

# MEMO

## CITY OF JACKSONVILLE

**To: City Council**

**From: Kimberlyn Collins, City Recorder**

**Date: October 29, 2015**

**Subject: Reminder of Courthouse Tour and Study Session**

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This is just a reminder for the Courthouse tours and study session. The dates and times are as follows:

Courthouse Tour: Saturday, November 7, 2015 @ 10 am - 11 am

Study Session: Tuesday, November 10, 2015 @ 6 pm



**CITY OF JACKSONVILLE  
CITY COUNCIL AGENDA  
OLD CITY HALL, 205 W Main St**

**CITY COUNCIL  
City Council Meeting**

**November 3, 2015  
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2)
  - a. **MINUTES (October 20, 2015)**
  - b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Collins
  - b. **Planning Department** - Ian Foster
  - c. **Police Department** - Chief Towe
  - d. **Fire Department**  
Chief Hull: Umpqua Community College
  - e. **Mayor** - Paul Becker
- 5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

  - a. **Approval of Victorian Christmas Event Packet**
  - b. **Award Bid for Mechanical on Courthouse**
  - c. **Discussion and Possibly Set Study Session Regarding Marijuana Ordinance**
- 6) **COUNCIL COMMITTEE REPORTS**
- 7) **ADJOURN**

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-1231. Informational documents for items on this agenda are available for review on the City website [www.jacksonvilleor.us](http://www.jacksonvilleor.us). A recording of the meeting will be available on the website within one week of the meeting.

Action minutes along with electronic recordings of the meeting, which may be reviewed online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

## October 20, 2015, 2015 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**  
Present: Councilors Gregg, Wall, Garcia, Jesser, Bennington and Mayor Becker. Absent: Councilor Lewis  
Staff Present: Jeff Alvis, Stacey McNichols and Devin Hull.
- 2) a. **MINUTES (minutes from October 6, 2015 meeting)**  
Move to: Approve  
Motion by: Councilor Garcia  
Seconded by: Councilor Gregg  
Vote:  
Ayes: Unanimous  
Motion Carries  
Council asked questions. Stacey answered.  
  
b. **BILLS LIST**  
Move to: Approve the Bills  
Motion by: Councilor Jesser  
Seconded by: Councilor Garcia  
Roll Call Vote:  
Ayes: 6  
Nays: 0  
Motion Carries  
Council asked questions. Jeff and Stacey answered.
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**  
Clara Wendt – 570 G Street, Jacksonville, Or. – Questioned the Council on the Dam. Speaks to Council about refraining from personal comments at the City Council meetings.
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Kerneen  
**Jeff Alvis: Water Rights:**  
Update was given on the City's water rights. Jeff gave an overview on the savings found for the City with the Medford Water "Cost of Service Study."  
  
**Stacey McNichols: Planning Tech Update:**  
Update was given on the Planning Tech training program.
  - b. **Planning Department** - Ian Foster
  - c. **Police Department** - Chief Towe
  - d. **Fire Department**  
**Chief Hull:** Gave report on Fill the Boot, the fire danger level, and Firewise Community.
  - e. **Mayor:**  
**Mayor Becker: Courthouse Lawn Concert:**  
Gave report on the concert at the courthouse.

5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

**a. IGA Between General Fund and Urban Renewal**

Public Comment: None

Council Discussion: Stacey and Jeff gave overview of the IGA. Council asked questions. Jeff and Stacey answered.

Move to: Approve the Urban Renewal Intergovernmental Agreement.

Motion by: Councilor Garcia

Seconded by: Councilor Jesser

Roll Call Vote:

Ayes: 5

Nays: 0

Abstain: 1 - Council Bennington – Not enough knowledge of the original agreement to authorize it.

Motion Carries

**b. Memorandum of Understanding for Peter Britt Gardens**

Public Comment: None

Council Discussion: Jeff introduced the MOU to Council. Councilor Garcia spoke to the MOU. Council commented on the Boosters and MOU Agreement.

Move to: Approve MOU for Peter Britt Garden

Motion by: Councilor Garcia

Seconded by: Councilor Jesser

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries

**c. Approve MOU for South Oregon Waterline**

Public Comment: None

Council Discussion: Jeff introduced the MOU for the Timber Ridge Waterline Agreement. Chief Hull gave his perspective on the larger waterlines. Council asked questions. Jeff answered.

Move to: Approve the MOU for South Oregon Waterline.

Motion by: Councilor Jesser

Seconded by: Councilor Gregg

Roll Call Vote:

Ayes: 5

Nays: 0

Recuse: 1 - Councilor Wall lives on South Oregon & Oak.

Motion Carries

**d. Discussion and Set Public Hearing for Forest Park Master Plan**

Council Discussion: Jeff presented suggestions for the Parks Master Plan. Council made comments and suggestions to the Master Plan. Councilor Garcia will bring back an Operational Plan to City Council on January 19, 2016.

Jeff reports Alan Harper retiring and Rogue Disposal rates going up.

6) **COUNCIL COMMITTEE REPORTS**

- a. **Councilor Bennington:** Speaks to the Planning Commission general session.
- b. **Councilor Jesser:** Reports on final meeting for the CAC code revision. Requested an operational budget for the City offices to move to the courthouse.
- c. **Councilor Gregg:** No Report for Public Safety. Commends the Mayors concert at the courthouse.
- d. **Councilor Wall:** Added to Council Jesser's request and asks for additional figures.
- e. **Councilor Garcia:** Speaks to October 8, 2015 Parks Committee, IT Surveys, recycling on the agenda and transparency and process.
- f. **Mayor Becker:** Reported on movie last Friday.

7) **ADJOURN 7:20 pm**

\_\_\_\_\_  
Paul Becker, Mayor

\_\_\_\_\_  
Kimberlyn Collins, City Recorder

Date approved: \_\_\_\_\_

**CITY OF JACKSONVILLE**  
**Bills Against the City - City Council**  
**NOVEMBER 3, 2015**

<b>GENERAL FUND - ADMINISTRATION DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Data Center West	monthly IT services	88.28
David Forrest	new computer for recorder / support Aug / Sept	1,159.58
		<b>1,247.86</b>
<b>GENERAL FUND - POLICE DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
City of Medford	fuel for PD vehicles Sept 2015	652.79
City of Medford	fuel for PD vehicles Aug 2015	734.34
Data Center West	monthly IT services	23.55
Quill Corporation	supplies for PD	66.36
Rick Savage Auto Body LLC	vehicle repairs - unit 4503	225.00
		<b>1,702.04</b>
<b>GENERAL FUND - PLANNING DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
American Planning Association	annual membership	245.00
Data Center West	monthly IT services	49.06
Rogue Valley Council of Governments	contract planner - sept 2015	4,547.59
		<b>4,841.65</b>
<b>FIRE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Cascade Fire Equipment	supplies for fire dept volunteers	335.00
City of Medford	parts for fire pumper	326.29
City of Medford	repairs to fire pumper	570.13
City of Medford	fuel for FD vehicles Aug 2015	406.06
City of Medford	fuel for FD vehicles Sept 2015	187.39
Data Center West	monthly IT services	23.55
MES - California	uniforms for fire dept	920.34
Southern Oregon Signs LLC	changes to fire dept banner	20.00
Southern Oregon Wireless	fire com wireless head set	375.00
Southern Oregon Wireless	convert pager frequencies	366.74
		<b>3,530.50</b>
<b>CEMETERY FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Southern Oregon Media Group	advertising for public hearing - cemetery	388.49
United Rentals	safety glasses for cemetery dept	14.99
		<b>403.48</b>
<b>STREETS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
City of Medford	repairs for street sweeper	984.09
City of Medford	signs for street dept	46.00
Grabowski Paving	patching and crackfill - 6th St./C St/Powderhorn/Pair-a-Dice	1,850.00
KAS & Associates Inc.	engineer rebill - Timber Ridge subdiv.	45.00
United Rentals	supplies for street dept	51.30
		<b>2,976.39</b>

Vendor Name	Description	Amount
<b>WATER FUND</b>		
Vendor Name	Description	Amount
C & K Market Inc.	supplies for SCR-5 meeting	56.33
Data Center West	monthly IT services	11.78
Mark M. Bateman B2 Backflow Svc	backflow testing	923.00
		<b>991.11</b>
<b>CAPITAL PROJECT FUND</b>		
Vendor Name	Description	Amount
ArcSine Engineering	engineering for electrical - courthouse project	55.20
Briggs Construction	framing interior walls - courthouse project	730.50
KAS & Associates Inc.	contract administration - courthouse project	1,031.41
Mike Lower	framing interior walls - courthouse project	970.00
Pacific Fire Protection	work on courthouse project	38,706.00
Quality Fence Co.	construction fencing - courthouse project	1,600.00
		<b>43,093.11</b>
	<b>TOTAL:</b>	<b>58,786.14</b>
APPROVED BY:	DATE:	

# Staff/Department Reports





# City of Roseburg

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October 12, 2015

Good afternoon to each of you,

I wanted to take a moment and send you all a heartfelt thank you from me, our staff here at the City of Roseburg, our Mayor and City Council, and our entire community. In times of great tragedy, a great need arises. Each of you rose to the occasion of our need.

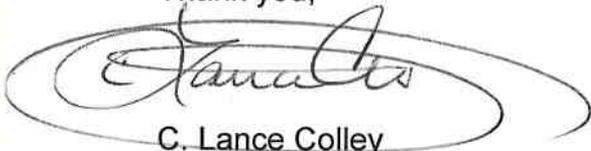
Our local first responders did a magnificent job of responding to the event, as overwhelming as it was. You all helped us get through what turned out to be an even more overwhelming task in the aftermath of the tragedy.

I did not get an opportunity to meet each of you, but it was my great fortune to get to know some of you. Many of you said you were just doing your job. Your jobs were elsewhere, and your communities and organizations shared your time and expertise with us, while knowing that your time at home could not be replaced. For that, again, we are grateful.

As things return to normalcy around here, I hope that I can reach out to you and your agencies on a more personal level to let you know how much we appreciated your help with all that we faced, from completing the investigation through the Presidential visit and through this last weekend as you wrapped up and debriefed.

Please continue to pray for our families who were impacted by this tragic event, and know that you made a positive lasting impact on our community and those who needed us all the most.

Thank you,



C. Lance Colley  
City Manager

On October 1, 2015 at 12:56PM I was contacted by the Oregon State Fire Marshal's Office and requested to be part of a contingency of Oregon State Fire Marshal's Public Information Officers (PIO) to assist fire departments in Douglas Fire District #2 and Roseburg Fire Department. The OSFM was requesting these specific resources and other Incident Management Team Members to assist with a Mass Casualty Shooting Incident which was still in progress at the Umpqua Community College in Roseburg Oregon. This incident differed from other major incidents, in that it did not meet the "Conflagration Criteria" and was entirely a volunteer assistance in nature.

The magnitude of this incident was foreseen to be a major draw of News Media requiring major coordination thru a Joint Information Center (JIC) to disseminate information from a large number of Public Safety Agencies. I proceeded to Douglas County Fire District #2 Fire Station 4 arriving at 4:41 PM to find a press conference in progress with the Sheriff surrounded by news media.

The JIC was formed with representatives from Douglas County Sheriff's Office, the Oregon State Police, Federal Bureau of Investigations, Roseburg Police Department, Douglas County Fire District #2, Roseburg Fire Department, Oregon Office of Emergency Management, and Umpqua Community College, . Assisting in the formation of this JIC and supporting these agencies, were PIO's from Portland Fire Rescue, Tulatin Valley Fire & Rescue, Clackamas County Sheriff's Office, Hillsborough Fire Department, Jacksonville Fire Department and the Community Health Alliance.

