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# TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## AGENDA

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL TUESDAY, JULY 30, 2019 AT 6:00 PM

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting.

Persons with a disability may request an accommodation such as a sign language interpreter by contacting Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall and at the Jerome Public Library.

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|-----------------|--|---|
| <b>ITEM #1:</b> | <b>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</b><br>Mayor/Chairperson to call meeting to order.<br>Town Clerk to call and record the roll.<br>Mayor/Chairperson or designee to lead the Pledge of Allegiance. |   |
| <b>ITEM #2:</b> | <b>ZONING ADMINISTRATOR POSITION</b><br>Council may conduct interviews of applicants for the position of Zoning Administrator, and may make an appointment to that position.                                     | Sponsored by Mayor Alex Barber<br>Discussion; Possible Action |
| <b>ITEM #3:</b> | <b>ADJOURNMENT</b>   |   |

#### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before \_\_\_\_\_ on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

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| 970 Gulch Road, side of Gulch Fire Station, exterior posting case |
| 600 Clark Street, Jerome Town Hall, exterior posting case         |
| 120 Main Street, Jerome Post Office, interior posting case        |

\_\_\_\_\_  
J. Savage, Deputy Town Clerk

John Knight [REDACTED]

July 25, 2019

Town of Jerome  
600 Clark Street  
P.O. Box 335  
Jerome, AZ 86331

Re: Zoning Administrator/Historic Preservation Officer

Dear Town of Jerome,

I am interested in the Zoning Administrator/Historic Preservation Officer Position posted on Indeed. I am an experienced Planner, Project Manager and Developer. My wife and I recently moved from California to Sedona and I am seeking work locally. I would like to meet with the Town to find out more about this position and share a bit more about my skills and background.

I currently operate my own business and pride myself on providing a high level of service to my clients. I have strong communication skills, customer service skills, computer skills, and I am very detail oriented. I have been working in the land use and development field as a Planner and Project Manager for over 30 years. My experience includes work in zoning administration, development, construction, and permitting. Over the years, I have been an educator, a developer, a City Planner, a Parks Planner, and a Project Manager for two different Architectural Engineering firms. I have managed both projects and teams of people. My background includes enforcing and implementing Zoning Codes and Ordinances and working with various stakeholders. I have spent hundreds, if not thousands, of hours preparing and presenting to City Councils, Planning Commissions, Design Review Boards, and other Boards and Committees.

I have a bachelor's degree in Natural Resource Planning from Humboldt State University in Northern California. I have a master's degree in Business from George Fox University in Portland, OR.

I have lived and worked in California, Oregon, Idaho, Washington, and Arizona. I have experience on both sides of the counter and am comfortable working with the general public, agency staff and community stakeholders.

I am very interested in meeting with the Town of Jerome to see if I might be a good fit. Thank you for taking the time to review my cover letter and resume. Feel free to contact me by phone [REDACTED] or e-mail ([jknight@jknightconsulting.com](mailto:jknight@jknightconsulting.com)). I hope to hear from you soon.

Sincerely,



John Knight

## ***John Knight, Project Manager & Planner***

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### ***Experience***

John Knight has over 30 years of experience in land use and property related matters. He has been involved in property development, real estate, and teaching (at Cal Poly San Luis Obispo, CA). For the last 10 years, John has been operating his own land use consulting business. His background includes over 10 years as a public sector planner, two years as a land developer and 20 years as a private sector planner. He has worked in California, Oregon, Washington, Arizona and Idaho. John is committed to providing the highest possible level of customer service.

