in areas not accessible to vehicles when the signs are protected from physical damage by the installation of bumper poles or other ground protections.</p>	<p>No part of a freestanding sign shall be erected or maintained within three feet of a street front property line, or within five feet of a side lot line, unless the application for the permit has been reviewed by the fire marshal and the fire marshal has determined that the location of the sign does not interfere with adequate fire access to any property. No part of a freestanding sign shall project or extend into any public right of way.</p>
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Marquee or Awning Signs: A sign which is painted on, attached to, or supported by a marquee, awning, or canopy. * Awning signs are permitted only as an integral part of the awning to which they are attached or applied.	A maximum of two signs shall be permitted for each business frontage in lieu of wall signs.	The supporting structure shall maintain a clearance of 8.5 feet. Signs shall have a maximum face height of nine inches if placed below the marquee, and the lowest portion of any sign must be at least eight feet above grade.	Awning signs shall not exceed 12 percent of the building elevation area with a maximum sign face area of 60 square feet. Where the use has multiple frontages, the signage on secondary frontages shall not exceed eight percent of the building elevation area, with a maximum sign face area of 50 square feet.	An awning shall not extend to within two feet from the curb. An awning shall not project above the roof line. The awning sign shall extend no more than eight feet from the building's face. Signs may not project beyond the face of the marquee if suspended, or above the face of the marquee if attached to and parallel to the face of the marquee.	
Monument and Ground-Mounted Signs: A sign erected on a freestanding frame, mast or pole and not attached to any building.	One per business.	Determined by the City Administrator with consideration given to location and area. Shall not exceed 40 feet in height.		The lowest portion of a ground sign, if within a pedestrian traffic area, shall not be less than eight feet above grade.	
Projecting Signs/Roof Signs: A sign, other than a wall sign, that projects from, and is supported by	One sign shall be	No roof sign shall exceed 40 feet in	Except for marquee or awning	Signs may be projected from the face	

or attached to, a roof or wall of a building or structure.	permitted for each business or group of businesses occupying a single common space or suite in lieu of a wall sign.	height from grade and shall be at a minimum of eight feet above grade.	signs, a projecting sign shall not exceed an area of one square foot for each two feet of lineal business frontage that is not already utilized by a wall sign. The maximum area of any projecting sign shall be 20 square feet.	of the building to which they are attached a maximum of 18 inches if located eight feet above grade.	
Projecting Signs (over the public right of way): A sign, other than a wall sign, that projects from, and is supported by or attached to, a roof or wall of a building or structure.	One sign shall be permitted for each business or group of businesses occupying a single common space or suite in lieu of a wall sign.	No more than 18 inches from the building's face and shall be no less than eight feet above the ground under the projecting sign. The sign shall not project above the roof line or parapet wall, whichever is higher.		The sign is attached to the face of a building where the building face is located within five feet of the property line abutting a street. The setback of the outer edge of the projecting sign must be a minimum of two feet from the curbline. Spacing between an earlier	

				erected and any later erected projecting sign shall be a minimum of 20 feet.	
Suspended Signs: A sign suspended from the underside of a canopy, awning, eve, or marquee.	One suspended sign for each principal use.	A minimum of eight feet of clearance.	Six Square Feet		Erected on property which is not considered public right of way, under an attached first floor awning or canopy upon a building with direct exterior pedestrian access.

Wall Signs: A sign that is painted on a wall of a building, or a sign attached to the wall of a building and extending no more than 12 inches from a wall, or attached to or erected against a roof with a slope not more than 20 degrees from vertical, with the exposed face of the sign in a plane that is vertical or parallel to the plane of that roof, and which does not project more than 18 inches from the wall or roof. Window signs that are permanently attached to the outside of a window are wall signs. * No external braces, guy wires, "A" frames, or similar bracing systems shall be used in constructing a wall sign.	No more than two wall signs for each business frontage except by application and approval of the City Administrator.	May not project above the roof line, or top of the parapet wall, whichever is higher. The height of a wall sign attached to the end or face of a marquee shall not exceed 30 inches. The lower edge of the sign shall not extend below the marquee.	Wall signs on mansard roofs of 30 degrees or less may be installed vertically if solid background is used.	May project a maximum of 18 inches from the face of the building to which they are attached, provided the lowest portion of the sign is at least eight feet above grade. A wall sign located on an alley frontage shall have 15 feet of clearance. Wall signs shall be placed within the sign band.	
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¹ All signs shall be sited in accordance with RRMC 17.65.040. ² The number and use of signs allowed by virtue of a given business street frontage shall be placed only upon such business street frontage, and no business shall be allowed more than two signs for each business frontage except by application and approval of the City Administrator or his or her designee. ³ The total area of any sign shall not exceed 60 square feet. ⁴ The illumination of signs within the commercial, industrial and public-open space districts shall meet the standards contained in Section 17.85.150.

17.85.130 Measurements.

The following shall be used in measuring a sign to determine compliance with this chapter:

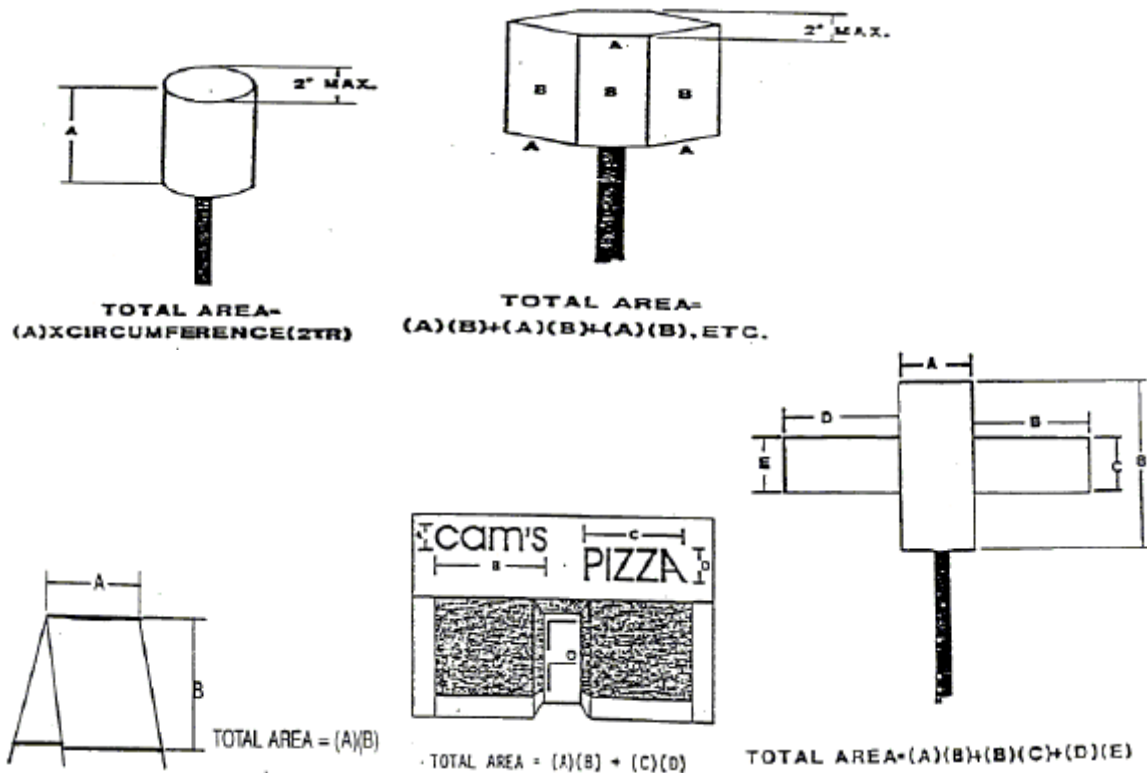
A. Sign Area.

