



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

**CITY COUNCIL
City Council Meeting**

**March 3, 2020
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) a. **MINUTES** February 18, 2020
b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker, refer to "Speaking Time Limit" guidelines below:**
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray /Angela Watson
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** – Interim Fire Chief Wayne Painter
 - 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. **Speaking Time Limit: To allow equal time for speakers, each speaker has 3 minutes; a reminder will sound and speaker has another 1 minute to complete presentation. At that time, the chair will sound gavel, ending presentation and thank the speaker. This rule also applies to reading written communications. There will be no ceding of time among speakers.**

 - a. **Historic Jacksonville, Inc. Annual Report**
 - b. **Citizen Advisory Committee Appointments**
- 6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**
- 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. 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>.

February 18, 2020 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 Casaleggio, Garcia, Gregg, Lewis, McClain and Mayor Becker
Absent: Councilor Bowen
Staff Present: Administrator Alvis, Finance Director Bray, and City Recorder Watson
- 2) **a. MINUTES (minutes from February 4, 2020 meeting)**
Move to: Approval of the minutes
Motion by: Councilor Casaleggio
Seconded by: Councilor McClain

Vote:
Ayes: Unanimous
Motion Carries

b. BILLS LIST
Move to: Approval
Motion by: Councilor Lewis
Seconded by: Councilor Garcia

Roll Call Vote:
Ayes: 6 Councilors Lewis, Garcia, Casaleggio, McClain, Gregg, and Mayor Becker
Nays: 0
Motion Carries

Councilors Garcia, Casaleggio and Lewis ask specific questions regarding line items on the bills list. Administrator Alvis answers.
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
None.
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** – Jeff Alvis/Stacey Bray / Angela Watson
Administrator Alvis speaks to:
 - RVCOG Annual Report from Michael Cavalero.
 - Councilor Garcia asks specific questions regarding current City projects. Administrator Alvis answers.
 - b. **Planning Department** -Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** – Interim Fire Chief Painter
 - 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. Lifetime Achievement Award – Larry Smith

Public Comment: None.

Council Discussion: Mayor Becker reads a summary of Larry Smith’s accomplishments throughout the years and presents the Lifetime Achievement Award. Larry Smith says a few words. Councilor Gregg speaks to the award plaque that will be placed in New City Hall which will show all citizens who have received awards for Citizen of the Year and Lifetime Achievement.

b. Britt Request for One Week Season Extension

Public Comment: None.

Council Discussion: Mike Sturgill with Britt Music and Arts Festival speaks to Council regarding one week summer season extension and additional shows. Councilors ask Mike questions regarding dates requested and the type of shows that could be added. Mike answers.

Move to: Approve Britt’s formal request of one week extension on this season

Motion by: Councilor Garcia

Seconded by: Councilor Casaleggio

Roll Call Vote:

Ayes: 6 Councilors Garcia, Casaleggio, Gregg, McClain and Mayor Becker

Nays: 0

Motion Carries

c. OLCC Liquor License Application - Suratini

Public Comment: None.

Council Discussion: Courtney Christiansen 215 W California St speaks to City Council regarding her OLCC license application and describes the restaurant atmosphere. Councilors ask questions regarding her business plan. Courtney answers.

Move to: Approval of the Application

Motion by: Councilor Lewis

Seconded by: Councilor Garcia

Vote:

Ayes: Unanimous

Motion Carries

d. Jacksonville Boosters – “A Path Through Time” Interpretive Panel

Public Comment: None.

Council Discussion: Jo Stimson 315 Conestoga Circle speaks to Council regarding the approval of the design of the interpretive panel and the placement at the New City Hall. Councilor Lewis asked when the panel will be complete. Jo answers.

Move to: Approval of this marvelous endeavor for benefit of the City

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Vote:

Ayes: Unanimous

Motion Carries

6) **COUNCIL AND COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Bowen: Absent
- b. Councilor McClain: No Report.
- c. Councilor Casaleggio: No Report.
- d. Councilor Gregg: No Report.
- e. Councilor Garcia: No Report. Comments, very pleased that the story of the Tunnel 13 train robbery will be in the interpretive panel.
- f. Councilor Lewis: will attend the RVSS luncheon Wednesday, February 19th.
- g. Mayor Becker: Speaks to movie night from February 14, 2020 and it was a full house.

9) **ADJOURN 6:49 PM**

Paul Becker, Mayor

Angela Watson, City Recorder

Date approved: _____

**CITY OF JACKSONVILLE
Bills Against the City - City Council
MARCH 3, 2020**

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
B.C. Engraving & Awards Inc.	plaque for Lifetime Achievement Award	89.00
Don's Lock LLC	lock for NCH restroom	72.50
Eagar Plumbing Construction & Repair	plumbing water to upstairs @ art presence	2,432.00
US Post Office	annual renewal bulk mail permit #6	240.00
		2,833.50
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
Rogue Valley Council of Governments	contract planner Jan. 2020	1,308.03
		1,308.03
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	274.71
Cascade Fire Equipment	shirts for FD	449.00
City of Medford	Vehicle maintenance	299.57
City of Medford	Fuel Jan. 2020	302.41
Jett Hamik	paramedic tuition & books reimbursement	1,000.00
Overhead Door Company of Rogue Valley	bay door maintenance	110.00
Seawestern	firefighter turn outs	2,155.10
		4,590.79
POLICE PROTECTION FUND		
Vendor Name	Description	Amount
911 Supply	clothing PD	55.00
City of Medford	Fuel Jan. 2020	462.70
Lexipol LLC	annual subscription for policy manual	2,853.00
Quench & Drench	vehicle maintenance	37.00
		3,407.70
STREETS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	305.92
CIS Trust	drone class	50.00
City of Medford	Street sweeper maintenance	377.40
Eselin Concrete Const Inc	sidewalk repair on Bybee	780.00
Grounded Electrical	Britt path lights and lights on Hwy 238 cross walk	1,465.00
		2,978.32
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	305.92
Bradley's Excavation Inc.	repair water leak Widean / Hueners	2,353.06
Control Systems NW, LLC	telemetry project	20,074.27
GC Systems	Laurelwood control valve	3,363.12
Quench & Drench	vehicle maintenance	69.95
		26,166.32
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	611.84
Jacksonville Chamber of Commerce	VIC reimbursement Jan. 2020	5,594.92
Jacksonville Chamber of Commerce	Victorian Christmas reimbursement	1,000.00
Jacksonville Waggin' Tails Inc.	reimb. maintenance supplies	813.99
Quench & Drench	equipment maintenance	45.95
		8,066.70