It was our job to provide a suitable location for Press Conferences, carried out by the Douglas County Sheriff and his representatives. We had to provide access to the Sheriff to be able to be interviewed by numerous News Stations and Morning Shows which wanted their opportunity to talk to the Sheriff about what had transpired. We had also to provide an opportunity for the Governor and Local, State and National Leaders to hold an outdoor Press Conference and an opportunity for her to thank each of the Emergency First Responders who had participated in the Incident. We had to monitor information being circulated through Social Media as well as the coverage from Video and Written Communication to assure accurate information was being transferred to those media sources.

It was our responsibility to assure that the Media Satellite Trucks were located in a close by proximity, where they not only had access, but also could achieve a signal with their Satellite. This can be quite challenging when you have vehicles of all sizes arriving throughout the night from Los Angeles, Las Vegas, San Francisco, Medford, Eugene, Portland, and Seattle. Media sources flew from South Korea, Australia, France and Canada. Remember the morning shows on the East Coast, begin 3:00 AM local time. The News Media can be quite challenging.

I was utilized Friday afternoon in direct contact with the victims and their families at the Douglas County Fair Grounds. It was my goal to allow the students access without interference from the News Media, unless they desired to do speak to them. Students were given an opportunity at the Fair Grounds, to receive counseling, and reunite with friends and were bussed to the College where they could retrieve their books and belongings in the class rooms and their vehicles that were left in the college parking lot.

While I was at the Fair Grounds, additional Press Conferences had taken place advising the media of the names of the victims and additional details. Upon my return, to the JIC much of the media had already departed. With operational periods already in decline I was allowed to demobilize and return to Jacksonville by 10:00 PM on October 2nd.

In spite of the nature of this incident, it was quite rewarding, to be able to come to the aid of this hurting community, and to work with such a cross section of professionals. Upon return to Jacksonville I was reminded of the fact that one of our own firefighters is enrolled in his Paramedic Curriculum at Umpqua Community College. He was in class Wednesday and would have been there again on Friday had this tragedy not taken place. We are so blessed that he was spared of being in direct contact with this incident. We live in a very small valley and pray for all persons impacted.

**Christopher L. Arnold**  
**Public Information Officer**  
**Jacksonville Fire Rescue**

# Jacksonville City Council Agenda Item Summary



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## Approval of Victorian Christmas Event Packet

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Date: October 23, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: November 3, 2015  
Agenda Item: 5a.

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### **Synopsis:**

Linda Graham will represent the Chamber of Commerce at City Council for Victorian Christmas.

### **Fiscal Impact:**

N/A

### **Recommendations:**

Approve Victorian Christmas Event Packet

### **Exhibits:**

Exhibit A – Memo for items that need approval on this event packet  
Exhibit B – (2) Letters: Sgt. Moore  
Exhibit C – Letter: Chamber of Commerce  
Exhibit D – Large Event Packet

# MEMO

## CITY OF JACKSONVILLE

Date: October 26, 2015  
To: City Council  
From: Kim Collins, Recorder  
Subject: Approval of Victorian Christmas Packet

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### **Set up of Christmas Tree**

Monday, November 16<sup>th</sup> 7:30 am - 3:00 pm

\_\_\_\_\_ Approval of closure of N Third St for the installation and decoration of the Christmas tree.  
Closure 7:30 am – 3:00 pm See map in the packet.

### **Tree Lighting Ceremony: Corner of Third and California St**

Saturday, November 28<sup>th</sup> at 5:30 pm – 7:00 pm

\_\_\_\_\_ Approval of closure of N Third St between California and C St from 3:30 to 7:15 pm.

\_\_\_\_\_ Approval for amplification of announcements during the ceremony. There will be a brass quartet and carolers but they will not be amplified. Carolers will be in the public right-of-way.

### **Victorian Christmas Parade:**

Saturday, December 5<sup>th</sup> 10:00-11:00 am

\_\_\_\_\_ Approval of ODOT permit for closure of California St from 5<sup>th</sup> to Oregon along with the adjacent streets for staging and crowd control. Closure 7:30 am – 11:00 am See map in the packet.

\_\_\_\_\_ Approval for amplification of MC during the parade.

\_\_\_\_\_ Approval for school bands and singers as parade participants but they will not be amplified.

\_\_\_\_\_ Approval of directional signs (design enclosed) to be placed on current directional sign posts during the holiday season. They will direct visitors to various holiday experiences in the Historic Core business district. Removal to be no later than January 4, 2016.

### **Christmas Season Activities:**

Dates: Nov 28<sup>th</sup> & 29<sup>th</sup>, Dec 5<sup>th</sup> & 6<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> Times: 11:00 am – 4:00 pm

\_\_\_\_\_ Approval of Tractor Pulled Wagon Ride or Trolley Drop and Shop.

\_\_\_\_\_ Approval for carolers but they will not be amplified. This is in the public right-of-way.

City Council  
November 3, 2015  
Agenda Item 5a.  
Exhibit "A"

\_\_\_\_\_Approval of hot apple cider and roasted almond station on the sidewalk between Trolley Stop Antiques and US Bank. This is in the public right-of-way.

\_\_\_\_\_Approval of two additional directional sign within the public right-of-way. One on the corner of E St and N Fifth directing people along the detour route of additional parking in the D St Parking lot and one on the corner of N. Oregon and D St.



Jacksonville Police Department  
David P Towe, Chief of Police  
225 S 3<sup>rd</sup> St/PO Box 7  
Jacksonville, Or 97530  
Phone: 541-899-7100 Fax 541-899-5687

FROM: Sgt Daniel Moore

5 Dec 2014

SUBJ: After Action Report, 2014 Christmas Tree Lighting Ceremony

TO: Chief Towe

The 2014 Tree Lighting Ceremony occurred on Saturday, November 29<sup>th</sup>. That morning I contacted Linda Graham at her store to secure a copy of her street closure letter and accompanying maps which addressed both the Tree Lighting and the subsequent Parade on the following weekend. Linda stated she had faxed this information to us in August of this year, but I had not seen it.

The Tree Lighting Ceremony on November 29<sup>th</sup> involved closing N. 3<sup>rd</sup> Street from California Street to C Street. Officer McColly and I were the scheduled on duty officers. I was told that the CERT team would be on hand to assist with crowd control; however they failed to show up. I don't know why.

There were no significant security or public safety incidents. I do however predict future problems with this event.

The presentation area was established immediately next to the tree and the crosswalk on the north side of California Street at 3<sup>rd</sup>. The PA speakers and dais were facing north, toward the Fire Dept. I assume the organizers expected the entire public to stand in the one block area between California and C Streets, but they did not. The public apparently had no way of knowing where they were supposed to go to see and hear the action.

Officer McColly and I spent nearly all of our time trying to keep people out of California Street due to the crosswalk being clogged with the public trying to watch the ceremony. People crossing the street had to go around the clogged crosswalk, into the lane of traffic, then back onto the sidewalk. Half of the roped off viewing area appeared empty to me when I looked. At one point, I walked to the north end of the viewing area, near the Fire Dept., but could not hear or see anyone conducting the ceremony or speaking due to the amount of people between me and the Christmas tree.

Returning to California Street to help Officer McColly with crowd and traffic control, I heard many instances of children whining and complaining to their parents that they could not see nor hear what was going on, specifically that they could not see Santa.

City Council  
November 3, 2015  
Agenda Item 5a.  
Exhibit "B"



Jacksonville Police Department  
David P Towe, Chief of Police  
225 S 3<sup>rd</sup> St/PO Box 7  
Jacksonville, Or 97530  
Phone: 541-899-7100 Fax 541-899-5687

Many of the public began to accumulate in the crosswalk across California Street on the south side of the street between Umi Sushi and the Boomtown Saloon. Seeing that the crowd had nowhere else to go, and that they were standing in a live intersection, I continued to the intersection of S Third and Main and blocked it with cones so that approaching traffic from S Third would have to detour either east or west on Main Street. The crowd then continued to grow on S Third at the crosswalk until after the ceremony was complete.

Upon completion of the ceremony, foot traffic back and forth across both Third Street crosswalks going across California were so busy and continuous, Officer McColly had to manually direct traffic in the intersection to keep an even flow.

In conclusion, it is my opinion that either the tree location should be moved or California Street should be blocked off, at least from 4<sup>th</sup> to Oregon. If the Fire Dept. tree was used again, 3<sup>rd</sup> could be blocked from California to D, and C Street could be blocked from Oregon to 4<sup>th</sup>. Of course those are just suggestions.

For the last 20 years, I have worked and observed pretty much every one of these events. Organizers need to remember that the next one will always be larger than the last one and plan for it accordingly.

  
Daniel J. Moore, Sgt



Jacksonville Police Department  
David P Towe, Chief of Police  
225 S 3<sup>rd</sup> St/PO Box 7  
Jacksonville, Or 97530  
Phone: 541-899-7100 Fax 541-899-5687

FROM: Sgt Daniel Moore, JVPD

12 Dec 2014

SUBJ: After Action Report for 2014 Victorian Christmas Parade

TO: Chief David Towe

The 2014 Victorian Christmas Parade occurred on Saturday, December 6<sup>th</sup>, 2014 between the hours of 7:30 am until about 11:30 am or so. Officer Slagle and I were assigned that day.

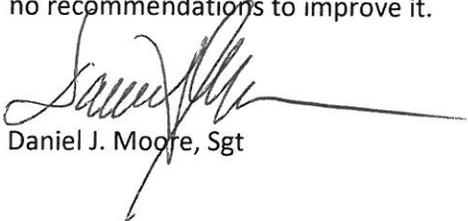
All traffic detour routes were posted by Ed Hunt and then removed by Ed Hunt, as usual, and as usual, went flawlessly. Ed always coordinates with me when the time comes to open up the highway to traffic and it goes very smoothly and safely.

This being the second year of the parade occurring on a Saturday morning versus the past practice of Friday evening rush hour in darkness, it was a much safer environment with less by-pass traffic than we would expect in the past. Drivers could see the signage and pedestrians much easier than at night. I spoke with many on-lookers who commented that they also thought the parade was much more enjoyable during the daylight because they could see it more clearly, there weren't headlights and spotlights complicating their vision, and it is generally warmer during the daylight hours.

There were four CERT members on hand; two each at the intersections of Oregon and California and 5<sup>th</sup> and California. They did fantastic jobs.

My only continuing concern is S. 5<sup>th</sup> Street between California and Pine Streets. The parade officially ends at California and 5<sup>th</sup> and the CERT members are told to instruct the parade participants to proceed into Doc Griffin Park to disband, undress, pack the equipment, etc. The issue is that S. 5<sup>th</sup> is a designated detour route for traffic in both directions, yet we have half the street blocked off for the parade participants to get from California Street to the park. This has been a safety concern of mine for several years, but now that the event occurs in the daylight hours, it is significantly safer than it was on a Friday night during rush hour.

In summary, this year's parade went very smoothly, as smoothly as I can remember one. I have no recommendations to improve it.

