

**Agenda**  
Shady Cove Regular City Council Meeting  
Thursday, June 1, 2023  
6 PM

<https://us02web.zoom.us/j/89672527300?pwd=T3RyaUhseDNKWmN0WmxEeGk1T1NSQT09>

Meeting ID: 896 7252 7300

Passcode: 465569

One tap mobile

+13462487799,,89672527300#,,,,\*465569# US (Houston)

+16694449171,,89672527300#,,,,\*465569# US

**I. Call to Order**

- A. Roll Call
- B. Pledge of Allegiance
- C. Announcements by Presiding Officer

1. This meeting is being digitally recorded.
2. The next regularly scheduled meeting of the City Council will be held on June 15, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting and Public Hearing of the Planning Commission is June 8 at 6 PM, both in Council Chambers and via Zoom.
4. The next meeting of the Parks and Rec Commission is not scheduled at this time.
5. The next meeting of the Emergency Management Commission is not scheduled at this time.
6. These meeting dates and times are subject to change
7. Anyone wishing to address the City Council concerning items of interest may do so. The person addressing the Council must complete a Public Comment Card and submit it to the City Administrator prior to the meeting. All remarks will be addressed to the whole City Council and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Administrator, at TCorrigan@shadycove.org, no later than 4:00 PM the day of the meeting. The Council reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

**II. Public Comment on Agenda Items**

**III. Consent Agenda (pgs.3-7)**

- A. Minutes of 05/18/23
- B. Bills Paid 05/04/23 - 05/24/23 - \$454,997.50

**IV. Items Removed from Consent Agenda**

**V. Staff Reports**

- A. Jackson County Deputy
- B. Fire Chief Winfrey, FD4
- C. Commission/Committee Reports
- D. City Administrator

**VI. Old Business**

- A. Welcome Sign Update

**VII. New Business**

- A. Zoning Clearance and Riparian Forms (pgs. 8-9)
- B. Appointments to Volunteer Group (pgs. 10-17)

**VIII. Written Communication**

**IX. Public Comment on Non-Agenda Items**

**X. Council Comments on Non-Agenda Items**

- A. Mayor Ball
- B. Councilor Nuckles
- C. Councilor Winfrey
- D. Councilor Hubbard
- E. Councilor Mitchell

**Adjournment**

City of Shady Cove  
**City Council Regular Meeting**  
Thursday, May 18, 2023, 6:00 PM  
Meeting was held at City Hall and on Zoom

**I. CALL TO ORDER**

Councilor Nuckles called the Regular City Council Meeting to order at 6:00 PM.  
Mayor Ball was excused.

The Pledge of Allegiance was recited.

**I.C. ANNOUNCEMENTS**

Roll Call

Council Present: Councilor Nuckles, Councilor Winfrey, Councilor Hubbard  
Mayor Ball and Councilor Mitchell were excused.

Staff Present: Thomas J. Corrigan, City Administrator

Councilor Nuckles made the announcements on the agenda.

**II. PUBLIC COMMENT ON AGENDA ITEMS**

None

**III. CONSENT AGENDA**

- A. Minutes of 05/04/23
- B. Bills Paid Report 04/26/23-05/03/23- \$7,477.16

**Motion to Accept Consent Agenda**

Motion: Councilor Winfrey                      Second: Councilor Hubbard

Motion Carried: 3-0

**IV. ITEMS REMOVED FROM CONSENT AGENDA**

None

**V. STAFF REPORTS**

- A. Fire Chief Winfrey, FD4- Month of April was very slow with only 80 calls. They finished up their budget and was approved by Budget Committee. They finalized their Union contract for three years. Fire season starts June 1<sup>st</sup> and there will be

no more burning of any kind until the Fall. This is the last meeting that he will be the Fire Chief. Mayor Ball and Council thanked him for his years as Chief.

**B. Commission/Committee Reports:**

Planning- Commissioner Stirling- The last meeting was a Type Three Land Use Public Hearing and they did not have enough information to make a decision and will have to be continued until June 8. Discussed Vacation Rentals by Owner (VRBO) again and will discuss it with the Council.

