

# ROGUE RIVER CITY COUNCIL MINUTES

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THURSDAY, OCTOBER 23, 2025

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

**CALL TO ORDER** The Regular Council meeting which was called to order by Mayor Pam VanArsdale at 6:02 p.m.

**INVOCATION** Chaplain Jim Williams, Emergency Communications of Southern Oregon (ECSO)

**PLEDGE OF ALLEGIANCE** Mayor Pam VanArsdale led the Council and audience in the Pledge of Allegiance

**QUORUM** **COUNCIL MEMBERS PRESENT:**

Mayor Pam VanArsdale  
City Councilor Sharie Davis  
City Councilor Barb Gregory  
City Councilor Barb Hilty  
City Councilor Sherrie Moss  
City Councilor Mark Minegar  
City Councilor Grace Howell

**COUNCIL MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Ryan Nolan, City Administrator  
Onnie Heater, Contract Planner RVCOG  
Diane Oliver, City Recorder  
Corporal Ty Darr  
Officer Chad Mathews

**MEDIA PRESENT:**

Brian Mortensen, Rogue River Press

**AUDIENCE:** Jackson County Commissioner Colleen Roberts

A quorum was present, and due notice had been published.

**SPECIAL ORDERS OF BUSINESS:**

**Presentation** ECSO Chaplains Jim and Lorrie Williams discussed their new roles with Emergency Communications of Southern Oregon. The mayor thanked them both for their service in the community, especially after retiring.

**APPROVAL OF MINUTES:**

Move to accept the City Council September 25, 2025, minutes as corrected.

Motion by Councilor Moss, seconded by Councilor Minegar, all ayes, none opposed, minutes of September 25, 2025, are corrected, and approved

**COMMITTEE REPORTS:**

**Community Relations; Chamber of Commerce Liaison:** City Councilor Barb Hilty reports on the meeting from October 16, 2025; they are hiring a person to create an electronic map of Rogue River to include all businesses. Trick or Treat is downtown Friday, October 31<sup>st</sup> at 3:00PM. We have created a Travel Southern Oregon account. Winter Wonderland Christmas light contest is already announced on social media, and flyers are going out this week. The setup for Winter Wonderland starts on Nov 22 and will occur on December 6<sup>th</sup>.

**Community Relations; Community Center Representative:** City Councilor Barb Gregory reports she was unable to attend the meeting. However, there was no report given by the finance person or the director.

**Emergency Communication of Southern Oregon (ECSO):** City Administrator Ryan Nolan reports that there is one more tower left to complete which will happen very soon. The group is looking at a better way to structure their finances and the way they handle the dues. It's similar to the way property taxes are collected, based on the valuation of property in each jurisdiction which will increase 3% each year due to the services they provide to cover the costs that keep going up. At the advice of Danny Jordan, they will hire an auditor to help them with this process.

**Finance Committee:** City Councilor Sherrie Moss reports that between September 20<sup>th</sup> and October 17<sup>th</sup>, 2025, the finance committee met four times, issuing a total of 86 checks, and 6 electronic payments totaling \$328, 222.21. She also provided a budget update through September 2025 which is 25% of the budget year, and total revenue is 4.55% and total expenses is 5.77% which is good.

**Planning Commission Liaison:** Councilor Barb Gregory gave a report on building permits. Commercial mechanical permits YTD 3, commercial plumbing permits YTD 3, public works tracking 4, residential dwellings, 1, residential mechanical 13, residential plumbing, 5, and residential structural 6. Total number of permits issued in Sept-Oct was 38. For Planning site design review 2 permits, conditional use permits, 1, and fence permits 2. A total of 4 permits were issued.

**Rogue Valley Area Commission on Transportation (RVACT):** Councilor Sharie Davis reports there was no meeting.

**Rogue Valley Council of Governments:** Mayor Pam VanArsdale reports the meeting was held yesterday, and a presentation was given by Connie Saldana who shared about a program called Lifelong Housing. Peter Town received the opportunity as the Cultural Resource Administrator and has secured access to restricted Oregon archaeological records which is the remote database.