Vendor Name	Description	Amount
HISTORIC PRESERVATION FUND		
Vendor Name	Description	Amount
Dylan Van Hoven	HPF grant reimbursement	10,715.00
		10,715.00
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
ZCS Inc.	engineering for NCH 2nd floor improvements	1,155.00
		1,155.00
	TOTAL:	61,221.36
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



Historic Jacksonville, Inc. Annual Report

Date: February 25, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: March 3, 2020
Agenda Item: 5a

Synopsis:

Historic Jacksonville, Inc. will be giving the annual facility report for activity at Beekman House and Beekman Bank. The facility use fee per the Facility Use Permit is 10% net of all events with the annual payment due in February.

Fiscal Impact:

The facility use fee for 2019 was \$ 667.02.

Recommendations:

N/A

Exhibits:

Exhibit A –Memo from Carolyn Kingsnorth, Event Report, Historic Jacksonville, Inc. Profit & Loss and Balance Sheet

MEMORANDUM

DATE: February 27, 2020

TO: Jacksonville Mayor and City Council
City Administrator

FROM: Historic Jacksonville, Inc.

RE: 2019 City Facilities Use Report

Historic Jacksonville, Inc. appreciates the City of Jacksonville's on-going demonstration of support in allowing us to continue opening the 1873 Beekman House and 1863 Beekman Bank to the public. Under our 2019 Facilities Use Permit, these historic landmarks once again came alive with docent led tours and events that shared Jacksonville's storied history, attracted visitors to town, provided entertainment and education for residents and visitors alike, and bolstered the Jacksonville economy.

Each year brings new challenges. In our sixth year of offering programs to the public, HJI dealt with staffing challenges, an ever-increasing number of conflicting events, a decline in tourism and more. The Rogue Valley continues to be over-saturated with activities, particularly during the peak tourist season and the number of events continues to increase. At the same time, the communication channels for making the public and potential audiences aware of events continue to become ever more fragmented.

The Valley as a whole saw a drop in the overall number of summer visitors as tourists anticipating the forest fires and smoke of the previous two years chose to vacation elsewhere even though smoke was not an issue this past summer. The Chamber's new promotional materials echo Travel Oregon's and Travel Southern Oregon's emphasis on outdoor activities along with winetasting and culinary adventures, downplaying the historical experiences unique to Jacksonville. Nevertheless, we believe the Beekman Bank and Beekman House activities continue to be a boon to Jacksonville.

We again staffed the Beekman Bank with paid docents Friday through Monday from Memorial Day weekend through Labor Day. We also opened the Bank for five weekends during Victorian Christmas. During those periods 4,763 people toured the Bank. Tours of the Bank remain free with a suggested donation of \$3. During the summer of 2019, the average donation was 42 cents per person, with 259 school children touring for free. Ironically, visitors are less generous at Christmas. Victorian Christmas donations averaged 32 cents per person.

Beekman Bank tour donations fall far short of reflecting head count, and donations do not cover docent expenses. A \$2,400 Jackson County Cultural Coalition Grant covered the short fall during the summer. Historic Jacksonville covered the short fall in docent expenses during Victorian Christmas.

City Council
March 3, 2020
Agenda Item 5a
Exhibit A

In an effort to provide residents and visitors with activities during the “off season,” in 2019 Historic Jacksonville added new lantern light “Secrets & Mysteries of the Beekman Bank” on five weekends (11 nights), January through May. Three tours were offered each night. Tour admission was \$5 per person, and tour group size was limited to 12 due to the size of the Bank’s interior. These proved to be very popular—387 curious individuals attended and we’ve chosen to offer the tours again on the first Saturday of the month from January through May this year. These tours were created by regional historian Ben Truwe, who is also the tour guide. For these tours he acted/acts as an independent contractor and received/receives half of admission proceeds.

Again to provide activities outside the peak tourist season and gain greater visibility, we also moved our Beekman House “1932 Living History” tours to the “off season” offering them on the fourth Saturday of the month from February through May. Four tours were offered each day and attendance averaged five guests per tour. Everyone who has taken them has thoroughly enjoyed them. One of our guests was the Chief of Interpretation at a national park. She said that none of the presentations they had done “were as lively and professional as the Beekman House presentation.” We’re offering them again from February through May this year and are looking for ways to give them greater visibility.

Given the number of summer activities, we also moved our Beekman House “Victorian Days” tours to the fall shoulder season, offering a weekend of “Victorian Fashion” in September and “Victorian Mourning Customs” in October. For “Victorian Fashion,” the Southern Oregon Historical Society loaned us 19th Century fashions from their collection. For “Victorian Mourning Customs,” we decorated the Beekman House as a Victorian house in mourning and shared how the Victorians honored their “dearly departed.” As part of this scheduling shift, we also eliminated the lawn activities to reduce staffing requirements. This proved to be a good strategy and we will be repeating these two tours in September and October this year plus adding a weekend of “Victorian Medical Practices” in April and a weekend of “19th Century Newfangled Inventions” in May.

To ensure that the Beekman House continued to be accessible to the public during the summer months we expanded our “19th Century Family Life” tours at the Beekman House that we had introduced in 2018, offering them every Saturday from June through Labor Day weekend. Admission was a flat rate of \$3 per person and tour days were staffed by a paid lead docent who set up/took down, opened and closed the House, greeted guests, and collected admissions. Tours were led by two volunteer docents who either alternated as tour guides or shared the room coverage. This allowed us to have the house open for visitors while minimizing our staffing needs. The \$3 admission fee covered the cost of the paid docent with Historic Jacksonville covering the remaining expenses.

