



To: Oakridge Mayor and City Council

From: Colleen Shirley, Finance Director for the City of Oakridge

It has recently been brought to my attention that we missed a required public posting deadline during the budget process. Specifically, when the Budget Committee approved the FY 2022-2023 budget with their requested changes, the version of the budget with the Budget Committee's requested changes to the budget was not posted for at least 5 days before it went to City Council for final approval, as required by law. The draft budget was posted, just not the one with the requested changes. However, I would like to point out that although the version of the budget approved by the Budget Committee was not properly posted at least 5 days prior to City Council voting on it, there were **no changes** made between the version of the budget approved by the Budget Committee and the final version approved by City Council on 6/28/22, which is posted online at the City's website.

At the direction of our new City Administrator James Cleavenger, on 7/27/22, I contacted the Oregon Department of Revenue and received advice and instructions from them on how to make this error public, as per ORS 294.451 (see below), and to place the matter on the agenda for discussion and public comment during the next City Council meeting on 8/4/22, where I will be available to answer any further questions.

Moving forward, we are putting procedures in place for next year's budget process, including implementing a budget calendar and checklist, to make sure errors like this do not reoccur. It is my intention to be fully transparent to our citizens, which is why this inadvertent error has been brought to your attention as soon as it was realized.

Sincerely,

Colleen Shirley

City of Oakridge Finance Director

ORS 294.451 - Sufficiency of publication of budget documents; notice to governing body and assessor of publication error. (1)
When a notice, budget summary or other document is required to be published under any provision of ORS 294.305 to 294.565, publication of the document shall be considered sufficient for all purposes if a good faith effort is made by the budget officer of the municipal corporation to publish by any one or more of the methods described in ORS 294.311 (35), notwithstanding any defect in the publication, including but not limited to:

(a) Typographical or scriveners' errors in the published material;

(b) Failure of the published materials to be mailed or hand delivered to each street and postal mailing address within the jurisdictional boundaries of the municipal corporation;

(c) Arithmetic errors in computing numerical information, including tax levies or tax rates;

(d) Calculations of ad valorem property taxes not made in accordance with the applicable requirements of law; or

(e) Failure to publish within the time periods required by law.

(2) At the first regularly scheduled meeting of the governing body of the municipal corporation that is held following the discovery of any publication error described in subsection (1)(a), (c) or (d) of this section, the budget officer shall advise the governing body in writing of the error and shall correct the error by testimony before the governing body at the meeting. If the error relates to the calculation of ad valorem property taxes, the budget officer shall immediately notify the county assessor of the error in writing, identifying the correct ad valorem property tax. [Formerly 294.425]

Bryan Cutchen 48300 Hills Street Oakridge, OR

This is my third public comment concerning the FY23 budget process. In my first two public comments, I pointed out specific line items in the budget I considered to be in error. The city council addressed each error on 7/7/2022, indicating they had either been caught and corrected or in the case of interfund transfers, that they had been completed the year prior.

Unfortunately, the adopted budget downloaded from the city website on 7/19/2022 remains largely unchanged from the budget I received on 6/27/2022 which was the basis for my comments. All the errors which the citizens were told had been corrected still exist and a review of financial reports from 6/16/2022 indicate no transfers took place in FY22, despite assurances from the city council they had.

Since I sent my initial comment to the mayor and CA on 6/29/2022, after the budget had been adopted, this leads me to believe one of two things occurred:

- 1. The city council was aware of the errors and knowingly adopted an out of balance, flawed budget. Even on the very first page of the adopted budget, resources don't equal requirements.
- In their rush to get a budget adopted by the looming deadline two days away, the city council adopted a budget not knowing it contained errors.

As a citizen, I'd much prefer #2 occurred if the city council acknowledges their mistake and moves forward expeditiously to correct the errors. If #1 occurred, it is of much greater concern, as are the statements made subsequently to explain away the errors.

Let's correct these errors, fully account for ARPA funds, and give the citizens of Oakridge a much clearer picture of the financial condition of the city.

	WAC (Sub-C)	Mayor	1st & 3rd Mondays at 5	Mayor, Hooker, Whitney	Hollett	24	D C	NE O	OPEN	OPEN			(Si pinali)	
	OEDAC	Mayor	NO	Hollett	Hollett	Kevin Gobelman ODEN	George	OPEN	OPEN	OPEN	OPEN (optional)	OPEN (optional)		
	Planning Commission	CA, Planner	3rd Tues at 7pm?	A/N	Gobelman	Kevin	Gail	Jeff Reed	John McClelland	Donald	OPEN	OPEN		
	RTMP & TRT	Mayor, Finance Dir	NO	Mayor, Whitney, Kinyon	Hollett	OPEN	OPEN	×	×	×	×			
	Library Board	Georgeanne Samuelson	Varies	Spliethof	Spliethof	Annie Brown	Jessica Atkins	Jeannie Cabello-	당		Robert	OPEN		
COMMITTEES	Budget	Finance Director, Police Chief	Varies	ALL	Hollett	Jeri Reed	April Allen	Brenna Chrisman	Jan Christensen	OPEN	OPEN			
	Charter Review (Sub-C)		2nd Wednesday at 6pm via Zoom only	Kinyon	Matt McNatt	Matthew McNatt	Sarah Alter April Allen	Jan Christens	Sue Cathcart	neste	Chris	OPEN (up to 15)		
	Audit (Sub-C)	Finance Director	Varies	Hollett & Kinyon	Kinyon	Chrisman (Rudoet	×	×	×	×	×			
	Public Safety	Police Chief	NO QUORUMII	Coker	Coker	Larry Sweet	Cameren Anderson	OPEN	OPEN	OPEN	×			
	Parks & Community Services	క	2nd Monday at 5:30pm	Whitney	Whitney	Jason Nehmer	Leo Robb	Lynda Kamerrer	Charles Nichols	Kevin Gobelman	OPEN			
	Admin.	CA, City Recorder	NO QUORUM! (2nd Wed @4)	Kinyon	Kinyon	Jeri Reed	Amy Kelley Leo Robb	OPEN	OPEN	OPEN	OPEN			
		Staff:	Meeting Dates:	Councilor	CONTACT	2018, 2021,	Seat 2 - 2018,		1	2023,		Seat 7	Seat 8	Seat 9



Administration Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's Administration Committee. The Administration Committee is an advisory group, established to aid City Council and staff by providing input in the preparation of Resolutions, Ordinances, and Rules for ratification by the City Council. This is a City Council appointed position. There are currently 4 vacant positions on the Committee. The appointed member must be a qualified voter living in the City of Oakridge, and cannot be an employee, officer, or agent of the City.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463. Applications must be received by 5pm on Thursday, September 1, 2022.