1. Sign area shall be measured within lines drawn between the outermost dimensions of the frame or cabinet surrounding the display area containing the sign copy. When signs are not framed or on a base material and are inscribed, painted, printed, projected or otherwise placed upon, or attached to a building, canopy, awning or part thereof, the sign area is the smallest

possible space enclosing the sign copy that can be constructed with straight lines. Where a sign is of a three-dimensional, round, or irregular solid shape, the largest cross-section shall be used in a flat projection for the purpose of determining sign area.

2. The area of all signs in existence at the time of enactment of the ordinance codified in this chapter, whether conforming or nonconforming, shall be counted in establishing the permitted sign area.
3. When signs are constructed in multiple separate pieces containing sign copy, sign face area is determined by a perimeter drawn in straight lines, as small as possible, around all pieces.

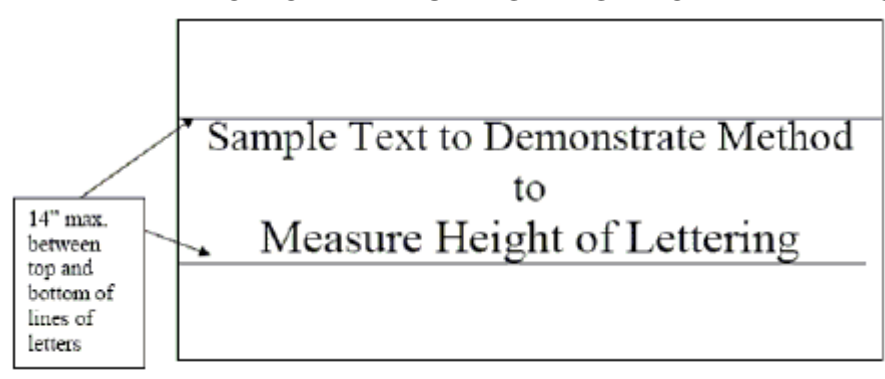
TABLE 17.85.130(A)



B. Height.

1. Height of sign above grade is measured from the average level of the grade below the sign to the topmost point of the sign including the supporting structure.
2. Where there is a limitation on the size of lettering, the lettering shall be measured cumulatively in height. See graphic below.

TABLE 17.85.130(B)
METHOD OF MEASURING HEIGHT OF LETTERING FOR CORNICE SIGNS



- C. Clearance. Clearance is measured from the average grade below the sign to the lowermost point of the sign.
- D. Spacing.
 - 1. For the purpose of applying spacing requirements to signs, distances shall be measured parallel to the centerline of the adjacent street or highway.
 - 2. The sign or sign location under consideration shall be included as one sign.
 - 3. A back-to-back sign is counted as a single sign for the purpose of spacing distances.

17.85.140 Construction and maintenance standards.

- A. All permanent signs shall be constructed and erected in accordance with the requirements of the State Building Code.
- B. All illuminated signs must be installed by a state-licensed sign contractor, subject to the requirements of the State Electrical Code. All electrically illuminated signs shall be listed, labeled, and tested by a testing agency recognized by the state of Oregon.
- C. Building and electrical permits shall be the responsibility of the applicant. Prior to obtaining building and electrical permits, the applicant shall obtain a sign permit or demonstrate an exception from the permit requirements of this chapter.
- D. All signs, together with all of their supports, braces, guys, and anchors shall be kept in good repair and be maintained in a safe condition. All signs and the site upon which they are located shall be maintained in a neat, clean, and attractive condition. Signs shall be kept free from excessive rust, corrosion, peeling paint or other surface deterioration. The display surfaces of all signs shall be kept neatly

painted or posted. All letters, figures, and other message elements shall be safely secured to the sign structure. Signs which are faded, torn, damaged or otherwise unsightly or in a state of disrepair shall be immediately repaired or removed.

- E. No sign shall be erected or maintained in such a manner that any portion of its surface or supports will interfere in any way with the free use of any fire escape, exit, or standpipe. No signs shall be erected or maintained so as to obstruct any building opening to such an extent that light or ventilation is reduced below minimums required by any applicable law or provisions of this code.

17.85.150 Illumination—General restrictions.

- A. No sign, light, lamp, bulb, tube, or device shall be used or displayed in violation of this section.
- B. Regardless of the maximum wattages or milliampere rating capacities allowable under Section 17.85.150(E) of this chapter, no light source shall create an unduly distracting or hazardous condition to a motorist, pedestrian or the general public. Lighted signs shall be placed, shielded or deflected so as not to shine into residential dwelling units or structures, or impair the road vision of the driver of any vehicle.
- C. External light sources for a sign shall be directed and shielded to limit direct illumination of any object other than the sign.
- D. Except for holiday seasonal decorations, temporary signs shall not be illuminated.
- E. The illumination of signs shall comply with the following standards:
 - 1. No exposed reflective type of bulb, par spot nor incandescent lamp, which incandescent lamp exceeds 25 watts, shall be exposed to direct view from a public street or highway, but may be used for indirect light illumination of the display surface of a sign.
 - 2. When neon tubing is employed on the exterior or interior of a sign, the capacity of such tubing shall not exceed 300 milliamperes rating for white tubing nor 100 milliamperes rating for any colored tubing.
 - 3. When fluorescent tubes are used for interior illumination of a sign, such illumination shall not exceed:
 - a. Within residential districts, illumination equivalent to 400 milliampere rating tubing behind a sign face with tubes spaced at least seven inches, center to center;

- b. Within commercial, industrial and public-open space districts, illumination equivalent to 800 milliampere rating tubing behind a sign face spaced at least nine inches, center to center.

17.85.160 Sign permit application.

A sign permit and fee will be required except under certain circumstances. If a sign is for a new development that requires development review under Rogue River zoning/development, then the sign shall be reviewed as part of the development review process prior to approval of a sign permit.