### ***Strengths***

- Working with City Councils, Planning and Zoning Commissions, Design Review Boards and other boards and committees
- Enforcing and implementing Zoning Codes, land use laws and other regulations/ordinances
- Working with the City Staff, the General Public, Contractors, and other community stakeholders
- Solving problems, being organized and paying attention to details
- Working both independently and as a team member
- Keeping supervisors and other staff informed about the status of any issues or problems
- Providing a high level of computer and organizational skills

### ***Education***

Bachelor of Science, Natural Resources Planning, Humboldt State University - 1986  
Masters Business Administration (MBA), George Fox University, Portland, OR - 1998

### ***Employment History***

Owner/Operator J.Knight Consulting, San Luis Obispo, CA - March 2009 to present  
Principal Planner, RRM Design Group, San Luis Obispo, CA - July 2000 to March 2009  
Senior Planner, Group Mackenzie, Portland, OR - May 1999 to July 2000  
Developer, Pacific Santa Fe Development, Portland, OR - May 1997 to April 1999  
Planning Manager, City of Newberg, OR - September 1994 to May 1997  
Associate Planner, City of Brentwood, CA - October 1990 to September 1994  
Associate Planner, City of Antioch, CA - September 1986 to October 1990

### ***Key Projects***

***Contract Planner Materra Farming Company - 2011 to current.*** Working part time as a Contract Planner for an Agricultural Company that purchases, upgrades, and operates thousands of acres of farm lands in the greater Southwest Region. Materra owns properties in and around Phoenix, Imperial County, CA and the Central Valley, CA. Responsibilities include a variety of land use such as property Due Diligence (when they purchase new properties), mapping, graphics and water management.

***Contract Planner Woolf Enterprises - 2016 to current.*** Working part time as a Contract Planner for an Agricultural Company that purchases, upgrades, and operates thousands of acres of farm lands in the Central Valley of California. Responsibilities include preparation of Agricultural Maps, Irrigation Maps, Directions and misc. coordination on land use issues.

***Shandon Community Plan Update, Shandon, CA – 2005 to 2009:*** Served as the Project Manager and advocate for the Peck Ranch entities, a major landowner in the Community Plan. The Community Plan includes an amendment to the General Plan, the preparation of an EIR, and the preparation of an Habitat Conservation Plan.

***San Miguel Ranch General Plan Amendment and Tentative Map, San Miguel, CA – 2004 to 2009:*** This project is currently in process. Serving as the Project Manager and advocate for the various San Miguel Ranch entitlements. Requested permits include a General Plan Amendment, a Rezone, a tentative map, a Sphere of Influence Amendment, an annexation to the San Miguel Community Services District, and preparation of an EIR.

***Eagle Ranch Development, Atascadero, CA – 2004 to 2009:*** Served as Project Manager for the preparation of a master plan for this 6,500-acre ranch while at RRM Design Group. Aspects included a General Plan Amendment, a Specific Plan, a Vesting Tentative Map, an EIR, and various Use Permits.

***Sierra Vista Hospital Expansion, San Luis Obispo, CA – 2003 to 2006:*** Served as Project Manager for the preparation of two master plans while at RRM Design Group. Plans included a parking structure, a new hospital tower, a medical office building, and additional hospital beds. Also included revisions to the parking and circulation and preparation of a bike master plan. Entitlements included ARC, Use Permit, GPA/RZ, and Road Abandonment.

***Zoning Code Update, Newberg, OR – 1997:*** Served as the lead Planner to update the city-wide Zoning Code and all aspects needed for approvals by the community and decision makers.

***Brentwood Parks Master Plan, Brentwood, CA – 1994:*** Served as the lead Planner to update the City's Parks Master Plan. Processing included hearings, public workshops, advisory committee meetings, environmental work and all other aspects necessary to update this element of the General Plan.

***Brentwood General Plan, Brentwood, CA – 1992:*** Served as the lead Planner to process an update of the city-wide General Plan for the City of Brentwood. Processing included the preparation of the Plan and EIR as well as writing key land use sections of the General Plan.

