

**Josephine County Board of Commissioners**  
**Cherryl Walker, Chair; Keith Heck, Vice Chair; and Simon G. Hare, Commissioner**  
*Anne G. Basker Auditorium*  
*600 N.W. Sixth Street, Grants Pass, Oregon*

**WEEKLY BUSINESS SESSION**

**Agenda**

**November 16, 2016, 9:00 a.m.**

1. **ADMINISTRATIVE ACTION(S) IN CONSIDERATION OF:**
  - a. **Approval of Resolution No. 2016-069; In the Matter of Authorizing the Josephine County Community Development (Planning) Director to Initiate a Land Use Application to Amend the Rural Land Development Code to Provide for Amendment of Review Procedures for Appeals of Final Decisions Made by a County Hearings Officer**
  - b. **Approval of Non-Union Salary Analysis**
  - c. **Approval of Order No. 2016-055; In the Matter of Renaming White School Road to White Schoolhouse Road**
2. **REQUESTS/COMMENTS FROM CITIZENS:** *(Each person will be given three (3) minutes to speak)*
3. **APPROVAL OF CONSENT CALENDAR:**
  - a. **Minutes** *(Draft minutes are available for viewing in the Board's Office)*  
**General Discussion – November 1, 2016**  
**City County Update – November 1, 2016**  
**Weekly Business Session – November 2, 2016**  
**County Administration Workshop – November 3, 2016**
  - b. **Order No. 2016-049; In the Matter of the Local Alcohol and Drug Planning Committee (LADPC); Adoption of Revised Committee By-Laws**
  - c. **Order No. 2016-053; In the Matter of the Installation of Signs on Certain Roads within Josephine County**
  - d. **Order No. 2016-054; In the Matter of Acceptance of Lonnon Way; the Extension of Tech Way; and the Extension of Saratoga Way as County Maintained Roads**
4. **OTHER:** *(ORS.192.640(1) “. . .notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)*
5. **MATTERS FROM COMMISSIONERS:**

**The Board requests that you follow the rules and procedures for meetings as described in ORDINANCE 92-27, SECTION 7**  
Meetings shall at all times be orderly and respectful. When permitted, each person shall be given three (3) minutes to speak or such other longer time as may be allowed by the presiding officer. No person shall be heard until he or she states their name and address for the record. The presiding officer may terminate the meeting when necessary or refuse to recognize anyone who:

- a. Is disorderly, abusive or disruptive;
- b. Takes part in or encourages audience demonstrations, such as applause, cheering, display of signs, shouting or other conduct disruptive of the meeting;
- c. Speaks without first receiving recognition from the presiding officer and stating his or her full name and address (when requested); or
- d. Presents irrelevant, immaterial or repetitious comments.

**If special physical or language accommodations are needed for this Public Session, please notify the Commissioners' Office at (541) 474-5221 at least 48-hours prior to Session. TDD (Hearing-Impaired) 1-800-735-2900.**



*Josephine County Board of Commissioners*

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

***Agenda Requests are due by NOON on Monday of the week scheduled for Administration Workshop  
Requests received after that time will be placed on the Administration Workshop agenda for the following week  
If sending documents electronically – send to both  
twharton@co.josephine.or.us and wwatkins@co.josephine.or.us  
REVISED JANUARY 2016***

Date Submitted to BCC	11/7/16
Administration Workshop Meeting Date (Thursday)	11/10/16
WBS Meeting Date (Wednesday) <small>Note: Second Wednesday of the month is evening session</small>	11/16/16

<b>AGENDA TITLE: Resolution No. 2016-<del>042</del><sup>069</sup>, In the Matter of Authorizing the Josephine County Community Development (Planning) Director to Initiate a Land Use Application to Amend the Rural Land Development Code to Provide for Amendment of Review Procedures for Appeal of Final Decisions Made by a County Hearings Officer</b>	
Department/Contact Person (Include Title and Ext. #)	Wally Hicks, Legal Counsel, Ext. 5227
Presenter (Include Name and Title)	Wally Hicks, Legal Counsel
Background information	This Resolution authorizes the Community Development Director to initiate a Land Use Application to amend the RLDC for amendment of review procedures to allow final decisions made by County Hearings Officer directly appealable to LUBA
Action you are requesting from the Board	Approve/sign the Resolution
Reviewed by Finance Director (If yes, Finance's signature required)	N/A
Reviewed by Legal Counsel (If yes, Legal's signature required)	Yes <i>WH</i>
Reviewed by Information Technology (If yes, IT's signature required)	N/A
Total Revenue, Cost, or Pass-Thru Funds to the County	\$ - 0 -
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <i>All exhibits must be clearly marked</i>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Resolution No. 2016-042	1	BCC	N	N	N

**DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.**

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
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**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Authorizing the Josephine )  
County Community Development (Planning) )  
Director to Initiate a Land Use Application to )  
Amend the Rural Land Development Code to )  
Provide for Amendment of Review Procedures )  
for Appeals of Final Decisions Made by a )  
County Hearings Officer )

RESOLUTION No. 2016-069

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the citizens of Josephine County to review and examine amendments to the Rural Land Development Code (RLDC), which would allow for appeals of decisions made by a County Hearings Officer to be made directly to the Land Use Board of Appeals (LUBA); and

WHEREAS, the Board may direct the Planning Director to prepare draft text amendments to the RLDC and to initiate a land use application, pursuant to RLDC Article 31.030D and Article 46.030, to consider and adopt amendments to the RLDC as provided by the county's comprehensive plan; now, therefore,

IT IS HEREBY RESOLVED that the Community Development (Planning) Director is authorized to initiate an application for review of proposed RLDC text amendments, which are attached hereto as Exhibit 1, which would provide for amendment of the review procedures for appeals of final actions and decisions made by a County Hearings Officer, making such final actions and decisions appealable directly to the Land Use Board of appeals (LUBA); and

IT IS FURTHER RESOLVED that the Community Development (Planning) Director is authorized and directed to schedule the matter for a hearing before the Josephine County Planning Commission to present the amendments for consideration in a public hearing.

DATED THIS \_\_\_\_ day of \_\_\_\_\_, 2016.

**JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
M. Wally Hicks, Legal Counsel

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY

ORDINANCE NO. 2016-###

AN ORDINANCE AMENDING THE JOSEPHINE COUNTY RURAL LAND DEVELOPMENT CODE (ORD. 94-4) TO (REPEAL AND REPLACE SECTIONS....)

WHEREAS, in accordance with the procedures of the Josephine County Comprehensive Plan (hereinafter called "the Plan") at Goal 11, Policy 1, and the Josephine County Rural Land Development Code (hereafter called "the Code") at Article 46, the Board of County Commissioners, as part of Task 1 of the County's periodic review agreement with the State of Oregon has determined that the public would benefit from allowing decisions by a Hearings Officer to be appealable directly to the Land Use Board of Appeals (LUBA); and

WHEREAS, in accordance with the procedures of the Plan and the Code, the Rural Planning Commission conducted public hearings regarding these revisions to the Code after notice by publication as required; and

WHEREAS, in accordance with the procedures of the Plan and the Code, the Board of County Commissioners conducted public hearings to consider the recommendation of the Planning Commission regarding these revisions to the Code after notice by publication as required; and

WHEREAS, the Plan and the Code vest the Board of County Commissioners with the exclusive authority to amend the text of the Code by legislative action;

NOW, THEREFORE, the Board of County Commissioners for Josephine County ordains as follows:

**SECTION 1.00      REPEAL**

The following provisions of the Rural Land Development Code are hereby repealed in their entirety: Sections 11.030 ("Review Body" definition only); 12.090.E; 20.020.E; 22.030.F; 22.040.A; 22.040.C(3); 23.060; 24.060; Article 25; 31.140.A; 33.020.A; 33.030; 33.050.B; 33.060.A(2); 33.070; 33.080; 33.090; 33.100; 33.110; 33.130.B; 33.130.E; 33.130.G; 41.020.B(5); 41.040.B; 42.020; 50.040.A(1).

**SECTION 2.00      ADOPTION**

The following language is hereby inserted into the Rural Land Development Code:

11.030      **REVIEW BODY.** Refers to the **Board of County Commissioners, the Planning Commission, the Hearings Officer, the Planning Director**, or any designee of the Planning Director, who is authorized to review requests for land uses, structures or improvements pursuant to the provisions of this code.