- A. A sign permit will be required under the following instances:
 - 1. Prior to the placement of any new sign.
 - 2. Prior to any alteration of an existing sign, including a change in the size or materials.
 - 3. To place a temporary sign for a new business, not to exceed 90 days.
 - 4. To alter an existing nonconforming sign, subject to RRMC 17.85.080.
 - 5. To relocate an established business sign.
- B. An application for a sign permit shall be made on a form prescribed by the City Administrator and shall be filed with the city. The application shall be filed by the owner of the sign or a representative of the sign's owner. A separate sign permit application is required for each sign, unless a combined application for all signs in a proposed development is proposed. The application shall include information required by the City Administrator and the following:
 - 1. A sketch of the site, drawn to scale, showing the approximate location of existing structures, existing signs, and the proposed sign;
 - 2. Building frontage elevations drawn to scale, showing the sign's relative location and placement;
 - 3. An illustration of the proposed sign, drawn to scale, showing the design, elevations, sign face dimensions and area, materials and engineering data which demonstrates its structural stability. The illustration of the proposed sign need not show the sign message, but shall show the size, style, and design of the lettering, numbers, and graphics conveying any message;
 - 4. The names and addresses of the applicant, the owner of the property on which the sign is to be located, the manufacturer of the sign and the person

installing the sign, and the construction contractor's board number of the installer. The owner of the property on which the sign is to be located shall sign the sign permit application;

5. A fee in the amount set forth in the resolution by the city council. When a person begins construction of a sign requiring a sign permit before the permit is approved, the permit fee shall be doubled.
- C. When deemed necessary by the building official, building or electrical permits shall be obtained as a part of the sign permit process. When required by Section 17.85.110(B)(2)(d) and 17.85.120(C)(6) of this chapter, the approval of the fire marshal shall be obtained.
 - D. An application for a sign permit shall be processed as a type I (ministerial) procedure. A type I decision is made without public notice and without public hearing.
 - E. Ministerial Decision Requirements. The City Administrator's decision shall address all of the approval criteria. Based on the criteria and the facts contained within the record, the City Administrator shall approve or deny the requested permit or action. A written record of the decision shall be provided to the applicant and kept on file at City Hall.
 - F. Effective Date. A type I ministerial decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided. Further appeal of a type I ministerial appeal decision must be filed within 21 calendar days of the planning commission's written decision with the State Land Use Board of Appeals.
 - G. Permit expiration.
 1. Every permit issued by the building official, under the provisions of this title and the technical codes, shall expire by limitation and become null and void 180 days from the date of such permit issuance if the building or work authorized by such permit is not commenced, or pursuant to any time limits designated by conditions of approval, or after the building or work authorized by such permit is suspended or abandoned for 180 consecutive days at any time after the work is commenced. The work shall not be considered suspended or abandoned where the permittee has pursued activities deemed by the building official to indicate the intent to start and complete the project. The building official may require the permittee to document these activities.
 2. Any permittee holding an unexpired permit may apply to the building official for an extension of the time within which work is to be completed under that permit when the permittee is unable to complete work within the time

required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented work from being completed. No permit shall be extended more than once, unless expressly authorized by the building official.

3. Where a permit has expired, the permit may be reinstated and the work authorized by the original permit can be recommenced, provided the original permit expired less than one year from the request to reinstate.
 4. The fee for a reinstated permit shall be one-half the amount required for a new permit plus any costs incurred as a result of investigations. Where the request for reinstatement does not comply with the preceding criteria, a new permit, at full permit fees and review, shall be required.
- H. If the sign does not conform to the building code after inspection, the sign will be subject to removal under Section 17.85.200 of this chapter.
- I. The City Administrator may revoke a sign permit if he/she finds that there was a material and misleading false statement of fact in the permit application.

17.85.170 Adjustments.

- A. Where practical difficulties, unnecessary hardships and results inconsistent with the general purposes of this title may result from the strict application of certain provisions thereof, a class A variance may be granted as provided in this article. This article may not be used to allow a use that is not in conformity with the uses specified by this title for the zone in which the land is located. In granting a variance, the city may impose conditions similar to those provided for conditional uses to protect the best interests of the surrounding property, the neighborhood or the city as a whole.
1. Class A. A class A variance is decided by the City Administrator or his or her designee, in accordance with Type I procedure per RRM 17.10.070(D), requiring no public notice or public hearing. Class A variances are limited to:
 - a. Setbacks within 10 percent of code requirement;
 - b. Building square footage requirements within 10 percent of minimum or maximum;
 - c. Building height within 10 percent of code requirement;

- d. Lot coverage five percent increase of the maximum;
- 2. Class B. A class B variance involves limited discretion made by the City Administrator or his or her designee, in accordance to Type II procedure per RRMC 17.10.070(E), requiring public notice and an opportunity for a public hearing if appealed. Examples of class B variances include requests to vary from the code standards for:
 - a. Maximum or minimum yard setbacks to avoid or reduce impacts to floodplains, significant trees, wetlands, or other natural features;
- B. Approval Criteria. The city shall approve, approve with conditions, or deny an application for a variance based on its applicable class and its ability to satisfy the relevant set of following criteria:
 - 1. Class A and Class B Variance Criteria.
 - a. The class A or B variance allows for a building plan that is more compatible with adjacent land uses, or it does not create a conflict with adjacent uses;
 - b. The class A or B variance is necessary to allow for normal interior building functions, such as mechanical equipment/utility closets, heating and ventilation systems, restrooms, stockrooms, shelving, and similar interior building functions;
 - c. Approval of the class A or B variance does not create (a) violation(s) of any other adopted ordinance or code standard, and does not create the need for a variance;
 - d. An application for a class A or B variance is limited to one lot per application;
 - e. Request for more than one class A or B variance on the same lot shall be consolidated on one application and reviewed concurrently by the city;
 - f. Not more than three adjustments may be approved for one lot or parcel in a continuous 12-month period; and
 - g. All applicable building code requirements and engineering design standards shall be met.

17.85.180 Appeal of decision on sign permit.

- A. Any decision made by the City Administrator or his or her designee may be appealed to the city council in writing within seven calendar days of the decision. The appeal must be from the person or business which was the subject of the decision.
- B. If no appeal is received within the seven-day period, the decision of the City Administrator or his or her designee will be final.
- C. The city council shall hold a public hearing on an appeal within 30 days from the date the appeal is filed. The city council may continue the hearing for good cause.
- D. Following the hearing the city council may uphold, overrule or modify the decision of the City Administrator or his or her designee. The decision of the city council shall be final and have immediate effect.

17.85.190 Inspections.

- A. If a building permit is required, the building official shall perform a sign inspection upon notification by the permittee that the construction is ready for inspection. Failure of the permittee to notify the building official of the progress of construction for inspection purposes shall result in the revocation of the sign permit. A final inspection of a sign shall be made upon completion of all construction work and prior to its illumination.
- B. All signs may be inspected or reinspected at the discretion of the building official. The building official may inspect footings for monument, ground-mounted or free standing signs. The building official may enter at reasonable time upon the premises of any person licensed under the provisions of this chapter for the purposes of inspection of signs under construction.

17.85.200 Enforcement of Sign Code – General Provisions.

- A. If the decisions made by the City Administrator or his or her designee, city council or municipal court are not complied with, the sign(s) may be removed by the public works department or other qualified person at the owner's expense.
- B. Any sign that creates a hazard, causes a public nuisance or is offensive or unsightly may be removed through the nuisance abatement procedures as outlined in Chapter 8.05 RRM, Nuisances. The city may remove any sign installed or placed on public rights-of-way or on city property in violation of this chapter. The city shall have the right to recover from the owner or person placing such a sign all costs of removal and disposal of a sign removed under this section, in addition to other remedies within this chapter.

- C. In addition to any other provisions contained herein, the City Administrator is authorized to undertake such action as the City Administrator deems necessary and convenient to carry out the provisions of this Sign Code, as is permitted by law.
- D. Nothing contained herein shall preclude the issuance of citations for civil violations of this ordinance, either prior to, concurrently with, or after action is commenced to declare a sign to be unlawful or to remove an unlawful sign.
- E. The City Administrator may promulgate reasonable rules and regulations necessary to carry out the provisions of this chapter.