Parks & Community Services Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's Parks & Community Services Committee. The Parks & Community Services is an advisory group, established to aid Oakridge City Council and staff by providing input on matters concerning City parks, streets, water, wastewater, stormwater systems, trails, and outdoor spaces. This is a City Council appointed position. There is currently 1 vacant position on the Committee. The appointed member must reside within the zip codes of 97463 or 97492, and cannot be an employee, officer, or agent of the City of Oakridge. Meetings are held on the 2nd Monday of every month at 5:30pm.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Public Safety Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's **Public Safety Committee**. The Public Safety Committee is an advisory group, established to aid Oakridge City Council and staff (including the Police Chief and Fire Chief) by providing input and making recommendations on matters concerning public safety, police, and fire services. This is a City Council appointed position. There are currently **3** vacant positions on the Committee. The appointed member must reside within the zip codes of 97463 or 97492, and cannot be an employee, officer, or agent of the City of Oakridge.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Charter Review Subcommittee Vacancy

The City of Oakridge is seeking citizens to serve on the City's **Charter Review Subcommittee**. The Charter Review subcommittee is an advisory group, established to aid Oakridge City Council and staff by providing input and making recommendations regarding making changes to the Oakridge City Charter. This is a City Council appointed position. There are currently **7** vacant positions. The appointed member must reside within the city limits of Oakridge, and cannot be an employee, officer, or agent of the City of Oakridge. Meetings are held on the 2nd Wednesday of the month at 6:30pm.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Budget Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's Budget Committee. The Budget Committee is an advisory group established to review the fiscal year budget proposed by the City of Oakridge. This is a City Council appointed position. We currently have **2** vacant positions on the Committee. The appointed member must be a qualified voter living in the City of Oakridge and cannot be an employee, officer, or agent of the City.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463. Applications must be received by 5pm on Thursday, September 1, 2022.



Library Board Vacancy

The City of Oakridge is seeking citizens to serve on the City's **Library Board**. The Library Board is an advisory group established to provide input and recommendations on matters concerning the operation of the Oakridge Public Library. This is a City Council appointed position. There is currently **1** vacant position on the Board. The appointed member must be a qualified voter living in the City of Oakridge and cannot be an employee, officer, or agent of the City.

If you are interested in serving on this Board, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Rural Tourism Marketing Program Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's Rural Tourism Marketing Program Committee. The Rural Tourism Marketing Program Committee is an advisory group, established to aid Oakridge City Council and staff by providing recommendations to City Council regarding applications for funding through the RTMP and TRT programs. This is a City Council appointed position. There are currently 2 vacant positions on the Committee. The appointed member must reside within the city limits of Oakridge, and cannot be an employee, officer, or agent of the City of Oakridge.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Planning Commission Vacancy

The City of Oakridge is seeking citizens to serve on the City's **Planning Commission**. The Planning Commission is established to function primarily as a comprehensive planning body, to aid Oakridge City Council and staff by reviewing land use and zoning permit applications submitted to the Commission for approval, and to make other land use and zoning recommendations to Oakridge City Council and staff. The Commission shall have the powers and duties provided for by ORS 227.090, state law, the City Charter, and other city ordinances. This is a City Council appointed position.

There are currently **2** vacant positions on the Planning Commission. The appointed member must live within the city limits of Oakridge, and cannot be an employee, officer, or agent of the City of Oakridge.

If you are interested in serving on the Planning Commission, please submit an application and the Planning Commission questionnaire (both available at the City's website www.ci.oakridge.or.us/community/page/volunteer or at the front desk in City Hall) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



Economic Development Advisory Committee Vacancy

The City of Oakridge is seeking citizens to serve on the City's **Economic Development Advisory Committee**. The Economic Development Committee is an advisory group, established to aid Oakridge City Council and staff by providing input and making recommendations on matters concerning economic development in Oakridge. This is a City Council appointed position. There are currently **5** vacant positions on the Committee. The appointed member must reside within the city limits of Oakridge, and cannot be an employee, officer, or agent of the City of Oakridge.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463.



WAC Subcommittee Vacancy

The City of Oakridge is seeking citizens to serve on the City's Willamette Activities Center ("WAC") Subcommittee. The WAC Subcommittee is an advisory group, established to aid Oakridge City Council and staff by providing recommendations regarding the future of the WAC. This is a City Council appointed position. There are currently 6 vacant positions on the Committee. The appointed member must reside within the city limits of Oakridge, and cannot be an employee, officer, or agent of the City of Oakridge.

If you are interested in serving on this committee, please submit an application (available at the front desk in City Hall or on the City's website www.ci.oakridge.or.us/community/page/volunteer) to City Hall at 48318 E. 1st street, or by mail to PO Box 1410, Oakridge, OR, 97463. Applications will be accepted until the positions are filled.



City of Oakridge form for Individual Volunteer Activity

Those applying to be appointed to Council Boards or Committees are required to be present at Council Meeting for Appointment. Contact City Hali to confim date.

Committee or type or volunte	set mork for the intelested w:
Name:	
Address:	
Is your residence in the City of	of Oakridge: YES NO
Telephone where you can be	reached:
Employer/Occupation:	
E-mail Address:	
Do you have any special training would help the work of this po	ng, experience, knowledge or abilities that are related to this position or that sition:
in order to do a brief bad	kground check, please provide the following information:
Date of Birth:	Place of Birth:
I understand that I will be	responsible and liable for damage or injury to any persons or property resulting
employees, agents and represent costs, and expenses of whatsoe	activity. I shall indemnify, hold harmless and release the City of Oakridge, its ntatives against any and all damages, claims, demands actions, causes of action ver nature as a result of my actions during this activity and will notify the City is vent a third party is injured as a result of this activity.
I, the undersigned particip	ant, acknowledge that I have read and understand the above release.
Participant Name (Printed):	
Participant Signature:	
Date:	

The City of Oakridge is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act



If participant is under age 18, a parent or guardian must sign this form.