#### ***Other Project Experience***

Due Diligence and Zoning Research, Hamel Appraisal Company (various properties), San Luis Obispo and Santa Barbara Counties)

Lewan Property Mixed Use Development (due diligence and land planning for an 8 acre property), Templeton, CA

Bridge Street Business Park, San Luis Obispo, CA

City of Lompoc, Staff Assistance

City of Grover Beach, Staff Assistance

Coalinga GPU, EIR, Coalinga, CA

Atascadero Woodlands Specific Plan, Atascadero, CA

Black Ranch Master Plan and MND, Paso Robles, CA

Port San Luis Master Plan, Avila Beach, CA

## Testimonials for John Knight

### ***Susan DeCarli, Planning Manager; City of Paso Robles, CA (former Planning Director for the City of Grover Beach)***

I have worked with John Knight on both sides of the planning table. He is a very knowledgeable and confident planner with a wide breadth of professional experience. John pays attention to the big and small details on his projects. I would recommend John Knight for any scale of land use and development planning project.

### ***Larry Werner, CEO; North Coast Engineering Inc., Paso Robles, CA***

I have worked with John Knight on a highly complex Community Plan for the community of Shandon. He was highly knowledgeable of the policies and practices of the County, communicated very effectively between his client, San Luis Obispo County, and the other consultants, and always followed up with his responsibilities.

### ***Annie Wessels, Administrative Staff; RRM Design Group, San Luis Obispo, CA***

There are many great qualities about John that stand out in my mind after having worked closely with him over the last couple of years. He's thorough, hard-working, loyal, easygoing, friendly, and driven. But amongst all of these, John's greatest and most unique asset is his ability to communicate effectively with people. This may seem like a basic trait, something that's taken for granted in many cases. But when dealing with John you realize how rare and refreshing it is to find a person so genuinely knowledgeable and forthcoming, who communicates with ease and sensitivity. He is an asset to any team or project he is a part of.

### ***Kevin Jones, Developer***

John Knight has managed several development projects of mine over the past four years. During this time, I've gotten to know him on both a professional and personal level. I've always appreciated his dedication, professionalism, and hard work; both in the office and out. I really admire his ability to analyze a problem and respond quickly with a successful solution. I look forward to working with him in the future.

### ***Robert Hill, Conservation Director; Land Conservancy of San Luis Obispo & Cal Poly Adjunct Faculty***

I have asked John to prepare a guest lecture for my graduate seminar in Public Policy Analysis at Cal Poly the past couple of years. With over 22 years working in both the public and private planning sectors, my students and I greatly appreciated the real-world insights and professional experience that John was able to bring to the class.

### ***Matthew Geyer; Personal Reference***

I have worked with John Knight in a variety of creative capacities. We initially met through our passion for rock climbing but I recall the one week I was in desperate need of a crash course in PhotoShop when John humbly offered to show me what he knows. John introduced me to a whole new world of layers. Only a natural teacher and clear communicator can take something complex and overwhelming and plan it out so it would be step-by-step easy for somebody like me to understand. Not everybody can do that.

### ***David Church, AICP, Deputy Executive Officer; San Luis Obispo LAFCO***

I have worked with John on a number of projects and found him to be highly competent, thoughtful, and solution oriented in his knowledge and approach. He is attentive and positive when approaching the variety of issues facing people in organizations. John is dedicated, self-motivated and brings a practical and creative approach to the work he takes on.

***Kevin Merk, Senior Biologist; Rincon Consultants, Inc.***

I've worked with John for many years now in a professional capacity. John has always been a good even tempered advocate for his clients. He is well-versed in the planning and development arena, and has both small and large project experience that places him a cut above the rest.

***Jerry Bunin, Government Affairs Director; Home Builders Association, San Luis Obispo County, CA***

In my role as Government Affairs Director for the Home Builders Association, I have had frequent contact with John Knight in a wide variety of situations during the last 6 ½ years and have nothing but the highest praise for his professionalism, competency, communication skills, and his ability to work as a team member and a team leader. He served as an alternate on our San Luis Obispo County Government Affairs Committee. John could always be counted on to provide valuable insights during our discussions, to volunteer to attend meetings we scheduled with public officials on key issues, and to help represent the Home Builders Association and general development community with factual and well-reasoned testimony at public hearing. John is able to offer opinions in a manner that is always polite and respectful. He is friendly, productive and constructive and certainly someone anyone would be glad to have on their development team.