17.85.210 Notice of violation.

- A. The City Administrator or his or her designee will review all complaints regarding signs. Review will include on-site inspection and be completed within 15 days of the City Administrator receipt of said complaint.
- B. If it is determined that a possible violation exists, the City Administrator shall direct the city recorder to issue a notice to the owner of the property and/or business. This notice will:
 - 1. List the nature of the violation, and the action necessary to bring the sign into compliance.
 - 2. Advise the owner that the violation must be corrected within 15 calendar days from receipt of the notice, which will be served by certified mail.
 - 3. Advise that an appeal may be filed with the city council within seven calendar days from receipt of the notice.
 - 4. Indicate the public works department as an addressee.
- C. If no appeal is received and the corrections are not made within the 15-day period, the determination made by the City Administrator or his or her designee will be final. If it becomes necessary, a summons to appear in municipal court will be served to the owner or person in charge of the property.

17.85.220 Penalties and Other Remedies.

- A. A minimum of double the regular fee shall be charged for signs erected without a permit. Signs erected prior to obtaining a permit from the City Administrator or his or her designee may be allowed to remain if said sign(s) comply with this chapter and are approved by the City Administrator or his or her designee.

- B. The municipal court is empowered to hear and determine violations of this chapter.
- C. In addition to any other penalty of law, the municipal court may issue a judgment necessary to ensure cessation of the violation, including but not limited to injunctive order and/or monetary penalty.
- D. Any person who places a sign on property in violation of this chapter shall be punishable by a fine not to exceed 100 dollars. Such a person, firm or corporation shall be in violation of this chapter and each day shall be treated as a separate offense until compliance with a court order has been obtained.

SECTION 2. Severability Clause

If any portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

ADOPTED by the Common Council of the City of Rogue River on this 28th day of August 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 28th day of August 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1459-R

A RESOLUTION IDENTIFYING A VOTING DELEGATE AND ONE ALTERNATE VOTING DELEGATE TO REPRESENT THE CITY OF ROGUE RIVER AT THE LEAGUE OF OREGON CITIES 2025 ANNUAL BUSINESS MEETING.

WHEREAS, the League of Oregon Cities ("LOC") is a consolidated department of Oregon's 241 incorporated cities which was founded in 1925 to be, among other things, the go-to place for and about cities and a dynamic resource hub for advocacy, education, and best practices; and

WHEREAS, each year, the LOC holds an annual business meeting wherein an election is held to consider and fill vacancies on the LOC's Board of Directors and if applicable, other items for consideration including but not limited to amendments to the LOC's governing documents; and

WHEREAS, the LOC annual business meeting is scheduled to occur on October 4, 2025; and

WHEREAS, any member city wishing to vote during the LOC's annual business meeting must appoint its voting delegate and an optional alternate voting delegate via a written resolution adopted by its city's governing body; and

WHEREAS, a copy of this resolution must be provided to the LOC's Executive Director, or General Counsel, no later than September 24, 2025.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON:

SECTION 1. The City Council of the City of Rogue River, Oregon, wishes to appoint the following designated individuals as its voting delegate and alternate voting delegate:

Voting delegate: {insert delegate's name}
{insert delegate's telephone number and email address}

Alternate delegate: {insert alternate delegate's name}
{insert alternate delegate's telephone number and email address}

PASSED by the Common Council of the City of Rogue River on this 28th day of August 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 28th day of August 2025.

Pam VanArsdale
Mayor

ATTEST:

Diane Oliver
City Recorder

RESOLUTION NO. 25-1460-R

A RESOLUTION AMENDING RESOLUTION NO. 06-1118-R, ADOPTING UPDATED JOB DESCRIPTIONS FOR THE POLICE DEPARTMENT OF THE CITY OF ROGUE RIVER, OREGON.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the City Council has determined that a need exists to adopt updated job descriptions for the police department as described in Exhibit “A” to this resolution.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 06-1118-R, is hereby amended to add Exhibits “A”, “B”, and “C” for the position of Utility Operator, Assistant Public Works Director, and Administrative Services and Finance Director (replacing Finance Director) as attached hereto.

PASSED by the Common Council of the City of Rogue River on this 28th day of August, 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 28th day of August, 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

GENERAL STATEMENT OF DUTIES:

Operates, monitors and maintains the process, equipment and facilities of a wastewater plant and its associated collection systems. Primarily performs skilled work in the operation of water and wastewater treatment equipment and facilities. Also performs a variety of skilled and semi-skilled tasks including the operation of equipment used in the construction, repair and maintenance of streets, water and sewer systems, water and wastewater treatment plant, parks, and various public buildings and facilities; does other related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Responsible for the safe and efficient operation of water, sewage and storm water transmission and treatment facilities within the parameters established by the Public Works Director. Works as a member of a crew on street, water and sewer projects and may work independently on selected jobs.

SUPERVISION RECEIVED:

Duties are performed under the general supervision of the Public Works Director but require a large degree of individual initiative, judgment and responsibility in dealing with malfunctions and emergency situations.

SUPERVISION EXERCISED:

Supervision of other Public Works Staff including Maintenance Technician I/II and Utility Worker positions may occur at the direction of the Public Works Director or Assistant Public Works Director. However, supervision is not normally a responsibility of this position.

KEY PERFORMANCE AREAS:

WASTEWATER TREATMENT:

1. Operation and maintenance of the wastewater plant and lift stations, to insure the City's compliance with state and federal regulations.
2. Records data from charts, flowmeter and totalizer to meet operational and DEQ compliance and report requirements.

3. Performs and records laboratory tests and analyses, including BOD, chlorine, pH, total and suspended solids, volatile solids, volatile acids/alkalinity and membrane fecal coliform in order to establish plant operational parameters and meet D.E.Q. reporting regulations.
4. Comes in daily contact with noxious substances including raw sewage and sludge that pose personal health hazards.
5. Adjusts chlorine feed rates as necessary.
6. Conducts sludge monitoring and disposal operations.
7. At times must work in confined spaces where hydrogen sulfide and methane gas may form a lethal environment.

WATER TREATMENT:

1. According to prescribed instructions, regulates the proper flow of alum, lime, carbon and chlorine through mechanical feeders.
2. Takes and records readings of amounts of chemicals added to water.
3. Operates water filters, washes filters when necessary, maintains proper water levels by operating pumps and opening and closing valves.
4. Takes water samples for chemical analysis, checks samples for clearness of settled water, and makes routine chemical tests of water samples.
5. Checks and lubricates pumps, motors and other plant equipment, and brings any mechanical defects to the attention of the Public Works Director.

GENERAL:

1. Keeps detailed records of all operations, including daily equipment checks, chemical usages, preventive maintenance, a daily log, and records required by state regulatory agencies.
2. Performs a wide variety of skilled tasks in the preventive and reactive maintenance of plant and transmission system equipment, including lubrication, mechanical adjustments, bearing and packing adjustments, and

pump, motor and generator replacement and repair.

3. Maintains the grounds and physical plant in a professional manner.
4. Works with large quantities of hazardous chemicals including chlorine gas, caustic soda and concentrated acids, involving personal, public and environmental health risks.
5. Must be on standby 24 hours a day one week out of three.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Five general categories of work are involved to which an employee in this classification may be assigned:

1. Operation and maintenance of water and treatment plant facilities.
2. General janitorial services for city buildings, clean-up of City parks, road right-of-ways, and open ditches, including vegetation control;
3. Road crew operations, including flagging duties;
4. Monthly meter readings; the repair, replacement, cleaning, and testing of water meters; installation of new water lines, maintenance and repair old or broken main water lines, valves, fire hydrants, well pumps, and water reservoirs; overall maintenance of water treatment plant to assure proper operation and regulation.
5. Installation of new sewer lateral and main lines, maintenance of old or broken lines or pumps, and overall maintenance to assure trouble-free system operation.

