



**CITY OF JACKSONVILLE
Committee for Citizen Involvement
AGENDA**

***New City Hall – 206 N 5th Street, Jacksonville
rear door entry, front doors will be locked***

**Committee for Citizen Involvement
REGULAR SESSION**

**June 18, 2018
5:15 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Minutes: May 16, 2018
4. Public Comment (3 Minutes per Individual)
5. Reaching Out to the Public
6. Citizen Advisory Committee Application/CCI Review Process and the Evaluation of Candidates
7. Review: Draft Bylaws
8. Discussion: Collecting Community Input on Value Areas
9. Other Business/Agenda Items for Next Meeting
10. Confirmation of Next Meeting Date
11. Adjourn

Minutes

Committee for Citizen Involvement **Committee Meeting Minutes**

Wednesday, May 16, 2018
5:15 p.m.
New City Hall, 206 N. 5th St

Call to Order at 5:15 pm by Chair Thompson
Introductions and Review of Agenda

Members Present: Chair Andrea Thompson, Vice Chair Tom Pratum, Jason Reilly, Marty Bishop, Jason Williams, Whit Parker, and Council Liaison David Jesser (non-voting)

Absent: Linda Graham

Staff Present: Ian J Foster, Planning Director, Dick Converse, Contract Principal Planner (RVCOG) Joshua Chandler, City Planner, and Diane Oliver Building/ Planning Technician

Minutes: April 18th, 2018

Move: To approve the April 18th 2018 Minutes

Motion: By Marty Bishop, seconded by Jason Reilly

Vote: All “Ayes” none opposed, minutes approved

CCI Membership: Volunteers for two -year terms

Vice Chair Tom Pratum, Jason Williams, and Marty Bishop volunteered for two-year terms

Discussion: City Council Action regarding Chapter 1 of the Comprehensive Plan:

In April, the City Council discussed Chapter 1 of the Comprehensive Plan and made a motion to direct staff to solicit for volunteers to review the Chapter.

Ian is working on the application form. Once we have the

applications, and recruit for the positions, we will then take those applicants to the City Council for review and City Council will bring their recommendations to the CCI who will ultimately determine the members of the CAC to review Chapter 1 of the Comprehensive plan. This Committee will start to see applications within the next few months.

This Committee’s function will be to draft the guidelines for the CAC and the framework for their work. Per the Comprehensive Plan, you will provide assistance to that group and provide facilitators if need be, or any technical advice for that group

Jocie Wall, 520 S. Oregon Street, Jacksonville, Or 97530 commented from the audience regarding the CAC applicants that had applied for the Code Review, and how they had not received updates regarding the process.

Review: Draft Bylaws

Ian provided the committee with a draft of the bylaws to review for the month and to return in June with The groups input. Hopefully during the next meeting we can come up with a final version. Staff is working on getting a Planning Commission Liaison to work with this committee. Committee members provided suggestions for the Bylaws

- Add “absences” will result in removal from the CCI

- Add “allow amendments”
- No changes to the Comp Plan, only changes to the “order of operations”
- No edits: Article 1-3
- Article 3 @ election of chair is where editing can begin
- Community Input at every meeting? 3 minutes per person at beginning of meeting?
- Emails from citizens should always be forwarded to staff in the Planning Department
- Running list of concerns per each CCI Member
- Designating CCI meetings (3rd Weds of every month?)

We need to designate a secretary for the group; it states that the Planner will take minutes, so maybe it can Joshua Chandler, or the Planning Technician?

If an item is brought up that is not on the agenda during a meeting, we will add that item to the next CCI agenda for discussion, or keep a log if the agenda is full so the item does not get forgotten

Review: Survey Questions

2007 Values

- Survey to judge these values to citizens in 2018
- Is survey geared toward Land Use decisions/Topics or overarching issues?
- Citizens Involvement/ Following up on the Outreach we started in 2007
- Send your suggestions to the Planning Director for next meeting
- Dick will look at more community survey ideas

Discussion: “Putting People in Planning”

Continue to read and review this information so we can discuss this further, it provides a greater background, and its valuable information!

Other business/Agenda Items for Next Meeting

Bylaw Revision Work Session

CCI Members will email Planning Director to build agenda item ideas for next meeting

Let’s look at handing out survey’s to our local Farmer’s Market/Reach out to local School District/PTA

Outreach/Budget

Next Meeting Dates: *June 18, 2018 at 5:15PM New City Hall*

Jocie Wall, 520 S. Oregon Street, Jacksonville, Or 97530 commented from the audience that when she requested the CCI packet she was told to fill out a records request. The Planning Technician will provide that information 15 minutes prior to next meeting such as the packet, and minutes for the CCI meeting. She also requested that the venue change for this meeting place.

Introduction was made of Joshua Chandler our City Planner

Chair Thompson thanked everyone for coming and thanked the residents for their involvement

Adjourn 6:59 pm

Draft Bylaws

**CITY OF JACKSONVILLE COMMITTEE FOR CITIZEN INVOLVEMENT
BYLAWS**

ARTICLE I

Purpose

Per Chapter One of the Jacksonville Comprehensive Plan, *Citizen Involvement*, the Committee for Citizen Involvement (CCI) serves as the officially recognized citizen participation resource committee committed to the success of citizen participation in the government decision-making process.