12.090.E      The Planning Director may refer any application to a higher level or standard of review, or *[have]* **send** any application or matter affecting this code to a public hearing *[review]* **conducted** by the Planning Commission~~[,]~~ **or a** *[the]* Hearings Officer *[or the Board when]*:

1. **When** the comments received raise substantive issues based on the decision criteria for the application which are listed in the notice; or

2. At the discretion of the Director.

22.030.F Unless specifically provided otherwise in this code, a decision to deny a permit utilizing Ministerial Review Procedures may be appealed by the applicant only to the *[Board]* **Hearings Officer**, subject to the rules and procedures contained in Article 33 to the appeal of decisions by the Director.

22.040.A This review shall apply to all permit requests which constitute land use decisions because the decision to issue or not issue the permit requires the interpretation of criteria or the exercise of policy or legal judgment. The Director, the Hearings Officer and the Planning Commission are authorized to review and approve permits that require Quasi-Judicial Review. The Director shall be the review body unless the Director refers the application to a higher level of review as authorized by this code, or review authority is specifically granted *[to the Hearings Officer, Planning Commission or the Board]* elsewhere in this code.

22.040.C(3) Written notice of the decision shall be mailed or delivered to all parties to the action. The decision may be appealed to the *[Board of County Commissioners as set forth in Article 33]* **Hearings Officer as set forth in Articles 23 and 33.**

22.040.D In those cases where the Hearings Officer, Planning Commission or Board of Commissioners is the review body, permit applications requiring Quasi-Judicial Review shall be processed in accordance with the procedures outlined in subsections B.1 through B.5 of this Section, as well as the applicable provisions of Articles 23 (Hearings Officer), 24 (Planning Commission), *[and 25 (Board Review),]* and Chapter 3 on Public Hearings, Notices and Appeals.

23.060 APPEAL – Final actions of the Hearings Officer may be appealed to the *[Board]* **Land Use Board of Appeals** within ten days from the date notice of the decision is mailed to the participants as set forth in Article 33.

24.060 APPEAL – Final actions of the Planning Commission may be appealed to the *[Board]* **Hearings Officer** within 10 days from the date notice of the decision is mailed to the participants as set forth in Article 33.

31.140.A The presiding officer of the hearing body shall designate a person to record the proceedings electronically or stenographically. The proceedings shall not be transcribed unless required for appeal, review, or unless otherwise ordered by the *[Board]* **Planning Director**, Planning Commission or Hearings Officer.

33.020.A Final actions under the following review procedures may be appealed to the *[Board of Commissioners]* **Land Use Board of Appeals:**

1. *[Planning Director – Article 22]* **Board of County Commissioners**
2. Hearings Officer – Article 23
3. *[Planning Commission – Article 24]*

33.030 TIME LIMITS, NOTICE REQUIREMENTS & STANDING FOR APPEALS

Final decisions described in Section 33.020 may be appealed to the *[Board]* **Land Use Board of Appeals** subject to the time limits and noticing and standing requirements as follows:

EXHIBIT 1

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A. Final decisions by the *[Planning Director,]* **Board of County Commissioners** or the *[Planning Commission]* **Hearings Officer** may be appealed to the *[Board]* **Land Use Board of Appeals** by a party filing a **timely** statement of appeal with **that entity**. *[the Planning Director within:*

1. 10 days after written notice of the decision is given or mailed for final decisions

hearings made by a Hearings Officer or the Planning Commission; or

2. 12 days after written notice of a Planning Director decision made without a public hearing.]

B. Notice is deemed given when:

1. It is mailed to the last known address of the party (the date of mailing shall be established by the postmark for the bulk mailing that included the individual notice); or

2. It is personally given to the person or organization.

C. A party shall mean a person or organization deemed by the decision-maker to be a party as defined in Section 11.030. Party status may be challenged on appeal by any party to the appeal, the Planning Director, or the *[Board]* **review body**. Any challenge shall be settled by the *[Board]* **review body** as its first order of business in the appeal hearing.

D. Notice for appeal hearings shall be given only to those individuals or organizations that were deemed to have party status in the record for the hearing under appeal, unless the appeal results in an initial evidentiary hearing, in which case notice of the appeal hearing shall comply fully with the requirements of Article 32.030.B.1.

33.050.B The effect of an appeal *[to the Board]* shall be to stay or suspend the appealed action.

33.060.A(2) The person or organization is able to establish *[before the Board]* during the appeal hearing that the person or organization was adversely affected or aggrieved by the decision under appeal.

33.070 **APPEAL OF PLANNING DIRECTOR DECISIONS** – Appeals from decisions made by the Planning Director without a hearing shall be heard by the *[Board]* **Hearings Officer** as a de novo hearing (a fully open evidentiary hearing). Within 14 days from the filing of the statement of appeal, the Planning Director shall prepare a report of the action under appeal, and mail notice to the parties indicating the report is available for inspection and/or copying. The report shall consist of all materials, documents, and exhibits considered by the Planning Director in taking the action, including the final action under appeal, if one exists. The Planning Director is authorized to charge a reasonable fee for *[the preparation]* **preparing** and copying of the report.

33.080.A Appeals from decisions made by a Hearings Officer *[or the Planning Commission]* shall be to the *[Board]* **Land Use Board of Appeals**, and shall be confined to the record made at the hearing under appeal. The record shall include:

1. All materials, pleadings, memoranda, stipulations, motions, exhibits, and documents submitted by any party to the action as evidence in the hearing;
2. All materials submitted by the Planning staff in the hearing;
3. The tape recording, if one exists, of the hearing;
4. A typewritten summary of the testimony given at the hearing. The typewritten summary shall be prepared by the Planning Director or a designate;
5. The findings of fact entered by the hearing body.

33.080.B Within *[21 days of filing]* a **reasonable time after receiving** the statement of appeal, the Planning Director shall cause the record to be compiled, including the written summary of testimony, and mail notice to the parties indicating the record is available for inspection and/or copying. The Planning Director is authorized to charge a reasonable fee for **record compilation and** paper or tape copying.

33.080.C Any party wishing to challenge the composition or completeness of the record, or the accuracy of the typewritten summary of the testimony, shall file written objections within 14 days from the date of the mailing of the notice of completion of record. In addition:

1. Objections to the accuracy of the summary of testimony shall be accompanied by a verbatim transcript for the portion(s) of the hearing which supports each challenged point;
2. Controversy concerning any of these matters shall be settled by the *[Board as its second order of business at the appeal hearing, after questions about party status, if any exist, are settled]* **Land Use Board of Appeals.**

33.080.D The parties to an appeal from any action by the Hearings Officer or Planning Commission shall be allowed to present oral or written arguments concerning any ground or reason for appeal specified in the statement of appeal, but no new matters or evidence shall be submitted unless permitted pursuant to Section 33.080.E.

33.080.E A party to an appeal from any action by the Hearings Officer or Planning Commission may request permission to submit evidence not contained in the record for an appeal when all of the following criteria are met:

1. The evidence was not reasonably available to the party at the time of the original hearing, and the facts supporting this conclusion are documented by affidavit(s);
2. The evidence is substantially relevant to issues raised in the appeal. Evidence is substantially relevant when *[, in the opinion of the Board,]* it has special value to prove relevant criteria, so that consideration of the new evidence is likely to alter deliberations;
3. The evidence to be introduced was made available to all parties to the appeal at least 20 days prior to the hearing, and there is no significant prejudice or unfairness to another party. In addition:
  - a. If it becomes available within 20 days of the hearing, a continuance may be requested by the proponent in order to meet the 20 day rule;

- b. The *[Board]* **review body** may grant a continuance so the new evidence will meet the 20 day rule provided the continuance serves the public interest; and
- c. If the applicant is the party asking the privilege of introducing evidence, the request shall be accompanied by request for a reasonable extension of the 150 day time limit specified in ORS 215.429

33.090 (REPEALED)

33.100 CONSOLIDATION OF APPEALS – In the event the final action for a single land use or land division is subject to concurrent appeals, the *[Board]* **review body** is authorized to consolidate the appeals into a single proceeding. In this event, the presiding officer may modify the rules of procedure contained in this Chapter, or implement new rules, which facilitate the merger of the appeal applications and the taking of evidence, testimony, and argument. The decision of the *[Board]* **review body** shall be documented in a single set of findings of fact which shall act as the formal decision and final action on all the appeals for the purpose of further appeals.