As the parent or legal guardian of the above-listed minor, I hereby grant permission for my child to participate in the volunteer service program described above. My signature below represents that I have read, understand the consent to the terms and conditions of this document.

have n	ead, underst	and the consent to the te	rms and con	signature below represer ditions of this document.	nts that [
Parent/Gua	ardian Name	(Printed):			
	tionship to p ent/Guardian				
		Date:			
ff applyin	ng for a Boar	d or Committee, please te	ill us why yo	u are interested in serving	3.
Please check mari and/or any other	k any other C City Commit	ity Committees, Boards, o tees, Boards, or Commissio	r Commissio ons Seat you	ns Seat you are currently (are applying for below:	holding
Planning Commission		Budget Committee		Wac Subcommitee	
Administration Committee		Library Board		Parks & Community Services Committee	
Public Safety Committee		Economic Development Advisory Committee		Rural Tourism & Marketing	

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Business of the City Council

City of Oakridge, Oregon August 4th, 2022

Agenda Title: Event Signage TRT Request	Agenda Item No: 9.2
	Exhibits: (1) Signs Now estimate, photo example
Proposed Council Action: A motion from the floor to approve.	

ISSUE:

Many events take place in Oakridge, especially cycling ones. Often there is a substantial increase in cyclist on city streets or area roads. Having these signs could potentially prevent accidents and better inform motorists and citizen of events taking place in our area while appropriately equipping the city and our event planners with required signage. Mayor Hollett requests Council to consider funding this through TRT funds. An estimate from Signs Now and a photo of an example sign are included as Exhibit 1.

FISCAL IMPACT: \$1,720 or less

OPTIONS: (1) Approve *all* of the request.

- (2) Approve some of the request
- (2) Deny the request.
- (3) Return to CA to try to find better pricing.

STAFF RECOMMENDATION: Recommended, at whatever spending level Council deems appropriate. It may also be possible for groups to rent the signs from the city for certain events.

RECOMMENDED MOTION: I move that we approve \$_____ in TRT funds to purchase the signs.



Estimate

1690 W. 7th Ave. • Eugene, OR 97402 • 541-485-0290 • Fax 541-485-0809

Page 1 of 1

Estimate:

Company:

95-3656

Printed:

7/15/2022 5:21:55PM

Description:

A-frame/inserts

ph: (541) 123-7654

Prepared For: * Cash

cash

Dear *:

For your consideration

Sincerely,

Mac Chase

Product	Font	Qty :	Side	s Hei	ght Width	Unit Cost	Item Total
1 Signacade 24"x36" Color: White		10	1	36	24	\$120.00	\$1,200.00
2 Vinyled Coroplast 4mi Color: White		10	1	36	24 Includes D	\$36.00 iscount: (\$154,13)	\$360.00
3 Vinyled Coroplast 4ml Color: White	•	10	2	36	24 Includes Di	\$52.00	\$520.00

Notes:

Line Item Total: Subtotal:

\$2,080.00 \$2,080.00 \$0.00

Taxes: Total:

\$2,080.00

Deposit Required:

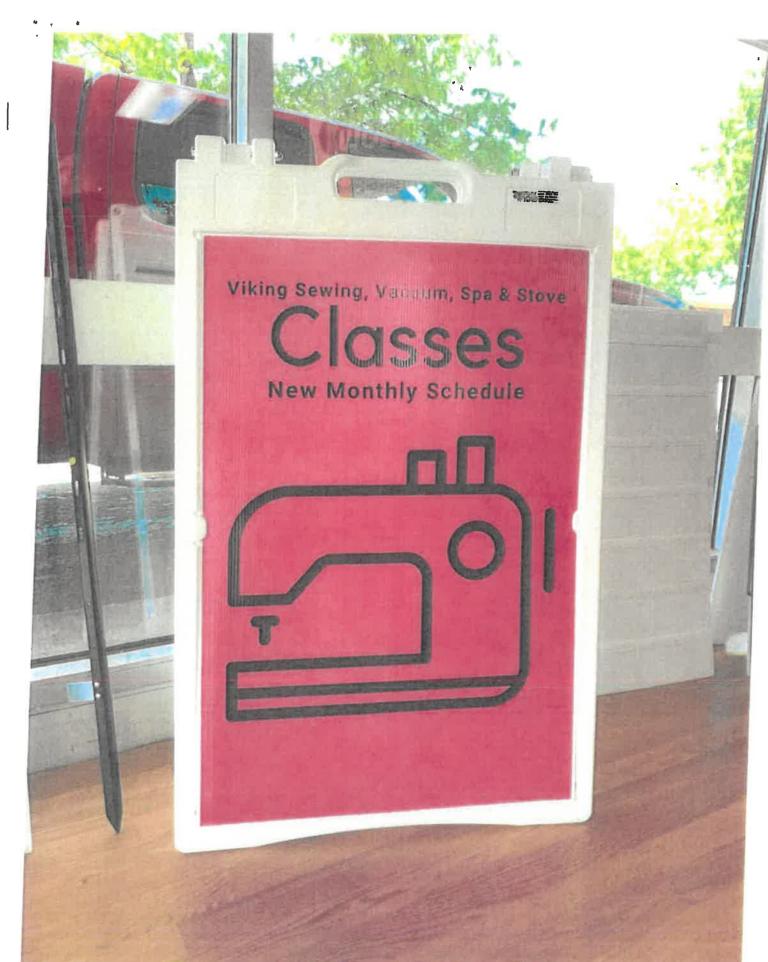
\$1,040.00

Company: cash

Eugene, OR

Received/Accepted By:

Stand Out in a Crowded World



City of Oakridge Zoning Code

ORD 874 (see Sec. 22.06)

ARTICLE 22 - SIGNS

SECTION 22.01 PURPOSE

The purposes of this Article are to encourage the effective use of signs as a means of communication in the City, to maintain and enhance the aesthetic environment and the City's ability to attract sources of economic development and growth, to improve pedestrian and traffic safety, to minimize the possible adverse effect of signs on nearby public and private property, and to enable the fair and consistent enforcement of these sign restrictions. A proliferation of unregulated signs can cause unsafe traffic conditions and an unpleasant atmosphere. In order to combat the ill effects created by the unregulated use of signs, these regulations are essential.

SECTION 22.02 GUIDELINES

Effective use of signs can increase the attractiveness of the City and legislating aesthetics is a difficult task. In order to encourage effective and attractive use of signs, the Planning Commission recommends the following guidelines be used by businesses and individuals where designing signs in the City.