  
Daniel J. Moore, Sgt

City Council  
November 3, 2015  
Agenda Item 5a.  
Exhibit "B"



HISTORIC  
JACKSONVILLE  
CHAMBER OF COMMERCE

Oct. 14, 2015

Honorable Mayor Paul Becker & Jacksonville City Council  
City of Jacksonville  
P.O. Box 7  
Jacksonville, OR 97530

Dear Mayor Becker & Council members,

It is with great excitement that we come to you requesting your approval of not only our traditional Victorian Christmas celebration, but one that has embraced many changes that, we hope, will be a benefit for all in years to come. We are offering the "Tree Lighting Ceremony" on Saturday, November 28<sup>th</sup> at 5:30 pm on N. 3<sup>rd</sup> St. adjacent to the Beekman Bank. There will be caroling and music provided by the Rogue Valley Symphony Brass Quintet along with the "official" lighting of the town's tree by Father Christmas. Local businesses are being encouraged to stay open until 7:00 pm this night. The "Christmas Parade" has been moved to Saturday, December 5<sup>th</sup> at 10:00 am. It is hoped that this time period will be easier for all participants as well as beneficial to all the local merchants by providing them with a "captive audience" first thing on a busy Holiday morning. It is our hope to have the streets, and parking, opened up to all shoppers and visitors by 11:30 am. We understand that there have been difficulties, in the past, with crowd/parade control at the corner of 5th & California Streets (for the parade) and N. 3<sup>rd</sup> & California Sts. (for the tree lighting). Additional parade marshals have been added to alleviate this concern. After that, every weekend, up through December 20<sup>st</sup>, will have carolers roaming the streets, horse-drawn wagon rides, visits with Father Christmas, hot apple cider to mingle with enchanted shoppers, with their families, amongst the aroma of fresh cedar boughs and delicate holiday lights outlining the attributes of our lovely buildings. Without further ado, we are asking for the following (Please refer to the maps provided for each event) :

- Use of Public Works personnel to deliver, place & erect the "tree stand" at the Beekman Bank Well on Nov. 16<sup>th</sup> on or before 9:00 am. We also request the use of 2 "street closed" signs for the tree lighting event . The event will require the use of city-owned barricades (4 each) for street closure of N. 3<sup>rd</sup> St.. We also need to use the city's 6 extra garbage cans. All signs & cans will be collected and returned to the Fire Department upon reopening of the streets.
- N. 3<sup>rd</sup> St. (between California & C Sts.) to be closed for the Tree Lighting Ceremony from 3:30 pm to 7:30 pm on Nov. 28<sup>th</sup>.
- Closing of California St. (along with its surrounding arterials from C to Main Sts.)) from 7:30 am to 11:30 am on Dec. 5<sup>th</sup>
- We are also requesting the use of the City's directional sign posts to add some of our own signs guiding visitors to the various holiday experiences being provided.

The appropriate emergency departments (police, fire, ambulance & 911 dispatch, RVTD) will receive the schedules and maps upon your approval. The required "special event" form has been completed and submitted to the City recorder. If you have any questions or concerns, I can be reached on my cell at (541) 601-3416 or email me at [executivedirector@jacksonvilleoregon.org](mailto:executivedirector@jacksonvilleoregon.org) . Thank you for your consideration in this matter.

Sincerely,



Tim Balfour, Executive Director

City Council  
November 3, 2015  
Agenda Item 5a.  
Exhibit "C"

**Medium and Large Event Permit Application**  
**on Public Property**

RECEIVED  
OCT 15 2015  
CITY OF JACKSONVILLE

*An event is any activity upon public property that will affect the ordinary or permitted use of that property, public streets, rights of way or sidewalks; or will incur extraordinary costs for personnel, materials, and services by the City. A permit is needed if it generates impacts greater than the normal and customary use of City property, parks, streets, rights of way or sidewalks.*

*If an event occurs on private property and anticipates greater than 300 participants the property owner/sponsor must notify the City in writing 14 days in advance. This will be to work with the City to be sure that public safety issues such as traffic, parking and noise are mitigated and that public safety personnel can be notified in case of an emergency. This can be done by letter or email to the Recorder at [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us) or PO Box 7, Jacksonville OR 97530. Please include date, start and end time, anticipated number of participants and contact information for the event coordinator. No permit is required as long as the entire event occurs on private property.*

**PERMIT PROCESS**

This Event Permit Application serves a dual purpose. First, it is intended to provide the City of Jacksonville with information needed to evaluate your application as it relates to public health and safety. It is also to help you plan and organize your event. If questions do not apply to your event simply indicate so by writing "not applicable".

The permit application process begins when you submit a completed application along with the base fee to the City of Jacksonville. Acceptance of your application does not constitute final approval of your request. The application will be reviewed in accordance with all applicable chapters of the Jacksonville Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations.

**There are two levels of fees for this packet; \$100 for a packet which requires no City Council approval and \$200 for a packet which requires any City Council approval.**

**Applications shall be submitted no later than 30 days prior to the scheduled event.** In many cases an event request might be reviewed by the Planning Department, Public Safety Departments and the City Council. It is the applicant's responsibility to provide the requested documentation in a timely manner.

**No application will be accepted without the base \$100 fee. The applicant will be notified if Council approval is needed. The additional \$100 fee will due at time of notification. Items needing Council approval have been indicated on this permit application in order to help you plan.**

An increased volume of vehicular or pedestrian traffic, parking issues, trash, noise or refuse is an example of an increased impact as identified in the first paragraph. Events may include, but are not limited to, fairs, art and hobby shows, farmer's markets, educational or cultural events, festivals, and block parties. Demonstrations and other lawful assemblies, including but not limited to private social gatherings that will make no use of City streets, parks or rights-of-way other than for lawful parking do not need an Event Permit.

Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates in order to complete the review process. (Contact: City Recorder, at PO Box 7 or 110 E Main St, Jacksonville OR 97530. Email [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us), Phone 541.899.1231 and Fax 541.899.7882)

**INTERNET/SPECIAL EVENTS CALENDAR**

The City provides a calendar of upcoming special events on the internet at [www.jacksonvilleor.us](http://www.jacksonvilleor.us). You may wish to consult this calendar to minimize conflicts with other scheduled events at [www.jacksonvilleor.us](http://www.jacksonvilleor.us).

City Council  
November 3, 2015  
Agenda Item 5a.  
Exhibit "D"

Name/Title of Event

**VICTORIAN CHRISTMAS**

**APPLICANT AND HOST ORGANIZATION INFORMATION**

A written communication from the Chief Officer of the Sponsor Organization authorizing the applicant and/or professional event organizer to apply for this Event Permit on their behalf must be submitted with your permit application and their signature is required on this form if the Chief Officer is not signing this permit application.

NOTE: until a permit is issued by the City, the Event has not been officially approved and is subject to all applicable fees, fines and violations as listed within the Municipal Code of the City of Jacksonville.

**AFFIDAVIT OF APPLICANT**

On behalf of the sponsor(s) I certify that the information contained in the permit application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under the Jacksonville Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the Administrator's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I/we agree to abide by these rules, and further certify that I, on behalf of the Sponsor Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event and associated vendors or business participants to the City of Jacksonville.

On behalf of Sponsor Organization: *Jacksonville Chamber of Commerce*

Print Name of Sponsor Representative: *Tim Balfour, Executive Director*

Sponsor Address: *P.O. Box 33*  
City *Jacksonville* State *OR* Zip *97530*

Telephone Day *(541) 899-8118* Evening *(541) 899-1360* Fax *(541) 899-4462*  
Email [\*executivedirector@jacksonvilleoregon.org\*](mailto:executivedirector@jacksonvilleoregon.org)

Sponsor Representative Signature\*\*: *Tim Balfour* Date: *10-14-15*

\*\*my signature as sponsor representative indicates that I am lawfully able to enter into a contract on behalf of this sponsor

On behalf of Co-Sponsor Organization: \_\_\_\_\_

Print Name of Co-Sponsor Representative: \_\_\_\_\_

Co-Sponsor Address: \_\_\_\_\_

Co-Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title of Event

VICTORIAN CHRISTMAS

Print Name of Event Organizer if different than sponsor(s): \_\_\_\_\_

Title: \_\_\_\_\_

Event Organizer Address: \_\_\_\_\_

Event Organizer contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE REQUIREMENTS AND SPONSORSHIP INFORMATION**

**No Event Permit will be issued without the required evidence of insurance submitted and approved in a timely manner.**

**Insurance Requirements.**

- The **Sponsor(s)** must provide the City with a Certificate of Insurance, with copies of any endorsements, evidencing commercial general liability insurance, in the minimum amount of one million dollars (\$1,000,000) per occurrence
- Name the "City of Jacksonville and it's officers, volunteers, City Council, employees and agents" as additional named insured.
- There must be an "x" or "y" for yes in the additional insured column  
If alcohol is served, Liquor Legal Liability Rider in the same amount is also required. The City reserves the right to increase insurance requirements depending on its assessment of level of risk. It must be indicated with the "x" or "y" also.

Name of Insurance Agency of Sponsor: *Liberty Mutual*

**\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.**

Name of Insurance Agency: *Brown & Brown NW Insurance*

Address: *3256 Hillcrest Park Drive – Medford, OR 97504*

*Jessica Cleeton email: [jcleeton@bbnw.com](mailto:jcleeton@bbnw.com) T: 541-494-2672 | F: 541-494-2772*

Name of Insurance Agency of Co-Sponsor: on file

**\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.**

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

**Special Insurance Requirements for Vendors.** The **Sponsor(s)** are responsible for obtaining from each vendor serving food and/or alcohol and/or offering activities (bounce houses, or similar) a Certificate of Insurance, with copies of any endorsements, from each such vendor, for the sponsors benefit. The City of Jacksonville does not require them from vendors.

**All vendors must have a valid business license with the City of Jacksonville.**

Sponsor signature  \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

Name/Title of Event

**VICTORIAN CHRISTMAS**

**Hold Harmless.** Only to the extent of the amount of the required insurance, the Sponsor(s) agrees to defend, pay, save and hold harmless the City, its officers, volunteers, City Council, employees, and agents from any and all claims as lawsuits for personal injury or property damage arising from the Event, except any claims arising solely out of the negligent acts of the City, its officers, volunteers, City Council, employees, and agents.

Sponsor signature Tim Balfour Co-sponsor signature \_\_\_\_\_

**General.** Until the requested Event Permit is issued, the Event is deemed not approved and Sponsor(s) is subject to applicable fines, fees and charges for unpermitted activities under the Jacksonville Municipal Code.

- o Sponsor(s) will be charged for any cleanup of property not left in same or better condition after the Event.
- o By execution by its Coordinator, Sponsor(s);
  - warrants the above to be true and correct;
  - this application is subject to rules and regulations of the City, its Administrator or designee thereof;
  - will comply with all other city, county, state and federal laws applicable to the Event conduct and its venue;
  - understands that the issuance of the Event Permit is contingent on Sponsor supplying all documentation and the payment of applicable fees required by the City; and certifies that the Coordinator has been duly authorized to execute this Application and bind the Sponsor(s) accordingly.

Sponsor signature Tim Balfour Co-sponsor signature \_\_\_\_\_

Dated: *10-14-15*

Dated: Oct. 12, 2015



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown Northwest 3256 Hillcrest Park Drive  Medford OR 97504	<b>CONTACT NAME:</b> Jessica Cleeton <b>PHONE (A/C, No., Ext):</b> (541) 772-1111 <b>E-MAIL ADDRESS:</b> jcleeton@bbnw.com		<b>FAX (A/C, No):</b> (541) 772-3785
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Jacksonville Chamber Of Commerce PO Box 33  Jacksonville OR 97530	<b>INSURER A:</b> American States Insurance Co		<b>19704</b>
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES** CERTIFICATE NUMBER: 15 16 GL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		01CH6329029	11/7/2015	11/7/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 <input type="checkbox"/> MED EXP (Any one person) \$ 10,000 <input type="checkbox"/> PERSONAL & ADV INJURY \$ 1,000,000 <input type="checkbox"/> GENERAL AGGREGATE \$ 1,000,000 <input type="checkbox"/> PRODUCTS - COMP/OP AGG \$ 1,000,000 <input type="checkbox"/> Employment Practices Liability \$ 10,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

RECEIVED  
OCT 20 2015  
CITY OF JACKSONVILLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: Victorian Christmas Nov. 28 thru Dec. 20th  
 Liability Plus Endorsement, CG7635, 02/07 includes additional insured coverage per the attached form when required by a signed, written contract. Coverage is subject to policy terms, conditions, and exclusions.

