

**Agenda**  
City of Shady Cove City Council Meeting  
Thursday, August 21, 2025 at 6 PM

[Join the meeting now](#) Meeting ID: 972 292 3260

Call to Order

1. Roll Call and Pledge of Allegiance
2. Announcements/Proclamations by Presiding Officer
  - A. This meeting is being digitally recorded.
  - B. Next Regular City Council: September 4, 2025, 6 PM in Council Chambers/Zoom.
  - C. Next Planning Commission: Thursday, September 11, 2025, 6:30 pm in Council Chambers/Zoom.
  - D. Next Recreation & Tourism Commission: Wednesday, September 10, 2025, 5:00 PM at the Library.
  - E. These meeting dates and times are subject to change.

3. Public Comment on Agenda Items.

Citizens wishing to speak should submit a written communication, which can be an email, prior to the meeting. If a citizen wishes to speak on an agenda item, he/she must submit a name and address on the sign-in sheet prior to the beginning of the meeting. When recognized to speak, he/she must stand to address the Council.

To speak on a non-agenda item, a citizen must submit his/her name and address on the sign-in sheet prior to the beginning of the meeting. When recognized to speak, he/she must stand, then provide name and address and the issue must have a city-wide impact and not be a personal issue. Council discussion or debate is unlikely because the necessary ordinance, resolution or background information will not have been prepared.

4. Consent Agenda

- A. Bills Paid Invoice Report
  - ✓ Bills Paid, August 2, 2025 to August 15, 2025, total \$186,398.75

5. Written Communications

6. Staff Reports

- A. Jackson County Sheriff's Department Report
- B. Fire District Report
- C. Commissions/Committees Reports
- D. City Administrator Report

Agenda Page 1 of 2

In compliance with the Americans with Disabilities Act the meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling 541-878-2225.

7. Unfinished Business

- A. City Audits
- B. ZC 25-01 Comprehensive Plan Amendment and Zone Change IN THE MATTER OF CONSIDERATION OF AN APPLICATION FOR APPROVAL OF ZC 25-01 REQUEST FOR A COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE IN THE CITY OF SHADY COVE
- C. SB1530 Development of the City Drinking Water System, Amendment Number 02
  - ✓ Project Completion Deadline from June 30, 2025 to June 30, 2027
  - ✓ Project Budget Adjustments to align with the redirected efforts to develop the southern region (south, east, and west of the Shady Cove bridge) of the City of Shady Cove.

8. New Business

- A. Presentation by Jackson County Library District 10-minute presentation, 5-minute Q&A
  - ✓ Library Director, Kari
  - ✓ Board Member, Marta
- B. Appointments to Committees/Commissions-Action
- C. Financial Accounting for the Welcome Sign-Informational

9. Public Comments on non-agenda items

Public will rise to address the Council and must state name and address and standing to discuss the issue. Issues must have a city-wide impact and not be personal issues.

10. Council Comments

- A. Liaison reports

11. Adjournment

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Stacey Bandfield at (541) 878-2225.