Ten days of December Victorian Christmas tours at the Beekman House attracted 559 guests, a drop in attendance from 2018 despite an extra day of tours. We learned afterwards that the Chamber had rolled out a new website right before Victorian Christmas and Historic Jacksonville’s December activities were not readily accessible. However, Beekman House Victorian Christmas continues to be Historic Jacksonville’s biggest “money maker” accounting

for \$4,821.60 in gross revenue with almost half of it coming from Mrs. Beekman's Christmas Bazaar.

Despite the challenges cited, all together 6,214 people visited the Beekman House and/or Bank in 2019, almost double 2018's attendance. An additional 1,452 guests participated in other Historic Jacksonville programs not covered by this agreement—"Pioneer History in Story & Song," our "Jacksonville Haunted History Walking Tours," and the new "Walk through History" tours we introduced in 2019.

Overall, Historic Jacksonville events and programs attracted 7,666 people to Jacksonville—people who also stayed, shopped, and dined. Fifty-eight volunteers and organizations and four paid docents contributed over 1,500 hours of their time to make this possible. A summary attendance report for all activities is attached along with Historic Jacksonville's 2019 Profit & Loss statement.

Per City requirements, HJI submitted Small Event forms and paid \$150 in event fees for Beekman House and Bank activities. Under the terms of our Facilities Use Permit, Historic Jacksonville owes the City 10% of our net event revenues from these two venues. HJI's total Beekman House and Bank revenues, net of expenses, were \$6,670.17. This amount includes a \$2,400 Jackson County Cultural Coalition grant that partially offset Beekman Bank expenses. A facilities use fee of \$667.02 has been submitted to the City.

Historic Jacksonville has also contributed to the City's historic building maintenance efforts. This year we paid \$3,176 to replace all of the black out shades in the Beekman House, protecting the artifacts.

With the City's "blessing" and the renewal of our Facilities Use Agreement, we will continue our efforts to preserve and share Jacksonville's historic buildings while "bringing their history to life" and "bringing life to their history." Thank you for making this possible!

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn Kingsnorth", written over a light yellow rectangular background.

Carolyn Kingsnorth
President
Historic Jacksonville, Inc.

Historic Jacksonville, Inc.
Event Report - 12/31/19

Event	# Days	Attendance	Admission	Gross \$	Expense \$	Net \$	Facilities Use Fee
Beekman House	10	559	\$5	\$ 2,779.00	\$ 205.88	\$ 2,573.12	\$ 257.31
Victorian Christmas				\$ 2,042.60	\$ 64.50	\$ 1,978.10	\$ 197.81
Christmas Bazaar							
Total	10	559		\$ 4,821.60	\$270.38	\$ 4,551.22	\$ 455.12
Haunted History**	6	617	\$5	\$ 3,179.00	\$ 230.74	\$ 2,948.26	N/A
Private Tours	3	73	Varied (\$5-10)	\$ 515.00	\$ -	\$ 515.00	N/A
Total	9	690		\$ 3,694.00	\$230.74	\$ 3,463.26	
Story & Song**	4	561	\$5	\$ 2,794.00	\$ 72.06	\$ 2,721.94	N/A
Beekman Bank	11	387	\$5	\$ 1,974.00	\$ 1,062.19	\$ 911.81	\$ 91.18
Secrets & Mysteries							
Beekman House	4	147	\$5	\$ 731.00	\$ 52.18	\$ 678.82	\$ 67.88
Victorian Days							
Private Tours	1	13	\$5	\$ 65.00	\$ -	\$ 65.00	\$ 6.50
Total	5	160		\$ 796.00	\$52.18	\$ 743.82	\$ 74.38
Beekman House 1932	4	77	\$8/Adult \$5/Senior/Student	\$ 524.00	\$ 106.76	\$ 417.24	\$ 41.72
Living History							
Jacksonville "Walk	14	183	Free/Donation	\$ 374.75	\$ 44.36	\$ 330.39	
through History Tour**							
Private Tours	1	18	\$3	\$ 54.00	\$ -	\$ 54.00	N/A
Total	15	201		\$ 428.75	\$44.36	\$ 384.39	
Beekman Bank	59	3748	Free/Donation	\$ 1,599.58	\$ 3,685.40	\$ (2,085.82)	
Behind the Counter **							
JCCC Grant				\$ 2,400.00		\$ 2,400.00	
Private Tours	6	259	Free				
Total		4007		\$ 3,999.58	\$ 3,685.40	\$ 314.18	\$ 31.42
Beekman Bank	10	756	Free/Donation	\$ 238.57	<i>To be included in 2020 report</i>	\$ 238.57	\$ 23.86
Victorian Christmas++							
2018 Beekman Bank					\$ 333.74	\$ (333.74)	\$ (33.37)
Victorian Christmas							
Docent Salary+++							
Beekman House	14	268	\$3	\$ 871.75	\$ 969.50	\$ (97.75)	\$ (9.78)
19th Century Family Life							
Beekman 2018 House &					\$ 75.18	\$ (75.18)	\$ (7.52)
Bank Docent Tax							
Preparation+++							
		Total Attendees	7,666	Total Beekman Net House & Bank Revenue		\$ 6,670.17	
		Beekman House & Bank Attendees	6,214	Total 2019 Facilities Use Fee Due City		\$ 667.02	

Facilities 10% use fee is based solely on Beekman House and Beekman Bank net proceeds.

*Historic Jacksonville received \$2400 in JCCC Grant towards the cost of Bank docents.

**These events are not covered under the City Facilities Use Agreement.

+Expense does **not** include 2019 Beekman Bank and House docent tax preparation.

++Expense does **not** include 2019 Victorian Christmas Bank docent salary.

+++Expense for 2018 Beekman Victorian Christmas Docent Salary and 2018 House & Docent Tax Preparation not included in 2018 report.