KEY PERFORMANCE AREAS:

1. Maintains and operates water and sewer treatment plant facilities.
2. Installs, repairs and maintains water distribution system including meters, fire hydrants, service lines and mains.
3. Performs general maintenance and repairs of sewer collection system

including pumps, lines, laterals and manholes.

4. Maintains and repairs streets, alleys and right-of-ways which include patching pavement; cleaning and repairing sidewalks, curbs, and streets; painting crosswalks and curbs.
5. Maintains City's storm drainage system by cleaning and repairing ditches, storm drainage lines and catch basins.
6. Repairs and replaces street regulatory, directional and informational signs.
7. Operates light and medium construction equipment including dump truck, mowers, and various power tools.
8. Performs routine maintenance on city buildings, parks, and vehicles.
9. Performs other related work as required.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

High School diploma or GED. Preference given to Associate's Degree in related field.

EXPERIENCE AND TRAINING:

Five years of experience/training which has provided specific knowledge to perform in the position assigned; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

CERTIFICATIONS REQUIRED:

Water Treatment II and Water Distribution II

or

Wastewater Treatment II and Wastewater Collection II

MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION:

KNOWLEDGE OF:

Water, wastewater and storm water transmission systems and treatment techniques and procedures; strong mechanical aptitude and experience for repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in water and wastewater treatment; safety precautions related to water and wastewater treatment chemicals and hazards.

SKILL IN:

Safe operation of tools, equipment and vehicles required to perform in the position. Practicing safe work habits in area of responsibility; completing forms and maintaining thorough, accurate records; operating and maintaining the water and wastewater treatment plant; operating light to moderately heavy equipment; understand and follow oral and written instructions.

ABILITY TO:

Operate and maintain the water distribution system, wastewater and storm water transmission systems, and water and wastewater treatment plants; make independent decisions to maintain operations within established guidelines; perform and evaluate laboratory tests for control and compliance purposes; establish and maintain effective working relationships with other employees, supervisors and the general public; work weekends and be on-call for emergencies.

ESSENTIAL FUNCTIONS:

Application of principles and methods used in water and wastewater treatment facilities; repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in water and wastewater treatment; using all safety precautions related to storm water, water and wastewater treatment chemicals and hazards.

Operation of all common equipment, including repair and maintenance work normally performed on it; General janitorial services for city buildings, general maintenance and clean-up of City parks, road right-of-ways, and open ditches, including vegetation control in the City Park. Maintaining open ditch drainage

system; placing, maintaining and replacing street signs.

Taking monthly meter readings; repair, replace, clean, and test water meters; assist in various duties such as: install new water lines, maintain and repair old or broken main water lines, valves, fire hydrants, well pumps, and water reservoirs; installation of new sewer lateral and main lines, maintenance on old or broken lines, and overall maintenance.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, bondable, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Semi-Monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level	
WRITING	10	2	Note: may exceed 100% because functions may occur simultaneously
Percentages			
READING	20	1	
REASONING	50	1	
MATHEMATICS	25	2	
VERBAL	20	2	

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	2
SMELL	1

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

DIVISION/DEPT: Public Works
JOB TITLE: Utility Operator
REPORTS TO: Public Works Director

FUNCTION	N/A	OCCASIONALLY	FREQUENTLY	CONSTANTLY
STANDING			X	
BENDING				X
CLIMBING				X
WALKING			X	
CARRYING/ LIFTING 10 LBS				X
CARRYING/ LIFTING 30 LBS				X
CARRYING/ LIFTING 60 LBS				X
OPERATING EQUIPMENT				X
OPERATING MOTOR VEHICLE			X	

OTHER PHYSICAL FUNCTIONS:

Pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level.
 Quite often works out of doors, regardless of weather conditions.

GENERAL STATEMENT OF DUTIES

Assists in planning, organizing and directing the activities of the Public Works Department including streets, water distribution and treatment, wastewater collection and treatment, storm drainage, parks, and building and grounds maintenance. As directed by the Public Works Supervisor, the Assistant Public Works Director may assist in supervising, coordinating and performing operation and maintenance work of the wastewater collection and treatment systems and the water distribution and treatment systems including the plants, wells, pump stations and transmission lines. Does related work as required and other duties as directed by the Public Works Director.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Assists in managing and coordinating the administrative and on-the-ground activities of Public Works including direct and indirect oversight of all functions in Public Works as directed by the Public Works Director. Including but not limited to scheduling staff and contractors, operations, and compliance reporting to state agencies of the Water/Wastewater Treatment, Collections and Distribution Systems, DEQ Municipal Storm Water Permit (MS4), DEQ Total Maximum Daily Load (TMDL) reporting and requirements. Responsible for assisting all operations of the Public Works Department, including water and wastewater treatment, water distribution, and wastewater collection systems, storm drainage, parks, and streets. Assists in preparing and achieving department goals/objectives.

SUPERVISION RECEIVED

Work is performed under the general direction of the Public Works Director.

SUPERVISION EXERCISED

Supervision may be exercised over any Public Works department employees, to include assigning and evaluating the work of employees to include the Utility Operator, Maintenance Technician I/II, and Utility Worker positions, at the direction of the Public Works Director.

KEY PERFORMANCE AREAS

1. Provides supervision of Public Works operations, determining departmental priorities and scheduling maintenance and in-house construction projects; assists in the bid process for the purchase of equipment. Determines and initiates purchase of materials, supplies and equipment needed to operate and maintain utility systems.
2. Assists in managing appropriate department budget controls.
3. Assists in tracking project progress and budget compliance.
4. Assists and reviews Department time sheets, authorizes overtime and time off in the absence of the Public Works Director.
5. Develop and prepare the department's reports for review by Public Works Director.
6. Assists in preparation of the department's budget, projects and capital projects including preparing documents for final submittal to the City Administrator.
7. Provides support to Public Works Director in tracking and managing approved projects and budgets, including research and procurement of materials and supplies.
8. May assign work tasks to support staff, assist and or prepare annual performance evaluations for final review, identify training needs, prioritize work assignments, and ensure timely completion of tasks.
9. Receives callers in person or by telephone; answers routine inquiries and general information to the public; takes messages, makes appointments; provides forms and permits to the public.
10. Handles confidential materials and documents and exercises discretion regarding confidential information.

11. Maintains a variety of records including project and inspections, time sheets, training records and reporting to Department of Environmental Quality, Oregon Health Authority or other required agencies or individuals.
12. Maintains professional contacts with various agencies and works cooperatively with them.
13. Performs other tasks as assigned/ Duties may be performed both on and off site.

EMPLOYMENT STANDARDS

EDUCATIONAL REQUIREMENTS

High school graduation or equivalency; preference given to associate or bachelor's degree in a related field and additional certifications. Combination of experience and education may substitute.

EXPERIENCE AND TRAINING

Three years of increasingly responsible public works experience and training; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to obtain listed certifications within one year of hiring, in order to provide replacement capability in case of absence of employees whose normal duties include these functions:

Oregon Driver's License and ability to obtain a Commercial Driver's License.