33.110 REMANDS FROM THE LAND USE BOARD OF APPEALS AND APPELLATE COURTS – In all cases, a copy of the opinion on remand shall be filed with the Planning Director to be included in the permanent file.

- A. When a final decision by the Hearings Officer has been remanded, the Hearings Officer shall conduct the remand hearing in accordance with Article 33.**
- B. When legislative action is required to implement a Quasi-Judicial decision, the Board of County Commissioners shall initiate such legislative action upon receiving notification from the Planning Director that an appeal has not been filed during the time required, or that a final decision has been upheld by the appellate authority.**
- C. When a final decision by the Board of County Commissioners has been remanded, the Board of County Commissioners shall conduct the remand hearing in accordance with Article 33.**

33.130.B All remand proceedings shall be conducted exclusively by the *[Board unless the Board delegates jurisdiction to another review body by resolution]* **review or hearing body which entered the final action**. This grant of jurisdiction is intended to supersede any other grant of jurisdiction in this code. In addition, the Board reserves the right to initiate a remand proceeding pursuant to Section 31.030 of this code.

33.130.E The remand hearing shall not consider any issue or issues other than those specified for remand in the remanding decision, and no other evidence, testimony or arguments shall be allowed regarding other issues within the scope of the *[Board's]* final action.

33.130.G The prevailing party shall prepare the findings of fact for the decision on remand unless the *[Board]* **review body** designates someone else to prepare them.

- 41.020.B(5) When a development or Conditional Use Permit request requires review by the Hearings Officer[,] or the Planning Commission [or the Board] (by referral from the Director, by original jurisdiction or by appeal) the Development Permit shall not be issued until final action is taken on all local appeals, and all of the preconditions of the approval have been met or guaranteed.
- 41.040.B The Director's decision to revoke a permit may be appealed pursuant to the rules and procedures contained in Article 33 governing the appeal of land use decisions. In the event of an appeal, the revocation of the permit shall be stayed pending review by the [Board of Commissioners] review body.
- 42.020 The Director shall notify and involve other county departments, government agencies, political jurisdictions, private organizations, individuals or property owners as the Director determines are necessary or helpful in the conduct of site plan review. Site plan review shall not be considered a separate land use action or process apart from the review authority of the Director, or in the case of public hearings, the Hearings Officer[,] or the Planning Commission [or the Board].
- 50.040.A(1) Establish a land division review committee consisting of one or more planners and representatives from other county departments, government agencies, political jurisdictions, private organizations, consultants, individuals and property owners, as the Director determines are necessary or helpful in the review of land division. The land division review committee shall not be considered a separate land use action or process apart from the review authority of the Director or, in the case of public hearings, the Hearings Officer [,] or the Planning Commission [or Board of Commissioners].

**SECTION 3.00      AFFIRMATION**

Except as specifically amended by the provisions of this ordinance, the Josephine County Comprehensive Plan (Ord. 81-11) and Rural Land Development Code (Ord. 94-4), as previously adopted or amended, are hereby affirmed.

**SECTION 4.00      SEVERABILITY**

In the event that any part of this ordinance shall be held by a court to be invalid or unenforceable, the remaining sections shall be unaffected and shall remain in full force and effect.

**SECTION 5.00      EFFECTIVE DATE**

First reading by the Board of County Commissioners occurred this \_\_\_ day of \_\_\_\_\_, 2016.

Second reading and adoption by the Board of County Commissioners at least thirteen (13) days from the first reading occurred this \_\_\_ day of \_\_\_\_\_, 2016. This ordinance shall take effect ninety days after its adoption by the Board of County Commissioners.

JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

ATTEST:

\_\_\_\_\_  
Recording Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Wally Hicks, Legal Counsel

EXHIBIT 1

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*Josephine County Board of Commissioners*

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

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**REVISED JANUARY 2016**

Date Submitted to BCC	11/7/16
Administration Workshop Meeting Date (Thursday)	11/10/16
WBS Meeting Date (Wednesday) <small>Note: Second Wednesday of the month is evening session</small>	

<b>AGENDA TITLE:</b> Non-Union Salary Analysis	
Department/Contact Person (Include Title and Ext. #)	HR/JJ Scofield 5216
Presenter (Include Name and Title)	JJ Scofield HR Director
Background information	Each year, the Board decides whether or not to issue a cost of living adjustment. As such, I have compiled statistics to help the board base that decision on data.
Action you are requesting from the Board	Make the year end salary determination
Reviewed by Finance Director (If yes, Finance's signature required)	Y
Reviewed by Legal Counsel (If yes, Legal's signature required)	
Reviewed by Information Technology (If yes, IT's signature required)	
Total Revenue, Cost, or Pass-Thru Funds to the County	\$
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
HR memo to board	1	Y	N	N	N

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To: Board of County Commissioners

From: JJ Scofield HR Director

11/7/16

Subject: Results of non-union wage analysis with recommendation

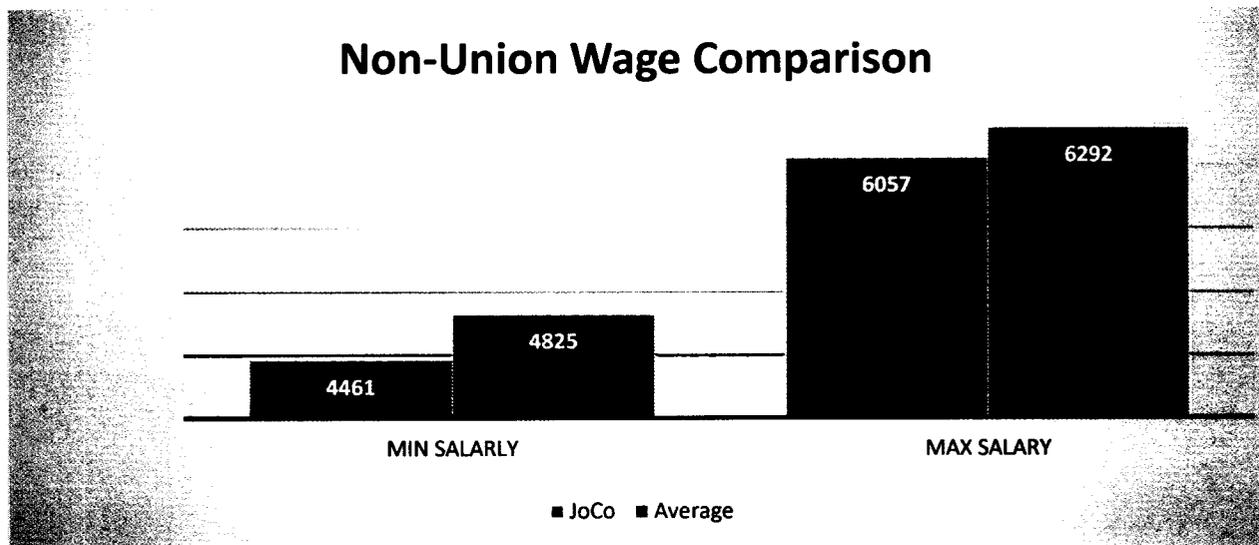
**Preamble:** Each year prior to January 1<sup>st</sup>, the BCC makes a determination on salary for the Non-Union employee group. The Josephine Employee Personnel Policy Manual states, “the compensation for non-union employees in all pay grades shall increase by 100% of the US CPI-W for the November to November period preceding January with a maximum of 4% and a minimum of 0% unless otherwise determined by the Board of County Commissioners.”

In order to help the BCC make the determination based on statistical data, I have conducted a wage analysis of the non-union group as well as a historical survey of COLA’s distributed by our comparable counties to their non-union groups in the last 4 years.