<b>CERTIFICATE HOLDER</b> (541) 899-7882  City of Jacksonville and Its Officers, Employees, Agents, City Council and Volunteers PO Box 7 Jacksonville, OR 97530	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  J Cleeton/JESSCL <i>J Cleeton</i>
--	--

**SUMMARY OF EVENT DESCRIPTION**

**Description of your event, including a timeline:**

*This is a city-wide event that focuses on the Christmas holiday season. We strive to bring together both commercial and residential factions of the wonderful city in which we live. Although the Chamber of Commerce is the official sponsor, local service **groups** have joined in to become an integral part of the planning and implementation of every aspect of this celebration throughout the holiday season. Sat., **Nov. 28<sup>th</sup>** 5:30-7 pm there will be a Tree Lighting Ceremony on N. 3<sup>rd</sup> St.; Sat., **Dec. 5<sup>th</sup>** 10:00 am will be the Christmas Parade down S. Oregon & California Sts.; each weekend includes visits with Father Christmas, **tractor pulled wagon rides (or trolley rides if not available)**, carolers & performers, apple cider. Beckman House tours 11 am- 3pm provided by Heritage Society volunteers each weekend **11-28** through **12-20**.*

**Will there be an admission charge?**    Yes    No

What, if anything, does the admission charge entitle the participant to? ie; wine tasting glass, participation in wine walk, admission to musical activity.

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**Location (be specific, park name and location, street name, etc.) If this is a parade, procession, march etc you will need to attach a map with the route identified clearly with start and finish locations. Remember street closures require additional documentation and City Council approval. Fifth St north of California and California west of Fifth St is a state highway and subject to additional regulations defined by ODOT.**

*The Tree Lighting ceremony will be at N. 3<sup>rd</sup> St. (between C & California Sts.). The parade will assemble on Main St., between S. 4<sup>th</sup> & S. Oregon Sts., then proceed down S. Oregon St. to California St. and continue down California St. to N. 5<sup>th</sup> St. to disperse from there. (see attached map). Father Christmas will be located at the Beckman Bank (facility use permit submitted with this event form packet). Cider will be served in front of the U.S. Hotel in a way that will not impede pedestrian flow. **Tractor pulled wagon rides are being planned to replace the horse drawn rides due to the passing of the prior highly-trained paid of draft horses. Trolley drop and shop rides are being considered as a possible substitute.***

**Event Category (Check all that apply)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Art/Antique Show   | <input type="checkbox"/> Cultural              | <input checked="" type="checkbox"/> Festival/Celebration                                     |
| <input type="checkbox"/> Athletic/Recreation  | <input type="checkbox"/> Dance                 | <input checked="" type="checkbox"/> Live Animals ( <i>parade entries w/waste patrol</i> )    |
| <input type="checkbox"/> Block Party  | <input type="checkbox"/> Educational           | <input checked="" type="checkbox"/> Museum Special Attraction ( <i>Beckman House tours</i> ) |
| <input type="checkbox"/> Carnival   | <input type="checkbox"/> Exhibits/Misc.        | <input checked="" type="checkbox"/> Parade/Procession/March                                  |
| <input type="checkbox"/> Circus   | <input type="checkbox"/> Fair                  | <input type="checkbox"/> Sidewalk event  |
| <input checked="" type="checkbox"/> Concert/Perform ( <i>carolers &amp; musicians</i> ) | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Other (be specific)   |

**Participants**   Estimated Total: **5000**   Per Day: **500**

Name/Title of Event

**VICTORIAN CHRISTMAS**

DATE/TIME *(The following dates & times are for the ENTIRE event period)*

Event Starts Date **November 28, 2015** Time *5:00 pm* Day of Week *Saturday*

Event Ends Date **December 20, 2015** Time *4:00 pm* Day of Week *Sunday*

Yes  No  Is this an annual event?

Yes  No  Do you anticipate this to be an annual event?

How many years have you been holding this event? **22 yrs.**

Previous Location(s) \_\_\_\_\_

Contact Name and Number for previous location:  
\_\_\_\_\_

**ORGANIZATION STATUS, BUSINESS LICENSES/PROCEEDS/REPORTING**

Yes  No  Is the Sponsor Organization a commercial entity?

Yes  No  Does this event qualify for the umbrella business license in the City of Jacksonville?

Yes  No  Does the Sponsor Organization have a business license in the City of Jacksonville?

Yes  No  Is the Sponsor Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(3)C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application and obtain a business license at no cost

Yes  No  Will there be vendors at the event?

Yes  No  Do the vendors have a business license in the City of Jacksonville? **N/A**

You will be required to provide a final list with the name of each vendor and contact information for the vendor no later than seven business days prior to the start of the event. This information shall be provided to the City Recorder.

**THE SPONSOR OF THE EVENT IS ULTIMATELY RESPONSIBLE FOR EACH VENDOR OR BUSINESS PARTICIPANT BEING IN COMPLIANCE WITH THIS EVENT PACKET.**



**initial your acknowledgement of the statement above.**

Vendors who will be serving food or vendors providing activity items such as bounce houses, climbing walls and similar activities are recommended to provide the Sponsor(s) with a Certificate of Insurance. The liability coverage must be \$1,000,000 per occurrence and naming the Sponsor(s) and its employees and volunteers as the additional named insured. A copy of any and all endorsements should accompany the Certificate of Liability Insurance.

The event sponsors signature on this packet indicates a legal and binding contract has been entered into on behalf of ALL PARTIES in the event. The City of Jacksonville reserves the right to require more insurance for events deemed by the City to have additional risk to the City.

**Name/Title of Event**

***VICTORIAN CHRISTMAS***

You are required to provide the vendor list and required business licenses at least 7 days prior to the event. You can update the list up to 4 business days prior to the start of your event as long as all documentation is provided at time of update.

# SAFETY, STREETS AND SITE PLAN PART 2

## SAFETY AND SECURITY PLAN

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes  No

If yes, is this a parking lot? Yes  No

Is this a public street? Yes  No

Is this a state Highway? Yes  No  (Fifth St and California St are part of Hwy 238)

## SITE PLAN/ROUTE MAP

Your attached event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so. All site plans/route maps must be approved by the Fire Department, Police Department and the Public Works Department.

Yes  No  An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures along with the starting and ending points.

Yes  No  Will flaggers be needed? If yes, professional flaggers must be hired by the Host Organizer at their expense. Documentation of this hire along with appropriate liability insurance and business license fees must be provided with this application.

Yes  No  Will fencing, barriers and/or barricades be required? Indicate any removable fencing for emergency access. Barriers and barricades will not be provided by the City. Adequate numbers of garbage cans, recycle containers, parking, restroom/porti-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean-up and removal of the above items.

Yes  No  Other related event components not listed above. Please attach documentation.

*All trash cans, barricades, caution tape and stage sections to be dropped off & picked up at the Fire Dept. (alley side)*

*The Christmas tree "stand" at public works needs to be delivered and set up, over the well on N 3<sup>rd</sup> St., the week prior to Nov. 16<sup>th</sup>*

*On Monday, Nov. 16<sup>th</sup> (7:30 am-3:00 pm) Placement & Decoration of Town Christmas Tree: N. 3<sup>rd</sup> St. will be closed, between California & "C" Streets. We will be using 4 city-owned barricades with attached caution tape between them to achieve this. These are to remain at the Fire Dept. grounds for the Tree Lighting the following weekend.*

*On Sat. **Nov. 28<sup>th</sup>** (5:30-7 pm) "Tree Lighting Ceremony": N. 3<sup>d</sup> St. will be closed, between California & "C" Streets from 3:30 pm until 7:15 pm. We will be using 4 city-owned barricades with attached caution tape between them to achieve this. We will also need 6 city garbage cans to accommodate any trash overflow. These cans will be returned to the Fire Dept. grounds but kept to be used for the parade on the following weekend. We will also require 1 each of the 1ft. & 2 ft. Stage Sections (Britt owned but City stored) to be delivered & picked up on the following Monday. The night of the event, CERT and other volunteers (with safety vests) will be on hand to keep crowd from spilling out on to California St.*

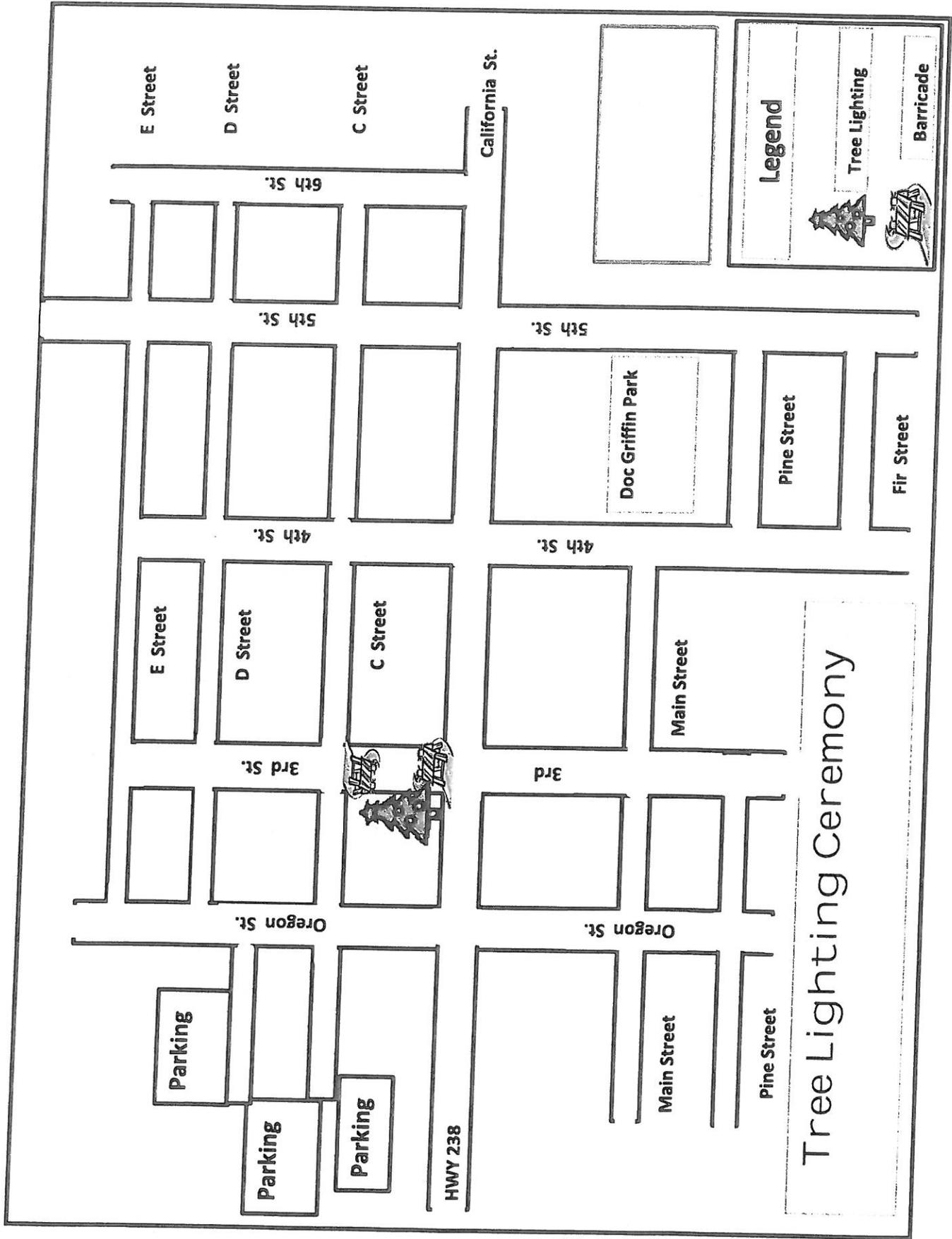
***The stage sections need to be delivered the Wednesday prior to Thanksgiving.***