Historic Jacksonville, Inc.
Profit & Loss: YTD-12/31/19

Revenue	YTD
	<u>12/31/19</u>
<i>Donations</i>	
<i>General Donations</i>	
Chris Turner	\$ 20.00
Gates McKibbin	\$ 500.00
Kate Thomas	\$ 500.00
Jacksonville Booster Foundation	\$ 1,000.00
Marilyn & Mike Fitzgerald	\$ 250.00
Mary Ann Byrne	\$ 100.00
Neal & Jo Smith	\$ 100.00
Donation Revenue	<u>\$ 2,470.00</u>
<i>Grants - Temporarily Restricted</i>	
<i>Beekman Bank Interns/Docents</i>	
Jackson County Cultural Coalition Grant	\$ 2,400.00
Grant Revenue	<u>\$ 2,400.00</u>
<i>Events</i>	
Cash Boxes	\$ 300.00
	<u>\$ 300.00</u>
<i>Pioneer History in Story & Song</i>	
2019 Admissions	\$2,690.00
2019 Donations	\$104.00
2020 Tickets	\$160.00
	<u>\$2,954.00</u>
<i>Beekman Bank "Secrets & Mysteries "</i>	
Tours/Donations	<u>\$1,974.00</u>
	\$ 1,974.00
<i>Beekman Bank "Behind the Counter"</i>	
Tours/Donations	\$1,599.58
Private Tours/Donations	\$ -
	<u>\$ 1,599.58</u>
<i>Beekman House Victorian Days</i>	
Tours/Donations	\$731.00
Private Tours/Donations	\$ 65.00
	<u>\$ 796.00</u>
<i>Beekman House 1932 Living History</i>	
Tours/Donations	\$ 524.00
	<u>\$ 524.00</u>
<i>Beekman Family Life</i>	
Tours/Donations	\$ 871.75
Private Tours	\$ 65.00
	<u>\$ 936.75</u>
<i>Walk through History Tour</i>	
Tours/Donations	\$ 374.75
Private Tours	\$ 54.00
	<u>\$ 428.75</u>

<i>Jacksonville Haunted History</i>		
<i>Tours/Donations</i>	\$3,179.00	
<i>Private Tours</i>	\$ 515.00	
	<u>\$ 3,694.00</u>	
<i>Beekman Bank Victorian Christmas</i>		
<i>Tours/Donations</i>	\$ 238.57	
	<u>\$ 238.57</u>	
<i>Beekman House Victorian Christmas</i>		
<i>Tours/Donations</i>	\$2,779.00	
<i>Beekman Bazaar</i>	\$2,042.60	
	<u>\$ 4,821.60</u>	
<i>Miscellaneous Revenue</i>	\$ 9.50	
	<u>\$ 9.50</u>	
		<u><u>\$ 18,276.75</u></u>
Event Revenue		\$ 23,146.75
Total Revenue		\$ 23,146.75

Expenses

Administrative

<i>Insurance-CGI</i>	\$ 835.00	
<i>Insurance-D&O</i>	\$ 1,407.60	
<i>Oregon CT-12 Tax Filing</i>	\$ 70.00	
<i>City of Jacksonville 2018 Facilities Use Fee</i>	\$ 758.56	
<i>Oregon State Annual Report</i>	\$ 50.00	
<i>Chamber Membership</i>	\$ 90.00	
<i>Post Office Box/Postage</i>	\$ 56.00	
<i>Jacksonville Chamber-Xmas Lights and Garland</i>	\$ 225.00	
<i>Promotion-History Mystery Gift Certificates</i>	\$ 25.00	
<i>Misc.</i>	\$ 41.36	
	<u>\$ 3,558.52</u>	
Administrative Expenses		\$ 3,558.52

Preservation/Maintenance

<i>Beekman House Shades</i>	\$ 3,176.00	
	<u>\$ 3,176.00</u>	
Preservation/Maintenance		\$ 3,176.00

Events

<i>Cash Boxes</i>	\$ 300.00	
	<u>\$ 300.00</u>	
<i>Pioneer History in Story & Song</i>		
<i>2020 Paypal Expenses</i>	\$ 6.14	
<i>2019 Printing/Promotion</i>	\$ 86.76	
<i>2020 Printing/Promotion</i>	\$ 14.70	
	<u>\$ 107.60</u>	
<i>Beekman Bank "Behind the Counter"</i>		
<i>Event Permit</i>	\$ 15.00	
<i>Jacksonville Chamber-Docent Expense</i>	\$ 3,676.22	
<i>Other (displays, props, etc.)</i>	\$ 9.18	
<i>Docents-Tax Information Preparation-2018</i>	\$ 75.18	
	<u>\$ 3,775.58</u>	
<i>Beekman House Victorian Days</i>		
<i>Event Permit</i>	\$ 30.00	
<i>Printing/Promotion</i>	\$ 22.18	
	<u>\$ 52.18</u>	