State of Oregon Certification of Competency as Water Treatment Grade 1, Wastewater Collections Grade 1, Oregon Health Authority issued Drinking Water Treatment Class 1, Water Distribution Class 1, Cross Connection Specialist.

The ability to obtain in a reasonable time schedule a Wastewater Treatment Grade 2, Water Treatment Class 2 with a Filtration Endorsement.

CERTIFICATIONS PREFERRED

Preference will be given to applicants that have the preferred certifications or higher.

Water Treatment I (within 1 year of appointment)
Water Distribution I (within 1 year of appointment)
Wastewater Treatment I (within 1 year of appointment)
Wastewater Collection I (within 1 year of appointment)
Cross Connection Specialist (within 1 year of appointment)

MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION

KNOWLEDGE OF

Principles and practices, methods, materials and equipment used in the construction and maintenance of streets, parks, water distribution and wastewater collection systems, and storm drainage; principles of supervision and personnel practices; public works safety procedures; budget planning and preparation; chemical, bacterial and lab processes used in water and wastewater treatment; safety precautions related to supervised areas; MS4 Phase II Storm Water permitting and TMDL; local government operations; business English, spelling, and grammar.

SKILL IN

Safe operation of public works vehicles, equipment and tools; assigning and evaluating work of all employees supervised by this classification; planning, budgeting, and tracking expenses for department operations; performing tasks normally assigned to treatment plant operators; safe operation of tools, equipment and vehicles. Computer skills including word, excel and outlook. Making decisions independently and in accordance with established policies. Analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions. Organizational skills and the ability to

prioritize multiple projects. Excellent written and oral communication skills. Excellent typing and word processing skills.

ABILITY TO

Effectively assist in coordinating the activities of a public works department; communicate effectively both verbally and in writing; accurately estimate material and labor requirements/costs; supervise the work of others; train others in safe work habits and practices in area of responsibility; complete required forms and maintain complete, accurate records; operate and maintain the water and wastewater treatment plants; be on-call for emergencies; operate light to moderately heavy equipment; establish and maintain effective working relationships with all city employees and the general public. Analyze data, prepare reports and make formal recommendations. Use initiative and judgment in carrying out department functions, establishing and maintaining effective relationships with employees, other governmental agencies, and the public. Interpret federal, state, and local policies, procedures, laws, and regulations. Perform research and obtain other technical and general information not readily available. Compose reports and letters. Type at an acceptable level of proficiency. Work effectively with the public and other employees. Perform multiple tasks without direct supervision. Communicate clearly by telephone and in person. Analyze situations and remain in control. Communicate with challenging customers and remain calm and helpful. Handle multiple tasks and a heavy workload. Communicate with staff and explain oneself clearly. Ability to perform tasks with interruptions.

ESSENTIAL FUNCTIONS

Application of principles, practices, and methods, to materials and equipment used in the construction and maintenance of streets, parks, water and wastewater treatment, water distribution, storm drainage, and wastewater collection systems. Assigning, performing, and evaluating work of all employees supervised by this classification; to accomplish continuous daily operation, maintenance, repair, construction and installation work in the water and wastewater treatment plants, collection and distribution systems, and storm drainage systems; checking chemical, bacterial and lab processes used in water and wastewater treatment; enforcing safety precautions related to water

and wastewater treatment chemicals and hazards. Filing required reports with State/Federal agencies. Budget planning and preparation.

PRE-EMPLOYMENT REQUIREMENTS

Bondable, educational and experience verification. Demonstrate ability to perform essential functions.

COMPENSATION TYPE: Semi-Monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level
WRITING	20	2
READING	30	1
REASONING	100	1
MATHEMATICS	25	2
VERBAL	60	1

Note: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	1

Note: Acuity and aptitude levels are: High = 1, Medium = 2 and Low = 3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

Division/Department: Public Works
Job Title: Assistant Public Works Director
Reports To: Public Works Director

The functions and abilities for successful performance in this position include, but may not be limited to:

FUNCTION	N/A	OCCASIONALLY	FREQUENTLY	CONSTANTLY
STANDING / SITTING			X	
BENDING			X	
CLIMBING			X	
WALKING			X	
CARRYING / LIFTING 10LBS			X	
CARRYING / LIFTING 30LBS			X	
CARRYING / LIFTING 60LBS		X		
OPERATING EQUIPMENT		X		
OPERATING MOTOR VEHICLE			X	

OTHER PHYSICAL FUNCTIONS:

Pushing/pulling, manual dexterity, stooping, sitting and reaching above shoulder level.
Quite often works out of doors, regardless of weather conditions.

GENERAL PURPOSE OF DUTIES:

Working under the general supervision of the City Administrator, the Administrative Services and Finance Director is a member of the City's executive leadership team and the Department Director of the Administrative Department. The Director has direct input into City policies and procedures and advises the City Administrator on related issues. The Director is also responsible for strategic planning for administrative issues facing the City and conducting special projects as assigned by the City Administrator.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

The Administrative Services and Finance Director is responsible for maintaining the financial records of the City of Rogue River. Primary functions include overseeing the annual audit and assisting in preparation of the annual budget, and monitoring budget compliance throughout the year. Additional responsibilities include supervising accounts payable, accounts receivable, general accounting, debt management, payroll and purchasing. The Director also manages utility billing services, business licensing and transient lodging tax programs. Other programs, like land use planning and building permits, could also be overseen, as needed.

SUPERVISION RECEIVED

Work is performed under the general direction of the City Administrator.

SUPERVISION EXERCISED

Supervision is exercised over all administrative department employees, including but not limited to assigning and evaluating the work of employees such as the City Recorder, Accounting & Administrative Assistant, Clerk Typist, and any other temporary administrative employees. Responsible for discipline of Department personnel. Recommends hiring, promotion, reassignment and discharge of all administrative employees. Assists with all public contact, record keeping, bookkeeping, and fiscal supervision over budget and expense control within the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position will provide a variety of office tasks to include, but not limited to:

1. Assists the City Administrator in carrying out all City Administrator duties and responsibilities as directed.
2. Provides administrative assistance in managing all Personnel Policies and Procedures.
3. Assists in all aspects of the annual budgetary process.

4. Provides administrative oversight of all purchasing policies, investment policies, payroll policies and processes, and general accounting and financial reporting processes for the City.
5. Oversees maintenance of office files; cash and keeps records of cash receipts; prepares and makes bank deposits.
6. Oversees preparation of accounts payable, maintenance of records relating to accounts payable and completion of related reports.
7. Provides administrative oversight in the receiving, distributing and processing of Building Permit Applications/Permits, compiling fees.
8. Type correspondence, forms, lists, photocopy, receive and distribute mail.
9. Oversee the computation of payroll, taxes, employee benefits, union dues, insurance payments, and complete all related reports (quarterlies, worksheets and W-2's).
10. Oversee the reconciling all bank accounts & Local Government Statements.
11. Provide the City Council with a monthly finance report.
12. Oversee the annual audit, works closely with the auditor during audit field work, compiles the Comprehensive Annual Financial Report and works with the auditor in the preparation of the report.
13. Oversee the compilation of documents for the Workers Comp audit.
14. Work closely with the City Administrator during Labor Negotiations. Prepare proposals, take notes during negotiations, and provide other confidential assistance as requested.
15. Provide support and/or assist with the City Administrator & Accounts Payable/Receivables duties including but not limited, receive utility & other payments, utility billing, assign park reservations.
16. Meet with City Administrator to review and discuss payroll, planning issues and other City business.
17. Schedules appointments, makes reservations and arranges conferences and meetings.
18. Assists in the creation and delivery of Planning Commission packets, set-up and attend Planning Commission meetings, transcribe and maintain Planning Commission minutes.
19. Ability to prioritize, coordinate and manage various work assignments.
20. Provide assistance in record retention for City Hall.