- (1) Signs should convey their information as simply and clearly as possible and fit in with the overall design of a building or building site.
- (2) To avoid visual clutter, signs should be flat against buildings rather than projecting or free standing.
- (3) When freestanding signs are necessary, their number should be minimized. Businesses are encouraged to integrate their signs into a single freestanding structure whenever possible.
- (4) Signs should not obscure other signs, landscaping, or important visual elements of buildings.
- (5) In commercial developments that are occupied by more than one business, the proprietors are urged to achieve as much visual unity as possible in their signs in terms of size, materials and colors, and graphic elements.

SECTION 22.03 DEFINITIONS

The definitions in this Article are intended to supplement the definitions found in Article 33 of this ordinance and are applicable only to this Article.

- (1) Advertising structure. Any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any such notice or advertisement, for the purpose of making anything known about goods, services, or activities not on the same lot as the said advertising structure.
- (2) Area of sign. The entire area within a continuous perimeter, enclosing the extreme limits of sign display, including any frame or border. Curved, spherical, or any other shaped sign face shall be computed on the basis of actual surface area. The copy of signs composed of individual letters, numerals, or other devices shall be the sum of the area of the smallest rectangle or other geometric figure encompassing each of said letter or devices, plus the space between the letter or devices. Where a sign has two or more faces, the larger face of the sign shall determine the area of the sign.

Conforming and nonconforming signs in existence at the time of the enactment of this ordinance shall be counted in establishing the permitted area of size of all new signs to be allowed on the property.

- (3) Attraction board. A sign so constructed that all letters and/or other advertising material can be readily interchanged.
- (4) Banner. A long, narrow flag hung over a street or entrance.
- (5) Building. In addition to its common meaning, a building shall include any structure requiring a building permit.
- (6) Building wall. For purposes of computing wall area, all windows and wall area of a building in one plane shall be used.

- (7) Business establishment. Any institutional, business, commercial or industrial activity that is the sole occupant of one or more buildings having at least one frontage on a public street or roadway. The term also includes an institutional, business, commercial or industrial activity that occupies a portion of a building such that:
 - (a) The activity is a logical and separate entity from the other activities within the building and not a department of the whole.
 - (b) The portion of the building that is occupied by the activity has clearly defined frontage on a public street or roadway or to the common parking area of a commercial center.
 - (c) The activity has either:
 - (i) A separate entrance from the exterior of the building; or
 - (ii) A separate entrance from a common and clearly defined entryway that has direct access from the exterior of the building.
 - (d) The activity is located on the first or second floor of the building.
- (8) Flag. A piece of cloth or other flexible material usually attached at one edge to a staff or cord.
- (9) Frontage. The length of the property line of any one parcel of property along each accessible street or other public right-of-way it borders.
- (10) Glare. Disturbing or disabling brightness projected by a light into normal viewing angles from the street or residence.
- (11) Height or height of sign. The vertical distance from the grade to the highest point of a sign or any vertical projection of a sign.
- (12) Notice bulletin board. A permanent sign that accommodates changeable copy indicating the names of persons associated with, events conducted upon, or products or services offered upon the premises upon which the sign is located.
- (13) Off-premise advertisement. A sign that contains a message unrelated to a business, profession or other commercial or noncommercial enterprise conducted upon the premises where the sign is located.
- (14) Parcel. A parcel or lot of real property for the purpose of determining sign requirements shall mean any parcel or lot of real property under separate ownership, from any other parcel or lot or under separate lease of at least 25 years duration and having street frontage.
- (15) Pennant. Any lightweight plastic, fabric or other material whether or not containing a message, suspended from a rope, wire or string, usually in series, and designed to move in the wind.
- (16) Shopping center or other business enterprise. A group of five or more business establishments located in a building or adjacent buildings under the same ownership.
- (17) Sign. Anything of visual appearance primarily used for or having the effect of attracting attention from the streets, sidewalks, or other outside public area for commercial or noncommercial purposes including billboards, bus benches, telephone booths, trash receptacles stored out-of-doors, and all other forms of outdoor advertising. A sign shall not mean displays of merchandise of products for sale on the premises, signs inside buildings except when less than three feet behind a window and facing public view, or ornamentation, design, statuary, architecture or landscaping unless, in the case of any exceptions listed in this section, the attraction, because of location, size, use or the nature thereof, has the substantial effect of attracting attention for advertising purposes when viewed from an outside public area. Sign includes, but is not limited to:
 - (a) Animated sign. Any sign that uses movement or change of lighting to depict action or create a special effect or scene.
 - (b) Changing sign (automatic). An electronically or electrically controlled time, temperature, and date sign, message center, or reader board where different copy changes are shown on the location. A sign on which the message, other than time and temperature, changes more than eight times per day shall be considered an animated sign and not a changing sign.

- (c) Free standing sign. Any sign supported by one or more upright poles, columns, or braces that are placed or upon the ground, and not attached to any building.
- (d) Ground or Pediment sign. Any sign that rests on grade and is not elevated or attached to a building, posts, or like structure.
- (e) Indirectly lighted or shadow sign. An illuminated sign constructed so that the immediate source of the illumination is not visible when the sign is lighted.
- (f) Multiprism sign. Signs made with a series of sections that turn and stop, or flip to show several pictures or messages in the same area. Indexing multiprism units must not exceed a speed of two complete revolutions every 20 seconds.
- (g) Nonconforming sign. Any sign or advertising structure which was lawfully erected and maintained before the adoption of this ordinance but that fails to conform to all the applicable regulations and restrictions of this ordinance.
- (h) Political sign. Any sign advocating for the election or defeat of a candidate or the passage or defeat of a ballot measure.
- (i) Portable sign. Any sign not permanently affixed to a building, structure, or the ground; a sign designed to be self-supporting and movable; paper, cardboard, or canvas signs wrapped around supporting poles.
- (j) Projecting sign. Any sign, other than a wall sign, which is suspended from or supported by a building or wall and which projects more than 12 inches from the wall.
- (k) Roof sign. Any sign erected, maintained, and displayed above the eves and under the roofline of a building or structure. The roofline to be considered shall be that of the roof belonging to the portion of the building on whose wall the sign is located.
- (1) Subdivision sign. Signs advertising land subdivisions involving more than three contiguous lots.
- (m) Temporary sign. Signs used for a specific event or project for a limited duration and that are not permanently affixed.
- (n) Wall sign. Any sign attached to, erected against, or painted on a wail of a building or structure with the exposed face of the sign parallel to the wall, supported throughout its length by the wall and not projecting more than I2 inches from the wall.