<i>Beekman House Living History</i>			
	<i>Event Permit</i>	\$	30.00
	<i>Display/Props</i>	\$	23.97
	<i>Printing/Promotion</i>	\$	52.79
		\$	<u>106.76</u>
<i>Beekman House Family Life</i>			
	<i>Event Permit</i>	\$	15.00
	<i>Jacksonville Chamber-Docent Expense</i>	\$	868.02
	<i>Printing/Promotion</i>	\$	86.48
		\$	<u>969.50</u>
<i>Jacksonville Haunted History</i>			
	<i>Printing/Promotion</i>	\$	179.88
	<i>Paypal Expenses</i>	\$	50.86
		\$	<u>230.74</u>
<i>Walk through History Tour</i>			
	<i>Printing/Promotion</i>	\$	34.18
	<i>Other (displays, props, etc.)</i>	\$	10.18
		\$	<u>44.36</u>
<i>Beekman Bank Victorian Christmas</i>			
	<i>Display/Props</i>	-	
	<i>Event Permit</i>	\$	15.00
	<i>Printing/Promotion</i>	\$	10.81
	<i>2018 Victorian Christmas Docent Salaries</i>	\$	333.74
		\$	<u>359.55</u>
<i>Beekman House Victorian Christmas</i>			
	<i>Event Permit</i>	\$	15.00
	<i>Display/Props</i>	\$	180.07
	<i>Beekman Bazaar</i>	\$	64.50
	<i>Printing/Promotion</i>	\$	103.35
		\$	<u>362.92</u>
<i>Secrets & Mysteries of the Beekman Bank (2019)</i>			
	<i>Event Permit - 2020</i>	\$	30.00
	<i>2019 Printing/Promotion</i>	\$	62.19
	<i>2020 Printing/Promotion</i>	\$	14.70
	<i>Independent Contractor</i>	\$	970.00
		\$	<u>1,076.89</u>
<i>Other</i>			
	<i>2020 Summer Event Permit - House & Bank</i>	\$	30.00
	<i>Historic Properties Brochure - House & Bank</i>	\$	50.00
		\$	<u>80.00</u>
	Event Expenses		<u>\$ 7,466.08</u>
<u>Total Expenses</u>			<u>\$ 14,200.60</u>
	<u>Net Gain/Loss</u>		<u>\$ 8,946.15</u>

Jacksonville City Council Agenda Item Summary



Citizen Advisory Committee Appointments

Date: February 25, 2020
From: Ian Foster, Planning Director

City Council Meeting: March 3, 2020
Agenda Item: 5b

Synopsis:

During the Jacksonville City Council Meeting on January 16, 2020, the Council reviewed the process in the Comprehensive Plan for appointment to the five-member CAC. They directed staff to refer the applications to the Committee for Citizen Involvement (CCI) for their recommendation. The Council requested the CCI develop a pool of seven applicants for Council to review during their meeting on March 3.

The CCI reviewed the applications and narrowed the pool down to 7, per Council's request.

You will have ballots handed out during the City Council meeting to vote for the CAC members.

Fiscal Impact:

N/A

Recommendations:

Staff recommends the Council appoint five CAC members from the pool of seven applicants.

Exhibits (In order received):

- Exhibit A** – CAC Application received from Donald Reordan on November 20, 2019
- Exhibit B** – CAC Application received from Michael Thornton on December 12, 2019
- Exhibit C** – CAC Application received from Scott Selbe on December 13, 2019
- Exhibit D** – CAC Application received from Beverly Smith on December 16, 2019
- Exhibit E** – CAC Application received from Dianne Helmer on December 17, 2019
- Exhibit F** – CAC Application received from John Jorgenson on January 3, 2020*
- Exhibit G** – CAC Application received from Jocie Wall on January 6, 2020

*John Jorgenson also submitted a Committee for Citizen Involvement Application

Exhibit A

CAC Application received from Donald Reordan on
November 20, 2019



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: DONALD (DON) K. REORDAN
First Middle Initial Last

Home address: [Redacted]
Street City Zip

Mailing address: [Redacted]
Street City Zip

Day Phone: [Redacted] Evening phone: _____

Email Address: [Redacted]

Preferred Form of Contact: email, text, phone

Are you a Jacksonville Resident? Yes No
 If yes, how long? 26 years

Occupation: Physical therapist (Place of employment: Jacksonville Physical Therapy)

Business address: 635 N. 5th St. Jacksonville, OR 97530

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

RECEIVED
NOV 20 2019
CITY OF JACKSONVILLE



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

Please print, or include an attachment with, responses to the following supplemental questions:

1. What experiences/training/qualifications do you have for this committee?

I am a resident and a business owner in J'ville.

2. What specific contribution do you hope to make?

Help to accomplish the goals the city has for this committee.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I have just been involved peripherally with the Woodlands Assn + with the health care community

4. Why do you want to become a member?

To become more involved in the community.

5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City.

I have cursory knowledge of parts of the code & plan due to applications to modify my business & home over the years. I understand it's important

6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:

- Mornings *MON, WED, FRI*
- Afternoons *WED*
- Evenings *MON, TUE, THU*

for the city to monitor what's going on.

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: *[Signature]*

Date: *11/20/19*

Exhibit B

CAC Application received from Michael Thornton on
December 12, 2019



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: Michael P Thornton

First Middle Initial Last

Home address: [Redacted]
Street City Zip

Mailing address [Redacted]
Street City Zip

Day Phone: [Redacted] Evening phone: [Redacted]

Email Address: [Redacted]

Preferred Form of Contact: email

Are you a Jacksonville Resident? Yes No ➔ If yes, how long? 18 years

Occupation: Civil Engineer Place of employment: Thornton Engineering, Inc

Business address: PO Box 476, Jacksonville 260 N 3rd Street

Are you currently serving on any other board, committee, or commission? If so, please list them here:

Transient Lodging Tax Committee

How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)

RECEIVED
DEC 12, 2019
CITY OF JACKSONVILLE



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

Please print, or include an attachment with, responses to the following supplemental questions:

- 1. What experiences/training/qualifications do you have for this committee?
2. What specific contribution do you hope to make?
3. Briefly describe your involvement in relevant community groups and activities.
4. Why do you want to become a member?
5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City.
6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:
[X] Mornings
[X] Afternoons
[X] Evenings

Comments: At the risk of sounding arrogant, there are probably only a handful of people that utilize the Jville Development Code on a more frequent basis than I. I am hopeful that my familiarity with the Code will be of benefit to the citizens of Jacksonville in crafting a draft code that promotes the responsible development of our town.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: [Signature] 2019.12.12 15:13:34 - 08'00' Date: 12-12-2019

Exhibit C

CAC Application received from Scott Selbe on December 13,
2019



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: SCOTT D. SELBE
First Middle Initial Last

Home address: [Redacted]
Street / City Zip

Mailing address: SAME
Street City Zip

Day Phone: [Redacted] Evening phone: SAME

Email Address: [Redacted]

Preferred Form of Contact: email

Are you a Jacksonville Resident? Yes No \Rightarrow If yes, how long? 4.5 yrs

Occupation: Retired Place of employment: Formerly Packaging Corp of America

Business address: -

Are you currently serving on any other board, committee, or commission? If so, please list them here:
No