**Middle Rogue Metropolitan Planning Organization (MRMPO):** Mayor Pam VanArsdale reports that the meeting this month was giving approval to updating the Transportation Improvement program which we tend to do every month. It was exciting for Rogue River because we hope to expand the Greenway here all the way to Grants Pass, and a planning project to construct the section of the Rogue River to Grants Pass Greenway (covering the Rogue River jurisdiction) was added to the TIP.

**PUBLIC INPUT:** None

**PUBLIC HEARING:**

**CUP 25-01** Continue a Public Hearing to consider the Planning Commission's Recommendation to deny CUP 25-01 an application to expand an existing manufactured home park at 515 E. Main Street.

City Administrator Ryan Nolan read an email out loud to the councilors and the public that came last night from the applicant requesting that this project be continued from October 23, 2025, and that the 120-day land use review deadline, currently set to expire November 21, 2025, be extended to January 1, 2026.

Discussion between Councilors

**Move to deny CUP 25-01 a request to modify an existing approved conditional use permit by adding 8 additional spaces to the manufactured home park located at 515 E. Main Street.**

**Motion by Councilor Hilty Motion dies**

Discussion between Councilors

**Move to deny the continuance, and open the public hearing this evening**

**Motion by Councilor Barb Gregory Second Councilor Moss**

**Discussion on the motion**

**Roll Call Vote to deny the request for a continuation:**

Mark Minegar, yes  
Barb Gregory, yes  
Sherrie Moss, yes  
Barb Hilty, yes  
Grace Howell, yes  
Sharie Davis, yes

**The motion carries to deny the continuance**

**Mayor Pam VanArsdale opened the public hearing at 6:40PM** by reading a prepared statement that is a permanent part of the record. The hearing was conducted as a legislative hearing. Oregon land use law requires that several items be read into the record at the beginning of each public hearing.

Mayor Pam VanArsdale asked if any member of the City Council wished to declare ex parte contact, site visit, or feel they may have a conflict of interest, bias, or other reason to be disqualified from participation in the hearing.

Councilor Mark Minegar declared that his grandmother lives at the mobile home park and declared a conflict of interest and stepped down from the decision making in this hearing so that there would be no challenge. He stepped into the audience.

All councilors, including the mayor, declared a site visit, but all feel like they could make an unbiased decision on this matter.

Mayor Pam VanArsdale asked if anyone in the audience wished to challenge any of the City Councilor's qualifications to participate in the hearing. None were heard.

Contract Planner Onnie Heater with the Rogue Valley Council of Government presented the Staff report for the record. The request involves properties located in the R-2 (Residential Single-Family) zone for Tax Lot 1000 and the C-1 (Commercial) zone for Tax Lots 1002 and 1006. The subject properties are identified as Township 36 South, Range 4 West, Sections 15 and 22, Tax Lots 1000, 1002 and 1006, and are located at 515 E Main Street, Rogue River, Oregon. The proposal seeks to amend the 1978 Conditional Use Permit for the Central Rogue Mobile Home Community to allow for the addition of eight manufactured dwelling units, along with associated site and park improvements. The request also includes a zone change for Tax Lot 1002 and a property line vacation between Tax Lots 1000 and 1002.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommends that the City Council deny the proposed amendment to the 1978 Conditional Use Permit for the Central Rogue Mobile Home Community, which sought to allow eight additional manufactured dwelling units along with associated sites and park improvements. The overall project fails to meet broader CUP and zoning criteria, the Planning Commission couldn't recommend approval at that time. In summary, the Planning Commission recommends denial of Planning File CUP 2025-01. The primary reasons include unresolved fire safety risks, utility and infrastructure deficiencies, parking non-compliance, and failure to meet the development agreement conditions.

Mayor Pam VanArsdale asked if there were any questions for staff.

The applicant/agent Ian Cole was online and due to some technical issues, the mayor called for a brief five-minute recess at 7:02PM.

The public hearing was re-opened at 7:07PM.

The Agent representing the applicant, Ian Cole, P.E of NexGen Engineering & Consulting LLC, presented his case for the record online even though he is unprepared, and was hoping that the request for continuance would be granted without a public hearing. They are working on updating a site plan that addresses the concerns with parking and access; they are also working on hiring a full-time manager for the property as well. We have hired a hydrogeologist to better understand the public well. We have also hired a lawyer to better understand the requirements of the setbacks the city is requiring, which is why we needed more time. We will be requesting an appeal based on the decision tonight, and I am available for any questions the council has.