21. Maintain personnel files, safety & training files, medical files, worker's compensation reports, OSHA forms, etc. and maintain general filing system and archives.
22. Reviews and examines the departmental organization and operating procedures of the City so as to effect greater economy and efficiency in departmental management; reports periodically to the City Administrator on such performance; makes and directs such studies as necessary to the internal operations and efficiency of the City.
23. Provide a role in community outreach and resource specialization.
24. Performs other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

Education and/or Training: Minimum High School graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Combination of equivalent experience and education may substitute.

Mandatory Requirements: Broad knowledge of the principles, methods, and practices of government finance, accounting, budgeting, internal controls and auditing procedures; payroll and benefits administration; human resources and risk management principles and practices; federal, state, and local laws relating to areas of responsibility. Business English, spelling and punctuation. Advanced knowledge of computer spreadsheets, word processing, and common business computer applications. Must possess, or have ability to acquire, a valid State of Oregon driver's license.

Desirable Requirements: Previous experience in a clerical position. Knowledge of word processing/database and Springbrook software utilized within the department. Knowledge of website design. Associate's Degree in public administration, planning or other related field AND 2 years related experience OR any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the essential duties and responsibilities.

KNOWLEDGE OF:

Knowledge of general office practices and procedures; record keeping practices; filing systems; appropriate cash handling procedures; record keeping practices used in the maintenance of accounts receivable/payable/payroll. Be skill in the operation of standard office equipment and computer applications, including networks. Ability to properly record and document financial transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; clarify information, resolve discrepancies and explain accounting policies to other employees, vendors, or agencies; meet and deal with the public courteously and tactfully, establish priorities and organize workload; organize, file and retrieve materials and documents; communicate effectively both verbally and in writing; work with limited supervision and use independent judgement in making decisions; interpret governing laws, codes and regulations; understand and follow oral and written instructions. Learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

SKILL IN AND ABILITY TO:

Operate standard office equipment, including computer applications. Properly record and document financial transactions. Deal effectively with frequent interruptions. Establish and maintain effective working relationships with employees and the general public. Clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies. Meet and deal with the public courteously and tactfully. Establish priorities and organize workload. Organize, file and retrieve materials and documents. Communicate effectively both verbally and in writing. Work with limited supervision and use independent judgement in making decisions; interpret governing laws codes and regulations. Must be able to understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

ESSENTIAL FUNCTIONS:

Must be able to demonstrate: ability to type 40 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10-key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance and banking.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works primarily indoors, in an office environment. The noise level in the work environment is usually quiet, but can at times be noisy and distracting.

PHYSICAL DEMANDS OF THE POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is frequently required to sit and talk or hear, and observe, handle, feel or operate objects, tool, or controls; and reach with hand and arms. The employee is occasionally required to walk.

The employee is typically required to move materials weighing up to 10 pounds on a recurring basis, and must occasionally lift and/or move more than 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

COMPENSATION TYPE: Semi-Monthly

FLSA EXEMPTION STATUS: Exempt

JOB GRADE: Entry level through Step 5

FULL-TIME
ADMINISTRATIVE SERVICES AND FINANCE DIRECTOR

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Administration
Job Title: Administrative Services and Finance Director
Reports To: City Administrator

Physical Job Function

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5
WALKING				10
COMPUTER ENTRY	18			50

Note: Percentages of time usually exceeds 100% because many functions actually occur simultaneously.

FULL-TIME
ADMINISTRATIVE SERVICES AND FINANCE DIRECTOR

MENTAL APITUDES TABLE

Designate Function	% Time	Aptitude Level
WRITING	10	2
READING	20	1
REASONING	50	1
MATHEMATICS	25	2
VERBAL	20	2

Note: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	3

Note: Acuity/aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity/aptitude levels are established **after reasonable** accommodations are provided.



Memo

To: City Council
From: Ryan
Date: August 21, 2025
Re: Salary Schedule Adjustment

In order to acknowledge increased responsibility and to retain talented employees I'm suggesting we approve the following adjustment to the adopted salary schedule:

Add the positions of Utility Operator and Assistant Public Works Director, and increase the pay for the Finance Director/Planning Assistant (changing the name to Administrative Services and Finance Director).

Current Salary Schedule:

		A	B	C	D	E
Police Corporal	MO	4,833.24	5,074.90	5,328.65	5,595.08	5,874.83
	HR	27.88	29.28	30.74	32.28	33.89
	AN	57,998.88	60,898.83	63,943.77	67,140.96	70,498.00
Patrol Officer	MO	4,490.52	4,715.04	4,950.79	5,198.33	5,458.25
	HR	25.91	27.20	28.56	29.99	31.49
	AN	53,886.19	56,580.50	59,409.52	62,380.00	65,499.00
Utility Worker	MO	3,352.92	3,520.56	3,696.59	3,881.42	4,075.49
	HR	19.34	20.31	21.33	22.39	23.51
	AN	40,235.02	42,246.77	44,359.11	46,577.07	48,905.92
Maintenance	MO	3,879.39	4,073.36	4,277.03	4,490.88	4,715.43
Technician I	HR	22.38	23.50	24.67	25.91	27.20
	AN	46,552.71	48,880.35	51,324.37	53,890.58	56,585.11
Maintenance	MO	4,098.24	4,303.15	4,518.31	4,744.23	4,981.44
Technician II	HR	23.64	24.82	26.07	27.37	28.74
	AN	49,178.89	51,637.83	54,219.73	56,930.71	59,777.25
Police Clerk I	MO	3,569.70	3,748.19	3,935.60	4,132.38	4,339.00
	HR	20.59	21.62	22.70	23.84	25.03
	AN	42,836.42	44,978.24	47,227.16	49,588.51	52,067.94
Police Support	MO	3,992.95	4,192.59	4,402.22	4,622.33	4,853.45
Specialist	HR	23.04	24.19	25.40	26.67	28.00
	AN	47,915.35	50,311.12	52,826.68	55,468.01	58,241.41

Clerk Typist	MO	2,774.83	2,913.57	3,059.25	3,212.21	3,372.82
	HR	16.01	16.81	17.65	18.53	19.46
	AN	33,297.95	34,962.85	36,710.99	38,546.54	40,473.86
Accounting & Admin Assistant	MO	3,352.92	3,520.56	3,696.59	3,881.42	4,075.49
	HR	19.34	20.31	21.33	22.39	23.51
	AN	40,235.02	42,246.77	44,359.11	46,577.07	48,905.92
Deputy City Rec/ Acct & Admin Asst	MO	3,992.95	4,192.59	4,402.22	4,622.33	4,853.45
	HR	23.04	24.19	25.40	26.67	28.00
	AN	47,915.35	50,311.12	52,826.68	55,468.01	58,241.41
Planner	MO	4,348.06	4,565.46	4,793.73	5,033.42	5,285.09
	HR	25.08	26.34	27.66	29.04	30.49
	AN	52,176.70	54,785.53	57,524.81	60,401.05	63,421.10