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet
* phone call from Ian Foster (Over, please)

RECEIVED
DEC 13 2019
CITY OF JACKSONVILLE

For more information please call the City Office 541-899-1231
Return this application to the City Office, 206 N 5th Street, Jacksonville, OR 97530



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

Please print, or include an attachment with, responses to the following supplemental questions:

1. What experiences/training/qualifications do you have for this committee?
Served on CAC - Chapter One. Previous occupation as Executive Director of Benefits provide extensive experience in business writing:
2. What specific contribution do you hope to make?
Common sense approach to resolving issues/ambiguities w/ current city documents
drafting legal plan documents, insurance contracts, service agreements, etc
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)
served as member of previous CAC
4. Why do you want to become a member?
To continue learning about local city governance & maintain civic involvement
5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City.
Orderly, controlled growth of local business, residential and agricultural developments. Ensure that Jacksonville maintains its status as a wonderful community in which to live and that tourists will want to visit.
6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:
 Mornings
 Afternoons
 Evenings

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: *[Signature]* Date: 12/13/19

Exhibit D

CAC Application received from Beverly Smith on December
16, 2019



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: BEVERLY J. SMITH
First Middle Initial Last

Home address:
Street City Zip

Mailing address:
Street City Zip

Day Phone: Evening phone:

Email Address:

Preferred Form of Contact: PHONE

Are you a Jacksonville Resident? Yes No ⇒ If yes, how long? 48 years

Occupation: retired PUBLIC WORKS Place of employment: CITY OF JACKSONVILLE

Business address: 206 N. FIFTH ST. JACKSONVILLE OR 97530

Are you currently serving on any other board, committee, or commission? If so, please list them here: NO

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice CITY NEWSLETTER
 Word of mouth Board/Commission/Committee member Internet IN WATER BILL
(Over, please)

RECEIVED
DEC 16 2019
CITY OF JACKSONVILLE

For more information please call the City Office 541-899-1231
 Return this application to the City Office, 206 N 5th Street, Jacksonville, OR 97530

City Council
 January 21, 2020
 Agenda Item 5d
 Exhibit A



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

Please print, or include an attachment with, responses to the following supplemental questions:

1. What experiences/training/qualifications do you have for this committee?
SEE ATTACHED.
2. What specific contribution do you hope to make?
SEE ATTACHED.
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)
SEE ATTACHED.
4. Why do you want to become a member?
SEE ATTACHED.
5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City.
SEE ATTACHED.

6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:

- Mornings
 Afternoons
 Evenings

Comments: NOT 1ST & 3RD WEDNESDAYS OF A MONTH. I HAVE A
MORNING OBLIGATION, BUT AFTERNOONS WOULD WORK.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: Beverly Smith Date: Dec. 16, 2019

Attachment for Beverly Smith's Application

1. At Oregon State University, I studied Land Use Planning and Landscape Architecture (1972-76). I also did a summer internship for Klamath County when they were developing their LCDC requirements. As a Landscape Architect in Medford, projects included city parks, schools, commercial and residential designs. After 20 years of this work, I 'retired' but then ended up working for the City of Jacksonville for 21 years. Most of that was in the Public Works Department which gave me a good understanding of the types of land uses in the City.
2. To bring a knowledge of the character of Jacksonville to the conversation since I have lived in Jacksonville for over 40 years. I've listened to what is important to the people who live and work here after working with the residents of Jacksonville over the past 20 years. I also have some familiarity with the City's codes.
3. After retiring from the Jacksonville Public Works Dept., I now volunteer with continued enhancement of the Peter Britt Gardens, and its maintenance. I also help with work parties at other parks. I volunteer in the Jacksonville Cemetery for clean-up days, headstone cleaning, and placing flags on Veterans' graves.
4. I care about Jacksonville, but I do not have specific agendas to push forward. I like to look at all sides of an idea. When I worked for the City, I occasionally had to refer to the Municipal Code and the Comprehensive Plan for land use issues and could see where some sections of the code related to another and could use some refinement. This CAC seemed to fit in with how I would like to contribute in Jacksonville.
5. The JLDC and Comp Plan determine the character and safety of the City through the uses allowed, density of development, protection of existing assets, and more. Maintaining the integrity of the historic designation of Jacksonville is very important because that is the charm of the City and an important record of history. People who come here are drawn to the history, entertainment, walkability, shopping, dining, gathering places, and rural feel surrounding the City. The development code sets the standards to preserve these attributes and not have them threatened by a new element that could take them away. It also needs to balance the interface of commercial and residential areas, County, State and Federal regulations or any impact outside the City limits.

Exhibit E

CAC Application received from Dianne Helmer on December
17, 2019



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: Dianne C Helmer
First Middle Initial Last

Home address: _____
Street City / Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: (h) cel

Email Address: _____

Preferred Form of Contact: Phone / email

Are you a Jacksonville Resident? Yes No \Rightarrow If yes, how long? 10 years

Occupation: Retired - Healthcare Place of employment: _____

Business address: _____

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet
(Over, please)

RECEIVED
DEC 17, 2019
CITY OF JACKSONVILLE



Application for the City of Jacksonville Citizen Advisory Committee for Review of the Jacksonville Development Code/Comprehensive Plan

Please print, or include an attachment with, responses to the following supplemental questions:

1. What experiences/training/qualifications do you have for this committee?
2. What specific contribution do you hope to make?
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)
4. Why do you want to become a member?
5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City. .
6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:
 Mornings
 Afternoons
 Evenings

See Attached

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: Janne Helmer Date: 12-18-19

**Citizen Advisory Committee for Review of the
Jacksonville Development Code/Comprehensive Plan
Application
Dianne Helmer
December 15, 2019**

1. What experiences/training/qualifications do you have for this committee?

I have a diverse career background as a leader in educational, administrative, clinical and research roles in large and complex healthcare systems. More specifically as an Advanced Practice RN (now retired), a major component of this career was client advocacy. This experience provides me with a strong foundation for continuing this advocacy for Jacksonville citizens.