Invoice Number	Invoice Date	Check Issue Date	Name	Description	Invoice Amount	Check Amount
4641620000	07/24/2025	08/04/2025	Avista Corporation	Natural Gas 07/2025	19.38	19.38
41470846	07/13/2025	08/07/2025	Canon Financial Services, Inc.	Contract charge 07/01/2025-07/31/2025	203.82	203.82
3012703422	07/25/2025	08/07/2025	Canon Solutions America, Inc.	Copier 06/25/2025-07/24/2025	32.43	32.43
07072025	07/11/2025	08/07/2025	Christian, David	Radio 07/07/2025 -07/11/2025 6 hours	90.00	90.00
07282025	08/01/2025	08/07/2025		Radio 07/28/2025 -08/01/2025 6 hours	90.00	90.00
108793	07/31/2025	08/07/2025	Eagle Point Hardware	wrench combo x2	29.98	29.98
119863	07/23/2025	08/07/2025	Jackson County Sheriff	Quarterly billing for Law Enforcement April-June 2025	159,149.75	159,149.75
3284764100	07/28/2025	08/07/2025	Pacific Power	Street lights for month of July	726.72	726.72
3284764100	07/28/2025	08/07/2025		City Hall for month of July 2025	541.44	541.44
3284764100	07/28/2025	08/07/2025		Nork Lane, shop electrical for month of July 2025	143.68	143.68
3284764100	07/28/2025	08/07/2025		Reader Board for month of July 2025	213.52	213.52
3284764100	07/28/2025	08/07/2025		Aunt Carolines Park for month of July 2025	186.56	186.56
089726	07/27/2025	08/07/2025	Perfection Cleaning	City Hall office cleaning 07/2025	400.00	400.00
0312025	08/01/2025	08/07/2025	Postmaster	Yearly PO BOX fees	162.00	162.00
475854	07/31/2025	08/07/2025	Shady Cove Hardware, LLC	2 pack tie down straps	27.99	27.99
475854	07/31/2025	08/07/2025		mulch	71.88	71.88
475854	07/31/2025	08/07/2025		Putty knife	3.99	3.99
7981020	08/01/2025	08/07/2025	SOS Alarm	Contracted services 8/1/2025-10/31/2025 City Hall and Public	331.20	331.20
0625202588	06/25/2025	08/07/2025	Southern Oregon Sanitation	1008 Celtic Circle June 2025	25.90	25.90
0725202588	07/25/2025	08/07/2025		City Hall account 01-00880541 July 2025 services	48.87	48.87
0725202588	07/25/2025	08/07/2025		Celtic Circle acct 01-00880707 July services	74.77	74.77
0725202588	07/25/2025	08/07/2025		Aunt Carolines Park acct 01-00880947 July services	71.08	71.08
10018	07/20/2025	08/07/2025	Stewards Porta Potties	Standard portable toilet, handwashing station x2 Shady cove	500.00	500.00
CP-0032001	07/31/2025	08/04/2025	WECO - Carson	Gas/Diesel 07/2025	683.41	683.41
08012025	08/01/2025	08/07/2025	City of Shady Cove - Utilities	22023 Hwy 62-park	173.28	173.28
51185	07/20/2025	08/07/2025	Confident Staffing, Inc.	P. Lybarger work week 07/20/2025	1,034.69	1,034.69
51216	08/03/2025	08/07/2025		P. Lybarger work week 08/03/2025	1,034.69	1,034.69
101277	05/13/2025	08/07/2025	RH2 Engineering	project 0250085.01 Misc engineering, planning, grant manage	7,592.51	7,592.51
08072025	07/30/2025	08/07/2025	Pulcini, Mary	Summer Bash July 2025 games, lumbar, food, ice, decor, spr	1,469.90	1,469.90
08072025	07/30/2025	08/07/2025	Jackson, Julia	City Of Shady Cove Welcome sign	200.00	200.00
07302025	07/30/2025	08/07/2025	Kovac, Paulette	Shady Cove bash temporary housable fencing, garden stakes	64.98	64.98
CW67059	08/01/2025	08/07/2025	Kelley Create	IT SAAS IT Security & Continuity, standard user security for m	439.60	439.60
263	08/01/2025	08/07/2025	Enrich Oregon LLC	Planning and department staffing 50.25 hours 7/1/25-7/31/20	9,798.75	9,798.75
113908	08/05/2025	08/05/2025	Minuteman Press	1080 single sided statement postcards with mail merge billing	177.77	177.77
155246	07/18/2025	08/07/2025	Cable Houston	sunstone water municipalization 5/2025 services	494.00	494.00
08072025	07/30/2025	08/07/2025	Nielsen, Debbie	Summer Bash 2025	90.21	90.21
Grand Totals:					186,398.75	186,398.75



## Exhibit A

### Type IV Findings of Fact Comprehensive Plan Amendment and Zone Change

**Date:** July 3, 2025

**Application No:** ZC 25-01

Owner / Applicant: City of Shady Cove

Proposal: Change of Comprehensive Plan Map designation from Commercial to Public, and Zone Change from General Commercial to Public Uses, on a single parcel of City-owned land.

Address: 22023 Highway 62, Shady Cove, OR 97539

Legal Description of Property: 34-1W-15BC, Tax Lot 100

Acreage: 2.30 acres

Zoning: General Commercial

The City of Shady Cove planner, City of Shady Cove Planning Commission, and City of Shady Cove City Council have reviewed an application for Comprehensive Plan Amendment and Zone Change to permit the development of public uses on the property described above.

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Section 154.439 establishes the following criterion:

1. *The proposal shall be consistent with the City's adopted goals and policies pertaining to land use, growth, and development.*

In addition to this criterion, the application for comprehensive plan amendment asks the applicant to provide the following findings:

2. *There is a need for this type of property as follows:*
3. *This property meets the public need best by:*
4. *The proposed use will not be detrimental to the public health, safety and general welfare in that:*

Findings in compliance with the required criterion of Section 154.439, along with the additional considerations listed in the application for a comprehensive plan amendment, are provided below.