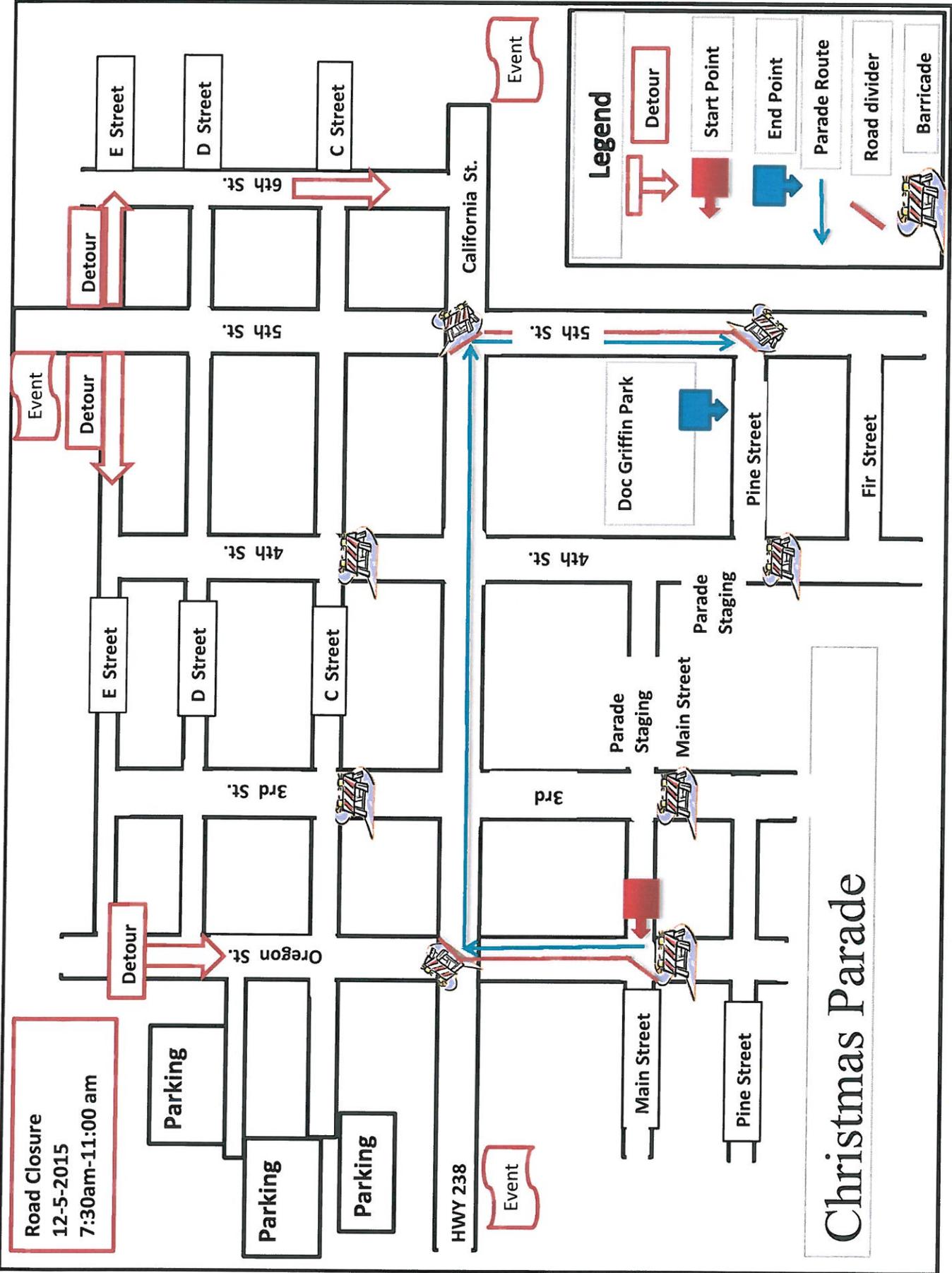
*On Mon., **Nov. 30<sup>th</sup>** the stage sections, trash cans & barricades need to be picked up & returned to Public Works. Evergreen swags with red bows attached are to be placed, by Public Works, on each lamp post at each intersection starting with D St. on N. 5<sup>th</sup> St. then along California St. up to and including Oregon St.. These will be dropped off to Public Works the day prior by a Chamber representative.*

*On Sat., **Dec. 5<sup>th</sup>** (10:00 am-11:00 am) "Christmas Parade": Main St. (between S. 4<sup>h</sup> & S. Oregon Sts.), S. Oregon St. (between W. Main & W. California Sts.), California St. (between Oregon & N. 5<sup>h</sup> Sts.), N. & S. 4<sup>h</sup> St. (from "C" to Main Sts.) and N. & S. 3<sup>d</sup> St. (between "C" & Main Sts.) will be closed to parking & traffic flow from 7:30 am to 10:30 am). The Main St., S. Oregon St. and 3<sup>d</sup> & 4<sup>h</sup> St. The west lane of S. Oregon St. will remain open to flow-through traffic. The Main St., S. Oregon St. and 3<sup>d</sup> & 4<sup>h</sup> St. closures will use city barricades (24) with attached caution tape between them to achieve their closure. No parking will be allowed on that side of the street & The east lane of S. 5<sup>th</sup> St. will remain open to flow-through traffic with the west lane closed to complete parade route flow to closure at Doc Griffin Park . No parking will be allowed on that side of the street. E. Pine St. will be closed to all traffic other than parade entries. California St. will be closed with official ODOT approved signs and barricades provided by Ed Hunt from the City of Medford. Signs will be posted the day prior to each event warning drivers of these closures. Parade marshals will monitor all intersections to control pedestrian & vehicular traffic. Traffic to be detoured from N. 5<sup>th</sup> down E St. both to N. Oregon (western detour) to 6<sup>th</sup> St. (eastern detour) to help alleviate congestion at closed intersection of westbound 5<sup>th</sup> & California Sts. (see attached map). "spectators must remain on sidewalks" signs will be posted on both sides of California St. & So. Oregon St.. We will request the assistance of 4 CERT members to aid in crowd control at the intersections of 5<sup>th</sup> & California Sts. and California & Oregon Sts.*

*On Mon., **Dec. 7<sup>th</sup>** all barricades & trash cans are to be picked up & returned to public works.*

*On **January 4<sup>th</sup>** 4 city-owned barricades need to be delivered to the Fire Dept. in order to close N. 3<sup>d</sup> St. to undecorated and take down the tree the following week. Public Works can also remove the evergreen swags from the light posts at this time. The bows must be removed and given back to the Chamber of Commerce to store for use the following year.*





# Christmas Parade



CHAMBER OF COMMERCE

October 14, 2015

Chief Dave Towe, Jacksonville Police Dept.  
Chief Devin Hull, Jacksonville Fire Dept.  
911 Dispatch Center  
Mercy Flights Dispatch Center  
RVTD Dispatch Center

RECEIVED

OCT 22 2015

CITY OF JACKSONVILLE

I am writing to inform you of the following street closures & times:

*On Monday, Nov. 16<sup>th</sup> (7:30 am-3:00 pm) Placement & Decoration of Town Christmas Tree: N. 3<sup>rd</sup> St. will be closed, between California & "C" Streets from 3:30 pm until 6:00 pm. We will be using 4 city-owned barricades with attached caution tape between them to achieve this.*

*On Sat. Nov. 28<sup>th</sup> (5:30-7 pm) "Tree Lighting Ceremony": N. 3<sup>rd</sup> St. will be closed, between California & "C" Streets from 3:30 pm until 7:30 pm. We will be using 4 city-owned barricades with attached caution tape between them to achieve this.*

*On Sat., Dec. 5<sup>th</sup> (10:00 am-11:00 am) "Christmas Parade": Main St. (between S. 4<sup>th</sup> & S. Oregon Sts.), S. Oregon St. (between W. Main & W. California Sts.), California St. (between Oregon & N. 5<sup>th</sup> Sts.), N. & S. 4<sup>th</sup> St. (from "C" to Main Sts.) and N. & S. 3<sup>rd</sup> St. (between "C" & Main Sts.) will be closed to parking & traffic flow from 7:30 am to 11:00 am). The Main St., S. Oregon St. and 3<sup>rd</sup> & 4<sup>th</sup> St. closures will use city barricades (24) with attached caution tape between them to achieve their closure. The west lane of S. Oregon St. will remain open to flow-through traffic. No parking will be allowed on that side of the street & The east lane of S. 5<sup>th</sup> St. will remain open to flow-through traffic with the west lane closed to complete parade route flow to closure at Doc Griffin Park . No parking will be allowed on that side of the street. E. Pine St. will be closed to all traffic other than parade entries. California St. will be closed with official ODOT approved signs and barricades provided by Ed Hunt from the City of Medford. Signs will be posted the afternoon prior to each event warning drivers of these closures. Parade marshals will monitor all intersections to control pedestrian & vehicular traffic. Traffic to be detoured from N. 5<sup>th</sup> down E St. both to N. Oregon (western detour) to 6<sup>th</sup> St. (eastern detour) to help alleviate congestion at closed intersection of westbound 5<sup>th</sup> & California Sts. (see attached map).*

Jacksonville's CERT members will be providing assistance with crowd control for the morning of 12-5, 2014 from 9:30 am to 11:00 am. There will be a team of 4 that will be split up for control at N. 5th & California Streets and at So. Oregon & California Streets. These members have been trained in traffic and crowd control methods and will be attired in their official reflective CERT vests with flashlights as well as hand-held radio communication. It is our hope to have the streets, and parking, opened up to all shoppers and visitors by 11:30 am. We understand that there have been difficulties, in the past, with crowd/parade control at the corner of 5th & California Sts. (for parade) as well as N. 3<sup>rd</sup> & California Sts. (for tree lighting). Additional parade marshals have been added to alleviate this concern. If you have any questions, please feel free to contact me. Thank you!

Sincerely,

Tim Balfour, Executive Director

**RECEIVED**  
**OCT 27 2015**

**APPLICATION AND PERMIT TO OCCUPY OR  
 PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

**08M 41062**

CLASS: KEY#

<b>CITY OF JACKSONVILLE</b>			<b>GENERAL LOCATION</b>			<b>PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)</b>			
HIGHWAY NAME AND ROUTE NUMBER OR-238 / 272 / Jacksonville						<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE	
HIGHWAY NUMBER Hwy. 238 (#272)		COUNTY Jackson		<input type="checkbox"/> BURIED CABLE	TYPE	<b>COPY</b>			
BETWEEN OR NEAR LANDMARKS On Highway 238, from Jackson Cr. through Jacksonville, to Shafer Lane									<input type="checkbox"/> PIPE LINE
HWY. REFERENCE MAP		DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN		FEE AMOUNT	
APPLICANT NAME AND ADDRESS City of Jacksonville Kimberlyn Collins @ (541) 899-1231 ext. 312 PO Box Jacksonville, OR 97530						<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW			
						<b>FOR ODOT USE ONLY</b>			
						BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REFERENCE: OAR 734-55-035(2)	AMOUNT OF BOND
						INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		REFERENCE: OAR 734-55-035(1)	SPECIFIED COMP. DATE 12/15/15 <i>A-A</i>

**DETAIL LOCATION OF FACILITY (For more space attach additional sheets)**

MILE POINT	TO MILE POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
33.0	34.0	N/A	N/A	BOTH		WITHIN			

**DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES**

The City of Jacksonville manages the overhead banner program with ODOT, at the above location on Highway 238. *\* SEE BELOW*

**SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)**

- TRAFFIC CONTROL REQUIRED:  YES [OAR 734-55-025(6)]  NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?  YES [OAR 734-55-100(2)]  NO [OAR 734-55-100(1)] *A-A*
- AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: (541) 774-6360
- OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.
- A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. **CALL BEFORE YOU DIG 1-800-332-2344**

**COMMENTS - ODOT USE ONLY**

Permit holder to manage the above described program.  
 No traffic control planned. All traffic control must meet MUTCD and State standards.  
 See attached banner description / drawing (approved by the City).