SECTION 22.04 GENERAL PROHIBITION

Any sign not expressly permitted by this ordinance is prohibited in the City. Except as expressly stated elsewhere in this Article, no off-premises commercial or noncommercial advertisements are permitted.

SECTION 22.05 EXEMPTIONS

The provisions and regulations of this ordinance shall not apply to the following signs except that they shall all be installed so that they do not pose an unreasonable obstruction or public hazard. Governmental signs for control of traffic and other regulatory purposes, street signs, danger signs, railroad crossing signs, and signs of public segmes companies indicating danger and aids to service or safety, which are erected by, or on the order of, a public officer in the performance of the officer's duty.

- (1) Signs which provide direction or instruction and are located entirely on the property to which they pertain and do not in any way advertise a business or exceed two square feet in area; signs identifying rest rooms, public telephones or walkways; or signs providing direction such as parking lot entrance and exit signs and those signs to serve public safety or convenience such as "office" signs and "parking" signs.
- (2) Signs located in the interior of any-building or within an enclosed lobby or court of any building or group of buildings, which signs are designed and located to be viewed exclusively by patrons of such use or uses.
- (3) "No trespassing" signs or other such signs regulating the use of a property, such as "no hunting," "no fishing," etc., of no more than two square feet in area.
- (4) Reasonably sized flags, emblems, or insignia.
- (5) Flush mounted or inlaid signs or tablets of no more than two square feet.
- (6) Notice bulletin boards not over 24 square feet in area located on the premises.

- (7) Official notices posted by public officers or employees in the performance of their duties.
- (8) Works of art that do not include a commercial message.

SECTION 22.08 TEMPORARY SPECIAL PURPOSE SIGNS

Temporary special purpose signs, if not illuminated, are allowed and subject only to the restrictions imposed in this section.

- (1) Garage sale signs. One temporary sign advertising a garage sale posted on the premises from which the garage sale is to be held. In addition, one off-premise directional sign limited in size to four square feet may be mounted only on personal property and is prohibited on any public property. All such signs must be removed immediately at the close of the sale.
- (2) Political signs. Temporary political signs shall not exceed six square feet in area for each candidate or ballot measure. Such signs may be placed on private property only.
- (3) Construction project signs. After appropriate building permits have been obtained, signs may be erected in conjunction with construction projects and used for the purpose of publicizing the architects, engineers, and construction organizations participating in the project. No signs shall exceed 32 square feet in area, and no freestanding sign shall exceed eight feet in height. All such signs shall be removed five days after completion and prior to occupancy.
- (4) Special event signs. The City Administrator may grant, on such terms as may be deemed proper, temporary special permits for signs advertising or pertaining to any civic or special event of general public interest taking place within the City.
- (5) Real estate signs. One real estate sign advertising the sale, rental or lease of the premises on which it is displayed, not to exceed the following area and height requirements:
 - (a) Residential districts. Four square feet in surface area with a maximum height of three feet above grade.
 - (b) Commercial districts. Thirty-two square feet and 20 feet above grade.
 - (c) Industrial and other districts. Thirty-two square feet and eight feet above grade.

Real estate signs may be single or double faced, and may be flat wall signs or pole-mounted.

SECTION 22.07 RESIDENTIAL DISTRICTS

Within residential districts, and except as otherwise provided in this Article, no sign shall be permitted except Temporary Special Purpose Signs as described in this Article and the following.

- (1) Residential use.
 - (a) One unlighted, freestanding sign no more than six square feet in size for whatever purpose the owner or lessee may choose, including the advertisement of any commercial or noncommercial enterprise permitted and carried on on the same zone lot. One flush-mounted or inlaid sign or tablet is also allowed. This subsection applies to any residence whether it is a single-dwelling unit, multiple-dwelling unit or located within a subdivision, manufactured home subdivision or mobile home park.
 - (b) For a subdivision, manufactured home subdivision, mobile home park or multiple-dwelling unit residence, one permanent sign, not exceeding 12 square feet in area and not more than five feet in height which denotes only the name of the subdivision or park, or for a multiple-dwelling unit residence, the name and the address. It may be shadow lighted or unlighted.
- (2) Nonresidential use. One sign facing the street, not more than 20 square feet in area, which is limited to the name, address, and to the advertisement of any commercial or noncommercial enterprise permitted and carried on on the same lot. It may be shadow lighted or unlighted.
- (3) Model homes. Banners and pennants will be allowed in residential districts in conjunction with a demonstration of model homes in a new subdivision for two days before the opening of the demonstration to two days after and not to exceed a total period of 15 days in any calendar year.

SECTION 22.08 DISTRICTS OTHER THAN RESIDENTIAL

No off-premises advertisements are allowed. Except as otherwise provided in this ordinance, no sign shall be permitted except Temporary Special Purpose Signs as described in this Article and the following.

- (1) Wall sign. One wall sign for each business establishment shall be allowed that shall not exceed an area of ten percent of the wail to which the sign is attached. In the event that there is more than one business establishment sharing occupancy of a single common space or suite, the total allowable area shall be divided equally among the tenants. A wall sign shall not extend above the roofline of the wall to which it is attached, and in no case shall the total height of the sign be more than 15 feet from the ground. A total of two wall signs on two different walls are allowed for each business establishment.
- (2) Freestanding sign. One freestanding sign for each business establishment, or shopping center or business enterprise shall be allowed. The maximum allowable area shall be 100 square feet. The maximum height of the sign shall be 25 feet. It shall not be located within 20 feet of any driveway intersecting a public street. The sign shall be set back from the property line at least 15 feet to allow for an adequate sign vision clearance area for motor vehicles entering or leaving the subject site.

Freestanding signs shall not be allowed on individual parcels having less than 100 feet of street frontage; however, a group of contiguous parcels whose combined street frontage on one street is in excess of 200 feet shall be allowed one freestanding sign. Freestanding signs shall not be allowed where the sign would be located less than 15 feet from the street right-of-way.

Banners and other types of signs shall be considered to be freestanding signs for purposes of computing the maximum allowable area.

- (4) Ground sign. One ground or pediment sign may be substituted for a freestanding sign, and may be 125 square feet in area, including any base. A ground sign may be placed in any location on a lot, but may not interfere with any sight distances from streets, alleys, driveways, or the like.
- (3) Attraction boards. One attraction board shall be allowed for each business or shopping center or other business enterprise. The maximum allowable size for an attraction board shall be 25 square feet if facing on the street, and I5 square feet on each side if the faces are at right angles to the street.