Council had no questions for the applicant/agent.

The mayor asked if there were any representatives of any agency who would like to testify, and there were none that we received, and the ones we did receive are in the packet.

**None Present**

**Ryan Nolan** City Administrator stated for the record that there were comments from the fire and police departments, and a couple of utility comments that were received early, and they are in the packet.

**No Proponents spoke in favor of the application**

The mayor asked if there are any opponents who wish to speak against the application?

**PUBLIC INPUT:**

***Jerry Hallett** 515 East Main Street # 10, Rogue River, Oregon 97537 spoke against this application and entered into the record two emails from the owners regarding utility billing, and the other is regarding the mobile homeowner's responsibility to fence the property, which they fail to do. Copies of those were given to the council.*

***Dee Zimmerman** 515 East Main Street # 21, Rogue River, Oregon 97537 spoke against this application for the record because these owners do not stand by their words.*

The mayor asked if the applicant/agent has any rebuttal testimony.

**Rebuttal Testimony**

Ian Cole reiterated that he is not the owner, only the agent, and that these concerns from the residents have been a wake-up call for the owners. If this project was to move forward, I can guarantee that there will be a lot of improvements. Again, he stated that he is at a disadvantage, and is unprepared, but by continuing this project, you're giving the applicants time to present an adjusted site plan, to be able to meet the council and city's concerns. He appreciates the time the council has given him, and he is here for any questions.

No other questions were asked by the councilors

The mayor asked for a motion to close the public hearing.

Move to close the public hearing, motion by Councilor Gregory, seconded by Councilor Howell

**Roll Call Vote to close the public hearing:**

Barb Gregory, yes; Sherrie Moss, yes; Barb Hilty, yes; Grace Howell, yes; Sharie Davis, yes

**Motion carries, the public hearing is closed at 7:29PM this 23<sup>rd</sup> day of October 2025**

*Questions and discussion between councilors and staff*

Ryan Nolan, City administrator, answered the question about the new material that was presented this evening. The new material presented by resident Jerry Hallett is written material will be added as evidence and exhibits, and they will be sent to the applicant. That information is not new, however.

The mayor mentioned that there is an extensive list of conditions of approval from the staff report that could be applied here tonight on page 47 of the application in your packet. Staff's recommendations were that if city council were to approve, these are a list of recommended conditions if all these conditions were met, staff feels like the criteria can be satisfied, but we haven't received information from the applicant that these conditions are being met. It requires a revised site plan, the perimeter fence repaired, fixing the lighting, correcting the garbage issue, dealing with the weeds, having an onsite manager, and as far as we know these conditions have not been met yet.

The mayor asked that no expansion could take place until these conditions have been met, correct?

Ryan Nolan, city administrator, said that it is correct.

The mayor suggested that putting these conditions in the park would solve the many problems that the residents are concerned about, however the original conditions are not being met now.

Ryan Nolan, City Administrator, agreed with that statement.

Councilor Davis asked about the requirement that is not being met now regarding the two exits from the park.

Onnie Heater, Contract Planner, RVCOG pointed to page 49 of the packet 1.2.1 has the condition that states prior to any construction the developers shall obtain all City, State, and Fire Department approval of the proposed development, so that is one way this has been addressed in the conditions of approval. Ryan Nolan city administrator instructed council to go to page 50 of their packet, condition number 13 states that the applicant shall demonstrate compliance with fire safety requirements by either

constructing and receiving approval for a secondary fire apparatus access road that meets all applicable design, width, surfacing, and turnaround standards of Oregon Fire Code Appendix D, as approved by the fire marshal, or by installing NFPA 13D-compliant automatic fire sprinkler systems in each newly placed manufactured home within the proposed expansion area.

Councilor Moss stated for the record that she has not seen any effort by the owners to try to make anything better for the residents. No second garbage bin has been placed; no blackberry bushes have been cleaned up. The Planning Commission did a wonderful job with everything that was gone over. The owners are responsible for 30 units, so these conditions should be met right now, and they're not. If this application is denied tonight, could the applicant come back later when all the old conditions are being met and re-apply?

Councilor Davis asked if anyone knows if the Conditional Use Permit that was approved in 1978 is the same owner as today?