*\* 2015 "Victorian Christmas" Parade on 12-05-15; Valid till 1:00 PM*

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <i>X Kimberlyn Collins</i>		TITLE Kimberlyn Collins	DATE 10-27-15
APPLICANT SIGNATURE <i>X Kimberlyn Collins</i>	APPLICATION DATE 10/21/15	TITLE Kimberlyn Collins	TELEPHONE NO. 541-899-1231
DISTRICT MANAGER OR REPRESENTATIVE <i>X [Signature]</i>			APPROVAL DATE 10-27-15

When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.



### APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS :	KEY#
---------	------

GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-238 / 272 / Jacksonville			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER Hwy. 238 (#272)	COUNTY Jackson		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS On Highway 238, from Jackson Cr. through Jacksonville, to Shafer Lane			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	
APPLICANT NAME AND ADDRESS City of Jacksonville Kimberlyn Collins @ (541) 899-1231 ext. 312 PO Box Jacksonville, OR 97530			<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
			<b>FOR ODOT USE ONLY</b>		
			BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND
			INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE 12/5/15

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	TO	MILE POINT	ENGINEERS STATION	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
						CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
33.0		34.0	N/A	N/A	BOTH		WITHIN			

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

The City of Jacksonville manages the overhead banner program with ODOT, at the above location on Highway 238.

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

TRAFFIC CONTROL REQUIRED  YES [OAR 734-55-025(6)]  NO

- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?  YES [OAR 734-55-100(2)]  NO [OAR 734-55-100(1)]

◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: (541) 774-6360 OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.

◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.

◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.

**CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

Permit holder to manage the above described program.  
No traffic control planned. All traffic control must meet MUTCD and State standards.  
See attached banner description / drawing (approved by the City).

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>		TITLE	DATE
APPLICANT SIGNATURE <b>X Kimberlyn Collins</b>	APPLICATION DATE 10/21/15	TITLE Kimberlyn Collins	TELEPHONE NO. 541-899-1231
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.		DISTRICT MANAGER OR REPRESENTATIVE <b>X</b>	APPROVAL DATE

emailed 10/21/15 Roger  
waiting to hear from him for hard copy





Date: Author: Project: j-ville

Comments: Jacksonville Victorian Christmas Parade Saturday Dec 5th 8:00 a.m.- 12:30 p.m.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown Northwest 3256 Hillcrest Park Drive Medford OR 97504		<b>CONTACT NAME:</b> Jessica Cleeton <b>PHONE (A/C. No. Ext):</b> (541) 772-1111 <b>E-MAIL ADDRESS:</b> jcleeton@bbnw.com <b>FAX (A/C. No.):</b> (541) 772-3785	
<b>INSURED</b> Jacksonville Chamber Of Commerce PO Box 33 Jacksonville OR 97530		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> American States Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 19704	

**COVERAGES**                      **CERTIFICATE NUMBER:** 15 16 GL                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVD					
A	COMMERCIAL GENERAL LIABILITY	X		01CH6329029	11/7/2015	11/7/2016	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
							Employment Practices Liability	\$ 10,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB							\$
	EXCESS LIAB						EACH OCCURRENCE	\$
	DED						AGGREGATE	\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE:** Victorian Christmas Nov. 28 thru Dec. 20th  
 Liability Plus Endorsement, CG7635, 02/07 includes additional insured coverage per the attached form when required by a signed, written contract. Coverage is subject to policy terms, conditions, and exclusions.

<b>CERTIFICATE HOLDER</b> (541) 899-7882  City of Jacksonville and Its Officers, Employees, Agents, City Council and Volunteers PO Box 7 Jacksonville, OR 97530	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  J Cleeton/JESSCL
--	--

# ENTERTAINMENT AND CLEAN UP PART 3

## ENTERTAINMENT AND RELATED ACTIVITIES

**As an event organizer, you must be certain that all event-related activities comply with the local laws applicable to noise abatement.** Please be aware that loud and unreasonable noise (including music) is a violation of law. Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. Alcohol is not allowed on any City property. Amplified music is not allowed in City Parks without prior written approval from the City Council.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

**Yes  No**  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

*The "Tree Lighting Ceremony" will amplification to make announcements as related to the ceremony. Music will be provided by the Rogue Valley Symphony Brass Quartet for Christmas Carols/Caroling. The "Christmas Parade" will have school bands & singers. Specific performers/groups are still to be determined. Amplification will be for MC's announcements.*

**Yes  No**  Will sound amplification be used? *Sat., Nov. 28<sup>th</sup> "Tree Lighting Ceremony": 5:30 pm to 7:00 pm ; Sat., Dec. 5<sup>th</sup> "Christmas Parade": 10:00 am to 11:00 am*

**Yes  No**  Has City Council approval been given? If so, what meeting? **Scheduled for 11-3-15**  
*There will be Council approval sought after, and received prior to the implementation of any aspect of these scheduled events.*

What is the approximate distance between the amplified sound source and nearby residences? *In the downtown area, the closest residence is approximately 100 ft. away (corner of Main & S. 3<sup>rd</sup> Sts. & corner of "C" & N. 3<sup>rd</sup> Sts.)*

**Yes  No**  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe *There may be dance components in the parade entries. It is unknown at this time.*

Please describe the sound equipment that will be used for your event *A PA system owned by the Chamber of Commerce will be used for singers and announcements.*

**Yes  No**  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

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Certificates of insurance and business licenses will be required for bounce houses, climbing walls, hot air balloons and similar activities.

Name/Title of Event

## VICTORIAN CHRISTMAS

Yes  No  Will your event be held during the evening hours? *Tree Lighting Ceremony" only*

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require a tent or temporary structure? If yes, please describe size, location, duration from setup to tear down it will be up, number of tents/structures. A site plan is required to show the location on the property. This is subject to planning, building department and fire dept approval.

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water.

*The City of Jacksonville will provide the lighting for the Christmas Tree (adjacent to Beekman Bank) at the well site. All other electrical needs will be provided by local businesses on an "as needed" basis. Any heavy extension cords will be secured so as to not provide pedestrian tripping hazards and the Fire Dept. will be notified when such electrical resources are ready for inspection and approval. Each business is responsible for the electrical needs of their exterior holiday lighting. The Father Christmas room will be held at the Beekman Bank each week end from 12-6 through 12-21 from 11 am to 4 pm. Facility use permit on file. Public restrooms & electricity at the Beekman Bank will be needed.*

*ACROSS Street by  
Fire hall*

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-899-7246.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe *A banner will be erected, by Engine Co. # 1 on Nov. 23<sup>rd</sup> (banner permit on file), exterior holiday lights (tiny, warm-glow lights to be used-no twinkling nor icicle styles will be employed) will be secured to each business in the Historic Core district which has been contracted with Green Time Landscaping of Ashland (they are under contract with the City of Ashland for their exterior holiday lighting). Directional signs will be placed (see attached) on current City owned directional sign posts directing visitors to various holiday experiences in the Historic Core business district. These will be removed upon the completion of the holiday events. (see attached)*

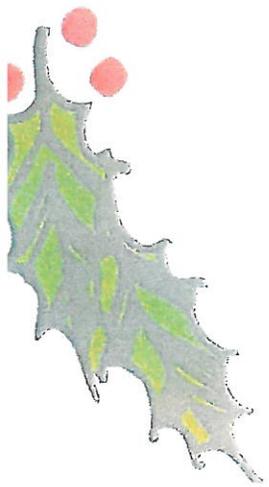
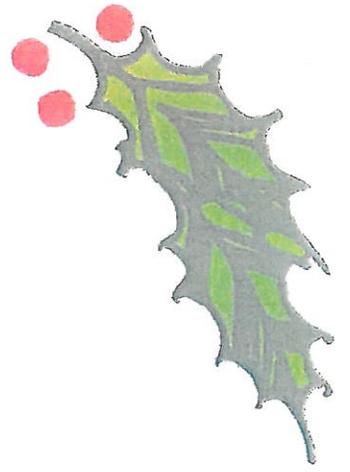
**Please be aware that the use of any of these items may require additional permits and City Council approval.**

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe

### SANITATION, TRASH REMOVAL AND HYGIENE PLAN

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event.

*Volunteers will police the downtown area for the "Tree Lighting Ceremony" and "Christmas Parade" for trash removal. We will be requesting the City to provide 6 extra cans for each event to aid in collection of waste. The Chamber of Commerce will provide the liners. Local businesses will volunteer their garbage disposal units for this waste. Local businesses will police their own areas, throughout the holidays, for any "additional" waste issues. They are to be dropped off (by Public Works) & distributed to locations of need, in the downtown core, where they will not impede pedestrian flow. (by Chamber volunteers) from the Fire Dept. where they will be returned for pick up after the holiday season is over.*





FAITHFUL

CHRISTMAS



MARKETING AND PUBLIC RELATIONS
PART 4

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items.

Yes X No [ ] Is this event marketed, promoted, or advertised in any manner? If yes, please describe Many local businesses will be participating in a TV commercial promotion of these events as well as with the Mail Tribune, all in a joint program with the Chamber of Commerce.

Yes X No X Will there be live media coverage during the event?

If yes, please describe There is nothing "scheduled", however, these events usually draw the attention of the local news media for their reporting of local events.

Yes X No X Will media vehicles be parked within the event venue? If yes, please describe safety plan Again, we have no control over this other than to state that such media coverage would be unscheduled.

Yes X No [ ] Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe Fliers will be hand-delivered to each location for posting in their windows and/or bulletin board areas. "additional parking" signs with directional arrows will be posted at the E St. detour to direct towards the D St. parking lot.

# Jacksonville's Victorian Christmas Celebration

## Saturday, November 28

- 5 - 7 pm Merchant Open House
- 5:30 pm Christmas Tree Lighting Ceremony

## Saturday, December 5

- 10 am Victorian Christmas Parade
- 11 am - 4 pm Father Christmas, Carolers, Town Crier and Hot Cider
- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 3 pm Historic St. Joseph's Rectory Open House
- 11 am - 4 pm Special Art Exhibit, Art Presence (Noon - 3:00 Opening Reception)



## Sunday, December 6

- 11 am - 4 pm Father Christmas & North Pole, Carolers, Town Crier and Hot Cider
- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 3 pm Historic St. Joseph's Rectory Open House
- 11 am - 4 pm Special Art Exhibit, Art Presence

## Saturday, December 12

- 11 am - 4 pm Father Christmas, Carolers, Town Crier and Hot Cider
- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 3 pm Historic St. Joseph's Rectory Open House
- 11 am - 4 pm Special Art Exhibit, Art Presence
- 2 pm Youth Symphony of Southern Oregon Chamber Music Concert, Historic First Presbyterian Church ?