ARTICLE II

Role

The Role of the CCI shall be:

1. To coordinate and support standing Committees, Citizen Advisory Committees (CACs), and Ad Hoc Committees, and provide for effective communication with city officials.
2. To serve as the City Council's planning and supervisory arm for carrying out the functions and requirements of the Citizen's Involvement Program,
3. To advocate for public participation in the City's processes, programs, and issues,
4. To recruit candidates with the appropriate background or technical knowledge to assist in addressing the City's specific concerns,
5. To maintain a list of citizens who are willing, when needed, to participate when needed on various CACs or other committees,
6. To provide a facilitator to assist in the CAC process,
7. To facilitate providing technical & expert assistance to CACs,
8. To provide the same services to Ad Hoc groups that are formed to address one-time city concerns,
9. To assist the CACs and Ad Hoc groups as to the process to take for approaching the Council,
10. To prepare and request adequate funding for the Citizen's Involvement Program for inclusion in the City budget, and
11. To monitor and provide recommendations to enhance citizen involvement.

ARTICLE III

Membership

The Committee shall consist of:

1. Seven Jacksonville Residents, selected for a four-year term on an overlapping basis.
2. One liaison from the Jacksonville City Council. The Council Liaison is a non-voting member.
3. One liaison from the Jacksonville Planning Commission. The Planning Commission Liaison is a non-voting member.

Election of Chair and Vice-Chair and Appointment of Commission Representatives

The Committee, at its first regular meeting in January of each year, shall elect a Chair and Vice-Chair.

Chair – Duties

The Chair shall preside at all meetings of the Committee and provide general direction for the meeting.

Duties shall include:

1. Announce the business before the Committee in the order in which it is to be discussed;
2. Receive and submit in the proper manner all motions and propositions presented by the members of the Committee;
3. Call a vote on all motions which are properly moved, or necessarily arise in the course of proceedings and announce the result thereof;
4. Inform the Committee, when necessary, or when referred to for that purpose, on any point of order or practice.

5. Maintain order at the meetings of the Committee;
6. Receive documents or other physical evidence as part of the record;
7. Recognize speakers and members of the Committee prior to receiving comments.

Vice Chair – Duties

The Vice-Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair of the Committee.

Temporary Chair

In the event of the absence of, or disability of both the Chair and Vice-Chair, the Secretary calls the meeting to order, calls the role, and the Committee shall elect a temporary Chair to serve until the Chair or Vice-Chair returns. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Committee.

CONDUCT OF MEMBERS OF THE COMMITTEE

1. Preparation
Members of the Committee shall take such time as necessary to prepare themselves for meetings.
2. Attendance
Every member of the Committee shall attend the scheduled meetings unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Chair and Planning Department. If a member of the committee is absent from three consecutive regular meetings, or four meetings within a calendar year, the Chair may recommend to the City Council that the member be removed from the committee.

MEETINGS

1. Regular Meetings
Regular meetings of the Committee shall be held in New City Hall, or another location the Committee designates. The Committee shall meet at least one time per year, or as needed. Meeting times are as scheduled by the majority of voting members.
2. Special Meetings/Town Halls
Special meeting of the CCI membership may be called by the standing committee. The Committee shall provide a forum/town hall as needed for citizen input outside of the regularly scheduled meeting.
3. Meetings – Matters Considered
Any matter pertaining to the affairs of the CCCI and falling within the authority and jurisdiction of the Committee may be considered during the scheduled meetings. The matter will then be placed on the agenda for a future meeting.
4. Quorum (2.12.020, 2.12.050)
The Committee consists of seven members. A majority of current members shall constitute a quorum. If a quorum is not present, the meeting shall be rescheduled.

PROCEDURE

1. Order of Business
The order of business shall be as follows:

- a. Roll call and determination of quorum
- b. Correction and approval of the minutes preceding the meeting
- c. Audience Comment, limited to three members per individual
- d. Current Business
- e. Other Business
- f. Confirm Next Meeting Date and Time
- g. Adjourn

2. Agenda for Meetings

In consultation with the Chair, planning staff shall prepare a written agenda prior to each regular meeting. City staff shall provide the agenda packet for each meeting at least 24 hours prior to the meeting.

3. Rules of Order

Robert's Rules of Order shall govern the conduct of the Committee for Citizen Involvement.

3. Amendments to the Bylaws

The Committee for Citizen Involvement may amend these Bylaws with an affirmative vote of at least two-thirds of the voting committee members.

Effective Date: _____

Andrea Thompson, Chair
City of Jacksonville
Committee for Citizen Involvement

Vision 2028 Values

COMMUNITY VALUES QUESTIONNAIRE

BACKGROUND

Jacksonville residents participated in a visioning process in 2007, imagining what Jacksonville would be like in 2028. The future they envisioned included values ranging from efficient governance, vibrant artistic, cultural, and education activities to land use patterns unique to Jacksonville. Here is some of what they said.

Land Use, Population, and Growth

We value

- Controlled land use and growth that includes citizen involvement from the onset of the Planning Process.
- An agricultural buffer and decreasing density as we leave our City Limits.
- Development that values Jacksonville that creates non-homogeneous neighborhoods and gives back to Jacksonville.
- Open spaces throughout the community.

Citizen Involvement

We value

- A governmental process whose foundation is citizen participation, where city officials and citizens actively work together.
- A government that reaches out to inform and involve all citizens, motivating all citizens to play an active role in the ongoing process of governance.
- A rational and objective process that validates and implements the evolving values, visions, and goals of its citizens.

City Government, Public Facilities and Services

We value

- Police, fire and medical emergency forces that are well trained, equipped and compensated to safeguard our historic resources, citizens property and visitors.
- Efficient and adequate water supply, sewage disposal and storm water control systems.
- Well maintained and safe City facilities for our citizens and visitors.
- An open and ethical government that respects the democratic process, keeping its citizens well informed on City matters.
- A government that will restrict growth in areas that create a hardship on City services, compromise our historic community or livability of its citizens.

Cultural, Historical, Educational and Social

We value

- A sense of community friendliness and the preservation of Jacksonville's unique designation as a National Historic Landmark District and its status as the "finest intact inland trade center on the West Coast."
- The historic "Jacksonville brand" with its social, artistic, cultural, educational and culinary activities and events for residents and visitors.
- Designated community gathering places, both indoor facilities and in natural outdoor settings, appropriately designed for the needs of the community including all age groups.
- The history of regional indigenous people and pioneers; their diverse cultures, ages, ethnicity and beliefs.
- A thriving arts scene, with the opportunity to enjoy all branches of the arts.
- Educational opportunities for all ages.
- The preservation of our historic buildings.
- our historic cemetery

Transportation, Circulation and Parking

- We value the preservation of the small-town ambience of Jacksonville by minimizing vehicular congestion, enhancing safety and ensuring circulation by providing a variety of easily accessible and safe public transportation choices (preferably of an historic nature) and making vehicular traffic planning choices that provide easy, efficient access for visitors and residents within and around Jacksonville, in conjunction with adequate parking facilities to meet permanent and temporary transportation demands, facilitated by clear and adequate signage for all types of traffic.
- We value the preservation of the small-town ambience of Jacksonville by encouraging the choice of pedestrian and nonmotorized forms of transportation by providing a network of easily accessible and safe sidewalks, paths, and trails within and around Jacksonville and connections to similar regional routes

Economic

- We value a thriving, diverse economic base fostered by a proactive, 'business friendly' environment. We value unique, character or focus, that reinforces 'Brand Jacksonville'; and Jacksonville's status as a National Historic Landmark District.
- We value Jacksonville as one of the prime venues in the Rogue Valley for cultural and performing arts events.
- We value strong, cooperative partnerships with Britt Festivals, and Southern Oregon Historical Society, our regional wine and artisan food industry, and similar entities that ensure that Jacksonville is a year round destination for residents and visitors alike.

Other issues

In addition to identifying values, Vision 2028 asked questions about other land use, but these were not included as values.

- Should the City be planning for additional park land and/or recreational opportunities for all segments of our community including our youth, seniors and disabled?
- Should the City be planning to develop more land in the 1800-acre Forest Park for passive open space and recreational opportunities?
- How do you feel about more active recreational activities such as overnight camping, a recreational vehicle park, or OHV uses in the Forest Park?
- In a small town with a low tax rate with increased tourism, how should the City develop the financial resources to construct, operate and maintain park and recreational facilities?
- Should the City focus on higher density infill development of vacant and under-utilized parcels of land within the current city limits; or, should the City seek to accommodate growth by expansion of the City’s municipal boundaries?
- Should the City look to create a more limited identifiable Historic District to the existing Historic Core area and promote contemporary development and architectures with urban densities outside of the Historic District?
- What level of park and recreation services should the City pursue?
- Would you support a Destination Resort project to generate additional revenues? Would you support the development of contemporary Cottage Industry uses, Artisan clusters, and/or commercial projects? Would you support a pay “Parking District” in the Historic Core to help offset cost of traffic and enforcement cost and other tourist related cost?

Now that ten years have passed, we want to know how important the identified values are to you.

Please check the box that reflects how important each value is to you.

	Extremely	Very	Moderately	Slightly	Not at all
Citizen Participation					
Rational and objective government processes					
Well maintained safe facilities for residents and visitors					
Preserving Jacksonville’s National Landmark District designation					
Community gathering places					
Preserving historic buildings					
Minimizing vehicular congestion					
Enhancing transportation safety					
Public transportation choices					
Adequate parking facilities					
Safe sidewalks, paths, and trails					
Business-friendly environment					

	Extremely	Very	Moderately	Slightly	Not at all
Cultural and performing arts venues					
Increasing residential densities to accommodate population growth					
Supporting our own police force instead of contracting for police protection					
Supporting our own fire department instead of joining a county fire district					
Additional land for employment					

What other values should Jacksonville consider as it plans for the future?