Ryan Nolan answered no; there have been several owners since the Conditional Use Permit was approved in 1978.

Councilor Hilty agrees with Councilor Moss in that we honored the extension that was requested back on September 25, 2025, and we have not as of today received any new information from the applicant until last night requesting another extension in an email at 9:40PM. Councilor Hilty believes the council is working harder than the applicant on this application.

Councilor Gregory said that the applicants have a lot to work on, and this application will take some time. I'm not an engineer, or a planner, but I'm looking at the requirements of the new CUP that they're requesting, I just don't see how they can comply with some of the conditions, mainly egress, ingress, parking, especially if they intend to use more space for new mobile homes. There is no recreational area provided that was a condition years ago. I don't know if the streets are wide enough for new sidewalks which are required. Councilor Gregory has a lot of concerns.

Councilor Moss's main concern is that the applicant should go back and fix all these conditions before coming back to reapply for the Conditional Use Permit. Looking at the conditions of the blackberry briars is something they could have fixed prior to this evening to make the residents feel safe from fire danger in their own homes.

Councilor Grace Howell agrees with councilor Hilty, we have worked harder as a city on this application than the owner of the property has. She would like to see conditions met and hear from satisfied residents living there, it is not right for them to have to be in darkness because the park isn't well lit, it's not right that they have no recreational or walking space, and they seem to be living in conditions that are falling apart, and they seem to be living in limbo, and we the council should rectify it.

The mayor asked what the desire of the council is, we can approve this application, deny it, or choose to continue.

I move that the City Council deny Planning file CUP 2025-01, a request to modify an existing approved conditional use permit by adding eight additional spaces to the manufactured home park. The park is located at 515 E Main Street, Rogue River, Oregon and is legally described as Township 36 South, Range 4 West, Section 22, Tax lots 1000, 1002, and 1006, and my motion incorporates the findings found in the staff report.

Motion by Councilor Barb Hilty, seconded by Councilor Moss

*No discussion on the motion*

**Roll Call Vote:**

Barb Gregory, yes; Sherrie Moss, yes; Barb Hilty, yes; Grace Howell, yes; Sharie Davis, yes

The Conditional Use Permit 25-01 has been denied by a vote of 5-0.

Councilor Mark Minegar returned to the dais to resume his duties as a City Councilor

**REVIEW OF COMMITTEE MINUTES:**

Consider accepting the October 9th, Tree City Committee Minutes.

Move to accept the October 9<sup>th</sup> Tree City Committee minutes of October 9<sup>th</sup>  
Motion by Councilor Barb Gregory, seconded by Councilor Grace Howell, vote all ayes, none  
opposed  
Minutes are approved.

**OTHER BUSINESS:** The workshop and regular council meeting schedules were discussed due to the upcoming holidays and the Canyonville Small City's meeting on December 4<sup>th</sup>. On November 6 we will have a workshop, and on November 20 will be a regular council meeting. We will have a workshop on December 11 and the regular evening meeting on December 18. The agendas have changed slightly so that they match more closely with the council rules format that we adopted earlier. You will see that we've added a council member and mayor comment agenda item as well.

We have seen more requests for financial support, or letters of support for sponsorship, so we will work on this at the next workshop to come up with a policy that gives council a clear direction on choosing.

**COUNCIL MEMBER COMMENT:** None

**MAYOR COMMENTS:** The Mayor and City Administrator are working on some legislative issues with the league and State legislators trying to get some face-to-face meetings with our State Senator and State Representative so that we can push a couple of things, we know Transient Lodging Tax is coming

back, and it sounds like the bill that didn't pass but got some support which was reducing the match for small city's when it comes to State grants will be reintroduced. It allows small cities to spend grant money on planning, engineering, and grant management. Most of the time the grant can only be spent on capital construction, but if you don't have the money to engineer it, you can't even really play in the grant game as a small city. That is the key issue we will try to push. We are planning on doing a jail tour with the councilors.

**ADJOURN** There being no further business to come before the City Council and upon motion duly made (Gregory), seconded (Howell) and carried, the meeting adjourned at 7:56 p.m.

**ATTEST:**

Mayor Pam VanArdsdale Pam VanArdsale Date 11/20/2025  
Diane Oliver, City Recorder Diane Oliver