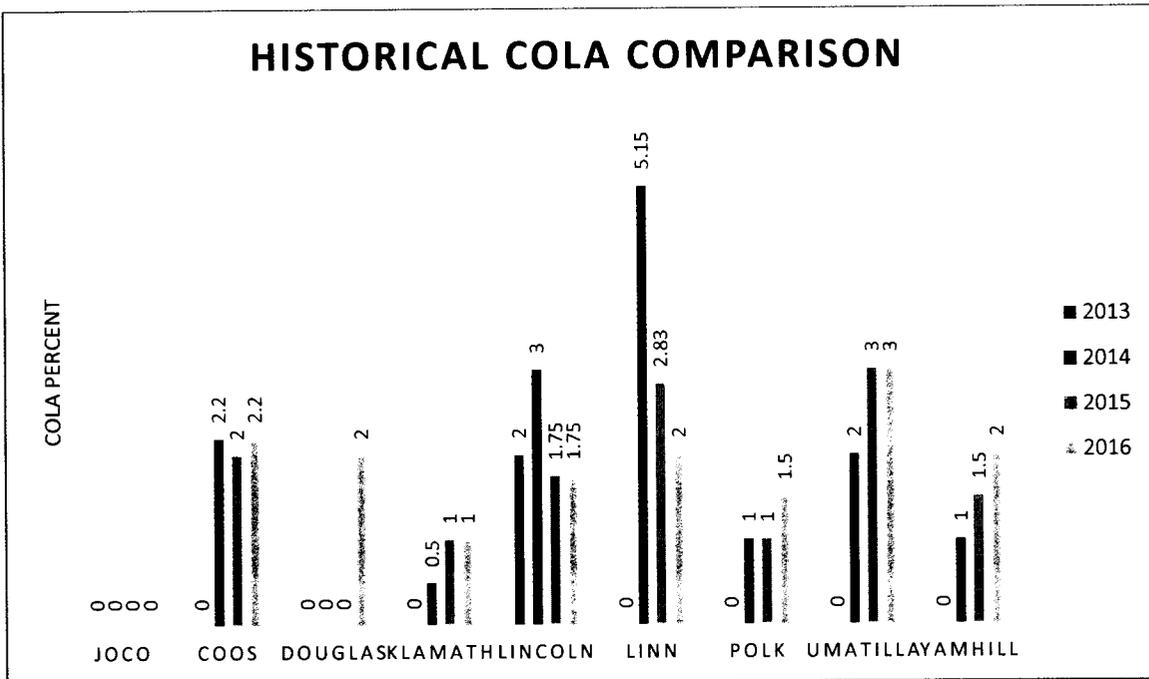
**Process:** In conducting the study, I looked at 45 non-union positions and compared the salaries to those in 8 counties. The counties I included in this study were: Coos, Douglas, Klamath, Lincoln, Linn, Polk, Umatilla, and Yamhill. I chose these counties because they fell within 50% of our population which is the primary metric spelled out under PECBA. I excluded Benton and Columbia from this study, because Benton is an urban county, and Columbia is within the Portland Metro area. I compared the base minimum/maximum salary excluding PERS contributions and benefits.

I also surveyed each county to determine if they have given any cost of living adjustments to their non-union work group since 2013 and what amounts if any were given.

**Findings:** Josephine County has fallen behind the comparable counties in average wages. On average, we pay 8.1% lower salaries at the bottom of our pay scale, and 4% lower at the top of our scale.



The historical salary adjustments for Josephine County and comparable counties are as follows:



**Recommendation:** The County has not given a COLA for the last 4 years. As a result, we have fallen behind our comparable counties' salaries. It is worth noting that the County does not contribute toward the 6% PERS match, so our employees' take home salary is actually 14% lower than our comps at the bottom of our scale and 10% behind at the top. The current CPI index is at 1.2%. Because we have fallen behind, I recommend a COLA above the CPI index. Being that the base salary is 4% behind our comps at the top of the scale, I recommend a 2% COLA. That will not catch us up to the comparable counties, but will get us closer.



*Josephine County Board of Commissioners*

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**REVISED JANUARY 2016**

<b>Date Submitted to BCC</b>	November 10, 2016
<b>Administration Workshop Meeting Date (Thursday)</b>	November 10, 2016
<b>WBS Meeting Date (Wednesday)</b> Note: Second Wednesday of the month is evening session	November 16, 2016

<b>AGENDA TITLE: Order No. 2016-055: In the Matter of Renaming White School Road to White Schoolhouse Road</b>	
<b>Department/Contact Person (Include Title and Ext. #)</b>	Jeff Page, Planner Ext. #5420
<b>Presenter (Include Name and Title)</b>	Jeff Page, Planner
<b>Background information:</b> On 6/15/16, the BCC, by Order No. 2016-024 (copy attached), waived the fee for a road name change application submitted by residents of White School Road. On 7/20/16 notice was sent, from Planning, to affected property owners; the comment period ended on 8/4/16. On 9/23/16, notice of the Planning Director's decision to approve the name change request was sent. No appeals were filed regarding the decision.	
<b>Action you are requesting from the Board</b>	Approve and sign the Board Order.
<b>Reviewed by Finance Director (If yes, Finance's signature required)</b>	N/A
<b>Reviewed by Legal Counsel (If yes, Legal's signature required)</b>	Yes <b>WH</b>
<b>Reviewed by Information Technology (If yes, IT's signature required)</b>	N/A
<b>Total Revenue, Cost, or Pass-Thru Funds to the County</b>	\$ 0
<b>Notes or Special Instructions to BCC Staff</b>	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Order	1	BCC	N	N	N

**DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.**

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
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- **Additional Signatures Needed on Electronic Documents:** Board staff will retain one document with original Board signatures and return an electronic copy to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed electronic document, one fully executed electronic document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Renaming                    )  
White School Road to                        )  
White Schoolhouse Road                    )                   ORDER No. 2016-055

WHEREAS, an application has been duly received requesting the renaming of White School Road located east of Cave Junction, south of Caves Highway, and near Smith Sawyer Road, in Township 39, Range 08, Section 25, in Josephine County. The street is described and depicted in the attached Planning Director’s Decision (map attached as Exhibit “A”). The application requests the name “White Schoolhouse Road” be given to the now named “White School Road;” and

WHEREAS, White School Road currently serves as access for 28 parcels; and

WHEREAS, written notification has been mailed to affected property owners, which notification provided a 15 day period for objections and/or comments to the proposed renaming of White School Road; and

WHEREAS, no objections and one comment in favor of the proposal was received in response to the notice letter; and

WHEREAS, it appears to be in the public interest to rename the road, and it further appearing that appropriate procedural requirements have been satisfied;

NOW, THEREFORE, IT IS HEREBY ORDERED that “White School Road” is hereby renamed to “White Schoolhouse Road”.

DATED:       November \_\_\_\_\_, 2016

JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

**Josephine County, Oregon**  
**PLANNING DIRECTOR'S DECISION**  
**Road Name Change**

**SECTION 1. APPLICATION INFORMATION**

- 1.1 Owner/Applicant: Paul Simon
- 1.2 Location: White School Road – Cave Junction
- 1.3 Zoning: Various
- 1.4 Description of Request: Request to authorize the renaming of White School Road, an existing recorded county road. The new name proposed for the road is White Schoolhouse Road – see the street map attached as **Exhibit A**. This request is in response to an incident involving emergency services and confusion regarding its current name. A petition signed by residents of White School Road was received by the Board of County Commissioners office on April 18, 2016, requesting the name change to White Schoolhouse Road.
- 1.5 Noticing Information: Notice of the proposed change was mailed to all affected property owners on July 20, 2016, attached as **Exhibit B**. The closing date for comments ended on August 4, 2016.
- 1.6 Decision: **APPROVAL**

**SECTION 2. EVIDENCE**

- 2.1 The evidence received is contained in the Planning Director's file, along with all other documentation received and reviewed as part of this action. Other documentation may include aerial photographs, zoning maps, soil books, water studies, resource maps and inventories, facility plans, reports or comments from other agencies, and other like materials. These materials, in addition to the Planning Director's file, are made a part of these findings by reference.

**SECTION 3. CAC NOTIFICATION AND RESPONSE**

- 3.1 The road involved in this request is not located within the boundaries of a Citizens Advisory Committee (CAC).

**SECTION 4. APPLICABLE REVIEW STANDARDS AND FINDINGS OF FACT**

- 4.1 Section 40.040 – Application Requirements:
- B. A completed application form (or a Land Use Request Cover Sheet in the event a specific application form does not exist for the request)
- E. All required fees

**Finding:** *The applicant has submitted a Road Name application in compliance with the provisions of the Josephine County Rural Land Development Code. As per Josephine County Board of Commissioners Order #2016-024, the fees for this application have been waived - see as attachment **Exhibit C**.*

4.2 Section 82.020 – Street Names

The name of any proposed road shall not duplicate or be so similar as to be confused with the name of any existing road within the county.