SECTION 22.09 PROHIBITED SIGNS

The following types of signs are expressly prohibited in all districts, except as otherwise provided by this ordinance.

- (1) Animated and intensely lighted signs. No sign shall be permitted that is animated by means of flashing, scintillating, blinking or traveling lights or any other means not providing constant illumination. Changing signs as defined by this ordinance are permitted.
- (2) Miscellaneous signs and posters. The tacking, pasting, or otherwise affixing of signs of a miscellaneous character, visible from a public way, located on the walls of buildings, benches, trees, poles, posts, fences or other structures is prohibited unless specifically permitted by this ordinance.
- (3) Moving signs. Except as otherwise provided in this ordinance, no sign or any portion of a sign shall be permitted which moves or assumes any motion constituting a nonstationary or nonfixed condition except for the rotation of barber poles, changing signs, or multiprism units. This section is not meant to prohibit any form of vehicular sign such as a sign attached to a bus or lettered on a motor vehicle.
- (4) Abandoned signs. No person, firm or corporation shall abandon any sign anywhere in the City.
- (5) Public areas. No sign shall be placed on any curb, sidewalk, post, pole, hydrant, bridge, tree or other surface located on public property or over or across any street or public thoroughfare except expressly authorized by this ordinance.

- (6) Pennants, search lights, etc. Pennants, search lights, pinwheels, twirling signs, sandwich board signs, sidewalk or curb signs, giant balloons or other gas-filled figures shall not be used except at the opening of a new business in a commercial or industrial district for a total period of 30 days. No more than one such display shall be allowed on any site during any consecutive six-month period. The same may be permitted at special events of a civic or philanthropic nature upon application to and approval by the City Administrator.
- (7) Obstructing signs. Notwithstanding any of the provisions of this ordinance, no sign or sign structure 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 sign shall be erected or maintained so as to obstruct any window to such an extent that light or ventilation is reduced below minimums required by any applicable law or ordinance. No sign shall interfere with vision clearance at intersections or public or private access points.
- (8) Bare bulb and other types of illumination. No bare bulb illumination or visible source of light, no exposed reflective bulb, no strobe light, and no incandescent lamp, which incandescent lamp exceeds 40 watts, shall be exposed to direct view from a public street or highway, but may be used for indirect illumination of the display surface of a sign if not directed toward the view from any public street. All signs are to be designed and used in such a mariner as to avoid undue glare, or reflective light on private property in the surrounding area.
- (9) Public hazard. Notwithstanding any of the provisions of this ordinance, any sign or sign structure that constitutes a hazard to the public health or safety is prohibited. Signs above sidewalks shall be at least eight feet above sidewalk level.
- (10) Glaring sign. All illuminated signs are prohibited unless designed and used in such a manner as to avoid glare or reflection of light on private property in the surrounding area.
- (11) Other signs. The following signs are also prohibited.
 - (a) Signs which bear or contain statements, words or pictures of an obscene or pornographic character;
 - (b) Signs which are painted on or attached to any fence (except temporary fences around construction sites) or any wall or structure (other than structures for permitted signs) which is not structurally a part of a building:
 - (c) Signs which operate or employ any motion picture or video projection of media in conjunction with any advertisements, or have visible moving parts or give the illusion of motion except as expressly permitted in this ordinance;
 - (d) Signs which emit audible sound, odor or visible matter;
 - (e) Signs which purport to be, are an imitation of, or resemble an official traffic sign, signal or device, or the light of any emergency or road equipment vehicle, or which hide from view any traffic or street sign, signal or device;
 - (f) No signs, except for authorized traffic signs, shall be erected at the intersection of any streets in such a manner as to create a traffic hazard by obstructing vision;
 - (g) Flame as a source of light,
 - (h) Signs which project beyond 60 inches from a building wall;
 - (i) Billboards, posterboards, off-premise commercial or noncommercial advertisements and other outdoor advertising structures;
 - (j) Signs that rotate at a frequency of more than six rotations per minute.

SECTION 22.10 MAINTENANCE AND REMOVAL

- (1) Maintenance. All signs, together with all of their support, braces, -guy-anchors, and electrical equipment shall be kept fully operable, in good repair, and maintained in safe condition and in a neat, clean and attractive condition.
- (2) Removal of signs.
 - (a) Removal and appeal process. The City Building Inspector shall order the removal of any sign erected or maintained in violation of this ordinance. The City shall give ten days' notice in writing

to the owner of the building, structure, or premises on which the sign is located to remove the sign or bring it into compliance with this ordinance. If said owner fails to remove the sign or bring it into compliance within ten days after receipt of written notice from the City Building Inspector, and fails to appeal the notice within the allotted time period, the City Building Inspector may cause such sign to be removed at cost to the owner of the building, structure or premises. If, after the appeal process, the owner of the building, structure or premises upon which the sign is located fails to remove the sign or bring it into compliance within ten days after the decision of the Planning Commission or City Council on the appeal, the City may remove the sign at cost to the owner of the building, structure or premises.

- (b) Unsafe signs. If the City Administrator finds that any sign or sign structure by reason of its condition presents an immediate and serious danger to the public, the City Administrator may order its immediate removal or repair. If the owner of the building, structure or premises on which the sign is located fails to immediately remedy the danger, the City Administrator may cause the sign to be removed at cost to the owner of the building, structure or premises.
- (c) Abandoned signs. Any person who owns or leases a sign shall remove the sign when the business it advertises has discontinued doing business at that site. If the person who owns or leases the sign fails to remove it, the City Administrator shall follow the process described in subsection (a) of this section.
- (d) Existing illegal signs. All signs constructed or erected before the adoption of this ordinance that are in violation of any ordinance of the City in effect at the time such sign was constructed or erected, are hereby made subject to the provisions of this ordinance. Such signs shall be made to conform and comply with such requirements as soon as possible after the effective date of this ordinance. All signs and advertising structures which fail to conform and comply with this ordinance within a reasonable time shall be and are hereby declared to be public, nuisances and may be abated or removed by the City Administrator as allowed under subsection (a) of this section.