I have good critical thinking skills and enjoy problem solving endeavors. I am committed to balanced and inclusive decision making taking into account diverse viewpoints. I believe in pursuing multiple ways to get information such as expert testimony, bench marking, consultation with thought leaders, regulatory requirements and policy papers.

There are many ways citizens participate in city government, such as city council, commissions and committees. The Citizen Advisory Committee (CAC) to update the code/comprehensive plan is a critical way to ensure that the city is not only using a best practice model for this participation but complies with regulatory statutes requiring citizen involvement in land use planning decisions.

2. What specific contributions do you hope to make?

As a CAC member, I am committed to seeing that a comprehensive, accurate and timely Majority Report is completed and undergoes the appropriate review and approval process. I will support collaborative citizen involvement participation through town halls and education events. This entails attending all CAC meetings and citizen outreach events as well as doing the necessary homework to further understand specific code revisions. In the previous CAC, I attended all CCI, Planning Commission and City Council meetings addressing the work of the CAC. I plan on doing the same if I am appointed to the new CAC.

3. Briefly describe your involvement in relevant community groups and activities.

- Chair, CAC, Chapter 1, Citizen Engagement, Comprehensive Plan.
- Former Planning Commissioner.
- Member Jacksonville Historic Cemetery MTP Reserve Committee and Events.
- Member, Booster Club, volunteer Home Tour and Victorian Christmas.
- Member, Booster Foundation Committee that established marker commemorating Viets Schultz Brewery in the Peter Britt Garden.

4. Why do you want to become a member?

I am committed to being of service to Jacksonville citizens and find work on city planning topics interesting and intellectually challenging. I am a life long learner; satisfied by working through demanding problems. I enjoyed my work on the previous CAC, particularly collaborating with our very competent Planning Department. They are the heavy lifters in this work. The previous CAC and Planning Department made a good team and I anticipate this will be the case with the new CAC. I am personally rewarded by being part of a successful project.

5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City

The Comprehensive Plan and the JLDC are the two seminal statutory documents guiding land use decisions in Jacksonville.

Comprehensive Plan

The Comprehensive Plan is the overall statutory framework under which the specific land development codes operate. Therefore the new CAC is charged with not only JLDC revisions but, in case of inconsistencies with the Comprehensive Plan, must ensure that the Comprehensive Plan revisions are in place and approved both at the local and state level (via a Majority Report) prior to submitting a Majority Report for the JLDC revisions.

In 1973, Oregon established a statewide program for land use planning. There are currently 19 statewide planning goals which provide the foundation for land use planning and related topics such as housing, natural resources and citizen involvement for Oregon municipalities. Oregon state law mandates that these statewide goals are operationalized through local comprehensive plans (i.e., Jacksonville's Comprehensive Plan). Jacksonville's Comprehensive Plan provides the necessary regulatory oversight for land use decisions in Jacksonville.

The Jacksonville Land Development Code (JLDC)

The JLDC is comprised of Chapters 16, 17, and 18 of the Jacksonville Municipal Code. These chapters provide the minimum legal standards to protect the health, property, safety and public welfare of Jacksonville citizens. The state grants power to the local government and city officials to work in collaboration with state agencies on land use decisions. For example, any revisions in the Comprehensive Plan or the JLDC must be submitted to the Oregon Department of Land Conservation and Development for review and approval.

While the current code includes three chapters, the revised code comprises six articles that nevertheless are still designed to "promote the public health, safety and welfare; and to encourage the orderly efficient development and use of land with the City of Jacksonville consistent with the City of Jacksonville's Comprehensive Plan and the following seven principles:

- A. Compact Development
- B. Mixed Use Development
- C. Full Utilization of Urban Services
- D. Transportation Efficiency
- E. Human-Scale Design
- F. Environment Healthcare
- G. Efficient Administration of Code Requirements."

In my opinion, the most difficult challenge will be to marry the current code chapters with the new articles in the proposed code revision. However, I am confident that with the tools and support provided by the Planning Department that this can be accomplished. Comprehensively updating both the Comprehensive Plan as needed and the JLDC is going to provide Jacksonville with a contemporary JLDC that will meet the land use planning needs of its citizens for many years to come.

Exhibit F

CAC Application received from John Jorgenson on January 3,
2020



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

RECEIVED

JAN 03 2020

City Office • 206 N 5th Street • Jacksonville, OR 97530

CITY OF JACKSONVILLE

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: John w Jorgenson
First Middle Initial Last

Home address: [Redacted]
Street City Zip

Mailing address: '' '' ''
Street City Zip

Day Phone: [Redacted] Evening phone: [Redacted]

Email Address: [Redacted]

Preferred Form of Contact: cell phone

Are you a Jacksonville Resident? Yes No \Rightarrow If yes, how long? 2.5 years

Occupation: retired Place of employment: _____

Business address: _____

Are you currently serving on any other board, committee, or commission? If so, please list them here:
Jacksonville Boosters Foundation board member
Valley View HOA board member

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

(Over, please)



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

See Attached

Please print, or include an attachment with, responses to the following supplemental questions:

1. What experiences/training/qualifications do you have for this committee?

2. What specific contribution do you hope to make?

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

4. Why do you want to become a member?

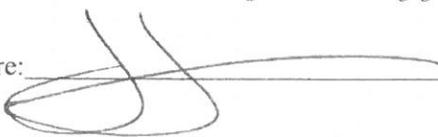
5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City. .

6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:
 Mornings
 Afternoons
 Evenings

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: 

Date: 1/31/2020

Application for the City of Jacksonville
Citizen Advisory Committee for the Review of the Jacksonville
Deployment Code/Comprehensive Plan

1. What experiences/training/qualifications do you have for this committee?

I recently served on the Citizens Advisory Committee to revise Chapter One of the Comprehensive plan, the Civic Engagement Element.