**Finding:** *The proposed name, White Schoolhouse Road, does not conflict with any other street or road name within Josephine County or in the City of Grants Pass, and is not so similar to any other existing name so as to cause confusion.*

4.3 Section 32.030 – Mailed Notice

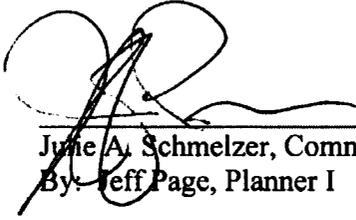
- A. Notice Prior to Decision. All quasi-judicial land use procedures shall include notice of the proposed action by first class mail at least fifteen days prior to the date of review for all applications processed by the Planning Director without a hearing, or twenty days prior to hearings before the Hearings Officer, Planning Commission or Board of County Commissioners.

**Finding:** *Written notification has been mailed to all affected property owners as well as applicable departments and agencies. This notification provided for a 15 day period for objection or comment to the renaming of White School Road to the proposed name of White Schoolhouse Road. During this period, one comment in favor of the proposal was received with none received objecting.*

**SECTION 5. DECISION**

Based on the evidence and the findings of fact entered herein, the Planning Director hereby **APPROVES** the renaming of White School Road to the proposed name of White Schoolhouse Road.

Done and dated this 30<sup>th</sup> day of August, 2016.

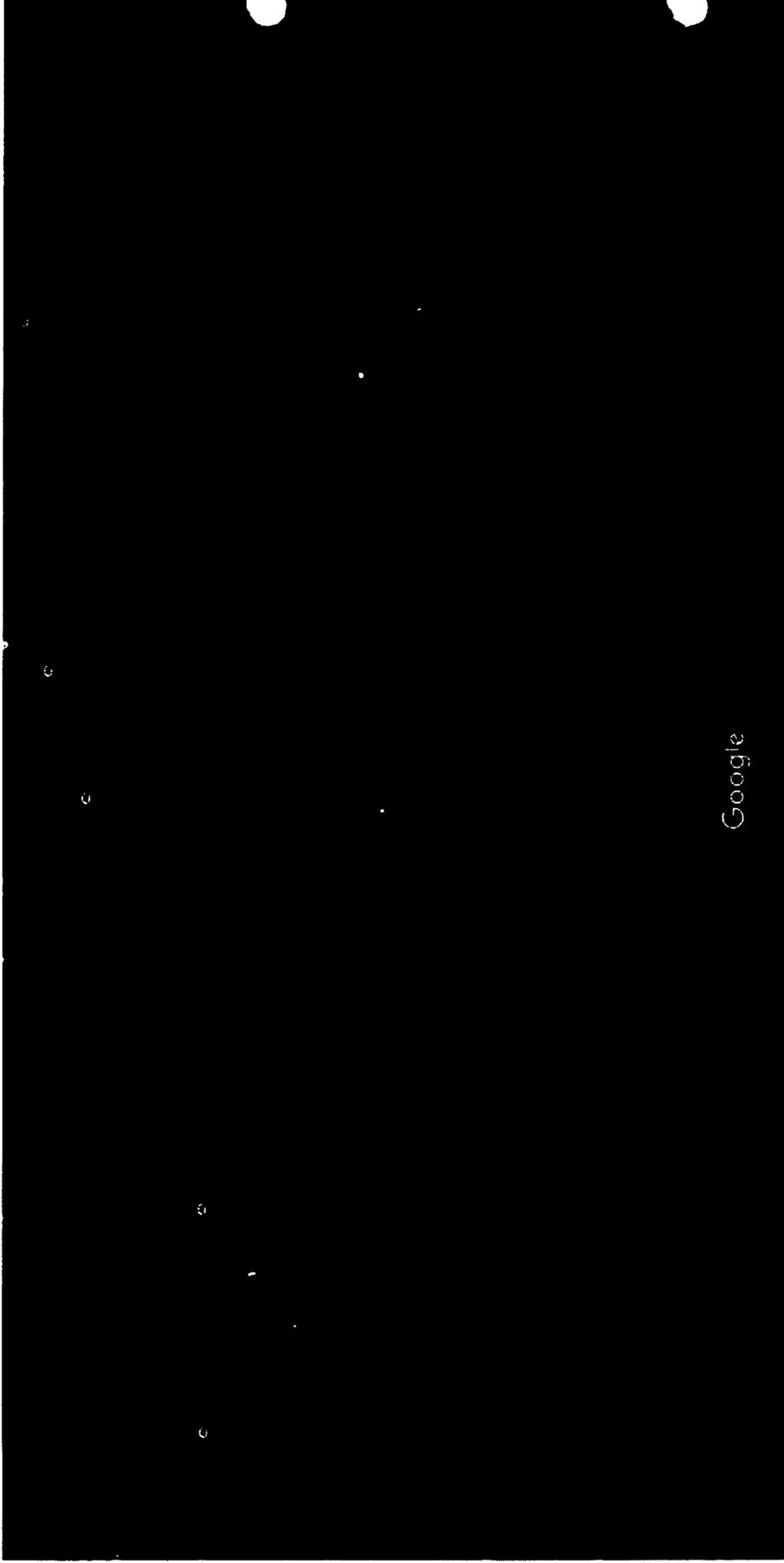


Julie A. Schmelzer, Community Development Director  
By: Jeff Page, Planner I

Attachments: Exhibit A – Aerial map of White School Road  
Exhibit B – Public Notice Mailing List  
Exhibit C – Board of Commissioners Order #2016-024

e-copy: Eric Heesacker, Public Works  
Robert Brandes, Public Works  
Wally Hicks, Josephine County Legal Counsel

# Google Maps



Google

Imagery ©2016 Google, Map data ©2016 Google 500 ft



BARKER, ELAINE M & CORTRECHT,  
DOUGLAS W  
1555 WHITE SCHOOL RD  
CAVE JUNCTION, OR 97523

CROW, KANDI  
1770 WHITE SCHOOL RD  
CAVE JUNCTION, OR 97523-9501

EDWARDS, RICHARD, DENNIS &  
GILLARD, VICKIE  
1800 WHITE SCHOOLHOUSE RD  
CAVE JUNCTION, OR 97523

HARRIS, TARA J  
1201 WHITE SCHOOLHOUSE  
CAVE JUNCTION, OR 97523

HOBACK REV LIV TRUST, KENNETH D &  
LINDA  
1195 WHITE SCHOOL HOUSE RD  
CAVE JUNCTION, OR 97523

JOHNS, JAY  
305 SMITH SAWYER RD  
CAVE JUNCTION, OR 97523

MCLEOD, DANIEL P & GEORGIA  
1910 WHITE SCHOOL RD  
CAVE JUNCTION, OR 97523

NICKERSON, RAY H & LORENE M  
3555 S PACIFIC HWY UNIT 146  
MEDFORD, OR 97501-8861

ROTH, JOHN E & BEVERLY M  
950 WHITE SCHOOL HOUSE RD  
CAVE JUNCTION, OR 97523-9705

SOMMERS REVOCABLE TRUST,  
GERALD E & JANICE A TRUSTEES  
240 GARNER RD  
CAVE JUNCTION, OR 97523

BETTS, VERA JOY (TOD)  
2021 WHITE SCHOOL HOUSE  
CAVE JUNCTION, OR 97523

DAUGHERTY, ALLURYNN & DOUGLAS  
3559 CAVES HWY  
CAVE JUNCTION, OR 97523

GREFSHEIM, ORRIS R JR & LAUREL L  
8848 E KETTLEMAN LN  
LODI, CA 95240-9330

HAZEN, LINDA L  
PO BOX 1123  
CAVE JUNCTION, OR 97523-1123

HOOK, DONALD C & NANCY K  
PO BOX 565  
CAVE JUNCTION, OR 97523-0565

JOSEPHINE COUNTY  
201 RIVER HEIGHTS WAY  
GRANTS PASS, OR 97527-5432

MIKELS, THEODORE V JR & KATHLEEN  
1467 WHITE SCHOOL HOUSE RD  
CAVE JUNCTION, OR 97523-9700

PITTMAN, ANGELL R  
3675 CAVES HWY  
CAVE JUNCTION, OR 97523

SCHELLING, ANGEL L  
PO BOX 2236  
CAVE JUNCTION, OR 97523

SOWELL, EDITH LANTELLA (LE)  
3555 S PACIFIC HWY #146  
MEDFORD, OR 97501-8861

WOOD, KATHLEEN V  
PO BOX 1339  
CAVE JUNCTION, OR 97523

DINSDALE, SAMUEL C & ALICE J  
57673 FORT ROCK RD  
SILVER LAKE, OR 97638-9645

HANCOCK, SCOTT WAYNE  
511 S WATER ST  
SILVERTON, OR 97381

HILER, RONALD L  
PO BOX 496  
CAVE JUNCTION, OR 97523-0496

HUITT, EARL  
1381 WHITE SCHOOL HOUSE  
CAVE JUNCTION, OR 97523

MARTENS, TERRY L & CELINE T  
1445 WHITE SCHOOL RD  
CAVE JUNCTION, OR 97523-9700

MOHR, JEAN C (ESTATE OF) MOHR,  
STEVEN PERSONAL REPRESENTATIVE &  
CAMPBELL, MICHAEL JAMES  
PO BOX 85  
CAVE JUNCTION, OR 97523