**C. Jackson County Deputy:**

Deputy McLennan– As it heats up people are driving a little more recklessly so if you see something, please call it in and report it. Use non-emergency dispatch unless it looks like they are going to hit someone head on.

**Commission/Committee Reports:**

Parks, Recreation, and Tourism- Commissioner Pulcini- On May 23 at 11AM they will be meeting at City Hall to put the flags together and will be put up in the next few days after that. The City is excited about the flower baskets that will be put up for display. Parks, Recreation, and Tourism has partnered with Upper Rogue Regional Park to update the benches and picnic tables. They have met with Youth 71Five Ministries to do some partnerships to get some things going for the kids in the City.

- D. City Administrator – Tom Corrigan-** We have been cleaning up weeds along 62 and also spraying. Weed eaters are available to loan out if someone needs one. All of the benches at Aunt Caroline’s Park have been sanded down and painted. Painted one of the buildings so they all match. Some graffiti has been sprayed under the bridge. ODOT will handle it. We asked the Deputies to take a couple extra trips down to check under the bridge. Still working on riparian violations on some property. Working with 71Five because the two engineers are not in agreement in regard to parking. CSO is still sending out letters and has made two follow up visits with one resolved and one not. On the Reader Board, Pacific Power came back with a three-page document on what the load rating was for everything. A group called Urban Forestry that is grant funded, requested support from the City. Been working with the planner on the Transportation Growth Management Grant on why we ended up with all of the alleys and private roads. Our RARE student application is proceeding and will hopefully start doing interviews next week with assistance from Rowan. Alder will be having RVSS work done. Slowly working on Firewise project in front of City Hall.

## **VI. OLD BUSINESS**

- A. Radio Station Upgrades-** Councilor Nuckles- David provided a list of items that is needed to upgrade the system and will allow us to go further with radio broadcasting.

**Motion to Accept Radio Upgrade for \$8500**

Motion: Councilor Hubbard

Motion: Councilor Winfrey

Motion Carried: 3-0

- B. Hiland Correspondence- Councilor Nuckles- Mayor Ball reached out to Hiland asking them to appear before Council so we can get some questions answered and no response back so this will be put on hold.
- C. Visual Calendar- Councilor Nuckles- This was tabled some time ago and now it is time to re-visit this for 2024. This will give time to gather pictures, put the calendar together and get it printed. Councilor Hubbard will work on this.

**VII. NEW BUSINESS**

- A. Parks Recommendation – City Motto/Slogan: Councilor Nuckles- There were nine slogans to vote on and it came down to four to choose from that had the most responses.

**Motion to Select City Slogan/Motto to be SMALL TOWN, BIG ADVENTURES for the City of Shady Cove**

Motion: Councilor Winfrey

Motion: Councilor Hubbard

Motion Carried: 3-0

**VIII. WRITTEN COMMUNICATION**

None

**IX. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Commissioner Pulcini- Wants to say thank you to Eagle Care for coming and cleaning the bridge and other parts of Shady Cove.

**X. COUNCIL COMMENTS ON NON-AGENDA ITEMS**

- A. Councilor Hubbard- Thanked everyone for coming. Very exciting to have the new slogan for the City.
- B. Councilor Winfrey- Thanked everyone for coming. Fire District event is on Saturday, June 20 with a lot of new vendors. Looking forward to all the new things that are happening in the City.
- C. Councilor Nuckles- Thanked everyone for coming. Wants to remind everyone of the flag-raising event on May 29 and starts at 9AM with breakfast to follow. Festival on the Rogue is on June 4 and Shady Cove will have a booth there. Parks, Recreation, and Tourism is still working on more events to add to the calendar.