I have a retail marketing and operations background developing and operating gasoline and convenience locations for 7-Eleven, Circle K and Chevron. I have successfully worked with planning commissions and neighborhood groups in several different cities.

I have lived and worked in more than 16 unique communities though out the US and have experienced a wide variety of community planning efforts and results.

2. What specific contribution do you hope to make?

I hope my experience working in a retail and customer focused organizations will help me provide a good sounding board and would also like to help challenge the team to make the best decisions for all citizens of Jacksonville.

3. Briefly describe your relevant community groups and activities.

I currently serve as a board member of the Valley view HOA and serve on the board of the Jacksonville Boosters Foundation. In my working life I was a major fundraiser for several national and local charities including Children's Miracle Network, Susan G Komen, St Jude's and many others.

I also served as a flag football coach for a dozen years in Orange County California

4. Why do you want to become a member?

My family relocated to Jacksonville in 2017 and we really enjoy the results of the folks who have made this such and wonderful community. Given my experience and status as a retired professional I believe it's my duty to give back and assist in making this an even better area to live.

5. Please describe the function of the Comprehensive Plan.

The city needs to develop and implement a comprehensive plan to establish guidelines to help preserve the core values and provide an all-inclusive growth plan for Jacksonville.

John Jorgenson

Jacksonville, or 97530

Exhibit G

CAC Application received from Jocie Wall on January 6, 2020



Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- The Council will appoint five members to this Citizen Advisory Committee (CAC).
- The Committee for Citizen Involvement (CCI) will maintain a list of alternates
- Please return this application to the city offices by Monday, January 6, 2020.

Name: Joe M Wall
First Middle Initial Last

Home address: [Redacted]
Street City Zip

Mailing address: [Redacted]
Street City Zip

Day Phone: [Redacted] Evening phone: same

Email Address: [Redacted]

Preferred Form of Contact: email / phone

Are you a Jacksonville Resident? Yes No \Rightarrow If yes, how long? 20 yrs

Occupation: Self Employed Place of employment: Wall Enterprises

Business address: Medford

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet
(Over, please)

RECEIVED
JAN 06 2020
CITY OF JACKSONVILLE



**Application for the City of Jacksonville
Citizen Advisory Committee for Review of the Jacksonville
Development Code/Comprehensive Plan**

Please print, or include an attachment with, responses to the following supplemental questions: *See attached*

1. What experiences/training/qualifications do you have for this committee?

2. What specific contribution do you hope to make?

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

4. Why do you want to become a member?

5. Please describe the function of the Jacksonville Land Development Code and Comprehensive Plan and why it's important for the City. .

6. This committee will meet three times per month, or as needed. Meetings generally last two hours. Please identify a time of day that will best fit with your schedule:

- Mornings
- Afternoons
- Evenings

Comments: _____

Best time for me is ^{after} 4:00 or early am

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature _____

Date: 1-3-2020

1. Knowledge and skills relevant to for the CAC for Development codes/ Comprehensive Plan.
I have a working knowledge of the current development codes and our comprehensive plan due to my 4 years on the city council. I have spent over 7 years studying state planning process, city involvement programs and have developed an extensive understanding of our past efforts to revise the codes and comp plan. I'm able to read and understand codes. I have good organizational skills and enjoy working as a team member.
2. Why am I interested in serving on this committee? I enjoy public service and working on projects that contribute to our community. I have lived in Jacksonville for over 20 years and have made it my home. I am committed to seeing Jacksonville maintain its national historic landmark status and unique quality of life. Critical to this mission is keeping our comprehensive plan up to date and having planning codes that support our plan and are enforceable.
3. My involvement in relevant community groups and activities. My involvement follows my passions and skills. I am currently serving on my neighborhood Fire Wise board, I believe developing a fire safe community is essential for Jacksonville. I attend and contribute to city council meetings and other meetings of interest so that I remain educated and current on city issues and concerns.
4. Why do I want to become a member of this CAC? I have unique background knowledge and understanding of what happened with the original planning code revision process. I have a working understanding of city and state process. I want to work and contribute to this most important project.
5. The function of our Comprehensive plan and Development codes are to serve as the cities guiding framework for how we manage growth and planning.

A comprehensive plan is a document stating the general, long-range policies that will govern a local community's future development. These plans are required of each city and county by Oregon legislation. They must include wide citizen participation, address 19 statewide planning goals, be officially adopted by the jurisdiction, receive approval by the Oregon Dept. of Land Conservation and Development, and be reviewed periodically.

Jacksonville's Comprehensive Plan is made up of 10 chapters, 271 pages, each chapter begins with a vision statement that was developed by widespread citizen participation.

Chapter 1 Citizen Involvement -revision completed in 2019

Chapter 2 Historic Element proposed revision was not adopted and will be re-considered by this CAC.

Chapter 3 Jacksonville's Social Element including Population and Growth is based on a 29yr old vision statement from 1991 along with outdated Population statistics, income and age demographics, tourism and school statistics and future projections. This chapter is outdated.

Chapter 4 Jacksonville's Housing and Urbanization Element; with a Buildable Lands Inventory from 2000, now 20 years old.

Chapter 5 Transportation Plan- which includes a plan dated 1995.

Chapter 6 Economic Element with a 1991 vision statement

Chapter 7 Parks, Recreation, Open Spaces, Natural and Scenic Resources-1991 vision statement

Chapter 8 Jacksonville's Environmental Element-1991 vision statement

Chapter 9 Public Services and Facilities

Chapter 10 General Implementation which states on p. 268

Frequency: Amendments may be proposed at any time subject to initiation. Every fifth year, major text revisions should occur through a broad legislative process. During this five-year review, proposed amendments received during the interim will be considered by the Citizen Advisory Committee and Planning Commission. If compelling reasons for these amendments occur between five-year review periods, a majority vote of the Planning Commission and City Council can authorize immediate initiation of the proposed amendment.

Jacksonville's Development Codes are to reflect the vision and goals stated in our Comprehensive Plan. The cities success in developing current and relevant codes will stem from how well our Comprehensive Plan reflects our current visions and goals.