## Sunday, December 13

- 11 am - 4 pm Father Christmas, Carolers, Town Crier and Hot Cider
- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 3 pm Historic St. Joseph's Rectory Open House
- 11 am - 4 pm Special Art Exhibit, Art Presence



## Saturday, December 19 & Sunday, December 20

- 11 am - 4 pm Father Christmas, Carolers, Town Crier and Hot Cider
- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 3 pm Historic St. Joseph's Rectory Open House
- 11 am - 4 pm Special Art Exhibit, Art Presence

## Saturday, December 26 & Sunday, December 27

- 11 am - 3 pm Beekman House Holiday Tours
- 11 am - 4 pm Special Art Exhibit, Art Presence

All events are in downtown Jacksonville unless otherwise noted

Victorian Christmas is coordinated by the Jacksonville Chamber of Commerce & Business Association

For more information, please call 541-899-8118 or email [chamber@jacksonvilleoregon.org](mailto:chamber@jacksonvilleoregon.org).

Please visit [Jacksonvilleoregon.org](http://Jacksonvilleoregon.org) for updated information

# MEMO

## CITY OF JACKSONVILLE

**Date**            **October 21, 2015**  
**To:**              **City Council**  
**From:**         **Kimberlyn Collins, Recorder**  
**Subject:**       **Victorian Christmas**

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### **Part 4 Marketing and Public Relations:**

**Mail Tribune ad was not ready at the time packet was being presented to Council.**

Name/Title of Event

VICTORIAN CHRISTMAS

### ALCOHOL AND FOOD PART 5

#### ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. **Alcohol is not permitted in City Parks.**

Yes  No  Does your event involve the use of alcoholic beverages? **Certificates of Insurance and business licenses will be required from all alcohol vendors.** Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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#### FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-774-8200

Yes  No  Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared.

*The Chamber of Commerce will be selling hot apple cider (in an electric dispenser). This station will be located on the sidewalk between Trolley Stop Antiques and U.S. Bank. A minimum 4 ft. clearance will be maintained for pedestrian flow.*

Yes  No  Do you intend to cook food in the event area? If yes, please specify method:

Gas  Electric  Charcoal  Other(specify)\_\_\_\_\_

**Certificates of insurance and business licenses will be required from all food vendors.**

**A Fire Marshal inspection must be completed prior to the beginning of the event. It may be scheduled by calling 541.899.7246. There may be an additional charge for this service.**

MITIGATION AND IMPACT WITH NEIGHBORS
PART 6

MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities.

The City requires that adjoining property owner, residents and businesses be notified at least two weeks prior to your event. Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

not complete kc.

Yes X No [ ] Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit.

If no, please explain Residents: 210 N. 3rd St. & all residents (within a 2 block radius) of E. Pine St. and Main St. will be notified, in writing, of potential impact with a copy of the map showing road closures. All local business, in the affected areas, have received informational fliers (see attached), Chamber of Commerce emails, as well as notice in The Jacksonville Review & their FaceBook page.

Yes X No [ ] Do you have a sample of any notice that you propose to distribute at least two weeks prior to your event? If yes, please attach. If no, please explain.

These fliers are still in the development stage. We will provide the City of Jacksonville with copies upon their completion.

OFFICE USE ONLY

Recorder:

Permit Application date approved:

Fee paid \$ 200.00 Date: 10/15/15

Signature of Recorder

# MEMO

## CITY OF JACKSONVILLE

**Date**           **October 21, 2015**  
**To:**             **City Council**  
**From:**         **Kimberlyn Collins, Recorder**  
**Subject:**      **Victorian Christmas**

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### **Part 6 Mitigation and Impact with Neighbors:**

**Notices to neighbors were not ready at the time packet was being presented to Council.**

# Jacksonville City Council Agenda Item Summary



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## Award Bid for Mechanical on Courthouse

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Date: October 26, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: November 3, 2015  
Agenda Item: 5b.

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### **Synopsis:**

We did not receive any mechanical bids in the previous bid opening done on October 1, 2015. This allowed us to receive informal bids. We received 4 bids from the following:

- Applied Refrigeration Technology, Inc. \$149,831.72
- Metal Masters, Inc. \$157,327.00
- Kennedy Fuel Company \$259,860.00
- Climate Mechanical \$192,000.00

### **Fiscal Impact:**

\$50,000 under general estimate

### **Recommendations:**

Applied Refrigeration Technology, Inc. bid for \$149,831.72

### **Exhibits:**

Exhibit A – KAS & Associates notice to award Applied Refrigeration Technology, Inc.



CIVIL  
 •  
 STRUCTURAL  
 •  
 PLANNING

Medford, OR 97501  
 304 S. Holly Street  
 Tel: (541) 772-5807  
 Fax: (541) 618-7389  
 kas@kasinc.com

Grants Pass, OR 97527  
 1867 Williams Hwy, Suite 206  
 Tel: (541) 479-5801  
 Fax: (541) 244-2651  
 kas@kasinc.com

October 28, 2015

To: Jeff Alvis  
 City Administrator  
 City of Jacksonville

Re: Jacksonville City Offices Remodel & Addition  
 Old County Courthouse Phase I

Project No.: J15-003B Mechanical

From: Scott D. Pingle, P.E.  
 City Engineer

Bids Received:

<u>Bidder</u>	<u>Amount</u>
Applied Refrigeration Technology	\$ 149,831.72
Metal Masters, Inc.	\$ 157,327.00
Kennedy Fuel Co.	\$ 159,860.00
Climate Mechanical	\$ 192,000.00

The Advertisement for Bids for the Plumbing, Mechanical and Electrical work (Three separate Contracts) was published in the Medford Mail Tribune on September 11<sup>th</sup> and 13<sup>th</sup>, 2015 and Construction Documents were at the Medford Builders Exchange since September 11, 2015. A Mandatory Pre-Bid meeting was held on site at 10:00 a.m. on September 17, 2015, in which there were (3) interested Contractors for Plumbing, (2) interested Contractors for Mechanical and (4) interested Contractors for Electrical.

NO BIDS were received for the Plumbing or Mechanical work so the above mechanical companies were individually asked for bids on the project. The low Mechanical bid is lower than the Budget for this work and was submitted by a qualified and reputable local Contractor. **It is therefore recommended that Contract J15-003B Mechanical be awarded to the low bidder, Applied Refrigeration Technology in the amount of \$149,831.72.**

City Council  
 November 3, 2015  
 Agenda Item 5b.  
 Exhibit "A"

# Jacksonville City Council Agenda Item Summary



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## Discussion and Possibly Set Study Session Regarding Marijuana Ordinance

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Date: October 28, 2015  
From: Jeff Alvis, City Administrator

City Council Meeting: November 3, 2015  
Agenda Item: 5c.

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### **Synopsis:**

With new regulations we may need to relook at our ordinance and revisit this.

### **Possible dates for the study session:**

November 16, 2015, Monday @ 6:00 pm  
November 17, 2015, Tuesday @ 5:00 pm  
November 23, 2015, Monday @ 6:00 pm

### **Fiscal Impact:**

N/A

### **Recommendations:**

Set up study session and meet with our City Attorney one more to make sure the Council is well aware of where we are at.

### **Exhibits:**

Exhibit A – Email from City Attorney, Sydnee Dreyer  
Exhibit B – Ordinance 2014-002 Prohibiting Medical Marijuana Dispensaries in City Limits  
Exhibit C – Table: Definition for Marijuana Grows

**From:** Sydnee Dreyer [mailto:sbd@medfordlaw.net]  
**Sent:** Tuesday, October 13, 2015 9:28 AM  
**To:** Jeff Alvis  
**Cc:** Kimberlyn Kerneen  
**Subject:** RE: Marijuana Dispensary opt-out

Jeff,

This was the concern I mentioned in my earlier comments. Your dispensary ban was adopted prior to HB 3400. One could argue that since it precedes that bill, it should be grandfathered in, but it was not clear prior to HB 3400 that cities could ban dispensaries. In fact the only express authority granted by the legislature prior to HB 3400 was for a temporary 1-year moratorium. It appears that OHA's position is that to be honored by OHA, the ordinance must be readopted under the provisions of HB 3400 which provide that for cities located in a county in which fewer than 55% of the voters opposed M. 91, a city may only prohibit dispensaries, medical marijuana processing sites, and licensed retail uses upon adoption of an ordinance referred to the voters to prohibit such use.

What this means to the City, based on the OHA's position is that it essentially has 3 options: 1) permit the dispensaries within the City; 2) adopt a new ordinance banning such use and refer it to the voters at the next general election (my understanding is that adoption of such an ordinance would act as a temporary moratorium prohibiting the use until the election results are available; or 3) maintain what you have and refuse to issue any licenses or permits for such a use within the City. In the case of the latter the City runs the risk that the OHA will approve such a use and an applicant will challenge the City in court over whether the City must issue such a license or permit.

Perhaps we can discuss this further at our meeting in the next week or two that you were going to schedule with another council member or two.

Sydnee

City Council  
November 3, 2015  
Agenda Item c.  
Exhibit "A"

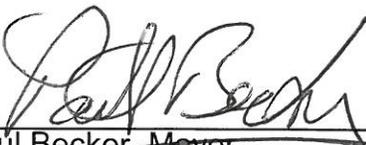
ORDINANCE NO. 2014-002

AN ORDINANCE OF THE CITY OF JACKSONVILLE PROHIBITING THE ESTABLISHMENT AND OPERATION OF MEDICAL MARIJUANA DISPENSARIES IN CITY LIMITS, AND DECLARING AN EMERGENCY

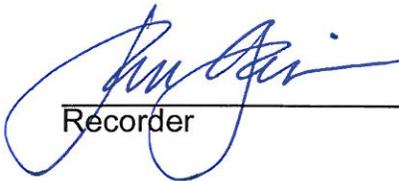
THE CITY COUNCIL OF THE CITY OF JACKSONVILLE DOES ORDAIN AS SET FORTH IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

- 1. Enactment.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance.
- 2. Emergency Declared.** This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.

Signed by me in open session in authentication of its passage this 28 day of April, 2014 and enacted on the same day.

  
\_\_\_\_\_  
Paul Becker, Mayor

ATTEST:

  
\_\_\_\_\_  
Recorder

## EXHIBIT A ORD 2014-002

### ARTICLE 1. SHORT TITLE; PURPOSE; FINDINGS

**1.1 Short Title.** This Ordinance shall be known as the “Medical Marijuana Dispensary Ordinance” (hereinafter the “Ordinance”).

**1.2. Purpose.** The purpose of this Ordinance is to regulate the dispensing of medical marijuana in a manner that protects the health, safety and welfare of the City of Jacksonville.

**1.3 Findings.** The City of Jacksonville makes the following findings with regard to this Ordinance:

- (A)** Oregon municipalities have the right to regulate land uses within their jurisdiction in order to protect the health, safety and welfare of the community.
- (B)** The City of Jacksonville is a National Historic Landmark, and has been noted as one of the most historically significant communities in the western United States. Much of its economy is based on tourist trade. It is a small community where “virtually every aspect of the built environment impacts the area’s rich historic significance” and may “create a natural conflict.” 1993 Historic and Cultural Resource Inventory, A Historic Context Statement for the City of Jacksonville, Oregon, August, 1993 p. 1. This ordinance establishes reasonable regulations to protect the fundamental character, appearance, public health, safety, and welfare of the City of Jacksonville.
- (C)** The Oregon Medical Marijuana Act, as amended, does not expressly preempt or otherwise purport to limit the authority of Oregon cities to adopt local ordinances that regulate the location, operation, characteristics or establishment of medical marijuana dispensaries or grow sites. Consequently, Oregon cities have substantial authority to regulate marijuana dispensaries and marijuana grows sites under home rule and other authority, and may ban them outright. *Oregon City v. Hartke*, 240 Or 35 (1965) (“We hold that it is within the police power of the city wholly to exclude a particular use if there is a rational basis for the exclusion”). Precedent for banning marijuana dispensaries and grow sites has also been established in California, which may have influence on decisions made by Oregon Courts of Appeal. In particular, the California Court of Appeals acknowledged the right of California cities to regulate marijuana grow sites in *Browne v. County of Tehama* (2013) 213 Cal. App. 4th 704, in which the California Court of Appeals held that “[n]either the Compassionate Use Act nor the Medical Marijuana Program grants . . .

anyone . . . an unfettered right to cultivate marijuana for medical purposes. Accordingly, the regulation of cultivation of medical marijuana does not conflict with either statute." Similarly, in upholding a city's right to ban marijuana dispensaries outright within city limits, the California Supreme Court, in a unanimous decision in *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal. 4th 729, concurred that "[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land . . ." There is little reason to believe that Oregon courts would rule differently from those in California.