- 1. The proposed change is in conformance with the comprehensive land use plan of the City of Shady Cove in that:**

The proposed change in Comprehensive Plan Map designation and Zoning Map designation for the subject property is in conformance with all applicable sections of the

Comprehensive Plan. In particular, the proposed change is in conformance with the following applicable sections:

Section C. Economic Development

Section D. Natural Resources, Natural Disasters and Hazards

Section E. Recreation

Section H. Land Use Plan

Appendix. Goals and Policies

Findings – Section C: Section C is a relatively short chapter of the Comprehensive Plan; containing only three pages of text. It discusses some of the history of the economy in Shady Cove, describes the current conditions, identifies a number of challenges, and provides guidance on improving the economic condition in Shady Cove. One major challenge identified in the Plan is the lack of a municipal water system. There is no mention of a lack of available commercial land for development, and therefore, the loss of this 2.30-acre site from the commercial land inventory is not contrary to the plan. The Plan does call for efforts to stimulate development. By providing a space for people to congregate, through recreation or the hosting of events, the proposed park land will help to encourage pedestrian traffic in the commercial core of Shady Cove. These kinds of developments have been shown to help to stimulate economic activity in underutilized areas.

Findings – Section D: This Section is generally unapplicable to the proposed change, however, there is a heading for open space in Section D. The mention of open space in this context is generally an inventory of existing open space – recognizing that the Rogue River provides the majority of open space in Shady Cove, along with the two formally designated parks: Aunt Caroline’s Park and the Rogue regional County Park. This section is only applicable in that it recognizes the lack of open spaces in the community.

Findings – Section E: The proposed change is heavily supported by Section E. This section catalogs available parks and recreation spaces in Shady Cove and concludes that the city is lacking in available park space. The city has 8.46 acres of developed park space, and needs roughly 18 to 30.5 acres given the population at the time of the study. This number is slightly higher now given the modest increase in population. The addition of this 2.30-acre property to the parks inventory will help to close the existing gap, but the City should continue to look at additional ways to add to the inventory.

Findings – Section H: In describing the Public designation, Section H tells us that: “all of the land given the designation as public is owned by public agencies and is used or is potentially useful for public purposes.” It stands to reason that this land was not previously designated Public as it was not previously owned by a public agency and was not previously used or planned for public purposes. It also stands to reason that it is appropriate to designate the land as Public now that it meets both of those criteria. Section H also makes it clear that the Zoning designation of the property cannot be changed from General Commercial to Public Use without also changing the Comprehensive Plan Map designation from Commercial to Public.

Findings – Appendix: Provided under combined 2) & 3) below.

**2. There is a need for this type of property as follows:**

**And;**

### 3. This property meets the public need best by:

Combined Findings for 2) & 3): The Shady Cove Comprehensive Plan contains an appendix with a list of “goals and policies associated with the issues in the Comprehensive Plan recommended by the Planning Commission to the City Council for adoption.” There are seven major categories or overarching goals listed in that appendix. Of those seven, three are directly related to parks and open space development and are listed below (particularly applicable sections underlined):

- Increase public access to the river and other natural resources (parks and open space areas)
  - Enforce appropriate activities in public areas to ensure natural resources, public facilities and wildlife habitat are preserved and maintained.
- Promote tourism and improve community livability by developing and maintaining:
  - Parks and open spaces
    - Shaded seating associated with downtown walking paths
  - Bike paths
  - Hiking trails
  - Attractive, safe walking paths, particularly in the downtown areas
  - Promote attractive landscaping standards on both public and private property.
    - Investigate what it takes to become a Tre City USA city
    - Increase the areas designated as parks and open space
    - Promote the maintenance of riparian areas and natural (native) landscape areas to enhance the attractiveness of the Shady Cove area and increase the livability of the community.
- Increase the area dedicated to parks and open spaces within the Shady Cove Urban Growth Boundary:
  - Continue maintenance of Aunt Caroline’s Park
    - Improve use for family recreation
  - Identify, designate and establish mini parks throughout the City.
    - Associate with shaded resting areas within the business district.
  - Develop a lease agreement with the Medford Bureau of Land Management for natural park/open space for hiking paths in the northwest area of the Shady Cove Urban Growth Boundary.