SECTION 22.11 NONCONFORMING SIGNS

- (1) Nonconforming signs may be maintained subject to the following conditions:
 - (a) No additions or enlargements may be made to a nonconforming sign except additions or enlargements required by law;
 - (b) If any nonconforming sign is moved, voluntarily or involuntarily, that sign shall thereafter conform to the requirements of this ordinance pertaining to newly constructed signs;
 - (c) Any sign that is constructed to replace a nonconforming sign shall be constructed in compliance with all applicable provisions of this ordinance.
- (2) If a nonconforming sign is damaged or destroyed to the extent of 50 percent or less of its value as of the last day of use, it may be restored and the use of the sign which existed at the time of the damage or destruction may be continued, if the restoration is started within 90 days.
- (3) Except where only a change in display copy is made, any nonconforming sign which is structurally altered or had illumination installed shall be brought into compliance with all applicable provisions of this ordinance within 94 days and shall thereafter be kept in compliance with this ordinance.
- (4) Nothing in this section shall be deemed to prevent the maintenance of any sign or regular manual changes of sign copy on a sign intended for such purposes.

SECTION 22.12 APPEALS

- (1) An appeal from a ruling of the City Building Inspector regarding an order to alter or remove a sign may be made only to the Planning Commission. Any action or ruling of the City Building Inspector shall become final 15 days after approval or disapproval is given, unless the decision is appealed to the Planning Commission. Written notice of the appeal shall be filed with the City. If the appeal is filed, the Planning Commission shall receive a report and recommendation from the City Administrator and shall hold a public hearing on the appeal.
- (2) Appeals to the Planning Commission and of Planning Commission decisions to the City Council shall be administered in accordance with the provisions of Article 2 Appeals of this ordinance.



City of Oakridge

Property Rental Application

Nan Hou	nt: NA Meeting ne: Sheri Kundall rs: 25 Open at: 530 tast address: 74392 Garden 12	Small event <9 Date(s) requested: PM Co	Large event > 100 Every Thursday even; in for 6 705. Intact phone: 541-870-3263					
Facil	ity:	Rent:						
	Greenwaters Picnic Shelter	\$40						
ħ	Greenwaters Community Building	\$80						
Ę	☐ Greenwaters Amphitheater		\$500					
	Greenwaters Whole Park	\$1000						
	WAC Classroom	\$25						
	WAC Gym	\$100						
0	WAC Senior Lounge	\$25						
	OFD Community Room	\$25						
	Old Public Works Bldg	\$200						
	Osprey Park	\$100						
П	Salmon Creek Park	\$100						
0	Diamond View Park	\$100						
ם	OIP Park	\$300						
п	OIP Overflow Parking	\$200						
U	Olt Otellion I armig		Total Fees: \$1,920.00					
	•	uncil Approval						
Alcohol Noise po Nature (Estimate Is a varia Variance	losure location: permit:YesNo ermit: N/A of noise: ad distance noise will be plainly audible; ance required:YesNo e subject to event rules (see reverse) list of all residences/businesses within 500	feet						
Applican	t signature:	Date:	sade-diverti. Addentisment					
	signature:	Date:	and of the control of					
. •			OFFICE USE ONLY Date paid: Amount paid:					

The City of Calcidge is an equal opportunity effirmative action Institution committed to cultural diversity and compliance with the Americans with Quabitities Act.

ALL EVENTS

- 1. You will be civilly liable for any damage or injuries that occur during, or are attributed to you or your
- 2. You will be responsible for the cleanup of the facility and for any required repairs attributed to your event.
- 3. The event, including clean up, must concluded by 10:00 pm or at the time approved by City Council on the application to be compliant with City ordinance.
- 4. The noise levels at your event cannot consistently exceed 80 decibels at the distance of 500 feet from the amplified source of the noise as measured by the Oakridge Police Department.
- S. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of your facilities permit and City ordinance.
- 6. Events must comply with all city ordinances; failure to comply with any ordinance may result in immediate termination of your event by the Oakridge Police Department.
- 7. All fees must be paid prior to event.
- 8. The Council reserves the right not to grant or approve facility permits to your group in the future.

Groups Over 100

in addition to the above rules, the following apply to all groups over 100 people. You must attach appropriate documentation (items 8-12) at the time of application in order for it to be approved.

- 8. Provide a list of all businesses and residents that are located within 500 feet of the event. This must include addresses and phone numbers. Each business or resident listed must be contacted with information about the event not more than 21 days, nor less than 14 days prior to the event. The information must include contact number for further information or complaints.
- 9. You must provide Department of Public Safety Standards & Training (DPSST) trained security personnel during your event. One DPSST trained end easily identified person for events of 1-100 participants with a minimum two personnel on duty at all times. One additional DPSST security person is required for each additional 100 people.
- 10. You must submit a Medical/Safety plan for your event. Med/Safety stations must be identified during the event for events of over 200 people. Contact the Police Chief and Fire Chief for approval of plans prior to submitting. Plans must include contact information in case of emergency. You will be held financially responsible for any and all expense incurred by the City of Oakridge for medical or safety services above what you provide.
- 11. If admission is charged, you must reserve the entire facility for the duration of the event.
- 12. An insurance policy for 1 million dollars will be secured for the event with the City named as an additional insured.

I agree to abide by the above conditions and any other stipulations the City may deem necessary.

Signature:

1000 Date: 8.3.22

Failure to abide by the above conditions may result in sanctions including, but not limited to refusal to rent facilities, fees being due at time of reservation and inability to secure an alcohol permit.

Sanctions may be appealed to the City Council.

Business of the City Council

City of Oakridge, Oregon
August 4, 2022

Agenda Title: Fee Waiver Request for Sheri Kendall's NA Meetings for 6 months at Greenwaters Community Building

Agenda Item No: 9.3

Exhibits: (1) Property Rental Application (2) PowerPoint Presentation & Slides

Proposed Council Action: A motion from

the floor to approve.

ISSUE:

Sheri Kendall has submitted a Rental Application for use of the Greenwaters Park Community Building for **every Thursday from 5:30-8pm for the next six months,** in order to hold Narcotics Anonymous ("NA") addiction recovery group meetings, which she will run. Ms. Kendall will be presenting a PowerPoint presentation during the Council meeting. She is requesting a Fee Waiver (\$1,920.00) for the event.

FISCAL IMPACT: Potential loss of up to \$1,920.00 in revenue if another group wanted to reserve the same space. Various associated Public Works & Caretaker staffing/labor costs.

OPTIONS: (1) Approve the Fee Waiver (\$1,920.00)

- (2) Deny the Fee Waiver
- (3) Grant partial Fee Waiver, or reduce number of meetings per month, etc.
- (4) Refer back to CA for more information

STAFF RECOMMENDATION: Approve.