- (D) The federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., classifies marijuana as a Schedule I Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful, under federal law, for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana. The Federal Controlled Substances Act contains no exemption for the cultivation, manufacture, distribution, dispensation, or possession of marijuana for medical purposes.
- (E) Nothing herein shall be construed to allow the use of marijuana for non-medical purposes, or allow any activity relating to the cultivation, distribution or consumption of marijuana that is otherwise not permitted under State law.
- (F) Marijuana dispensaries in City limits are a nuisance per se.
- (G) This Ordinance is not intended to interfere with a patient's rights for medical use of marijuana that are not inconsistent with this Ordinance.
- (H) The City's Charter and inherent home rule authority confers on the City the power to regulate matters subject to municipal regulation. No state law preempts the City from prohibiting marijuana dispensaries. Under Oregon law, as recently confirmed by the Oregon Court of Appeals in *Rogue Valley Sewer Services v. City of Phoenix*, legislative preemptive intent to preempt must be apparent--that is, "clear and unequivocal" or the concurrent operation of the local and state law must be impossible.

## **ARTICLE 2. REQUIREMENTS AND REGULATIONS**

Medical Marijuana Dispensaries are prohibited in any zoning district of the City, even if located within an otherwise permitted use.

## **ARTICLE 3. GENERAL**

**3.1 Provisions not Exclusive.** The provisions adopted in this Ordinance shall not be exclusive but shall be cumulative and complementary to other provisions of the ordinances, rules, and regulations of the City of Jacksonville. Nothing in this Ordinance shall be read, interpreted or construed so as to limit any existing right or power of the City.

**3.2 No Conflict.** No part of this Ordinance shall be deemed to conflict with federal law as contained in the Controlled Substances Act, 21 U.S.C. Section 800 et seq., nor to otherwise permit any activity that is prohibited under that Act or any other local, state or federal law, statute, rule or regulation. The cultivation, processing and distribution of medical cannabis in the City of Jacksonville are controlled by the provisions of this Ordinance.

**3.3 No Defense.** Nothing in this Ordinance is intended, nor shall it be construed, to burden any defense to criminal prosecution otherwise afforded by Oregon law.

**3.4 Effect on Residential Tenancies.** Nothing in this Ordinance is intended, nor shall it be construed, to preclude a landlord from limiting or prohibiting cannabis cultivation, smoking or other related activities by tenants.

**3.5 Scope of Ordinance.** All cultivation, processing and distribution of medical cannabis within city limits shall be subject to the provisions of this Ordinance, regardless if the cultivation, processing or distribution existed or occurred prior to adoption of this Ordinance.

## **ARTICLE 4. ADMINISTRATION AND ENFORCEMENT**

**4.1 Administration.** The Chief of Police of the City of Jacksonville, or his/her designee, shall be responsible for the administration and enforcement of the provisions of this Ordinance.

**4.2 Violations.** Any violation of this Ordinance is subject to administrative, civil, or criminal penalties, in addition to being subject to other remedies provided by law, including but not limited to, injunctive relief, a nuisance abatement action, summary abatement of immediately hazardous conditions, and all other applicable fines, penalties and remedies.

**4.3 Interpretation and Intent.** This is an Ordinance adopted to address public health and safety issues, and as such, carries with it an express legislative intent to be interpreted and enforced with an emphasis on public and community safety, and enforced rigorously in a manner such as to deter further violations.

## **ARTICLE 5. ADOPTION OF ADMINISTRATIVE RULES**

The City may adopt administrative rules to enforce, interpret, and otherwise administer this Ordinance.

## **ARTICLE 6. ENACTMENT AND EFFECTIVE DATE**

**6.1 Enactment.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance.

**6.2 Emergency Declared.** This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.

**City of Jacksonville**  
**Marijuana – Types of Use / City Ban**

Type	Description of	Ban
<b>Medical Marijuana Dispensaries</b>	<ul style="list-style-type: none"> <li>• Authorized to sell medical marijuana to patients and caregivers who present a current and valid Oregon medical marijuana card and photo identification</li> <li>• Dispensaries may be located in areas zoned commercial, industrial, mixed use, agricultural. Cannot be located within 1,000 feet of school or another registered dispensary or at an address registered with the OMMP as a grow site</li> </ul>	<ul style="list-style-type: none"> <li>• Banned within city prior to HB 3400. OHA will not recognize ban.</li> <li>• Under House Bill 3400 City can ban use by adopting ordinance referring question to voters whether to prohibit such use at the next statewide election in November 2016</li> <li>• Upon adoption of ordinance serves as temporary moratorium until general election</li> <li>• Notice provided to OHA to prohibit issuance of licenses for such use</li> </ul>
<b>Medical Marijuana Processing Sites</b>	<ul style="list-style-type: none"> <li>• Location for compounding or converting marijuana into medical products, concentrates or extracts</li> <li>• Processors that make marijuana extracts may not be located in areas zoned for residential use</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no ban in the city</li> <li>• Process to Ban: Same as above</li> </ul>

City Council  
November 3, 2015  
Agenda Item c.  
Exhibit "C"

<b>Recreational Marijuana Production</b>	<ul style="list-style-type: none"> <li>• Manufacture or planting, cultivating, growing and harvesting of recreational marijuana</li> <li>• No restriction on where recreational marijuana producers can locate</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no ban in the city</li> <li>• Process to Ban: Same as above but notice of adoption goes to OLCC</li> </ul>
<b>Recreational Marijuana Processing</b>	<ul style="list-style-type: none"> <li>• Processing, compounding or converting marijuana into products, concentrates or extracts that does not include packaging or labeling</li> <li>• Processors that make marijuana extracts may not be located in areas zoned for residential use</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no ban in the city</li> <li>• Process to Ban: Same as above but notice of adoption goes to OLCC</li> </ul>
<b>Recreational Marijuana Wholesale</b>	<ul style="list-style-type: none"> <li>• Purchasing marijuana items for resale to a person other than a consumer</li> <li>• Wholesale licensees may not locate in an area that is zoned exclusively for residential use</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no ban in the city</li> <li>• Process to Ban: Same as above but notice of adoption goes to OLCC</li> </ul>
<b>Recreational Marijuana Retailers</b>	<ul style="list-style-type: none"> <li>• Authorized to sell marijuana and marijuana products to consumers</li> <li>• Retail licensees may not locate in an area that is zoned exclusively for residential use</li> <li>• Retail licensees may not locate within 1,000 feet of most public and private elementary, middle and high schools</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no ban in the city</li> <li>• Process to Ban: Same as above but notice of adoption goes to OLCC</li> </ul>
<b>Personal Homegrow Site</b>	<ul style="list-style-type: none"> <li>• Allows limited personal growing, processing and storing of marijuana and marijuana products for recreational purposes; not for resale to a consumer</li> <li>• Limits amount per household at any one time as follows: 4 mature plants; 8 oz. of usable marijuana; 16 oz. of solid marijuana products; and 72 oz. of liquid marijuana products</li> </ul>	<ul style="list-style-type: none"> <li>• Currently no restrictions in the city</li> <li>• City does not have the authority to ban the use under House Bill 3400</li> <li>• City can adopt reasonable time, place and manner restrictions</li> </ul>

<p><b>Medical Marijuana Grow Site</b></p>	<ul style="list-style-type: none"> <li>• Location for planting, cultivating, growing, trimming or harvesting marijuana or drying marijuana leaves or flowers</li> </ul>	<ul style="list-style-type: none"> <li>• Not currently banned in the city</li> <li>• House Bill 3400 is silent on whether city can ban medical marijuana growers from operating in the city. Any argument to ban must be based on home rule, federal pre-emption or legal theory</li> <li>• More stringent limitations on number of plants that a medical marijuana grower can grow in residential zones have been adopted</li> </ul>

# Council Discussion



Parks Committee 10/8/2015

Chair: Casaleggio

Members: Croucher, Buerk, McClain, Cellar

Liaison: Garcia

Nunan Square water fountain is not working,

Refer to Jeff, Rick

If not easy to keep this fountain functional, PW should plan a complete replacement with the same style we have been deploying in the Spring.

East Pheasant Meadows path light is out.

Rails to Trails foot bridge is getting decrepit.

The last three lights up in Peter Britt Garden at the top of the staircase coming up from the gardens need the stanchions tightened. Eric and Rick need to wrap that up.

November 19th at 1600 next meeting.

Update on 6" x 10" plaque that will be available for Marjorie soon. Leave your Mark is going to route out the boulder to inset it. Trying for the end of the year, before the home tour.

Split rail replacement is still in concept design. 8 or 16' to funnel people into the crosswalk. Adding pickets and posts to match the 1st street style and design.

Discussion about improving the visibility of the crosswalk using embedded switch activated beacons. Perhaps added light, recommend to safety committee along with the speed signs on 5th street.

Parks Committee 9/17/2015

Chair Casaleggio

Members: Cellars, McClain, Croucher, Buerk

Liaison: Garcia

Dogs at Forest Park

No possibility, no flat area or water.

Forest Park Master Plan - Finalization

-Motion by Buerk to refer to City Council, seconded by Casaleggio

Passed unanimously

Parks Inventory Schedule

Doc Griffin Park next time to begin the inventory

Chair Casaleggio will resend inventory form

Action/Discussion Items

- Peter Britt Gardens has a committee of representatives from the local groups

They met and had a landscaping plan prepared, After discussion they found the plan too formal. Bev Smith did some consultation on the plant. Will plant remainder of garden on Oct 24. Many natives and plants that were in Peter Britt gardens. Garden club, Boosters have made some significant contributions to this effort.

Marjorie Edens 1944-2014 was a major (\$204K with \$20K in retainer) benefactor of the effort. Casaleggio and Buerk will present a design appropriate for the garden.

Discussion about the lower entrance and possibly adding a picket fence along the 238 entrance to highlight the crosswalk, path and replacing the split rail fence, remove some smaller trees. Boosters would fund, might be eligible for SDC expansion capital budgets.

Tony Hess gives a quick update on the dam and the new trail maps.

Next Meeting Oct 8 1600 at Doc Griffin Park

## Public Records Requests

Date Req.	Name of Requestor	Description of Records Requesting	Fee Charged	Date Completed	Completed By
10/7/2015	Steven Wall	Audio tape of 10/6/15 City Council Meeting	\$0.00	10/7/2015	Kim Collins
10/6/2015	James Cordray	Complete file on 110 Creekside Court	\$41.22	10/6/2015	Kim Collins & Diane Oliver
10/2/2015	Jocie Wall	Copy of Waterline agreement between Scheuneman & City for Forest Ridge Subdivision			
10/2/2015	Kathy Hoskin	415 Richard Way. All information in files; permits etc	\$9.30	10/5/2015	Diane Oliver & Kim Collins