PWS LLC  
2128 WHITE SCHOOLHOUSE  
CAVE JUNCTION, OR 97523

SHIELDS, FRANK & CAROLE A  
1081 WHITE SCHOOL RD  
CAVE JUNCTION, OR 97523

TAYLOR, MANUEL PETER  
111 DICK GEORGE RD  
CAVE JUNCTION, OR 97523



WILSON, LLOYD D & ROSE ANN  
1981 WHITE SCHOOL HOUSE RD  
CAVE JUNCTION, OR 97523

JOSEPHINE COUNTY ASSESSOR'S OFFICE

JOSEPHINE COUNTY BUILDING SAFETY  
STEVENSON

JOSEPHINE COUNTY ELECTIONS/CLERK

JOSEPHINE COUNTY LEGAL  
HICKS

JOSEPHINE COUNTY PLANNING  
DEPARTMENT  
700 NW DIMMICK STREET, SUITE C  
GRANTS PASS, OR 97526

JOSEPHINE COUNTY PUBLIC WORKS  
HEESACKER

JOSEPHINE COUNTY SURVEYOR

911 – EMERGENCY

STATE FIRE MARSHAL - SHAW  
4500 ROGUE VALLEY HWY, SUITE A  
CENTRAL POINT, OR 97502

IV FIRE  
681 CAVES HIGHWAY  
CAVE JUNCTION, OR 97523

THREE RIVERS (County)  
PO BOX 160  
MURPHY, OR 97533

ODOT  
100 ANTELOPE ROAD  
WHITE CITY, OR 97503

TAYLOR, RHEA VRANA  
PO BOX 25  
O'BRIAN, OR 97534

POSTMASTER  
1636 NW WASHINGTON BLVD  
GRANTS PASS, OR 97526



**BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Application for Road            )  
Name Change for White School Road;        )  
Waiver of Planning Department Fee        )        **Order No. 2016-024**

WHEREAS, White School Road, which is located in an area east of Cave Junction, in Josephine County, was established as a county road in 1916, by document recorded in Volume 47, page 77, of the official records of Josephine County; and

WHEREAS, residents of White School Road, who have referred to the road for many years as "White Schoolhouse Road," have submitted an informal petition to the Board of Commissioners requesting that road signs, which designate the road as "White School Road," be removed and replaced with signs that designate the road as "White Schoolhouse Road"; and

WHEREAS, on May 17, 2016, residents of White School Road submitted a formal application to the County Planning Department for a road name change; and

WHEREAS, the current fee to apply for a road name change was set by Board Order 2007-033-O, dated May 30, 2007, at \$1,500.00; and

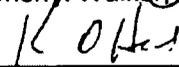
WHEREAS, the Board has determined that because of the discrepancy in the road name, and confusion regarding emergency services responders, it is in the best interest of the citizens of Josephine County to process the road name change application without payment of the current application fee; now, therefore

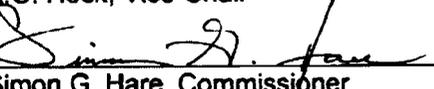
IT IS HEREBY ORDERED, that the Josephine County Planning Department fee, currently set in the amount of \$1,500.00 is waived for the Road Name Change application submitted on May 17, 2016 by residents of White School Road.

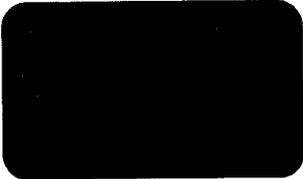
DATED this 15<sup>th</sup> day of June, 2016.

JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS

  
Cheryl Walker, Chair

  
K.O. Heck, Vice-Chair

  
Simon G. Hare, Commissioner



Order No. 2016-024



**Josephine County Board of Commissioners**

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

**Agenda Requests are due by NOON on Monday of the week scheduled for Administration Workshop**  
**Requests received after that time will be placed on the Administration Workshop agenda for the following week**  
**If sending documents electronically – send to both**  
**wguinn@co.josephine.or.us and lmcelmurry@co.josephine.or.us**

**REVISED APRIL 2015**

<b>Date Submitted to BCC</b>	10/28/16
<b>Administration Workshop Meeting Date (Thursday)</b>	11/10/16
<b>WBS Meeting Date (Wednesday)</b> Note: Second Wednesday of the month is evening session	11/16/16

**AGENDA TITLE: \*\*\*MUST COMPLETE THIS SECTION\*\*\*** (Please provide a clearly written title sufficient to describe the item on the Weekly Business Agenda: Resolutions or Orders use full title, Contracts or IGAs state who it is between and service being provided, and Amendments who it is between and original IGA/Contract #. See full examples on page 2)

ORDER 2016-049  
 Resolution 2016-049 In the matter of the Local Alcohol and Drug Planning Committee (LADPC): Adoption of Revised Committee By- Laws

<b>Department/Contact Person (Include Title and Ext. #)</b>	Juvenile Justice / Shawn Martinez
<b>Presenter (Include Name and Title)</b>	Shawn Martinez, Prevention and Treatment Coordinator
<b>Background information</b>	By-Laws were reviewed and needed updating.
<b>Action you are requesting from the Board</b>	Approval of By-Law revisions
<b>Reviewed by Finance Director (If yes, Finance's signature required)</b>	No
<b>Reviewed by Legal Counsel (If yes, Legal's signature required)</b>	Yes Leah C. Hauser
<b>Reviewed by Information Technology (If yes, IT's signature required)</b>	No
<b>Total Revenue, Cost, or Pass-Thru Funds to the County</b>	\$0
<b>Notes or Special Instructions to BCC Staff</b>	Original back to legal to type in date w/ typewriter

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
LADPC By-Laws	21	Y	N	N	N

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**JOSEPHINE COUNTY  
LOCAL ALCOHOL AND DRUG PLANNING COMMITTEE  
BYLAWS**

**ARTICLE I. NAME**

Josephine County Local Alcohol and Drug Planning Committee (hereafter referred to as the LADPC) is an advisory board to the Josephine County Board of Commissioners (hereafter referred to as the BCC)

**ARTICLE II. MISSION**

The Josephine County LADPC actively supports the promotion of healthy families and community lifestyles by preventing and reducing alcohol and drug abuse and problem gambling. LADPC believes that all individuals have the right to access an effective continuum of alcohol, drug, and problem gambling prevention, intervention, and treatment services, and that collaborative community efforts will maximize the effectiveness of local resources

**ARTICLE III. PURPOSE OF THE JOSEPHINE COUNTY LADPC**

The BCC established the LADPC by Order No. 99-5 on February 10, 1999. The establishment of the LADPC was accomplished in accordance with ORS 430.342 and ORS 430.350 and following "Guidelines for Local Alcohol and Drug Planning Committees" provided by the Oregon Office of Alcohol and Drug Abuse Programs, now referred to as the Addiction and Mental Health Division (AMH).

**ARTICLE IV. GOALS IN ACCORDANCE WITH THE RELEVANT CURRENT OREGON REVISED STATUTES**

A. The LADPC shall accomplish its mission by:

1. Identifying local needs and resources, and establishing priorities for alcohol, drug, and problem gambling treatment services that best suit the needs and values of the community, and shall report its findings to the Oregon Health Authority, the Josephine County Board of Commissioners, and the budget advisory committee of the state Alcohol and Drug Policy Commission, through the biennial County Implementation Plan for Mental Health Services, Prevention Services, Substance Abuse Treatment Services, and Gambling Prevention and Treatment Services in coordination with the Josephine County Mental Health Provider.
2. Providing assistance and recommendations to the providers of substance abuse and/or problem gambling prevention, intervention, or treatment services.
3. Providing recommendations regarding each provider service application it reviews to the BCC for their review, comments, approval and submission to AMH and/or the source of the funding being sought.
4. Developing and implementing a competitive Request for Proposal (RFP) process for selecting alcohol and drug abuse and problem gambling subcontract service providers.
5. Monitoring the use of funds related to local alcohol, drug, and problem gambling prevention, intervention, and treatment and the quality of the services being provided by local organizations.