**IX. ADJOURNMENT**

There being no further business before the Council, Councilor Nuckles adjourned the meeting at 7:15

Approved:

Attest:

\_\_\_\_\_  
Councilor Nuckles

\_\_\_\_\_  
Thomas J. Corrigan  
City Administrator

**Council Vote:**

Councilor Nuckles

\_\_\_\_\_

Councilor Winfrey

\_\_\_\_\_

Councilor Hubbard

\_\_\_\_\_

Report Criteria:  
 Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
39	Crystal Fresh	694154	City Hall bottled water	1	03/28/2023	132.00	.00	132.00	50830	05/17/2023
Total 39:						132.00	.00	132.00		
43	Christian, David	05012023	Radio 05/01/2023-05/05/20	1	05/05/2023	90.00	.00	90.00	50829	05/17/2023
		05082023	Radio 05/08/2023-05/12/20	1	05/11/2023	90.00	.00	90.00	50829	05/17/2023
Total 43:						180.00	.00	180.00		
66	InstaPrint	36522	2000 Envelopes	1	05/05/2023	157.45	.00	157.45	50831	05/17/2023
Total 66:						157.45	.00	157.45		
74	Jackson County Sheriff	SCJAN-MAR	Law Enforcement January	1	05/05/2023	141,494.00	.00	141,494.00	50827	05/08/2023
		SCJULY-SEP	Law Enforcement July 202	1	05/05/2023	141,494.00	.00	141,494.00	50827	05/08/2023
		SCOCT-DEC	Law Enforcement Oct2022-	1	05/05/2023	141,494.00	.00	141,494.00	50827	05/08/2023
Total 74:						424,482.00	.00	424,482.00		
99	ODOR	L160420880	Statewide Transit Tax perio	1	05/09/2023	151.61	.00	151.61	50832	05/17/2023
Total 99:						151.61	.00	151.61		
160	Teamster Local 223	051523	May Union Dues 2023	1	05/01/2023	204.00	.00	204.00	50834	05/17/2023
Total 160:						204.00	.00	204.00		
257	AT&T Mobility	2872860888	Cell phones May 2023	1	05/05/2023	277.56	.00	277.56	50828	05/17/2023
Total 257:						277.56	.00	277.56		
262	US Bank St. Paul	2295992	Account 220239000 Orego	1	05/10/2023	28,846.63	.00	28,846.63	50835	05/17/2023
Total 262:						28,846.63	.00	28,846.63		
268	Project A, Inc.	23-234	Web Custom Development,	1	02/15/2023	366.25	.00	366.25	50833	05/17/2023
		23-632	Word Press Development a	1	05/15/2023	200.00	.00	200.00	50833	05/17/2023
Total 268:						566.25	.00	566.25		
Grand Totals:						454,997.50	.00	454,997.50		



# Zoning Clearance Permit Application

**PLANNING  
DEPARTMENT**

22451 Highway 62  
Shady Cove, OR 97539  
541.878.2225

Permit Number \_\_\_\_\_

Property Address \_\_\_\_\_

Assessor's Map and Tax Lot Number \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Owner (if different) \_\_\_\_\_ Consent attached:  Yes  No

Owners Address \_\_\_\_\_ Phone \_\_\_\_\_

Lot area (sq. feet) \_\_\_\_\_ Zoning \_\_\_\_\_

Setbacks on plan: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Street Side \_\_\_\_\_

Description of proposed work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Structures area (sq. feet): Existing \_\_\_\_\_

Proposed \_\_\_\_\_

Access:  City Street  Private Street  County Road  State Highway Flood hazard area:  Yes  No

Create your Site Plan Map on a sheet of paper at least 8.5" x 11", and include the following:

- Scale and north arrow
- Property lines
- Dimensions and total area of the parcel
- Location, dimensions, heights, and square footage of structures (existing and proposed)
- Setbacks (from structures to property lines, utilities, and streams)
- Location of streets and driveway access (existing and proposed)
- Location of utilities (existing and proposed)
- Location, dimensions, and uses for all easements on and/or serving the parcel (existing and proposed)
- Location and height of fences and walls (existing and proposed)
- Location of streams and waterways
- Slopes greater than 5%
- Landscaping (existing and proposed)
- Name and address of all owners
- Name and address of engineer, surveyor, designer, or other contractor, if applicable

For all new construction, the City needs four (4) paper copies of site and building plans, and a digital copy (PDF).



Include for Commercial and Multi-Family development:

- Location and dimensions of off-street parking spaces and loading zones
- Locations and widths of vehicle circulation areas and points of entry and exit
- Pedestrian and bicycle circulation, including sidewalks, internal pathways, bike lanes, and trails
- Common areas, plazas, outdoor recreation spaces, and/or street furniture
- Natural resource areas, such as wetlands and protected wildlife habitats
- Location, type, and size of signs
- Location and height of outdoor lighting
- Location of mailboxes, trash storage areas, bus stops, or other facilities

Attach separately:

- Architectural drawings with elevations, dimensions, height, building materials, colors, & designer's name
- A preliminary grading plan, if applicable
- Other engineering or architectural data as may be required

Read and initial the following:

\_\_\_\_\_ I understand that I am responsible for ensuring that all contractors and subcontractors who perform tasks or deliver materials for this project are properly licensed to work in the City of Shady Cove, per Ordinance #96-07-597, and that a violation of this ordinance can cause the project to be halted or delayed until such time as there is compliance with this requirement. I understand that any property information that I or my contractors submit must be legal and accurate, and that nonlegal or inaccurate information may delay or cancel my project.

\_\_\_\_\_ I understand that I am responsible for the cost of any additional engineering or other contract work required by the City to complete review of this application.

\_\_\_\_\_ Issuance of a Zoning Clearance Permit does not guarantee issuance of a Building Permit. Building permits are issued by Jackson County Development Services. Supplemental permits are required by the City for signs, street access, for work in a floodplain or riparian area, and for work that encroaches on the public right-of-way. Other access or environmental permits may be required by county, state, or federal agencies.

\_\_\_\_\_ The City is authorized by the applicant to make all the required inspections; the City shall also have the authority to accept reports of inspections by approved agencies or individuals. Reports of such inspections shall be in writing. The City is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise.

\_\_\_\_\_ Sewer connections must be inspected and approved after the connection is complete and before the trench is backfilled. Inspections are performed by Rogue Valley Sewer, who can be reached at (541) 664-6300.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Staff Use Only*

Total Fees Due _____	Received by _____	Date _____	Receipt No. _____
System Development Charges:	<input type="checkbox"/> Storm Drainage \$1,500	<input type="checkbox"/> Transportation \$7,500	<input type="checkbox"/> Parks \$1,500
Total SDC's Due _____	Received by _____	Date _____	Receipt No. _____
Deemed Complete by _____	Date _____		



**CITY OF SHADY COVE**  
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539  
 Phone: 541-878-2225 • Fax: 541-878-2226

**APPLICATION FOR SHADY COVE VOLUNTEER GROUP**

PLEASE PRINT

DATE: 4/26/23

• APPLICANT INFORMATION			
Name: <u>Mary Stirling</u>			
Physical Address: <u>101 Jane</u>			
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>	
Mailing Address: <u>POB 1402</u>			
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>	
Home Phone:		Cell Phone: <u>1</u>	
Email Address: <u>stirlingml@yahoo.com</u>			
Current Occupation: <u>Retired HR Administrator</u> <small>(If retired or unemployed, state your general or past profession.)</small>			
How long have you lived in Shady Cove? <u>17 yrs</u>			
How long have you lived in Jackson County? <u>17 yrs</u>			
Days/Times of Best Availability: <u>NOT Tuesdays / Best late mornings thru early evenings</u>			
Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please describe:			
AREAS OF INTEREST/EXPERTISE			
Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills.			
<u>Clerical Assistance</u>			
<u>Knowledgeable in Word Excel + Publisher</u>			

Interest/expertise continued (if necessary):

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:  
*Not capable to do heavy physical work.*

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant: *Mary J. Sterling* Date: *4/26/23*

**How to Submit:**  
Email: [TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)  
In Person: 22451 Hwy 62  
By Mail: PO Box 1210 Shady Cove, OR 97539

**Questions?**  
Call City Hall at 541-878-2225 or send an email to the email as listed above.

CITY OFFICE USE ONLY	
DATE RECEIVED	INITIALS

*The City of Shady Cove is an Equal Opportunity Provider.*



**CITY OF SHADY COVE**  
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539  
 Phone: 541-878-2225 • Fax: 541-878-2226

**APPLICATION FOR SHADY COVE VOLUNTEER GROUP**

PLEASE PRINT

DATE: 5/8/23

APPLICANT INFORMATION			
Name: <u>Donna Hutchings</u>			
Physical Address: <u>6783 Rogue River Dr.</u>			
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>	
Mailing Address: <u>Same</u>			
City:	State:	Zip:	
Home Phone:		Cell Phone:	
Email Address:			
Current Occupation: <i>(If retired or unemployed, state your general or past profession.)</i> <u>Self-employed Bus. Consultant</u>			
How long have you lived in Shady Cove? (Optional)			
How long have you lived in Jackson County? (Optional)			
Days/Times of Best Availability: <u>M-F-S-S-S</u>			
Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please describe:			
AREAS OF INTEREST/EXPERTISE			
Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills.			
<u>Events Planning</u> <u>Parks</u>			

Interest/expertise continued (if necessary):

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant

*Donna Hutchings*

Date

*5/8/23*

**How to Submit:**

Email: [TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)  
In Person: 22451 Hwy 62  
By Mail: PO Box 1210 Shady Cove, OR 97539

**Questions?**

Call City Hall at 541-878-2225 or send an email to the email as listed above.

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 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539  
 Phone: 541-878-2225 • Fax: 541-878-2226

**APPLICATION FOR SHADY COVE VOLUNTEER GROUP**

PLEASE PRINT

DATE: 5/8/23

APPLICANT INFORMATION			
Name: <u>Linda L. Pace</u>			
Physical Address: <u>220 white Oak Way</u>			
City: <u>Shady Cove</u>	State: <u>OR</u>	Zip: <u>97539</u>	
Mailing Address: <u>same</u>			
City:	State:	Zip:	
Home Phone:	Cell Phone:		
Email Address: <u>LINDAPACE10@gmail.com</u>			
Current Occupation: <u>retired</u> <small>(If retired or unemployed, state your general or past profession.)</small>			
How long have you lived in Shady Cove? (Optional) <u>4 yrs</u>			
How long have you lived in Jackson County? (Optional) <u>4 yrs</u>			
Days/Times of Best Availability: <u>most times + days</u>			
Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please describe:			
AREAS OF INTEREST/EXPERTISE			
Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills.			
<u>totally open to help however + whenever</u>			

Interest/expertise continued (if necessary):

Expertise: Management/Leadership  
Horticulture  
Art

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant

*S. Pace*

Date

*5/8/23*

**How to Submit:**

Email: [TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)  
In Person: 22451 Hwy 62  
By Mail: PO Box 1210 Shady Cove, OR 97539

**Questions?**

Call City Hall at 541-878-2225 or send an email to the email as listed above.

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 Phone: 541-878-2225 • Fax: 541-878-2226

**APPLICATION FOR SHADY COVE VOLUNTEER GROUP**

PLEASE PRINT

DATE: May 11th 2023

APPLICANT INFORMATION

Name: <u>Sheri Sherman</u>		
Physical Address: <u>1221 Thomas Rd #4</u>		
City: <u>Medford</u>	State: <u>OR</u>	Zip: <u>97501</u>
Mailing Address: <u>Same as above</u>		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address: <del>sheris</del> <u>avonwithsheri@yahoo.com</u>		
Current Occupation: <i>(If retired or unemployed, state your general or past profession.)</i> <u>Flower Merchandiser</u>		
How long have you lived in Shady Cove? (Optional)		
How long have you lived in Jackson County? (Optional) <u>40+ years</u>		
Days/Times of Best Availability: <u>any time</u>		
Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please describe:		

AREAS OF INTEREST/EXPERTISE

Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills.

I have lived in Jackson County for over 40 years. I have always been fond of Shady Cove. Barbara Hatch is a friend of mine, and asked me to help her on June 4th.



Interest/expertise continued (if necessary):

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant

*Shari Sherman*

Date

*May 11, 23*

**How to Submit:**

Email: [TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)  
In Person 22451 Hwy 62  
By Mail PO Box 1210 Shady Cove, OR 97539

**Questions?**

Call City Hall at 541-878-2225 or send an email to the email as listed above.

**CITY OFFICE USE ONLY**

DATE RECEIVED

*5/22/23*

INITIALS

*SB*

*The City of Shady Cove is an Equal Opportunity Provider.*