RECOMMENDED MOTION: I move to Approve/Deny the full/partial Fee Waiver for this event.

ADDICTION RECOVERY PLAN

Sheri Kendall

Oakridge, OR



PROBLEM

ADDICTION

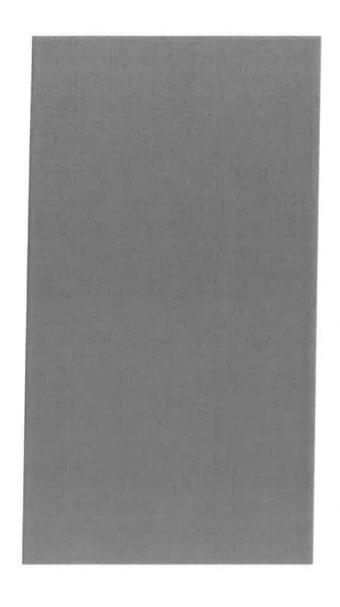
I stopped at Chevron for a quick snack on my first evening in town and was told to watch out for the tweakers.

THE COST

The cost of not addressing this issue is property loss, violent crime, homelessness, loss of tourism and more!

LACK OF SERVICES

Local meeting is located 50 miles outside of Oakridge



NARCOTICS ANONYMOUS

For many members of NA, the program is the only thing they've found that actually worked. Anyone who has dealt with addiction knows that it is a struggle that can seem hopeless at times. Treatment centers and rehab, therapy and counseling, and going at it alone doesn't work for everyone.⁵
For some, NA is a continuance of rehab in everyday life

For some, NA is a continuance of rehab in everyday life.
The community support and 12 steps found at NA meetings seem
to be the missing link for many people with substance use
disorders who wish to stay sober.

|-



RESOURCES

O'NEILL INSTITUTE

Why Communities in Most Need of Syringe Exchange Programs Are Eliminating Them Despite Proven Success

CDC

Summary of Information on The Safety and Effectiveness of Syringe Services Programs

VERY WELL MIND

What is Narcotics Anonymous

BMC

Personal Recovery Depends on NA Unity



Oakridge City Administrator <cityadministrator@cl.oakridge.or.us>

Cedar Creek Fire Update 9 am Aug 4

1 message

Kris Eriksen <akfiregirl@gmail.com>

Thu, Aug 4, 2022 at 9:58 AM

To: chrissyhollett@gmail.com, CityAdministrator@ci.oakridge.or.us, ScottHollett@ci.oakridge.or.us, KevinMartin@ci.oakridge.or.us

August 4, 9:00 am Willamette National Forest FIRE UPDATE

The Cedar Creek Fire, which was detected Monday about 3.5 miles west of Waldo Lake on the Willamette National Forest after a lightning storm, made a significant move north and east last night. The fire is now around 1200 acres burning in heavy timber. The forest is closing the entire Waldo Lake Wilderness area as a precaution as the fire is headed in that direction, away from the community of Oakridge.

While there is no need to panic, local engines patrolled the area last night to get campers and other recreationists out of the area and are continuing that effort this morning. In addition, the public can expect a reverse 911 call at some point. Anyone with friends or family recreating in that area or headed that way, are asked to try to contact them, and inform them of the closure and the need to leave the area.

The two fires in the Three Sister Wilderness area reported last night are being staffed this morning by smokejumpers. One Is 5 acres and one is 1/10th of an acre.

As long as the fire continues its move north and east, smoke will be an issue in communities to the north and east like Bend and Sisters and may make recreating unpleasant. Smoke often settles into low-lying areas and river corridors overnight. The public is advised to ensure all windows and doors are securely closed in the evening and early morning hours to limit smoke exposure. For more information and tips on keeping your family safe this summer, visit the smoke information blogs for Oregon or Washington at http://oregonsmoke.blogspot.com/ and http://wasmoke.blogspot.com/. Also check out the Smoke-Ready Toolbox for Wildfires | US EPA webpage and https://fire.airnow.gov/ for additional resources and current air quality readings in your area.

Kris Eriksen 907-394-2629 cell



Oakridge City Administrator <cityadministrator@ci.oakridge.or.us>

Cedar Creek Fire Update

1 message

Kris Eriksen <akfiregirl@gmail.com>

Wed, Aug 3, 2022 at 6:22 PM

To: CityAdministrator@ci.oakridge.or.us, ScottHollett@ci.oakridge.or.us, KevinMartin@ci.oakridge.or.us, mayorhollett@ci.oakridge.or.us

Willamette National Forest 6:30 pm FIRE UPDATE

There were three "new" fires on the Willamette National Forest today, two holdover fires in the Sister's Wilderness area that popped up and surfaced due to the lightning storms in recent days. One fire was too windy for smokejumpers but will be reassessed at 7:00 tonight. The other was a smoke report that jumpers attempted to find, but were unable to locate. The third fire, the Shelter Fire, located about 4 miles northwest of the Potter Fire, is 75% lined and was staffed by hand crews from the Type 2 team that is managing the Potter Fire and falls within their initial attack area of responsibility. Retardant was used on this fire today

The two fires of significance remain: the Cedar Creek Fire and the Potter Fire.

The Potter Fire has not grown much and overall firefighters are making good progress. Crews are scouting for places to construct line to keep the fire as small as possible although they are still not able to work directly on the fires edge.

The Cedar Creek Fire, caused by lightning over the area in the last few days, is about 500 acres and approximately one mile west of the Black Creek Trailhead on the 2421 road, about 17 miles due east of Oakridge, Oregon, west of Waldo Lake, and north of Highway 58. The fire continues to be very active, moving north, spotting in all directions and putting up a large plume visible from Oakridge. The PNW 2 Type 1 Team, with Incident Commander Mike Minton, will be taking the fire and will in-brief tomorrow evening.

There is an emergency closure order for the Cedar Creek Fire. Forest users are asked to avoid Forest Roads 2421 and 2424. Also closed are all trails and trailheads on the west side of Waldo Lake including Black Canyon, Cupit Mary, Waldo Mountain, Gander Lake, Winchester Lake and the west side of Waldo Lake Trail from South Waldo Shelter to Rigden Butte Trail.

The map for this closure will be posted when available.

Kris Eriksen 907-394-2629 cell



Vicinity map Cedar.png 430K