6. Promoting and supporting the development and enhancement of cost effective substance abuse and problem gambling prevention, intervention, and treatment resources that are responsive to local needs.

## **ARTICLE V. MEMBERSHIP: COMPOSITION OF THE BOARD**

### **A. Voting Members:**

1. The LADPC shall consist of at least seven (7) voting members with a maximum of fifteen voting (15) members who shall be appointed by the BCC upon the recommendation of the LADPC and approved by the BCC.
2. The members of the LADPC shall reflect the statutory requirements for geographic representation from rural areas, expertise or interest in substance abuse issues, and proportional representation of minority members, which reflects the proportion of the need for alcoholism treatment and rehabilitation services of minorities in the community.
3. The LADPC should consider for membership persons with an interest in substance abuse and problem gambling issues, from the following fields:
  - a. Mental Health
  - b. Human Services
  - c. Law Enforcement
  - d. Medical Community
  - e. Recovery Community
  - f. School Districts
  - g. Faith-based Community
  - h. Juvenile Justice
  - i. Business Community
  - j. At Large (interested citizens)
4. Members may represent more than one constituency. Preference for membership will be given to persons representing various geographical regions within the County.
5. Voting members who are employees or board members of providers that receive funding from the County must follow the Conflicts of Interest requirements set forth in Article XI.
6. A voting member of the LADPC who is a family member of an employee of a provider or a family member of a board member that receives funding from the County must disclose this relationship.

### **B. Non-Voting Members:**

1. County Commissioner Liaison: The members of the Josephine County Board of Commissioners are ex-officio non-voting members of the LADPC. On a rotating basis, one Commissioner shall be appointed to serve as liaison to the LADPC from the BCC.
2. Alcohol and Drug Providers: Representatives from the alcohol and drug provider organizations are encouraged to attend meetings.
3. County Prevention and Treatment Coordinator may participate in committee deliberations, but shall not vote on deliberations.

**C. Term of Membership:**

1. The first term of membership shall be four (4) years.
2. When a LADPC member's term expires, their history of attendance and participation will be reviewed, and sent with a new application for reappointment. The appointment of a second term will be automatic with review of the application by the BCC and a positive recommendation by the LADPC Chair and Liaison Commissioner.
3. Successive terms shall be four (4) years. No member of the LADPC shall be appointed to serve more than two (2) consecutive terms. Committee members may reapply for membership on the LADPC one (1) year after the end of their second term.
4. When a member has completed his/her second term, the BCC will advertise for the vacancy. If no qualified applicants apply, the BCC may appoint the retiring member for one (1) additional term.
5. If a LADPC member resigns before the term expires, a successor shall be appointed to fill out the remainder of the resigning member's term. A LADPC member appointed to an unexpired term may be reappointed for two (2) subsequent full terms.

**D. Process:**

1. Vacancies may be filled by recommendation from the LADPC to the BCC for consideration and formal appointment, using a three-step process.
  - a. The County Prevention and Treatment Coordinator notifies the Board of County Commissioners (BCC) of a membership vacancy. The BCC places an advertisement for this vacancy in the local newspaper.
  - b. Candidates are invited to visit a full LADPC meeting.
  - c. Candidates will meet with the executive committee for an interview
  - c. After the candidate's visit and interview , the LADPC members will vote on a recommendation to the BCC.

**ARTICLE VI. TERMINATION**

- A. Removal by the BCC: All LADPC members serve at the pleasure of the BCC. The BCC may remove a LADPC member without cause, at any time, on its own motion or upon the recommendation of the LADPC. The BCC shall provide the member being removed with an opportunity to address the BCC concerning their removal prior to removal.
- B. Removal by the LADPC: If the LADPC determines by a majority vote that a member should be removed, the Chair of the LADPC shall report that recommendation to the BCC for its consideration.
- C. Resignations: Resignations by LADPC members shall be submitted in writing to the LADPC Chair and announced at the next regularly scheduled meeting. The Chair shall forward a copy of the resignation letter to the BCC.

**ARTICLE VII. ATTENDANCE**

All LADPC members are expected to attend regularly scheduled meetings. Except as otherwise provided by federal or state law, any member who fails to attend three (3) consecutive meetings during any one calendar year, may forfeit membership unless the member provides a valid excuse. Before the BCC decides that a position has been vacated by a member failing to attend meetings, the BCC shall give reasonable opportunity (30 days) to the member to justify the absences in writing to the BCC.

## ARTICLE VIII. MEETINGS

- A. **Public Meeting Laws:** The LADPC is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.
- B. **Regular Meetings:** The LADPC shall hold at least nine (9) meetings per year. Special meetings may be called by the Chair or upon petition of a majority of the LADPC members.
- C. **Notice:** The LADPC will provide for and give public notice, at least three days prior to the meeting, to LADPC members, interested persons, news media, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include an agenda listing the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner, which maximizes the potential of the public to be aware of the proceedings and to participate. Notices may be delivered by telephone, by facsimile, by electronic mail, by regular mail, or in person.
- D. **Place of Meetings:** The location of LADPC meetings will be announced in the public meeting notice.
- E. **Quorum:** A majority of the LADPC voting members shall constitute a quorum for the transaction of business.
- F. **Decision-Making Procedure:** Each LADPC voting member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute fiduciary and statutory obligations. A majority vote is defined as a majority of the quorum.
- G. **Minutes:** The staff member assigned to the LADPC will cause the meeting minutes to be prepared. Minutes will include who called the meeting to order and when, the date and place of the meeting, a description of the members present, motions, proposals, and their dispositions, the results of all votes and any roll-call vote by members by name, the substance of any discussions on any matter, and reference to any documents discussed at the meeting. Minutes will be distributed to the membership prior to the monthly meeting. Minutes are due in the BCC office 45 days from the date of the meeting and will be a signed original with a signature block for the BCC. The BCC office will submit these minutes to the County Clerk's office for recording after the BCC has signed them.
- H. **Special Meetings:** Special LADPC meetings may be called by the LADPC Chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. Notice should be provided as soon as possible to encourage public participation.

## ARTICLE IX. OFFICERS

- A. The officers of the LADPC shall be a Chair and a Chair-Elect. The officers shall be elected annually by the LADPC at the last regular meeting of the fiscal year. Officers shall serve for a period of one (1) year or until their respective successors have been duly elected.

- B. The Chair shall preside at all meetings, act as the executive officer of the LADPC and look after and supervise operations of business, perform all duties that usually pertain to the office of Chair, and make such reports as the LADPC may direct.
- C. The Chair-Elect shall perform the duties and exercise the powers of the Chair in the Chair's absence or disability, and perform all other duties that usually pertain to the office of the Chair-Elect.
- D. The BCC may provide a staff person to serve as secretary to the LADPC. This person will attend meetings and be responsible for taking minutes, collaborating with the Chair to formulate agendas, and be responsible for maintaining the records of the LADPC for the period of time designated by the state.

**ARTICLE X. STANDING COMMITTEES**

- A. The Chair shall appoint such standing committees as are necessary for the effective operation of the LADPC.
- B. The Executive Committee shall consist of the Chair, Chair-Elect, and two non-officer members (one of whom shall be the immediate past Chair, if possible). The process for nomination and election on the non-officer members shall be the same as for the officers. The Executive Committee shall meet at the discretion of the Chair to prioritize LADPC agenda items, discuss issues, and develop recommendations for LADPC discussions and action.

**ARTICLE XI. CONFLICTS OF INTEREST**

- A. **Declaration:** The LADPC is subject to ORS 244.020, 244.040, and 244.120 to 244.130, defining conflicts of interest and establishing protocols for members of public bodies in Oregon. LADPC members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- B. **Potential Conflict Defined:** A potential conflict of interest exists when a LADPC member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The LADPC member may participate in an action after declaring the potential conflict and announcing its nature.
- C. **Actual Conflict Defined:** An actual conflict of interest exists when a LADPC member takes an action that would have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. When met with an actual conflict of interest the LADPC member must declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

**ARTICLE XII. AMENDMENTS TO BYLAWS**

These Bylaws may be amended after a majority vote of the LADPC forwarded to the BCC for its approval. The BCC shall have the sole authority to adopt, amend, or repeal bylaws.