The need for additional parks and open spaces, particularly in the downtown and business district, is clearly identified in the goals and policies of the Comprehensive Plan. The City has identified the subject property as the best location to meet this identified need, for a number of reasons, including:

- The property was available for purchase;
- The development of the site as a park was also an opportunity to address existing blight on the property;
- The size of the property provides opportunity to develop a park with active recreation, walking trails, seating, and community gathering space; and
- The property is ideally situated within the downtown/business district

### 4. The proposed use will not be detrimental to the public health, safety and general welfare in that:

Findings: There are not many developable and/or redevelopable properties located within the downtown core of Shady Cove. The City was able to purchase the subject

property from the previous owner through a standard real estate transaction. In doing so, the City was able to secure property for some of the needed additional park space identified in the Comprehensive Plan. This was done without the use of condemnation, extraction, or any other heavy-handed means. At the time of purchase, the property contained a number of derelict structures that have since been removed. The City has already improved the appearance of the subject property, thereby also improving the aesthetic of the downtown core. The City has hosted an open house / townhall meeting to discuss the design and development of this new downtown park, and will continue to work with the community through the process of constructing the park to ensure it meets community needs. The park will provide much needed open space, recreation amenities, gathering space, and a space for civic engagement in the downtown area. There are no obvious detriments to public health, safety and the general welfare presented by the proposed change to the Comprehensive Plan Map designation from Commercial to Public, the Zoning Map designation from General Commercial to Public Uses, or the planned development of a park on the subject property.

**Conclusion:** The proposed comprehensive plan map amendment and zone change will facilitate the development a new city park in the downtown business district, which is consistent with Comprehensive Plan. The need for this type of land (public parks and open space) is well established in the Comprehensive Plan and the change, as proposed, is an efficient way of addressing the need without compromising the availability of land to meet other identified needs.

The City Council approves the proposed Comprehensive Plan Map Amendment from Commercial to Public and Change of Zone from GC (General Commercial) to P (Public Uses).

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Lena Richardson, Mayor of Shady Cove

After recording, return to:  
City of Shady Cove  
22451 Highway 62  
PO Box 1210  
Shady Cove OR 97539

City of Shady Cove

Ordinance No. 313

**AN ORDINANCE OF THE CITY OF SHADY COVE, OREGON AMENDING  
THE COMPREHENSIVE PLAN AND CHANGING THE ZONING MAP OF  
THE CITY OF SHADY COVE**

**Whereas**, the City of Shady Cove received an application for a Comprehensive Plan Amendment from Commercial to Public and a Zoning Map Change from GC (General Commercial) to P (Public Uses), referred to as ZC 25-01 and located at 22023 Highway 62; and

**Whereas**, a Public Hearing was conducted before the Council of the City of Shady Cove on August 7, 2025, to consider a recommendation for approval from the Shady Cove Planning Commission; and

**Whereas**, the Council of the City of Shady Cove determined, based on the hearings record and the approved findings, that the request for a Comprehensive Plan Amendment and Zone Change is consistent with the applicable criteria and approved the request.

**THE COUNCIL OF THE CITY OF SHADY COVE ORDAINS AS  
FOLLOWS:**

The Comprehensive Plan Map Amendment and Zoning Map Change are approved as follows:

Section 1: Title                      This Ordinance shall be known as the amended Comprehensive Plan and Zoning Map Ordinance of the City of Shady Cove, Oregon.

Section 2: Description              A map, attached as Exhibit B, identifies the property which is referenced as Tax Lot 100 on the Jackson County Assessor's Map No. 34-1W-15BC.

Section 3: Amendment    The Shady Cove Comprehensive Plan Map is amended from Commercial to Public and the Zoning Map is amended to change the zoning of Tax Lot 100 on Jackson County Assessor’s Map No. 34-1W-15BC from GC (General Commercial) to P (Public Uses).

Section 4:    The City Council adopts as its own, and incorporates by reference, the findings attached as Exhibit A.

**PASSED AND APPROVED** by the City Council of the City of Shady Cove this 21st day of August, 2025

Approved:

Attest:

\_\_\_\_\_  
Lena Richardson  
Mayor

\_\_\_\_\_  
Michele Parry  
City Administrator

**Council Vote:**

Mayor Richardson \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_  
Councilor Winfrey \_\_\_\_\_

June 6, 2025

Business Oregon  
775 Summer St. NE Suite 310  
Salem, OR 97301



ATTN: Shelby Gonzales  
Housing and CDBG Project Statewide

Dear Ms. Gonzales,

The City of Shady Cove is submitting a budget amendment request to reflect a strategic shift in our approach to establishing a municipal water system. This updated budget aligns with our revised direction and priorities, focusing efforts on the southern part of Shady Cove, including areas south, east, and west of the Shady Cove Bridge.

The primary objectives of the City of Shady Cove remain centered on delivering a reliable and sustainable municipal water system to serve the city and its residents. Our efforts will now concentrate on the southern part of Shady Cove, specifically the regions south, east, and west of the Shady Cove Bridge.

Since the submission of the initial budget, the City of Shady Cove has redirected its efforts to the southern region, necessitating adjustments to the financial plan. This amendment reflects updated costs and priorities to support the revised scope.

### Budget Comparison Table

Category	Approved Budget	Amended Budget	Notes
Design/Engineering/Procurement	\$250,000	\$500,000	Added Procurement, costs adjusted
Construction	\$950,000	\$500,000	Adjusted to reflect revised scope
Water Rights	\$0	\$275,000	Added its own line item
Construction Contingency	\$150,000	\$100,000	Adjusted to reflect revised scope
Legal Fees	\$100,000	\$35,000	Reduced based on updated needs
Admin Fees		\$60,000	Added Admin and Compliance Costs
Permitting & Regulatory Fees	\$50,000	\$30,000	Reduced based on updated needs

The City of Shady Cove is committed to bringing a municipal water system to our residents, with a renewed focus on the southern region. This budget amendment ensures that our financial plan accurately supports our revised goals and delivers tangible benefits to the community. We appreciate your consideration of this request.

Thank you for your consideration for these amendments.

Best,

Michele Parry  
City Administrator  
City of Shady Cove

**Amendment Number 02**

**Project Name:** Development of the City Drinking Water System

**Project Number:** C2024465

This amendment is made and entered into by and between the State of Oregon, acting by and through its Oregon Business Development Department (“OBDD”), and the City of Shady Cove (“Recipient”), and amends the Grant Agreement between Recipient and OBDD, Project Number C2024465, dated 07 August 2024, (as amended, “Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

**Recital:** The purpose of this amendment is to extend the Project Completion Deadline and transfer funds between budget line items in Exhibit C – Project Budget.

**The parties agree to:**

1. Amend the Project Completion Deadline in Section 1 – Key Terms of the Contract as follows (deletion in strikethrough; addition in double underline):

**Project Completion Deadline:** June 30, ~~2025~~ 2027 unless extended by an amendment of the Parties, and for which OBDD shall not unreasonably withhold approval of such an amendment. Such an amendment extension shall be conditioned upon appropriation and expenditure authority carry-over extension of the Financing Proceeds by the Oregon Legislative Assembly.

2. Delete Exhibit C - Project Budget in its entirety and replace it with the following new Exhibit C:

**EXHIBIT C - PROJECT BUDGET**

	<b>OBDD Funds</b>	<b>Other / Matching Funds</b>
Activity	Approved Budget	Estimated Budget
Design/Engineering/Procurement	\$500,000	\$0
Construction	\$500,000	\$0
Water Rights	\$275,000	\$0
Construction Contingency	\$100,000	\$0
Legal Fees	\$35,000	\$0
Admin Fees	\$60,000	\$0
Permitting and Regulatory Fees	\$30,000	\$0
<b>Total</b>	<b>\$1,500,000</b>	<b>\$0</b>

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



City of **SHADY COVE**  
small town, BIG ADVENTURES

**STATE OF OREGON**  
acting by and through its  
Oregon Business Development Department

**CITY OF SHADY COVE**

By: \_\_\_\_\_  
Edward Tabor, Infrastructure and Program  
Services Director

By: \_\_\_\_\_  
The Honorable Lena Richardson, Mayor

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

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

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
Not Required per OAR 137-045-0030



**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 COMMISSION OR COMMITTEE**

PLEASE PRINT

DATE: 08/08/2025

POSITION APPLIED FOR: Planning Commission

APPLICANT INFORMATION		
Name: John Edwards		
Physical Address: [REDACTED]		
City: Shady Cove	State: Oregon	Zip: 97539
Mailing Address: [REDACTED]		
City: Shady Cove	State: Oregon	97539
Home Phone: [REDACTED]	Cell Phone: [REDACTED]	
Email Address: [REDACTED]		
Current Occupation: Retired Department of Transportation Superintendent of Maintenance and Operations (32 Years) <small>(If retired or unemployed, state your general or past profession.)</small>		
How long have you lived in Shady Cove? 4 Years		
How long have you lived in Jackson County? 4 Years		
Are you available to attend both daytime and evening meetings when necessary? Yes		
Are you an 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:		
QUALIFICATIONS		

I believe that I am qualified for and should be considered for the above position(s) for the following reasons (continue on next sheet if necessary):

I have served on the City of Shady Cove Planning Commission for two and a half years from February 2023 to June 2025 serving as chairman since August 2024. I have volunteered in assisting city council with various tasks including franchise fee rate structure and right-of-way agreements as well as roadway capital improvement projects. I also volunteer to participate in city sponsored events such as the summer bash, City of Shady Cove birthday celebrations and other events as needed.

I am on the Board of Directors for the Rogue Valley Sewer Service Special District responsible for the governance and oversight of the district and ensuring RVSS operates effectively to serve in the best interest of the communities it serves.

I hold a lifetime membership with the Upper Rogue Community Center where I volunteer to provide social activities and other services for the surrounding community.

1 OF 2

Qualifications continued (if necessary)

Prior to moving to Shady Cove I was the Superintendent of the Department of Transportation in El Dorado County with a population of approximately 200,000 and a road system of over two thousand lane miles of maintained roadway, 76 bridges, storm drain and culvert systems along miles of maintained roadways as well as subdivision stormwater infrastructure. My responsibilities included management of planning, organizing, reviewing and evaluating daily activities of staff engaged in a diverse range of road, bridge and stormwater projects and maintenance. I was responsible for developing and implementing policies and procedures, reviewing contracts, budget administration, staff and contractor management, and technical and administrative support. I assisted in the development of goals and work standards for the division. I inspected facilities, job site work in progress and was responsible for ensuring department policies and procedures were followed as well as local, state and federal standards and requirements. I am uniquely experienced with government protocols and procedures that gives me the insight to address city issues that are presented to the planning commission.

Please use this space to summarize why you are applying for this position:

I am applying for this position to help bring stability to the city and provide a service to the community.

I believe the planning commission works at the behest of the City Council in a nonpolitical capacity and therefore shall serve the council without bias or prejudice.

My involvement and volunteer participation in the City of Shady Cove is focused on the best interest of the city as a whole and does not represent any personal interest of myself or others for individual gain. I believe in stepping up to help facilitate improvements within the city rather than standing aside participating in negative rhetoric.

I look forward to continuing my service to the City of Shady Cove.

Please use this space to add any additional information you would like to share:

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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 review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant 	Date <i>08 August 2025</i>
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**How to Submit:**

By email: admin@shadycove.net

In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM

By mail: P.O. Box 1210, Shady Cove, OR 97539

By fax: 541.878.2226

**Questions?**

Call City Hall at 541.878.2225 or send an email to Bonnie Picket 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 COMMISSION OR COMMITTEE**

PLEASE PRINT

APPLICANT INFORMATION			
Name: Stefanie Willis			Planning
Physical Address: [REDACTED]			
City: Shady Cove	State: OR	Zip: 97539	
Mailing Address: [REDACTED]			
City:	State:	Zip:	
Home Phone:	Cell Phone: [REDACTED]		
Email Address: [REDACTED]			
Current Occupation: [REDACTED] <i>(If retired or unemployed, state your general or past profession.)</i>			
How long have you lived in Shady Cove? 20 years all together 30 years			
How long have you lived in Jackson County? 42 years			
Are you available to attend both daytime and evening meetings when necessary?			
Are you an 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:			
QUALIFICATIONS			

**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 COMMISSION OR COMMITTEE**

PLEASE PRINT

I believe that I am qualified for and should be considered for the above position(s) for the following reasons  
(continue on next sheet if necessary):

I have been on the Planning  
now for almost 4 years.  
I feel like there is somech  
more that needs to be done.  
I am still learning and I  
want to continue to learn  
for the city.

Qualifications continued (if necessary):

Blank lines for qualifications.

Please use this space to summarize why you are applying for this position:

The peeps on the Commission keep changing we need to try and keep the same ones for while. So we can get stuff done with the town

Please use this space to add any additional information you would like to share:

Blank lines for additional information.

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 publically review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant

Subance Willis

Date

8/14/25

How to Submit:

- By email: mparry@shadycove.org
In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM
By mail: P.O. Box 1210, Shady Cove, OR 97539
By fax: 541.878.2226

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.