Police Chief	MO	6,125.68	6,431.97	6,753.57	7,091.24	7,445.81
	HR	35.34	37.11	38.96	40.91	42.95
	AN	73,508.19	77,183.60	81,042.78	85,094.92	89,349.67
Public Works Director	MO	6,125.68	6,431.97	6,753.57	7,091.24	7,445.81
	HR	35.34	37.11	38.96	40.91	42.95
	AN	73,508.19	77,183.60	81,042.78	85,094.92	89,349.67
City Administrator	MO	8,721.45	9,157.53	9,615.40	10,096.17	10,600.98
	HR	50.31	52.83	55.47	58.24	61.16
	AN	104,657.43	109,890.30	115,384.82	121,154.06	127,211.76
Finance Officer/ Planning Assistant	MO	5,789.15	6,078.61	6,382.54	6,701.67	7,036.75
	HR	33.40	35.07	36.82	38.66	40.60
	AN	69,469.83	72,943.32	76,590.48	80,420.01	84,441.01

City Recorder	MO	4,395.54	4,615.32	4,846.09	5,088.39	5,342.81
	HR	25.36	26.63	27.96	29.35	30.82
	AN	52,746.53	55,383.85	58,153.05	61,060.70	64,113.73

Proposed Amended Salary Schedule:

		A	B	C	D	E
Police Corporal	MO	4,833.24	5,074.90	5,328.65	5,595.08	5,874.83
	HR	27.88	29.28	30.74	32.28	33.89
	AN	57,998.88	60,898.83	63,943.77	67,140.96	70,498.00
Patrol Officer	MO	4,490.52	4,715.04	4,950.79	5,198.33	5,458.25
	HR	25.91	27.20	28.56	29.99	31.49
	AN	53,886.19	56,580.50	59,409.52	62,380.00	65,499.00
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	AN	49,178.89	51,637.83	54,219.73	56,930.71	59,777.25
Utility	MO	5,827.69	6,119.08	6,425.03	6,746.28	7,083.59
Operator	HR	33.62	35.30	37.07	38.92	40.87
	AN	69,932.29	73,428.90	77,100.35	80,955.37	85,003.14

Assistant Public	MO	5,827.69	6,119.08	6,425.03	6,746.28	7,083.59
Works Director	HR	33.62	35.30	37.07	38.92	40.87
	AN	69,932.29	73,428.90	77,100.35	80,955.37	85,003.14
Police Clerk I	MO	3,569.70	3,748.19	3,935.60	4,132.38	4,339.00
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Non-
Union

Police Chief	MO	6,125.68	6,431.97	6,753.57	7,091.24	7,445.81
	HR	35.34	37.11	38.96	40.91	42.95
	AN	73,508.19	77,183.60	81,042.78	85,094.92	89,349.67

Public Works	MO	6,125.68	6,431.97	6,753.57	7,091.24	7,445.81
Director	HR	35.34	37.11	38.96	40.91	42.95
	AN	73,508.19	77,183.60	81,042.78	85,094.92	89,349.67
City Administrator	MO	8,721.45	9,157.53	9,615.40	10,096.17	10,600.98
	HR	50.31	52.83	55.47	58.24	61.16
	AN	104,657.43	109,890.30	115,384.82	121,154.06	127,211.76
Administrative Services &	MO	6,125.68	6,431.97	6,753.57	7,091.24	7,445.81
Finance Director	HR	35.34	37.11	38.96	40.91	42.95
	AN	73,508.19	77,183.60	81,042.78	85,094.92	89,349.67
City Recorder	MO	4,395.54	4,615.32	4,846.09	5,088.39	5,342.81
	HR	25.36	26.63	27.96	29.35	30.82
	AN	52,746.53	55,383.85	58,153.05	61,060.70	64,113.73

The current budget can accommodate these changes.



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
Fax: (541) 582-0937 • website: cityofrogueriver.org

August 28, 2025

RE: Community Renewable Energy Grant Program – Rogue River Rural Fire Protection District (Jackson County Fire District #1)

To Whom it May Concern,

The City of Rogue River is submitting this letter with our strong support for the Community Renewable Energy Grant Program on behalf of the Rogue River Rural Fire Protection District (Jackson County Fire District #1) and their current solar panel project.

The City of Rogue River supports the installation of solar panels with battery backup at the Rogue River Rural Fire Protection District facility. The training room at the Rogue River Rural Fire Protection District facility is a designated Emergency Operations Center and a Public Service Answering Point for Jackson County Oregon. That means this room would be used as an Incident Command Post and a 911 answering point for any large incident in the area. This was done for the 1996 flood.

The training room has emergency generator backup power as required for an Emergency Operations Center. However, the lack of diesel fuel is one of the first contingencies that normally occurs during an extended emergency. Solar Panels with battery storage would provide additional backup power in the event diesel fuel became unavailable.

Funding the installation of solar panels at the Rogue River Rural Fire Protection District facility would increase the safety and resiliency of the entire region during a natural disaster or other large-scale emergency.

The City of Rogue River respectfully requests support of the Community Renewable Energy Grant Program Request made on behalf of the Rogue River Rural Fire Protection District.

Sincerely,

Pam VanArsdale, Mayor



ROGUE RIVER TREE CITY USA COMMITTEE

Minutes of August 14, 2025 Meeting

Called to Order: 11:04 a.m.

Adjourned: 12:35 p.m.

Present: Jim Dyck, JoAnn Dixon, Helga Bush, Dee Copley, Laura Jones

OLD BUSINESS.

1. Cedar of Lebanon Tree. The tree will still be planted in the Fall, but has outgrown its current pot. Helga Bush will purchase potting soil, use an existing pot, and repot the tree.
2. Agendas/Minutes/Distributions. We will now each print our own Agendas for upcoming meetings; Laura Jones will continue to prepare the Minutes of meetings and Jim Dyck will distribute; all emails generated by committee members (regarding TCUSA) are to be sent to all committee members.

NEW BUSINESS.

1. Write Ups for Tasks We Perform. For each task, a document will be created stating the Objective of the task and the Organizer Responsibility.
2. Fall Color Tour. October 12th, from 2:00-3:00 has been chosen for the Fall Color Tour. Laura Jones and JoAnn Dixon are the organizers for the tour. They will write the Objectives and Organizer Responsibilities document. Laura Jones will do a flyer to be distributed throughout Rogue River and published in the Rogue River Press, Grants Pass and Medford newspapers.
3. Work Days. Our next work day will be Wednesday, August 27th from 9:00 a.m. to noon at Palmerton Arboretum. Jim Dyck encouraged all committee members to attend an occasional workday.
4. Allantus (Tree of Heaven) Removal from Palmerton Arboretum. JoAnn Dixon and Helga Bush will lead this project. Once removed, a short article will be printed in the Rogue River Press and Trading Crows about the invasiveness of the Allantus and the importance of removal from private property.
5. Arborist Work. Various tasks were discussed for an Arborist. A list will be made and an Arborist contacted for an estimate. Public Works and Tree City USA budgets will cover the cost.

By Laura Jones 08.20.25