**ARTICLE XIII. COMMUNITY RELATIONS AND PUBLIC INPUT**

Any member of the public will be welcome to attend and provide input at LADPC meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the LADPC may attend meetings or contact either the Chair, Chair-Elect, or staff of the BCC. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**ARTICLE IV. EFFECTIVE DATE**

The By-Laws of the Josephine County Local Alcohol and Drug Planning Committee shall become effective upon approval by the Josephine County Board of Commissioners.

Adoption by the Local Alcohol and Drug Planning Committee this   12   day of   May  , 2016.



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James Goodwin, Chair

Josephine County Local Alcohol and Drug Planning Committee



*Josephine County Board of Commissioners*

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

**Agenda Requests are due by NOON on Monday of the week scheduled for Administration Workshop**  
**Requests received after that time will be placed on the Administration Workshop agenda for the following week**  
**If sending documents electronically – send to both**  
**twharton@co.josephine.or.us and wwatkins@co.josephine.or.us**  
**REVISED JANUARY 2016**

Date Submitted to BCC	September 26, 2016
Administration Workshop Meeting Date (Thursday)	September 29, 2016 — 11/10/16
WBS Meeting Date (Wednesday) Note: Second Wednesday of the month is evening session	October 5, 2016 — 11/??

ORDER NO. 2016-053

<b>AGENDA TITLE: Final Authorization for the placement of STOP signs in the Elk Ridge Estates P.U.D. on Lonnon Way (Restricted Residential Road#: 3443) and Flin Court (Private Road #772) located in Grants Pass, Oregon.</b>	
Department/Contact Person (Include Title and Ext. #)	Public Works, Eric Heesacker, Transportation Planner ext. 4407
Presenter (Include Name and Title)	Chuck DeJanvier, County Engineer
Background information	On 9/27/2010, the Planning Commission approved the Elk Ridge P.U.D. (now known as the Elk Ridge Estates P.U.D.) with conditions. This order is the Authorization Order for STOP sign placement within the P.U.D. to meet conditions established with the approval and to comply with county road safety standards.
Action you are requesting from the Board	Approve and sign the Order
Reviewed by Finance Director (If yes, Finance's signature required)	N/A
Reviewed by Legal Counsel (If yes, Legal's signature required)	Yes <i>WH</i>
Reviewed by Information Technology (If yes, IT's signature required)	N/A
Total Revenue, Cost, or Pass-Thru Funds to the County	\$ 0
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Order	1 <i>WH</i>	BCC only	No	N	N

**DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.**

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
- **Additional Signatures Needed on Electronic Documents:** Board staff will retain one document with original Board signatures and return an electronic copy to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed electronic document, one fully executed electronic document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.

BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON

IN THE MATTER OF THE INSTALLATION )  
OF SIGNS ON CERTAIN ROADS WITHIN )  
JOSEPHINE COUNTY )

ORDER No. 2016-053

**IT NOW APPEARING** to the Josephine County Board of Commissioners that, to provide for the orderly control of traffic and safety of the public, the installation of stop, road name and/or other traffic control signs at the following described locations will be of public necessity and benefit:

**For the Elk Ridge Estates Subdivision (36-06-35.A0/2200 and 36-06-35.B0/2801):**

On Lonnon Way [Restricted Residential Road, #3443, Category "C", Length of 2,502.72 feet] where it intersects Elk Lane being intersected in the Southeast Quarter (SE1/4) of Section 35, Township 36 South, Range 06 West of the Willamette Meridian, Josephine County, Oregon; and,

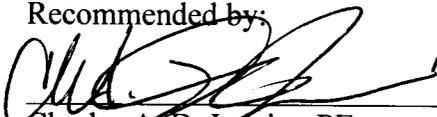
On Flin Court [Private Road, #772, Category "P", Length of 617.76 feet] where it intersects Lonnon Way being intersected in the Southeast Quarter (SE1/4) of Section 35, Township 36 South, Range 06 West of the Willamette Meridian, Josephine County, Oregon;

**NOW, THEREFORE, THE SAID BOARD RESOLVES AND ORDERS** Josephine County Public Works to install said signs at the locations described above.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

BOARD OF COUNTY COMMISSIONERS

Recommended by:

  
\_\_\_\_\_  
Charles A. DeJanvier, PE  
County Engineer

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
Keith Heck, Vice Chair

\_\_\_\_\_  
Simon Hare, Commissioner



*Josephine County Board of Commissioners*

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

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**twharton@co.josephine.or.us and wwatkins@co.josephine.or.us**  
**REVISED JANUARY 2016**

<b>Date Submitted to BCC</b>	November 7, 2016
<b>Administration Workshop Meeting Date (Thursday)</b>	November 10, 2016
<b>WBS Meeting Date (Wednesday)</b> Note: Second Wednesday of the month is evening session	November 16, 2016

<b>AGENDA TITLE: Order No. 2016-<del>cs4</del>: In the Matter of Acceptance of Lonnon Way; the Extension of Tech Way; and the Extension of Saratoga Way as County Maintained Roads</b>	
<b>Department/Contact Person (Include Title and Ext. #)</b>	Public Works, Richard Pike, Eng. Tech IV ext. 4413
<b>Presenter (Include Name and Title)</b>	Chuck DeJanvier, County Engineer
<b>Background information</b> This order is the Acceptance of Lonnon Way, Road #3443, Tech Way (extension) #2273, and Saratoga Way (extension) #2471, as County Maintained Roads.	
<b>Action you are requesting from the Board</b>	Approve and sign the Board Order.
<b>Reviewed by Finance Director (If yes, Finance's signature required)</b>	N/A
<b>Reviewed by Legal Counsel (If yes, Legal's signature required)</b>	Yes <i>WH</i>
<b>Reviewed by Information Technology (If yes, IT's signature required)</b>	N/A
<b>Total Revenue, Cost, or Pass-Thru Funds to the County</b>	\$ 0
<b>Notes or Special Instructions to BCC Staff</b>	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Order	1	BCC	N	N	N

**DOCUMENT DISTRIBUTION:** Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.

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**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Acceptance of Lonnon Way;     )  
the Extension of Tech Way; and the             )  
Extension of Saratoga Way as County           )  
Maintained Roads                                 )     Order No. 2016- 054

WHEREAS, it is the intent of the Josephine County Board of Commissioners to record in its Journal, the Board's official actions regarding the public roadways described as follows:

Lonnon Way (Road #3443) located in North Half of Section 35, Township 36 South, Range 6 West of the Willamette Meridian, Josephine County, Oregon. Said road is more particularly described as beginning at the intersection of Elk Lane and Lonnon Road, engineer's centerline station 1+00.00 and running Westerly for approximately 2398 feet to engineer's centerline station 24+97.82. Said road, which is 50 feet wide, has been constructed to the Josephine County Rural Residential Road standard.

Tech Way (extension) (Road #2273) located in the Northeast Quarter (NE1/4) of Section 26, Township 35 South, Range 6 West of the Willamette Meridian, Josephine County, Oregon. Said road extension is more particularly described as beginning at the terminus of the existing Tech Way, engineer's centerline station 2+34.16, and running East for approximately 188 feet to engineer's centerline station 4+21.88. Said road, which is 60 feet wide, has been constructed to the Josephine County Rural Industrial standard.

Saratoga Way (extension) (Road #2471) located in the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4) of Section 34, Township 35 South, Range 6 West of the Willamette Meridian, Josephine County, Oregon. Said road extension is more particularly described as beginning at the terminus of existing Saratoga Way, engineer's centerline station 0+72.50 and running South for approximately 143 feet to engineer's centerline station 2+15. Said road, which is 60 feet wide, has been constructed to the Josephine County Rural Local Collector standard.

IT IS HEREBY ORDERED, pursuant to ORS 368.016(2)(c) and 368.041, that the roads as described hereinabove, are accepted as county roads, and the county shall maintain said roads as county roads for the use, benefit and service of the public and communities served by said roads.

DATED:       November \_\_\_\_\_, 2016.

JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner